



Australian Government

Commonwealth of Australia
APSJobs - Vacancies Daily
PS47 Daily Gazette Monday - 18 November
2024.pdf

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APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS47 Weekly Gazette Thursday - 21 November 2024.pdf.

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

These Vacancies Daily will also appear in the Gazette PS47 Weekly Gazette Thursday - 21 November 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

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IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0751317

Australian Electoral Commission

Closing Date:Sunday 01 December 2024

Service Delivery
Event Workforce, Workplace & Supply Chain TEW Support

Job Title	Helpdesk Officers, TEW Support
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$66,233 - \$72,585
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 3
Position Number	2024-397 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Temporary Election Workforce Support section is responsible for the provision of the 'Employ Train Pay' helpdesk and payroll services for the Temporary Election Workforce engaged by the AEC through an electoral event.

The section is responsible for the administration of the AEC Temporary Election Workforce employment and pay systems, maintaining and providing advice in relation to these systems.

The team provides also first point of call advice and support for Temporary Election Workforce applicants and employees as well as our internal operational network regarding conditions of employment, engagement, training and payment

Duties

We will provide all the training required to support you in a busy helpdesk setting where you will provide verbal and written advice to our Temporary Election Workforce and internal network. You will have a great leadership cohort to support you succeed.

You will be the first point of call for advice and support for enquiries related to the Temporary Election Workforce election training,

employment and pay systems functionality, pay reconciliation and superannuation payments.

We are looking for positive, keen to learn individuals, able to cultivate and maintain stakeholder relationships, make decisions and resolve issues with guidance from more senior staff.

To excel you'll have:

- The ability to work under general supervision and direction, exercising some autonomy regarding how work tasks are performed.
- Ability to follow standard procedures to assist in solving stakeholder problems, seeking assistance as appropriate.
- Ability to communicate effectively.
- A strong commitment to working harmoniously within a team to achieve positive results and support the AEC's electoral outcomes.
- Most of all we are interested in a positive attitude and behaviours and the learning and experience that you gained throughout school or work experiences.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Antonia Reed, (02) 8201 4140
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0751237

Department of Home Affairs

Closing Date:Sunday 01 December 2024

Strategic Policy
Strategy and Budget

Job Title	Policy Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$80,748 - \$87,572
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	JR 135462
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/135462/>

About our team

The Strategy Branch provides cross-cutting advice that shapes high-level policy outcomes and drives the strategic direction of the Department. Our focus is on providing senior executives and ministers with integrated, forward-looking advice that tackles long-term strategic challenges and seizes emerging opportunities for the Portfolio.

Working across the portfolio and with key Government stakeholders, we connect diverse areas to identify key trends, address priority issues, and develop innovative solutions. We work closely with partners across Government to ensure alignment with broader Government priorities. The Strategy Branch also builds strategic policy and foresight capabilities across the department, helping articulate a clear direction for the Portfolio.

Our dynamic, rewarding work provides a strategic view of Government priorities and a deep understanding of core processes,

offering valuable experience that can be leveraged across the public service. We foster a supportive, resilient team culture where collaboration is key.

Flexible work arrangements, including part-time hours, can also be considered to support work-life balance.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

- Good analytical and strategic thinking skills, with the ability to gather and interpret information on a diverse range of issues to support policy development and decision-making
- Experience in drafting policy documents, briefs, and reports, demonstrating clear and concise written communication
- Ability to work collaboratively in a team environment, building strong relationships with colleagues and stakeholders
- Effective time management skills, with the capacity to manage multiple tasks, meet deadlines, and adapt to changing priorities
- Enthusiastic, motivated and resilient, with a proactive approach to learning and contributing to long-term policy goals.

Duties

Duties and responsibilities

- Support the development of strategic policy, including undertaking research and analysis to identify trends and emerging issues
- Support stakeholder engagement, including consultation with internal and external stakeholders across all stages of the policy development process
- Contribute to and develop policy documents, briefings and submissions for senior executive and ministers
- Assist in coordinating meetings, workshops, and inter-departmental activities to facilitate the development and implementation of policies
- Stay informed on government policies, priorities, and processes to contribute effectively to strategic policy outcomes.

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>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that 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>

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	Matthew Annett, 0481 168 383
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/135462/

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Vacancy VN-0751380

Job Title	Table Officer (Programming)
Job Type	Full-Time, Non-Ongoing
Location	Barton ACT
Salary	\$86,271 - \$92,665
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Employees are entitled to request flexible working arrangements under the department's enterprise agreement.
Classification	APS Level 4
Position Number	170
Agency Website	https://www.apg.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_Senate

Job Description

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

The Department of the Senate is seeking applications from those interested in joining the Table Office in the role of Table Officer (Programming).

This is a non-ongoing opportunity with an expected completion date of 30 June 2026. This position will provide the successful applicant with the opportunity to develop knowledge and expertise in Senate practice and procedure across a broad range of the Senate's functions.

The Table Officer (Programming) provides administrative and procedural support to the Senate to facilitate chamber proceedings. This includes preparing various documents including the Senate Order of Business (the 'Red') and monitoring events in the Senate and updating captions for the in-house broadcast system as the Senate moves through its business.

Other responsibilities include preparing the roster of temporary chairs, and preparing meeting papers and reports for the Selection of Bills Committee. The Table Officer (Programming) is also a key point of contact for senators and their staff seeking support from the Clerk Assistant (Table) and the Table Office generally. The occupant of this position also provides support to the Senators' Interests Committee, including by maintaining the Register of Senators' Interests.

The occupant of this position must work to consistently high-standards, under general supervision, demonstrating attention to detail and managing competing priorities in a time pressured environment.

Table Officers (APS 4) support the broader Table Office team with a range of functions relating to chamber proceedings. Table Officers may assist with the processing of legislation and documents, attend to general inquiries, provide committee support and assist with records management functions. Occupants of these positions can expect to work across these areas where opportunities arise.

Duties

1. Undertake various administrative tasks in sitting weeks including: preparing the Order of Business (the 'Red'); preparing the roster of temporary chairs of committees; monitoring Senate proceedings and updating Events in-Progress (the in-house monitoring system) and providing support to the Selection of Bills Committee and Senators' Interests Committee.
2. Provide information to and liaise with senators (including ministers) and their staff, senior officers of the department and executive departments.
3. Provide administrative support to the Clerk Assistant (Table), including supporting that officer's role as the Registrar of Senators Interests.
4. Assist with procedural and other research, and prepare related documents.
5. Provide assistance to the Senior Table Officer (Programming) with programming duties and to other staff of the Table Office or to other areas of the department as required.

Eligibility
Notes

To apply, you are asked to provide a one-page pitch detailing your suitability to perform the duties of the position, along with a copy of your CV or résumé.

The Department of the Senate is committed to being an inclusive employer. We aim to provide a supportive, flexible, and fair workplace that recognises the diversity within the Australian community, where all employees feel respected, valued and supported to best contribute to our work. We encourage applications from First Nations' people, people with disabilities, neurodivergent people, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and people with caring responsibilities.

About the Department of the Senate

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

To Apply

Position Contact	HRM.Sen@aph.gov.au, 026277 5924
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-

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Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
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	Minimum 3 days/week in the office. Tuesday/Wednesday are anchor days and everyone is expected to be in the office.
Classification	APS Level 4
Position Number	JR100152
Agency Website	www.futurefund.gov.au

Job Description

https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

Put your mind to future use

At the Future Fund, we're for future minds – like yours. The new investors and creators who thrive on different thinking and doing it together. Those who glimpse opportunity before it strikes and step up every day to grab it.

The Future Fund is Australia's Sovereign Wealth Fund, managing over \$290 billion across seven public asset funds with the same purpose: growing Australia's future. We are a global investor and work closely with world leading investment organisations to access the best investment ideas.

Where others see challenges, we see more interesting investment experiences. Every person, every skillset, every mindset is an asset. We've got every future generation to consider, yet our approach to investing is incredibly pure: we think about it deeply, and daily. Ours is a culture where great people grow the future together, with the rare ability to work collaboratively, think freely, and make a real difference.

Are you Futureminded? Let's create what's next.

The Opportunity

The Investment business unit is responsible for investing the various sector portfolios on behalf of the funds managed by the Agency. The primary focus of this role is to provide executive assistance within the Investment Team, which is made up of Portfolio Design and Portfolio Asset teams.

Based in either Melbourne or Sydney, as an EA in the Investment team, you'll have exposure to a variety of administrative and executive support related tasks. The role requires a high degree of self-motivation and drive as you'll be expected to work independently. The ability to interact with staff at all levels, in a fast-paced environment, often working against deadlines, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.

Duties

Key Responsibilities

In this role, key responsibilities will include email and diary management for team members, ensuring meetings are well-coordinated and communications are handled efficiently. You will also support various projects, coordinate meeting materials, reconcile expenses, and manage a range of documentation. You'll also provide support and coordination for various committees within the investment team as well as the Board.

You'll also liaise with our internal travel team to arranging domestic and international travel, ensuring that all logistical aspects are in place, from cost-effective travel arrangements to preparing necessary documentation. You will also be responsible for maintaining our electronic filing systems, identifying opportunities for efficiency improvements, and fostering strong relationships with both internal and external stakeholders. As part of the wider Executive Support Team, you will collaborate closely with colleagues to ensure seamless team operations. Success in this role means contributing to a highly organised, productive, and effective work environment.

Eligibility

About You

We're seeking an experienced Executive Assistant, ideally with experience in the investment or financial services sectors. The ideal candidate will have a certificate in Office Administration (or equivalent) and demonstrate strong organisational skills, a proactive approach to managing tasks, and the ability to handle complex domestic and international travel arrangements. Advanced proficiency in Microsoft Teams, Outlook, Word, PowerPoint, and Excel is essential, along with the ability to build effective relationships with colleagues and external stakeholders.

Key competencies include excellent communication skills, both written and verbal, and a collaborative mindset that fosters strong working relationships within the team and across the organisation. The successful candidate will be a self-starter who takes ownership of their work, acts with initiative, and consistently delivers high-quality outcomes. This role is suited to someone who thrives in a fast-paced environment, adapts to challenges, and actively engages with sub-teams to support their goals and priorities.

Please note this opportunity is open to Australian Citizens only.

We are for everyone

At Future Fund, we are better for our differences. Every person, every skillset, every mindset is an asset. We want everyone to feel comfortable bringing their authentic selves to work. Which is why we're looking for future minds like yours. Your past experiences help us expand our collective knowledge, add value and create something better. When doing your job means Australia has more money to invest in renewables, education, healthcare and medical breakthroughs – there's a tangible impact to what we do. And we want you to be part of it.

Are you Futureminded? Learn more about us at our LinkedIn Life page.

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	John Campanaro, 86566400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0751427

Future Fund Management Agency

Closing Date:Monday 25 November 2024

Job Title	Senior Associate, Dynamic Asset Allocation
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
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	Minimum 3 days/week in office. Tuesday/Wednesday are anchor days.
Classification	APS Level 3
Position Number	JR100143
Agency Website	www.futurefund.gov.au

Job Description

https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

Put your mind to future use

At the Future Fund, we're for future minds – like yours. The new investors and creators who thrive on different thinking and doing it together. Those who glimpse opportunity before it strikes and step up every day to grab it.

The Future Fund is Australia's Sovereign Wealth Fund, managing over \$290 billion across seven public asset funds with the same purpose: growing Australia's future. We are a global investor and work closely with world leading investment organisations to access the best investment ideas.

Where others see challenges, we see more interesting investment experiences. Every person, every skillset, every mindset is an asset. We've got every future generation to consider, yet our approach to investing is incredibly pure: we think about it deeply, and daily. Ours is a culture where great people grow the future together, with the rare ability to work collaboratively, think freely, and make a real difference.

Are you Future-minded? Let's create what's next.

The Opportunity

This exciting role sits within the Dynamic Asset Allocation ("DAA") team, which has responsibility for the broad market exposures of the overall portfolios we manage. The DAA team is responsible for making recommendations across three horizons; structural, long term and medium term.

The Senior Associate, DAA, will work in the Investment Team and will help to craft the recommendations the team makes to the Investment Committee and Board. The focus of the Longer-Term ("LT") DAA team is the neutral mix of market exposures that are consistent with our long-term return objectives (eg CPI + 4 to 5% pa for the Future Fund portfolio), the Board's risk appetite and our longer-term economic and market views. These exposures include our portfolios' equity-equivalent level of risk, government bond exposures and currency exposures.

Although experience in investing is desirable, we will consider candidates from a broad range of backgrounds and experience (including at Associate level) – so long as there is a clear motivation for wanting to work within investments.

Duties

As a key member of our Long-Term Dynamic Asset Allocation (LT DAA) team, you will develop and enhance our investment views, frameworks, and analytics. This involves building a deep understanding of our quantitative and qualitative investment frameworks, improving their efficacy and efficiency, and applying them to help design a multi-asset portfolio. You will also contribute to investment discussions and recommendations, balancing different approaches and views to form and communicate effective portfolio strategies.

In this collaborative role, you will work closely with colleagues and external partners on new investment ideas, providing your perspectives and applying critical thinking. Your ability to bring valuable insights to investment debates and enhance our team's reputation for collaboration is crucial. Additionally, you will help answer stakeholder questions on mandate design and new fund setups, translating quantitative analysis into clear, actionable insights.

Eligibility

We are looking for candidates with a strong educational background, ideally with demonstrated proficiency in fields like mathematics, engineering, finance, or the arts. Experience in asset management or capital markets, along with knowledge across multiple asset classes and portfolio construction, is highly desirable. Proficiency in Excel, PowerPoint, and Bloomberg is essential, and the ability to apply technology to investment problems, such as coding in Python, would be advantageous. Post graduate studies, a CFA or an actuarial qualification are also welcome.

Key competencies include strong quantitative, interpersonal, and communication skills, with an ability to balance different ideas and apply an intellectually curious mindset to solve problems. Candidates should be adept at evaluating investments from a total portfolio perspective and building relationships across the organisation. There will also be plenty of opportunity to grow and learn on the job. A commitment to diversity and inclusion, a collaborative spirit, and the ability to share knowledge and provide feedback are also critical for success in this role.

Please note this opportunity is open to Australian Citizens only.

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	John Campanaro, 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0751447

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 01 December 2024

Marine Park Operations Reef Interventions

Job Title	Senior Data Analyst, Crown-of-Thorns Starfish Control Program
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	\$90,408 - \$102,866
Future Merit Locations	Townsville
Office Arrangement	Hybrid
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	834
Agency Website	

Job Description

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

We are seeking a Senior Data Analyst to join our team, working to manage, extract and interpret Crown-of-thorns starfish (COTS) Control Program data to inform our management actions. This position provides essential technical expertise in data analysis, integration and visualisation to inform strategic planning, track operational delivery and report reef protection outcomes. This position works collaboratively with internal colleagues, research partners and stakeholders to develop and improve the data management, analytical and decision support systems used in the COTS Control Program and across the Reef Authority.

Duties

1. Develop and improve data analyses, management, visualisation, and reporting tools to enable effective COTS Control Program planning, operations and reporting.
2. Prepare written and visual information products that are effective for the relevant audiences
3. Lead analysis and authoring of scientific articles relevant to the COTS Control Program.
4. Provide expert, timely, practical, transparent and risk-based advice to colleagues and supervisors on matters relevant to the COTS Control program.
5. Represent the COTS Control Program at scientific conferences and provide expert advice on the use and interpretation of Program data in cross-agency initiatives aimed at enhancing data management and visualisation systems.
6. Assist with quality assurance of in-field data collection processes to ensure high quality program delivery, data management and reporting systems, including in-water observations during COTS Control Program and Reef Joint Field Management Program voyages.

Eligibility

In order to succeed in the role you will

- have skills and experience in data analysis and visualisation using a variety of systems and software.
- be a natural problem solver, diligent and driven to succeed.
- thrive under pressure, have an eye for detail and can manage competing priorities.
- provide quality advice in your area of expertise and communicate tactfully with colleagues and external stakeholders.

Applicants **must**:

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.
3. be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Essential requirements

- Demonstrated experience with the statistical analysis, visualisation and interpretation of ecological data, using a scripting language such as R or Python.
- Advanced knowledge of and experience building Dashboards using MS Power BI or similar.
- Demonstrated experience using DAX and M programming languages for data manipulation.
- Relevant tertiary qualifications (postgraduate, or equivalent experience) in marine or environmental sciences, ecological modelling, statistics or data science.
- Demonstrated understanding of complex ecological systems and the common statistical methods used to analyse them.

Desirable qualifications or equivalent experience

- Demonstrated experience working on industry relational databases (MSSQL & Oracle), including spatial projects.
- Publication record relevant to the position.
- Diving qualifications and experience in field operations.

Notes

Applicants **must** read all the information outlined in the **position description**.

To find out more about working for the Reef Authority, including **how to apply**, for tools and tips on applying for a position, visit the Great Barrier Reef Marine Park Authority [careers page](#) .

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Dr David Williamson, 0439 926 915
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0751451

Job Title	Business Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$95,278 - \$108,889
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	APS Level 5
Position Number	13503
Agency Website	https://www.nopsema.gov.au/

Job Description

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

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

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

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

Are you a critical thinker, a problem-solver with experience in analysing financial, system and process issues along with report preparation? If so, read further as NOPSEMA is seeking a suitably skilled and experienced Business Analyst to join its Perth Office on a permanent basis.

Role:

We are recruiting a Business Analyst to join our Finance and Procurement Team to deliver efficient, effective and accurate financial activities.

Why work for NOPSEMA?

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

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

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees.

Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

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

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

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

Duties

Key Responsibilities:

Reporting to the Senior Business Analyst, this role's core responsibilities encompass:

- supporting the maintenance and system enhancements of processes in order to accurately calculate, process and record all financials, including levies and fees, payroll and procure-to-pay;
- supporting the implementation of appropriate levy amendments in accordance with Department of Industry, Science and Resources' approval process;
- supporting the governance and performance management of NOPSEMA's Enterprise Resource Planning (ERP) system, including:
 - review and implementation of financial (and ERP) system capabilities to facilitate planning for timely and efficient data capture, analysis and reporting.
 - focus on daily, weekly, fortnightly, monthly and annual work requirements and deliverables.
 - compliance with NOPSEMA's policies, procedures and regulations; and
 - providing support in creating and amending relevant Finance policies, procedures and associated documentation.

What are we looking for?

As a Business Analyst, you will possess demonstrated skills and experience in:

1. Financial management and accounting practices, preferably within a cost recovery and/or Commonwealth public service environment.
2. Preparation of management and financial reports.
3. Identifying and analysing financial, system and process issues and develop resolutions.
4. Managing and operating a financial management information system, preferably TechOne, proficiency in Microsoft Excel and other IT software platforms to prepare and present financial information.
5. Good organisational, communication and influencing skills, including ability to take ownership of assigned tasks and adapt to changing environments.

Eligibility

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

You must pass and maintain a security clearance to the level 'Baseline'.

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

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

This position is open to Australian citizens only.

Notes

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

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

To Apply

Position Contact	Human Resources Advisor, (08) 6188 8778
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Agriculture, Water and the Environment

Vacancy VN-0751151

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 03 December 2024

Digital Services
Digital Platforms & Products Information Management

Job Title	Senior Information Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,944 - \$104,393
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2024/4606
Agency Website	https://www.agriculture.gov.au

Who we are

Digital Platforms and Products Branch provide the wholesale digital platforms and services that underpin the department's retail digital products and corporate systems. We provide the architectural guardrails for design and implementation of digital systems in the department to ensure sustainability and enable innovation. We drive and support the adoption of DevOps practices to enable faster and more robust delivery of IT systems, including the uplift of testing practice. We manage digital platforms and products relating to Information and Records Management, ERP Systems and Web Systems.

The **Information Management Section** provides advice and support to departmental officers located across Australia and overseas to manage business information and records. Responsibilities of the section include:

- Developing and managing the department's information management policies, strategies and procedures to support the Whole of Government Building trust in the public record: managing information and data for government and community policy.
- Managing and supporting the department's records and information management systems, including incident management and training.
- Coordinating and preparing departmental reporting and supporting eDiscovery, FOI and NACC requests for information.
- Overseeing Knowledge Management governance for the department's ICT applications, products and services.
- Liaising with external authorities, including the National Archives, on behalf of the department.
- Developing and maintaining the department's Business Classification and Records Authorities.
- Providing advice about digital information management principles and practices.
- Managing the physical archives of the department, including the periodic censuses of all paper records held by the department and digitisation services.

Duties

The Job

The Senior Information Management Officer plays an important role in the ongoing support for digital recordkeeping and the administration of the recordkeeping systems. Duties include:

- Providing support and advice to departmental staff on the correct procedures for the management of their information and the use of Content Manager (CM) and assisting business areas to develop records and information management plans.
- Providing expertise in the administration of CM including importing and exporting records and maintaining the integrity of the system and configuration to meet recordkeeping requirements.
- Liaising with system support vendors to resolve system incidents and implement changes to system configuration.
- Performing routine testing of the CM system for security patching and infrastructure changes including development of testing documentation for upgrades and changes to system configuration.
- Delivering training to departmental staff on the use of CM, information and knowledge management procedures and best practice.
- Developing records management procedures, guidelines, training materials and help cards for review and publication to achieve continuous improvement.
- Analysing and mapping business processes to identify inefficiencies and improve processes.
- Assisting with the development of business processes that reflect improved information and data management practices.
- Applying a user-centred approach in designing and building new processes and systems.
- Conducting basic usability testing for new business systems and practices.
- Managing sentencing projects and transfers.

Eligibility

What we are looking for

Knowledge and experience

Applicants should have demonstrated experience with administering CM in an information and records management role. This includes:

- Practical experience with the configuration of CM, to support system incident management.
- Experience with risk management as applied to managing systems, including how to mitigate risks through the implementation of relevant controls, testing and procedures.
- Experience with the delivery of CM training including the development of training materials.
- Experience with implementing digital recordkeeping processes and procedures in a large organisation or government department.
- An in-depth knowledge of whole-of government legislation, policies and standards that relate to information and records management principles, responsibilities and accountability i.e. Archives Act 1983 and Building trust in the public record: managing information and data for government and community policy.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Sara Horne, sara.horne@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-0751246

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 02 December 2024

Finance & Investment
Funding & Revenue Biosecurity Cost Recovery

Job Title	Senior Modelling and Data Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2024/4633
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The **Biosecurity Cost Recovery** section supports sustainable funding for the department by developing and implementing cost recovery policy and support for the biosecurity (import) arrangement. Cost recovery is a fundamental component of the department's financial resource base. It enables key regulatory and service provision activities across biosecurity and agricultural exports regulation. Cost recovery is broader than just the numbers and requires a multi-disciplinary team including people with policy, programme management, legislation, and general administration, as well as those with finance skills. Together, the team supports the department in protecting Australian agricultural producers, our environment and our way of life.

Duties

The Job

The key duties of the APS6 Modelling and Cost Allocation Officer include:

- Interrogating the Activity Based Costing (ABC) system and related Excel cost recovery model for the biosecurity arrangement.
- Understanding and communicating how cost drivers and allocation operate in the cost recovery model.
- Conducting data analysis on the inputs into and results from cost allocation for the biosecurity cost recovery arrangement.
- Assisting with periodic driver reviews to ensure allocation of costs remains relevant and assisting to resolve cost allocation matters.

- Assisting with analysis of annual and mid-year budgets to ensure accuracy of the outcomes and provide advice in support of this work.
- Collaborating with Internal Budgets, ABC and Business Partner teams to ensure accuracy of revenue budgets and cost allocation to arrangements.
- Working closely with the export cost recovery section to share learning and provide support on cost recovery that spans both biosecurity and exports.
- Working as part of a team to contribute to the annual CRIS review cycle, including working with program areas to determine the cost base and calculating prices for regulatory activities.
- Contributing to improvement projects and joint cost recovery projects.
- Assisting in the development of material that builds cost recovery literacy both internally and externally.
- Supporting in the production of financial tables for Exports CRIS documents.
- Attending meetings with stakeholders on cost recovery matters and providing support on action items relevant to the section.
- Promoting a client-focused culture through collaboration with other government agencies, industry consultative committees, and internal and external stakeholders.
- Assisting the Director and the team to fulfil the functions of the Biosecurity Cost Recovery section.

Eligibility

What we are looking for

Knowledge and experience

As a team member, you should have or be developing the following skills:

- A willingness to learn, understand and develop your government and biosecurity knowledge.
- Curiosity and enthusiasm to question and discover.
- An open mind and capacity to adapt to changing priorities.
- Attention to detail and ability to exercise judgement.
- The ability to communicate clearly and effectively, tailoring language and tone to the desired audience.
- Demonstrated skills in coordinating contributions from stakeholders and meeting deadlines.
- Effective organisational skills to manage competing priorities in a dynamic work environment.
- A team-first approach to supporting the overall outcomes of the section.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Inja Ahn, inja.ahn@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-0751294

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 02 December 2024

Biosecurity Strategy & Reform
Several Multiple sections within division

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Bendigo VIC, Canberra ACT, Melbourne VIC, Perth WA
Salary	\$91,944 - \$104,393
Future Merit Locations	Various locations - ACT, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2024/4642
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Biosecurity Response and Reform Branch** within Biosecurity Strategy and Reform Division provides strategic leadership and coordination to enable continuous improvement of the biosecurity system, and supports biosecurity response to exotic animal and plant pests and diseases. The branch does this through:

- Development, implementation and management of biosecurity policy, including an external territories and Commonwealth places policy.
- Managing programs and initiatives relating to preparedness and responsiveness to national biosecurity incidents.
- Provides oversight of responses to independent reviews including driving the implementation of the National Biosecurity Strategy.
- Providing secretariat support to a number of senior level forums, including the National Biosecurity Committee, National Management Group, Australia New Zealand Biosecurity Cooperation and Environment and Invasives Committee, among others.

The **Biosecurity Sustainable Funding Branch** within the **Biosecurity Response and Reform Division** takes the lead role in providing oversight of the implementation of measures under the Sustainable Biosecurity Funding 2023-24 Budget package. This includes:

- Implementing increased transparency and accountability measures for biosecurity funding, expenditure and performance.
- Developing and delivering biosecurity reform and strategy initiatives.
- Supporting the division in navigating budget processes and strategic policy and engagement.

Multiple sections within **Biosecurity Strategy and Reform Division. Duties**

The Job

Duties may include all or some of the following under general supervision and guidance:

- Stakeholder management/networking skills.
- Building and maintaining productive internal and external relationships.
- Management of processing to amend biosecurity levies.
- Developing policy solutions to complex challenges facing the Commonwealth biosecurity system.
- Preparing or leading the development of high-quality briefs, reports and correspondence.
- Interpreting and applying legislative requirements and provide advice to others.
- Providing secretariat support to the various committees the Division services including managing complex administration processes and delivering results according to deadlines.

Eligibility

What we are looking for

Knowledge and experience

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

- Experience in biosecurity, or similar regulatory policy or program positions.
- Experience in developing policy and understanding of the biosecurity regulatory environment.
- Demonstrated ability to analyse data and draw conclusions to inform policy development.
- Experience working in a dynamic environment and being responsive and adaptable to change and direction.
- High level writing skills with demonstrated experience delivering a range of written corporate products including briefings for senior executives, minutes, ministerial responses, policy documents and technical documents.

- Excellent stakeholder relationship skills and the ability to work collaboratively and effectively as part of a team and with a broad range of stakeholders such as team members, government agencies, industry representative, and departmental senior executives.
- Excellent organisational skills including secretariat support to high level.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	David Gavin, David.Gavin@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-0751370

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 02 December 2024

Biosecurity Plant and Science Services
Plant Systems & Strategies Multiple

Job Title	Senior Project Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
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	To be negotiated
Classification	APS Level 6
Position Number	2024/4521
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The Plant Systems and Strategies Branch (PSaS) leads, supports, enables and coordinates key functions across the division to enhance risk analysis, stakeholder engagement, support a centralised model for the publication of import conditions, and to progress technical market access negotiations and capacity building with trading partners. The branch is building capacity to enhance our people, processes and systems to develop and improve capabilities and embed program and project management and change management. The branch also plays a role in supporting the development and implementation of IT systems that enable the division to better manage information, workflows and decision making on plant biosecurity and market access.

The branch consists of 3 sections including

- Content Change Team
- Market Coordination & Strategy
- Stakeholder Engagement Team

The Stakeholder Engagement Team (SET) is responsible for engaging with domestic stakeholders on plant biosecurity issues such as import risk analyses, changes to import conditions and other sensitive issues. The team works closely with a technical branch that conducts import risk analyses, and also liaises with state and territory governments, peak industry bodies, growers and importers who can be affected by the risk analysis work being undertaken. The team also plans and coordinates engagement activities for projects across the division and is a key contact point for external stakeholders.

The Market Coordination & Strategy (MCS) Team operates across the division and the broader department to provide strategic analysis and advice to facilitate Australia's export and trade priorities for plants and plant products. The team applies a portfolio perspective in aligning activities with other trade interests and contributes to the department's strategic approach to priorities with trading partners and international engagement. The team is also the primary liaison point for plant sector industry bodies on export and trade issues and contributes to the industry prioritisation processes for plants and plant products through Horticulture Innovation Australia Limited, the Grains Industry Market Access Forum and other bodies.

Duties

The Job
There are two confirmed positions in **SET** and one in the **MCS** team. **SET** is seeking to fill vacancies to support the team to engage with stakeholders on plant biosecurity risks, issues and programs. **MCS** is seeking to fill vacancies to assist with developing

strategies to support Australia's export and trade priorities for plant and plant products.

The **Stakeholder Engagement Team** key duties include but are not limited to:

- Assisting the team to engage with stakeholders on plant biosecurity risks and issues (e.g., risk analyses, regulatory reforms, operational changes, suspended markets, import condition reviews, incident management).
- Assisting in the drafting, revision and publication of release packages for the three main stages of import risk analyses (formal commencement, draft report and final report).
- Undertaking the planning, preparation and delivery of stakeholder engagement activities which may include liaison with domestic industry and states and territories through workshops, teleconferences and face-to-face meetings.
- Working with technical areas to research domestic and international horticultural issues and trade data.
- Maintaining accurate, detailed records of stakeholder interactions.
- Supporting or representing the team at internal and external meetings, as required.
- Providing a range of other administrative tasks (e.g., finance or human resources management) as necessary to support the work of the team.

The Market Coordination and Strategy Team key duties include but are not limited to:

- Organising and leading coordination of bilateral meetings with key trading partners, which may include international travel to attend the meetings.
- Assisting in the development of negotiation strategies for the trade of horticultural and grain products in key markets.
- Providing high quality policy advice and contribute to the department's strategic approach to market access and international engagement.
- Engaging with government, industry and international stakeholders to facilitate cooperation and achieve outcomes for plant trade and export.
- Business of government activities including briefing, official correspondence and the diplomatic cable network.
- Demonstrated ability to work effectively in a team, manage priorities and contribute positively to team culture.

Please note that 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**

**What are we looking for
knowledge and experience**

The knowledge and experience required for the **Stakeholder Engagement Team** includes:

- Experience building and maintaining effective working relationships with a range of government and non-government stakeholders.
- Experience communicating complex information in plain English to a range of audiences.
- Interest/experience in the fields of agriculture and/or science would be an advantage.

The knowledge and experience required for the **Market Coordination and Strategy Team** includes:

- Demonstrated application of an analytical and creative problem-solving approach.
- Well-developed strategic thinking abilities along with excellent written and verbal communication skills.
- An awareness of export industries and global trade environment.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Monica Talbot, Monica.Talbot@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-0751373

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 02 December 2024

Biosecurity Plant and Science Services
Plant Import Operations PEQ

Job Title	Biocontainment Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Mickleham VIC
Salary	\$81,690 - \$89,615
Future Merit Locations	Mickleham
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	2024/4487
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Biosecurity Plant and Science Services Division (BPSSD)** safeguards Australia's plant health status to achieve, maintain and expand overseas markets, while protecting the economy and environment. The division includes four branches, which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally, and delivers plant, animal and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

The **Post-Entry Quarantine Group (PEQ)** is responsible for the post arrival quarantine of plants and animals at the Mickleham Post-entry Quarantine Facility located on the outskirts of Melbourne. The Mickleham PEQ Facility is purpose built for accommodating high risk plants, horses, cats, dogs, ruminants, birds and bees while undergoing post-entry quarantine. Working in partnership with plant scientists and veterinarians, we ensure that all plants and animals passing through the facility meet all necessary requirements to demonstrate compliance with the regulatory requirements for their safe import and that the health and welfare of the plants and animals is maintained throughout the period of their stay in PEQ.

The management of plant species within quarantine involves the highest level of physical containment undertaken at the PEQ facility (Biosecurity Containment Level 3 and level 2). The Biocontainment team will work along-side the operations team, to manage all Biocontainment aspects which support the operations of the building and the commodity imports that pass through these facilities. This is a seven day a week, 24 hours a day operation.

Duties

The Job

The Biocontainment Officer -Plant, supports the Biocontainment Manager to ensure effective management, monitoring and reporting for the plant facility. Regular tasks include, but are not limited to:

- Extracting, validating, evaluating and manipulating building operation data from the Building Management System (BMS)

- Supporting the maintenance of containment components by monitoring repairs and scheduled maintenance works, ensuring all records are received and that works have been completed as expected and required to meet regulatory requirements
- Conducting regular building checks
- Performing regular autoclave validations
- Submitting works in the departmental property management portal and checking and following up on reported issues
- Supporting ongoing audit preparations and responding to audit outcomes
- Performing daily data and records management activities
- Organising the supply of containment equipment
- Assisting, as required, with gaseous decontamination
- Liaising, negotiating and effectively communicating with government agencies, industry bodies, other external clients and internal stakeholders
- Assisting with a range of other tasks as required.

Please note that 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

Knowledge and experience

- Experience working in a controlled environment.
- Experience in, and good understanding of, horticulture and/or agriculture.
- Experience with records management systems.
- Ability to acquire knowledge in the use of a BMS and other electronic systems associated with building monitoring, access and maintenance.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Jim Hargreaves, jim.hargreaves@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-0751375

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 02 December 2024

Biosecurity Plant and Science Services
Plant Import Operations PEQ

Job Title	Biocontainment Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Mickleham VIC
Salary	\$81,884 - \$104,393
Future Merit Locations	Mickleham
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 6
Position Number	2024/4483
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Biosecurity Plant and Science Services Division (BPSSD)** safeguards Australia's plant health status to achieve, maintain and expand overseas markets, while protecting the economy and environment. The division includes four branches, which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally, and delivers plant, animal and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

The **Post-Entry Quarantine Group (PEQ)** is responsible for the post arrival quarantine of plants and animals at the Mickleham Post-entry Quarantine Facility located on the outskirts of Melbourne. The Mickleham PEQ Facility is purpose built for accommodating high risk plants, horses, cats, dogs, ruminants, birds and bees while undergoing post-entry quarantine. Working in partnership with plant scientists and veterinarians, we ensure that all plants and animals passing through the facility meet all necessary requirements to demonstrate compliance with the regulatory requirements for their safe import and that the health and welfare of the plants and animals is maintained throughout the period of their stay in PEQ.

The management of plant species within quarantine involves the highest level of physical containment undertaken at the PEQ facility (Biosecurity Containment Level 3 and level 2). The Biocontainment team will work along-side the operations team, to manage all Biocontainment aspects which support the operations of the building and the commodity imports that pass through these facilities. This is a seven day a week, 24 hours a day operation.

Duties

The Job

We are seeking applicants who are energetic, resilient, capable and driven, to enable the department to achieve its service delivery goals.

A flexible approach to problem solving and ability to use initiative is equally important. Under limited direction, the successful candidate will perform a range of duties relating to the management of the plant biocontainment facility at the Mickleham PEQ site including glasshouses. Key duties include:

- Management of the complex mechanical, electrical and hydraulic operations and maintenance of the physical biocontainment units to ensure required conditions for the quarantine of plant imports can be maintained.
- Management of the complex building and its services to ensure the requirements of all related BC3 and BC2 codes and standards for the quarantine of plant species are maintained.
- Provision of timely and accurate technical advice relating to complex issues involved in the management and operation of the physical biocontainment units.
- Significant stakeholder engagement and management with both internal and external stakeholders to ensure facility maintenance requirements do not impact biosecurity.
- Overseeing the regular and emergency maintenance requirements of the biocontainment units.
- Management of the annual facility and equipment certification requirements.
- Leadership and supervision of a small number of direct reports.
- Preparation of reports and maintaining computer based and manual records as appropriate.
- Provision of technical input into the development of standard operating procedures, instructional material and training for operational teams.
- Promotion and ensuring compliance with department WHS policies and guidelines.
- Promotion and ensuring adherence to APS Values and Code of Conduct.

Please note that 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**

Knowledge and experience

- Experience in a facility management, laboratory staff, or an engineering-related role associated with controlled environment.
- An understanding of the application of relevant regulatory codes and standards, which may include AS/NZS2243.3, DAFF AA 5.2 and DAFF AA 5.3.
- Understanding and knowledge of mechanical, electrical and other services required to operate and maintain physical containment requirements would be highly regarded.
- Experience with the use and maintenance of autoclaves would be highly regarded.
- Experience in dealing with a complex range of stakeholders including specialist trades, facility management providers and government stakeholders.
- Understanding of the Biosecurity Act 2015 and other relevant legislative and policy frameworks would be an advantage.

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>

To Apply

Position Contact	Jim Hargreaves, jim.hargreaves@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-0751398

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 02 December 2024

Digital Services
Digital Platforms & Products Web Systems

Job Title	Web UX and Content Designer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,944 - \$104,393
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2024/4154
Agency Website	https://www.agriculture.gov.au

Who we are

The Web Systems Section provides the day-to-day management and support of the department's intranet and the instructional material library. We provide education and capability uplift to support staff in using the modern M365 platform, with a focus on Microsoft Teams, SharePoint Online and M365 Copilot. We build new websites and provide technical support and development for the department's external websites, hosted on the GovCMS Drupal platform. We support a number of ASP.net applications and build custom front-end solutions for our websites, intranets and other applications. We work in a fast-paced environment with changing priorities and very tight deadlines to deliver secure, scalable and agile digital services for our clients.

Duties

The Job

The duties will include but not limited to the following:

- Lead the UX and content design processes for various web products, ensuring they are user-centric and meet stakeholder requirements.
- Collaborate with content owners and stakeholders to understand their needs and translate them into effective web content and solutions.
- Conduct user testing activities, including card sorting and tree testing, to gather insights and improve the usability of web products.
- Develop and design content for the departmental intranet and the Instructional Material Library to ensure consistency in tone of voice, adhering to government style guides and readability standards.
- Work closely with team leaders across the Web Systems Section to maintain and enhance the department's web-based systems and products.
- Provide training and support to staff on using web systems and creating effective web content.
- Stay updated with the latest trends and best practices in UX and content design to continually improve the department's digital presence.
- Participate in regular team meetings, contributing ideas and updates on project progress.
- Manage your contribution to multiple projects simultaneously, ensuring timely delivery and high-quality output.

Eligibility

What we are looking for

Knowledge and experience

- Strong understanding of user-centred design methodologies and UX research techniques.
- Experience in stakeholder engagement to effectively deliver user centred improvements to web products from concept to final publishing.
- Experience using content management systems to publish web content.
- Knowledge of the Australian Government Digital Experience Policy.
- Knowledge of Search Engine Optimisation best practices and web analytics tool.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Cathy Wells, 0434664635
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0751406

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 02 December 2024

Plant Export Operations
Grain and Seed Export

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,290 - \$129,379
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	2024/4514
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Plant and Live Animal Exports, Animal Welfare and Regulation Division supports Australian agriculture industries and the government through development of animal welfare policy for export and domestic issues; management of policy, operations and

certification for the export of live animals, animal reproductive material, plants, and plant products; management of the government priority to phase out live sheep exports; and we foster regulatory stewardship across export related functions.

The Plant Export Operations Branch (PEOB) facilitates trade and market access through the development of technical operational phytosanitary export inspection and certification policies. The branch does this by developing and implementing policies and guidance materials that ensure Australian horticulture, grain and other plant-based exports meet Australia's export legislation, international obligations and importing country conditions. The branch has a key role in advancing Australia's market access priorities by actively engaging in overseas market access negotiations. The branch works with all participants in the export pathway to continuously improve the export framework and ensure expert advice and support is available to the horticulture and grain export industries. In addition, the branch administers the development and training of authorised officers to conduct inspections.

The Grain and Seed Exports Program's (GSEP) primary role is to add value to export grain and plant products and promote both market access and market advantage. This is achieved by providing independent export inspection and certification services to the grains, seeds, cotton, forest products, hay, stockfeed and related products industries, consistent with the importing country's quarantine needs and Australia's obligations under the International Plant Protection Convention. To underpin these functions the program is involved in the export certification of products ranging from bulk grain in ships or containers through to the certification of hay, timber, logs, wood chips, raw cotton, seeds for sowing and small seed lots for research. Other key roles involve assessment and publishing of import conditions for Manual of Importing Country Requirements (Micor) cases, and assessment and update of instructional materials for Authorised Officers to undertake phytosanitary sampling and assessment. GSEP supports the export of grain and plant products (excluding fresh produce) to meet importing country phytosanitary import requirements, Australia's export legislation and international standards. GSEP promotes market access, market improvement and market advantage to enhance Australia's export capacity through establishing and maintaining export systems that support valid and credible phytosanitary and other export certification providing independent export inspections and certification services providing services that are consistent with the importing country's quarantine needs, ensuring Australia's obligations under the International Plant Protection Convention are upheld, engaging and consulting internal stakeholders, and export grain and plant product industries.

Duties

The Job

- Provide expert advice on grain and other plant products export phytosanitary certification, operational policy and related issues including instructional material, training and assessment plans.
- Proactively engaging and collaborating with a range of internal and external stakeholders including departmental staff, industry, trading partners, and other government agencies to facilitate cooperation and achieve outcomes.
- Leading, mentoring and managing a team, and influencing positive behaviours and team culture.
- Preparing and reviewing high level written communication products for distribution to internal and external stakeholders.
- Representing the program at relevant forums with stakeholders.
- Establishing solutions to complex problems for internal and external stakeholders including assistance with certification issues with importing countries and detained consignments.
- Strategic planning and policy design to bring together diverse views and deliver on short and long-term objectives.
- Contributing to the development of trade policy reform initiatives.

Eligibility

What we are looking for Knowledge and experience

- Demonstrated operational program experience.
- Experience with or a sound understanding of Australia's agricultural export operational systems
- Experience in applying export legislation in an operational environment
- Demonstrated experience in agriculture, other plant related activities, and work, health and safety in an operational or regulatory environment are highly regard
- Knowledge of, or experience working on national export phytosanitary issues

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Ray Elson, 02 6272 5776
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0751415

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 02 December 2024

Biosecurity Strategy & Reform
Several multiple sections within division

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$120,290 - \$129,379
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2024/4626
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Biosecurity Response and Reform Branch** within Biosecurity Strategy and Reform Division provides strategic leadership and coordination to enable continuous improvement of the biosecurity system, and supports biosecurity response to exotic animal and plant pests and diseases. The branch does this through the development, implementation and management of biosecurity policy, including an external territories and Commonwealth places policy, managing programs and initiatives relating to preparedness and responsiveness to national biosecurity incidents, and oversight of responses to independent reviews, including driving the implementation of the National Biosecurity Strategy. Vacancies currently exist across multiple sections within the branch.

The **Biosecurity Sustainable Funding Branch** within the Biosecurity Response and Reform Division takes the lead role in providing oversight of the implementation of measures under the Sustainable Biosecurity Funding 2023-24 Budget package. This includes implementing increased transparency and accountability measures for biosecurity funding, expenditure and performance, developing and delivering biosecurity reform and strategy initiatives and supporting the division in navigating budget processes and strategic policy and engagement. Our broad work streams include biosecurity reform, strategic policy and engagement, research and innovation, and biosecurity funding and financing however the work of the branch continues to evolve in response to a range of contemporary biosecurity issues.

As an Assistant Director within a team in either branch, you will exercise a considerable degree of independence in undertaking work that is complex and/or sensitive in nature. You will:

- Engage in problem solving and develop strong internal networks to deliver departmental improvements that impact on strategic, political or operational outcomes for the biosecurity group.
- Actively manage key stakeholder relationships within and outside the department.
- Take accountability for leading sub-teams and delivering work in support of the branches priorities.

Duties

The Job

Specific duties may include all or some of the following:

- Developing, analysing and implementing policy solutions to complex challenges facing the Commonwealth biosecurity system including funding issues.
- Developing detailed understanding of biosecurity processes, systems and policies and applying that understanding to emerging policy issues.
- Researching, interpreting and advising on any number of Australian Government policies, rules and guidelines relevant to biosecurity operations, funding and related topics.
- Keeping up to date on developments within national, and international, biosecurity topics and apply that knowledge to the branch's work.
- If required, developing new policy proposals and costings for biosecurity matters.
- Interpreting and applying legislative requirements and providing advice to others.
- Negotiating key biosecurity frameworks with government and industry stakeholders.
- Reviewing deeds, agreements and other governing documents and implementing recommendations for improvement.
- Preparing or leading the development of high-quality briefs, reports, submissions and correspondence.
- Representing the branch, division and/or department at stakeholder meetings.
- Managing staff including developing workplans for your sub-team, mentoring and coaching.

Please indicate whether you are applying for positions in the Biosecurity Response and Reform Branch or the Sustainable Biosecurity Funding Branch or both. **Eligibility**

What we are looking for

Knowledge and experience

For all positions, the successful applicants will have some or all of the following:

- Knowledge of and experience in the biosecurity system, regulation, financial management, development of legislation, budget process, stakeholder consultation, communication and /or government reporting.
- Demonstrated experience in leading staff and/or small teams, and working under limited direction in an often fast-paced environment.
- Demonstrated experience in building and sustaining strong, productive relationships with a broad range of internal and external stakeholders including ministers' offices and senior executives.
- Demonstrated strategic policy experience, including successful policy development and implementation.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Tim Veitch, Tim.Veitch@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-0751449

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 01 December 2024

Biosecurity Operations
Traveller Policy & Operations, Human Health and Response

Job Title	Detector Dog Handler
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Cairns QLD, Melbourne VIC, Perth WA
Salary	\$74,882 - \$81,521
Future Merit Locations	Brisbane, Cairns, Melbourne, Perth
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	2024/4359
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
Traveller Policy and Operations, Human Health and Response develops and implements policy and controls to manage biosecurity and human health risks at the border. The pathway also works to address emerging post border biosecurity detections and deliver integrated system solutions to facilitate/support effective regulation across traveller and mail trade pathways.

Are you interested in becoming a Detector Dog Handler? If you have a strong interest, are keen to learn and already have some ability or experience in animal handling then we invite you to apply to join our team.

Duties

The Jobs

The main duties of a Detector Dog Handler may include, but are not limited to:

- handling, monitoring and maintaining your assigned detector dog(s), including ensuring their health, welfare and proficiency for screening of international passengers, mail and cargo
- monitoring and maintaining detector dog proficiency by conducting regular training exercises
- maintaining detector dog administrative records
- contributing to strategic planning and decision making
- maintaining your understanding of relevant legislation and policy frameworks
- demonstrating a commitment to implementing and upholding the APS Values and Code of Conduct and Work Health and Safety principles and practices.
- undertaking other Biosecurity Officer duties (see below), as required, when not performing detector dog duties

The duties of a Biosecurity Officer may include, but are not limited to:

- performing a range of screening, inspection and assurance related activities associated with cargo, conveyances and people entering Australia
- assessing documentation to confirm compliance with Australia's biosecurity requirements
- managing goods that do not comply with import/export requirements and capturing information to support evidence-based decision
- maintaining your proficiency as a Biosecurity Officer.

Please note that this selection process will initially be used to a number of vacancies in the locations listed above. The merit pool established through this selection process, which is valid for a period of 18 months from the date the vacancy was advertised in the Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

Eligibility and other requirements

The successful applicants must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work and may require alternating between deployment locations
- note that the ability to perform shift work is a requirement when applying for this position(s)
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that you must satisfactorily complete the department's Biosecurity Foundation Program and meet the minimum requirements in order to be appointed as a Biosecurity Officer under the *Biosecurity Act 2015*.

Notes

Information session

We will be holding an online information session (timing will be confirmed upon registration) where there will be a presentation on the role and an opportunity to ask questions. Staff with the relevant experience will be online to answer questions about the role. Please register by emailing Clare.Waller at Clare.Waller@aff.gov.au.

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Clare Waller, 0466 941 090
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0751385

Administrative Review Tribunal

Closing Date:Sunday 01 December 2024

Tribunal Support
ART Transition & Executive Support Transition Team

Job Title	Director, Transition Team
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	\$135,732 - \$154,312
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	Negotiated work from home days
Classification	Executive Level 2
Position Number	41058
Agency Website	https://www.art.gov.au/

Job Description

<https://art.bigredsky.com/page.php?pageID=106&Filter=0>

The Administrative Review Tribunal (ART) is currently seeking applications for a Director Transition Team, to join the Transition Team on an ongoing basis.

This position can be located in Adelaide, Brisbane, Canberra, Hobart, Melbourne, Sydney or Perth.

What we offer:

- Flexible working options, including flexi-time and remote working to support you with your commitments outside of the ART.
- Competitive salary including generous superannuation employer contribution of 15.4%.
- Salary packaging options.
- Gym membership payment plan.
- Supportive career development opportunities.
- Holistic health and wellbeing support including free annual influenza vaccinations and free eye tests.
- Christmas to New Year office closure with no deduction from your leave balance.
- Employee Assistance Program for you and your family.
- Positive and inclusive culture.

About the opportunity:

The Director leads a small Transition Team responsible for providing ongoing coordination and oversight of activities related to the commencement of the new Administrative Review Tribunal (ART). The role will support the Executive Director Transition & Executive Support and ART leadership by ensuring the alignment of transition-related activities with organisational objectives. The role will work closely with staff in the Attorney-General's Department and other key agencies to effectively manage transition-related issues.

You will have the opportunity to play a key role in a new organisation, supporting the new Tribunal to achieve its objectives. This will be a varied role requiring flexibility, initiative and a strategic focus. You will lead a small, geographically dispersed team with a 'can do' attitude.

About you:

To be successful you will need:

- A proven ability to operate strategically to manage projects and deliver results that advance legislative, policy and organisational objectives.
- Highly developed communication skills, including the ability to provide strategic advice on complex issues.
- Strong ability to negotiate and influence, including demonstrated capacity to overcome barriers and achieve consensus.
- The capability to solve complex problems
- The ability to be proactive and use excellent judgement

Duties

- **Project management and coordination:** Manage the ongoing process of transition from AAT to ART operations. Collaborate with business areas to integrate transition projects and initiatives into BAU operations. Maintain governance, reporting and record-keeping processes, and contribute to evaluation activities related to transition.
- **Strategic advice and support:** Provide strategic advice to senior management on issues related to transition, and contribute to the implementation of related organisational and service delivery improvements or initiatives.
- **Planning and risk management:** Identify and manage issues and risks relating to transition and the achievement of organisational objectives.
- **Stakeholder management:** Develop and maintain collaborative working relationships with a broad range of internal and external stakeholders.

- **Financial management support:** Assist the Executive Director Transition & Executive Support to manage a budget, including financial monitoring and reporting.
- **People management:** Manage the Transition Team and ensure the Team works collaboratively and productively with colleagues and stakeholders.

Eligibility

The AAT requires Australian citizenship as a condition of engagement.

All employees are required to undertake an Australian Federal Police Check and a health assessment.

Mandatory:

- Willingness and ability to obtain and maintain a security clearance if required.

Desirable:

- Tertiary qualifications or relevant public service experience in leadership roles.

Notes

Order of merit list/merit pool: A merit list/pool of suitable candidates may be created from this process. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the AAT, or the broader APS, within 18 months from the date of gazettal.

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

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: <https://www.art.gov.au/>.

To Apply

Position Contact	Alison Nesbitt, 02 9276 5118
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106&Filter=0

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Attorney-General's

Vacancy VN-0751299

Federal Court of Australia

Closing Date: Sunday 01 December 2024

Federal Court of Australia

Job Title	Lawyer - Migration
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$80,341 - \$101,022
Future Merit Locations	Adelaide, Brisbane, Melbourne, Perth, Sydney
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Successful applicants can apply for a hybrid working arrangement subject to operational needs.
Classification	APS Level 5;APS Level 6
Position Number	0855-11-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://www.fedcourt.gov.au/about/employment>

The Federal Court has a current need for migration lawyers at both APS 5 and APS 6 levels.

Candidates will be considered for both the APS 5 and APS 6 level roles, unless otherwise specified in the employment application.

Lawyers provide legal support to Registrars who have a specialist focus in the area of migration, including:

- *Support in relation to case management* – corresponding and liaising with parties and practitioners, briefing the Registrars in relation to particular matters and cohorts of matters and assisting with the making of case management orders, preparing draft documents and updating case management systems.
- *Support of Registrar court work* – assisting in the conduct of migration listings, including call overs and cohort hearings.
- *Supporting the development of migration resources, policies and procedures* – this includes supporting local registries in consistently applying up to date policies and procedures.
- *Support of other Registrar work* – this includes assisting with determinations in relation to matters such as costs orders, fee waivers, competency, compliance with Court Rules, and transfers between Courts and Registries and other work (duty work, pro bono, etc.)

Lawyers may support one or more Registrars flexibly according to workload and projects. **Duties**

SUPPORT REGISTRARS - MIGRATION

Lawyers provide legal and general support to Judicial Registrars who have a specialist focus in the area of migration.

Registrar Court Work and Case Management:

Lawyers provide assistance in relation to migration listings and case management, for example:

- supporting Registrars in the exercise of delegated judicial functions, such as preparation of draft orders and accurate finalisation of orders;
- preparation of case summaries and memoranda for Judicial Registrars;
- assisting Registrars with case management reporting to the Chief Justice and CEO;
- identifying matters requiring further case management by a Registrar, for inclusion in call overs, cohort hearings, etc.;
- corresponding and liaising with parties before and after listings, including making recommendations to Registrars in relation to party requests (e.g. adjournment requests, consent orders, etc.);
- ensuring that matter information is accurate and up to date on the Court's case management system and for reporting purposes.

Resources, Policies and Procedures:

Lawyers assist with the development of migration resources and with the development and implementation of Court policies and procedures, including:

- undertaking legal research and analysis with a view to keeping the Court's internal migration practice area resources up to date;
- assisting with assessing compliance with Court Rules, policies and procedures in specific matters and at a whole of registry level; and
- supporting development and review of policies and procedures, including assisting with drafting and consultation processes.

Other Registrar Work:

Other work performed by Lawyers includes:

- assisting with determinations in relation to matters such as costs orders, fee waivers, competency, and transfers between Courts and Registries;
- assisting in relation to duty registrar work in relation to migration;
- coordinating pro bono referrals in migration matters;
- preparing presentations and papers for meetings, seminars and workshops;
- liaising with key stakeholders internally (including Judges, Registrars, chambers staff and registry staff) and externally (including the legal profession and parties), on a range of matters, as required.

Eligibility

Competencies & Attributes

This role would suit a lawyer with:

- experience in migration law and litigation, including understanding the source of migration cases arising from other Courts and Tribunals; and
- an understanding, or ability to acquire such knowledge quickly, of the jurisdiction and practices and procedures of the Court, particularly in respect of migration proceedings.

To undertake the APS 5 Lawyer role, a successful candidate should demonstrate:

- demonstrated legal research, analysis and drafting skills in the area of migration law;
- demonstrated attention to detail and accuracy;
- good oral and written communication skills, interpersonal skills, and the ability to appropriately deal with sensitive and confidential information;
- an understanding of the jurisdiction and practice and procedure of the FCA, or the ability to acquire such knowledge quickly;
- demonstrated ability to work autonomously and take responsibility for progressing work, whilst also being able to work collaboratively, as required;
- ability to evaluate a large volume of information quickly and to manage multiple tasks and priorities effectively;
- ability to perform the administrative functions of the role efficiently, including competent IT skills.

To undertake the APS 6 Lawyer role, a successful candidate should demonstrate:

- well-developed ability to conduct complex legal research, analysis and drafting, and provide specialist subject-matter advice, in the area of migration law;
- exceptional attention to detail and accuracy which ensures quality outputs for the team including the development of specialist knowledge;
- excellent oral and written communication skills, good interpersonal skills, and the ability to appropriately deal with sensitive and confidential information;
- experience in the jurisdiction and practice and procedure of the Federal Court, or in a position that required an understanding of such knowledge;
- initiative to work under limited direction to deliver work requiring minimal revision prior to finalisation; and to take responsibility for progressing work whilst also being able to work collaboratively as required;
- ability to evaluate a large volume of information quickly and to manage multiple tasks and priorities effectively;
- ability to perform the administrative functions of the role efficiently, including competent IT skills.

Selection Criteria

1. Formal qualifications and experience in migration law. Candidates may be considered for an APS 6 level role where they are able to demonstrate a well-developed ability to conduct complex legal research, analysis and drafting, and provide specialist subject-matter advice, in the area of migration law.
2. Knowledge of the Federal Court's migration jurisdiction, practices and procedures, or the ability to quickly acquire this knowledge. Candidates may be considered for an APS 6 level role where they are able to demonstrate experience in the jurisdiction and practice and procedure of the Federal Court, or in a position that required an understanding of such knowledge.
3. Legal research, analysis and drafting skills underpinned by good attention to detail and accuracy. Candidates may be considered for an APS 6 level role where they are able to demonstrate how these skills have translated into the development of specialist knowledge among a team.
4. Problem solving skills and the ability to evaluate a large volume of information quickly and to manage multiple tasks and priorities effectively.
5. The ability to work both autonomously and collaboratively, including an ability to build and maintain positive professional relationships and deal appropriately with sensitive and

confidential information. Candidates may be considered for an APS 6 level role where they are able to demonstrate initiative to work under limited direction to deliver work requiring minimal revision prior to finalisation.

Formal Qualifications

Applicants for this role must have a law degree and should be admitted as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia. **Notes**

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

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. National Police Check – 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. Probation - Successful applicants engaged into the APS will be subject to a probation period.

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

Diversity and inclusion

The Court is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from people with disability, First Nations people, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds, mature age workers and young workers. The Court is committed to supporting an inter-generational workforce, gender equity and families.

The Court will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfill the inherent requirements of the 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>

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Simon Haag, (02) 8099 8543
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0751312

Federal Court of Australia

Closing Date:Sunday 01 December 2024

Corporate Services

Job Title	Organisational Change Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, 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	Successful applicant will be able to apply for a hybrid working arrangement subject to operational requirements.
Classification	Executive Level 2
Position Number	0698-09-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://www.fedcourt.gov.au/about/employment>

The Federal Court of Australia is seeking an experienced Organisational Change Manager to drive and manage necessary organisational change, in response to the ongoing transformational imperatives, modernisation of processes and associated technology in use at the courts. The role will initially work in partnership with IT and Executive leadership and be pivotal to ensuring a smooth transition so that the opportunities to optimise our service delivery model are maximised.

The ideal candidate will be a trusted advisor with excellent interpersonal skills and a proven track record of managing organisational change in similar settings.

Duties

Reporting to the Executive Director People Culture and Communications the Organisational Change Manager is responsible for leading and managing the people, process, and technology aspects of organisational change initiatives related to transformation

and operations. This role plays a crucial part in ensuring successful adoption and transition to new technologies, systems, and processes within the organisation.

Responsibilities include:

1. Develop and implement comprehensive change management strategies and plans to support organisational transformation initiatives.
2. Collaborate with teams and stakeholders to build an understanding the impact of change and develop effective communication and transition plans.
3. Conduct change readiness assessments aligned with branch and organisational strategy, identifying risks, and opportunities.
4. Design and deliver change management training programs to build organisational capability and foster a culture of adaptability and collaboration.
5. Facilitate stakeholder engagement and communication throughout the change process, ensuring transparency and addressing concerns or issues promptly.
6. Monitor and report on the progress of change initiatives, measuring adoption rates, and identifying areas for improvement.
7. Provide guidance and support to project teams and business units on change management best practices and methodologies.

Eligibility

Selection Criteria

1. Proven experience in managing complex organisational change initiatives, preferably in a government setting.
2. Strong understanding of change management principles, methodologies, and best practices.
3. Excellent communication, facilitation, and stakeholder management skills.
4. Ability to build strong relationships and influence at all levels of the organisation.
5. Analytical and problem-solving skills to identify and address challenges effectively.

Desirable

Relevant industry or tertiary qualifications in HR, Organisational development, or a related field would be well regarded. **Notes**

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

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. National Police Check – 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. Probation - 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.

Note:

- A competitive remuneration package will be negotiated for the successful candidate based on qualifications, skills and experience.
- Part time hours will be considered at 30 hours per week; arrangements can be negotiated with the successful candidate in-line with operational requirements.

Diversity and inclusion

The Court is committed to supporting an inclusive and diverse workforce and welcomes and

encourages applications from people with disability, First Nations people, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds, mature age workers and young workers. The Court is committed to supporting an inter-generational workforce, gender equity and families.

The Court will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfill the inherent requirements of the 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>

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To Apply

Position Contact	Jimmy Mastorakos, (03) 8638 6409
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0751361

Federal Court of Australia

Closing Date:Monday 02 December 2024

National Native Title Tribunal
Legal and Compliance

Job Title	In-House Counsel
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Cairns QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$161,947 - \$168,295
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	This position is based onsite however flexible working arrangements may be considered.
Classification	Executive Level 2
Position Number	0865-11-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://www.fedcourt.gov.au/about/employment>

The In-house Counsel (IHC) position is situated within the Legal and Compliance (LAC) team of the NNTT. The IHC reports directly to the Native Title Registrar and will provide complex legal advice to the NNTT President, Registrar and Executive Team.

The IHC will lead legal policy reform projects and draft complex documents, including advice, submissions, and consultation papers. The IHC will support the LAC team to review, maintain and continuously improve policies and business guides in relation to the statutory functions of the Registrar and Tribunal. The IHC will excel in legal analysis, timely advice, and project management skills. The IHC will provide critical assistance to the NNTT President, Registrar and Executive Team to support the quality work of the NNTT and compliant business operations.

Duties

- Maintain expert knowledge of NNTT functions, native title legislation and regulations, including changes in the NTA and Regulations.
- Provide expert and timely legal advice and briefings to President, Registrar and NNTT Executive.
- Provide expert advice and support to President, Registrar and NNTT Executive regarding emerging policy and legal issues affecting NNTT functions, operations, and strategic goals.
- Lead legal reform projects including conducting and directing research, coordinating input from NNTT business units, consulting internal and external stakeholders, and drafting joint submissions and NNTT submissions.
- Review and consult with respect to any proposed amendments to the NTA and associated legislation.
- Support the LAC team's review and continuous improvement of operational resources including the drafting and development of additional policies and procedures.

- Support the development of policies and procedures regarding access to information held by the NNTT by preparing legal advice, resources, and responding to complex information requests.
- Review procurement contracts.
- Review legal content of NNTT website, resources, fact sheets and other publications.

Eligibility

Competencies & Attributes

- Admission as a legal practitioner in Australia.
- Minimum 8+ years post-qualification experience, with a strong background in native title.
- Demonstrated extensive knowledge and experience of native title issues and stakeholders including: proven understanding of the issues affecting Aboriginal and/or Torres Strait Islander people; and the ability to communicate sensitively and effectively with Aboriginal and /or Torres Strait Islander people.
- Demonstrated experience as a legal practitioner with proven ability to apply legislative, procedural and administrative frameworks to high-level decision-making and problem solving.
- Sound knowledge of administrative decision-making, legal process and demonstrated expert knowledge of native title practice and the Native Title Act 1993 (Cth).
- Highly developed interpersonal skills and the ability to represent the NNTT in a variety of forums displaying discretion, integrity and sensitivity.
- Leadership and management skills, including the ability to support the strategic objectives of the team and manage dedicated resources within designated timeframes.
- Sound negotiation and influencing skills to deal with internal and external parties and manage relationships with key stakeholders at all levels and deliver information clearly and positively.
- Modelling APS values and appropriate, professional conduct.

Qualifications

Bachelor of Laws (required) **Notes**

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, LGBTIQ+ 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.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

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>

About the Federal Court of Australia

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To Apply

Position Contact	Kathleen McCunnie, 0427 426 122
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0751381

National Anti-Corruption Commission

Closing Date:Sunday 01 December 2024

Enabling Services

Job Title	Senior ICT Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$90,199 - \$102,860
Future Merit Locations	Melbourne, Canberra, Sydney, Brisbane, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	155_11/24
Agency Website	https://nacc.gov.au/

Job Description

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

About the National Anti-Corruption Commission

The NACC enhances integrity in the Commonwealth public sector by deterring, detecting, and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

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.

Duties

The Senior ICT Support officer role is a technical role within the Commissions ICT Support team. The role is responsible for high-level day to day support on a national level as well as providing onsite support to the Canberra office (including VIP staff) alongside the Assistant Director – ICT Support.

The role is also responsible for the administration and support of the Commission's M365 environment including MS Teams, SharePoint, and Exchange Online.

As part of working in our greater ICT team the role may be required to assist the Cloud Engineering team with their work including packaging and distribution of software to users, as well as testing of new packages or software.

Duties

The successful candidate will work under the general direction of the Assistant Director - ICT Support.

Key activities of this position include:

- Provide first and second level ICT support to staff remotely and in person.
- Designing, deploying and administering Microsoft Teams and SharePoint sites to meet business, security and information management requirements.
- Assisting with mobile device management, software packaging and deployment through inTune.
- Assisting in developing and maintaining Windows SOE, as well as managing licensing and distribution.
- Record and update all incidents and Service Requests in the ICT Service Management Tool and escalate where required.
- Manage the imaging and deployment of desktop hardware.
- Create and maintain support materials such as standard operating procedures and knowledge base articles. As well as provide ICT Training where it may be required.
- Acting as an escalation point for more complex incidents and problems, this includes logging, escalation and coordination with team members, other IT support areas and service providers to resolve and or provide workarounds.
- Assist to manage and develop a small ICT team to deliver effective and efficient ICT support to a national office network.
- Undertaking and managing procurement activities in relation to ICT software, hardware and services to support end users.
- Managing small projects as required

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 NACC is subject to the following conditions:

Citizenship – applicants must be an Australian Citizen.

Security clearance – this is a Designated Security Assessment Position. The occupant of this position will be required to undergo and maintain a 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 is not limited to) detailed background, character, employment, police and financial checks.

Probation - a probation period will apply to a new ongoing engagement in the Australian Public Service.

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

Notes

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation.
- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.
- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, and
- access to studies assistance.

The NACC provides a service allowance of \$1,900 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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

The 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	Matt Heal, 02 6203 8072
Agency Recruitment Site	https://nacc.nga.net.au/

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Defence

Vacancy VN-0750928

Department of Defence

Closing Date:Monday 02 December 2024

Defence Finance Group
Budgets & Financial Services

Job Title	Financial Advisor - Commonwealth Budget Coordination
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Russell
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	DFG/09639/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BA3F716B-8198-E2DB-A6DD-DB4A48D2F3E1>

Duties

The Role

An APS 6 in the Directorate of Commonwealth Budget Coordination team performs a range of duties in relation to the Commonwealth Budget process. This includes advising business areas on new policy proposals and their funding, the preparation of Budget documentation, providing support on Defence budget issues, and preparing high quality advice to the Minister and senior executive on matters relating to the Commonwealth Budget and Defence funding.

You will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex, difficult or sensitive issues.

You will work with reasonable autonomy to achieve outcomes. You will be accountable to set work priorities and manage workflows, and use your initiative and experience to research, analyse, and advise on key issues related to the Defence budget.

A security clearance of Negative Vetting 1 is required, the preferred applicant may commence with Baseline Vetting while they undergo the Negative Vetting 1 process.

About our Team

The Directorate of Commonwealth Budget Coordination is responsible for managing the Defence budget at the Portfolio level. Working in this team offers the opportunity to work on issues of high strategic importance to Defence and the Defence Finance Group (DFG) in a fast paced and dynamic environment.

The team is responsible for delivering the Defence Budget in accordance with the Commonwealth Budget process. This includes tasks such as:

- Developing the Defence Portfolio Budget Submission;
- Preparing Portfolio Budget Statements and Portfolio Additional Estimates Statements;
- Developing Senate Estimates Briefs, Ministerial and Cabinet Submissions;
- Developing costings; and
- Briefing the CFO and other members of the Defence Senior Leadership team.

Our Ideal Candidate

The ideal candidate will have the following skills and attributes:

- Strong initiative and sound judgement;
- Strong written and oral communication skills;
- An ability to produce quality work within short time frames;
- Excellent interpersonal skills;
- Strong analytical skills;
- A commitment to continuous improvement;
- Knowledge of and/or experience in external budgeting matters and the Cabinet process; and
- Experience in financial analysis.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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	Sokha Sar, 02 5108 7941
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA3F716B-8198-E2DB-A6DD-DB4A48D2F3E1

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Department of Defence

Closing Date: Monday 02 December 2024

Defence Finance Group
Budgets & Financial Services

Job Title	Assistant Director - Commonwealth Budget Coordination
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Russell
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/09682/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9DE32485-CB63-01AB-D282-DB4A49457FAF>

Duties

The Role

An EL 1 in the Directorate of Commonwealth Budget Coordination performs a range of duties in relation to the Commonwealth Budget process and provides leadership within the team. This includes coordinating and preparing the annual Defence Portfolio Budget Submission, the Portfolio Budget Statements and preparation of costings.

You will advise business areas on new policy proposals and their funding, provide support on Defence budget issues, and prepare high quality advice to the Minister and senior executive on matters relating to the Commonwealth Budget and Defence funding.

You will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex, difficult or sensitive issues.

You will work with autonomy and manage yourself and others to achieve outcomes. You will be accountable to set work priorities and manage workflows, and use your initiative and experience to research, analyse, and advise on key issues related to the Defence budget.

A security clearance of Negative Vetting 1 is required, the preferred applicant may commence with Baseline Vetting while they undergo the Negative Vetting 1 process.

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The team is responsible for delivering the Defence Budget in accordance with the Commonwealth Budget process. This includes

- Developing the Defence Portfolio Budget Submission;
- Preparing Portfolio Budget Statements and Portfolio Additional Estimates Statements;
- Developing Senate Estimates Briefs, Ministerial and Cabinet Submissions;
- Developing costings; and
- Briefing the CFO and other members of the Defence Senior Leadership team.

Our Ideal Candidate

The ideal candidate will have the following skills and attributes:

- The initiative and judgement to manage complex tasks with limited need for supervision;
- Strong written and oral communication skills;
- An ability to produce quality work within short time frames;
- Excellent interpersonal skills;
- Strong analytical skills;
- A commitment to continuous improvement;
- Knowledge of and/or experience in external budgeting matters and the Cabinet process; and
- Experience in financial analysis.

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	Sokha Sar, 02 5108 7941
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9DE32485-CB63-01AB-D282-DB4A49457FAF

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Defence

Vacancy VN-0751141

Department of Defence

Closing Date:Monday 02 December 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Maritime Program Co-ordinator
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Garden Island
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	NSSG/09681/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=8A17F994-F426-A8C2-E322-DB4A48122DC5>

Duties

The Role
Regional Maintenance Centre - East (RMC-E) is seeking a detail-oriented, high performing team player to be part of a new organisation central to the future of maritime sustainment. Reporting to the RMC-E Maintenance Demand Operations Manager, the main functions of the Program Coordinator are:

- Lead the RMC-E demand planning and coordination of maintenance teams working with the contracted Regional Maintenance Provider (RMP) to deliver the execution of maintenance work as scheduled.

- Provide input to the RMC-E Integrated Master Schedule regarding maintenance aspects.
- Review and endorse regional maintenance work plans, schedules and associated deliverables from the RMP
- Manage the approval process for variations to maintenance packages work scope, including reporting against defined budgets
- Provide operational support to technical and administrative activities
- Research, draft and prepare briefs, complex correspondence and reports including submissions for senior leadership consideration
- Engage with relevant internal and external stakeholders to understand and manage their expectations and concerns
- Assess and adjust project management methodologies to comply with legislative, policy and regulatory frameworks
- Identify lessons learned throughout the maintenance planning and coordination process and drive continual improvement of RMC-E practices

About our Team

RMC-E is playing a lead role implementing Plan Galileo's ambitious reform program for surface fleet sustainment. Realising this will ensure Defence can support the significant increase in a complex fleet of vessels generated through Continuous Naval Shipbuilding. It will enhance Navy's agility and ability to surge from strategic locations across Australia, particularly into the Pacific. Development of sovereign sustainment capability is key, so Defence has the workforce, supply chains and infrastructure to support the future fleet.

The team will manage the regional maintenance provider, working together to plan, manage, execute and assure maintenance for Navy vessels and build resilient local and regional supply chains. RMC-E will contribute to delivery of continuous sustainment of the complex naval capability resulting from Continuous Naval Shipbuilding and ensure Navy responds to changing operational requirements, providing assurance, audit and compliance of contractors and reports on performance, opportunity and risk, in addition to developing industry networks.

Our Ideal Candidate

The ideal candidate will have the following attributes, skills and experience:

- Strong organisational and project management skills
- Excellent stakeholders, communication and communication skills
- A passion for developing and managing efficient and effective commercial management practices and procedures
- The ability to respond appropriately to pressures and changing priorities
- Use of initiative to assess and adjust project management methods to ensure compliance with legislative, policy and regulatory frameworks
- NV1 Security clearance or ability to obtain the same

Note: At Defence, a team-oriented growth mindset is at the heart of our culture, so even if you have most but not all of these skills in your toolbox, we would love to hear from you. **Eligibility**

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Mr. Himat Singh, 02 9537 6774
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8A17F994-F426-A8C2-E322-DB4A48122DC5

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Defence

Vacancy VN-0751146

Department of Defence

Closing Date:Monday 02 December 2024

Defence People Group
Australian Defence College

Job Title	Assistant Director - Learning Technology Modernisation
Job Type	Full-Time, Ongoing
Location	Weston Creek ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra, Weston Creek
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	DPG/10003/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=977C4C2B-B915-C315-4788-DB4A4829353F>

Duties

The Role

The EL 1 Assistant Director, Learning Technology Modernisation (AD LTM) is responsible for development, introduction into service and operational management of a prototype platform to demonstrate Defence's Next Generation Learning Technology Environment. The prototype capability will leverage open architecture, standards and designs derived from the US Department of Defence, Advanced Distributed Learning (ADL) organisation's – Total Learning Architecture (TLA).

The position will:

- Have responsibility for the technical design, test and evaluation use cases as well as stakeholder engagement to validate the application of the environment's services and functions to Defence's training requirements.
- Also maintain business management oversight of the enabling finances, contracts and resources for the prototype environment.
- Also be responsible for a second priority project to deliver the online platform for the Australia Pacific Defence School (APDS). The APDS Online platform is a key Government initiative that seeks to build an online course curation and training delivery system to enhance engagement with Pacific Partner nations.

In concert with Defence's Pacific Division, the position will have responsibility for the design, technical specification, stakeholder engagement and delivery of the APDS online platform within an accelerated timeline. The AD LTM will have knowledge in contemporary technology platforms and cloud service coupled with demonstrated experience in the management and operation of technologies that enable education and training.

About our Team

Learning is a key enabler to human capability, and Defence is dependent upon intelligent, skilled and resilient people. The Defence Education, Learning and Training Authority (DELTA), working within the Australian Defence College, ensures Education and Training across Defence is supported by high performing and resilient learning systems. In this capacity, DELTA works to Commander of the Australian Defence College to set the strategic direction, provide higher-level policy, governance and oversight of the Education and Training Domain for all Defence: Navy, Army, Air Force, and the Australian Public Service.

This includes management of the Defence Registered Training Organisation (DRTTO), developing and maintaining the Defence Learning Technology Environment (DLTE), exploring and exploiting new learning technologies to enhance access to learning, and Information Steward for the Education and Training Domain. Within DELTA, the Defence Learning Technology team is an integrated workforce of 20 military personnel, Australian Public Service officers and supporting contractors.

Our Ideal Candidate

- Holds relevant qualifications and/or demonstrated experience to succeed as leader delivering next generation learning technologies to Defence.
- Is passionate about developing an ecosystem of technologies that enable and manage learning across Defence. Our ideal candidate must be highly collegiate and collaborative in dealing with a wide range of stakeholders to deliver high quality outcomes.
- Has experience with the management of projects, Introduction into service and sustainment for enterprise technologies.
- Can manage and provide guidance and support to team members/contractors. This includes overseeing performance management and supporting professional development.
- Is a confident and persuasive communicator with the ability to explain complex technical concepts in plain language.

If you are self-driven with a well-proven ability to lead and manage competing priorities to a high standard within allocated timeframes, then we would love for you to apply to join our dynamic team of technology professionals. **Eligibility**

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Baseline

Notes

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

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To Apply

Position Contact	Rohan Edwards, 02 5131 7858
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=977C4C2B-B915-C315-4788-DB4A4829353F

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Defence

Vacancy VN-0751153

Department of Defence

Closing Date:Monday 02 December 2024

Defence People Group
People Services and Wellbeing

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Melbourne VIC, Various locations - NSW NSW, Various locations - QLD QLD
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra, Melbourne, Various locations - NSW, Various locations - QLD, 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	Executive Level 1
Position Number	DPG/09961/24
Agency Website	

Duties

The Role

As an EL 1 Assistant Director, you will:

- Lead a team in the management of Code of Conduct, underperformance, probation and other APS disciplinary matters referred for review.
- Exercise sound decision making and judgement when producing high level evidence based decisions for our cases.
- Have highly developed written communication skills to support evidenced based decision making.
- Provide high quality advice and guidance to senior management, supervisors and employees across the Department.
- Be accountable for accurate completion of your work and your team's work within timeframes and ensuring quality requirements.
- Be responsible for actively managing key stakeholder relationships within and outside Defence.

About our Team

Directorate of Conduct and Performance (DCP) provides advice and guidance on conduct and performance management issues. It manages inquiries into suspected breaches of the APS Code of Conduct; and administers and facilitates the management of poor performance of APS employees in accordance with current legislation, policies, business rules and Agency best practice.

Our Ideal Candidate

Our Ideal Candidate will:

- Be an excellent people manager, who will drive positive behaviour and performance in your team.
- Work in a fast-paced environment and will need to have strong attention to detail, and an ability to manage several cases of varied complexity at once.
- Be able to familiarise yourself and interpret Defence's people policies and strategies, particularly in the APS Code of Conduct and Performance area.
- Be an influential communicator, resilient, have sound judgement and a proven track record in collaborating to achieve quality outcomes and a demonstrated understanding of or experience in decision making practices.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Baseline

Notes

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

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To Apply

Position Contact	Vikki Howard, 07 5361 7191
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FA679C7C-7964-2D73-AD78-DB4A48BB6C5C

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Defence

Vacancy VN-0751160

Department of Defence

Closing Date:Monday 02 December 2024

Associate Secretary Group
Enterprise Transformation and Governance

Job Title	Web Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
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	ASG/09985/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4C1AD9C1-8B53-A6D6-A065-DB4A49ABAC01>

Duties

The Role

The Web Officer assists in the delivery of web projects and help-desk services, providing expert advice to internal stakeholders in the creation of web audience experiences. The Web Officer harnesses information and opportunities to improve the user journey and the user experience of both external and internal audiences in a large enterprise web environment.

They will contribute their expertise to the continuous improvement of the Defence web environment, via the provision of exceptional customer service, project delivery, content production and training supply that guides the efficient and effective delivery of digital initiatives.

Working to the Assistant Director Enterprise Web, the Web Officer supports the creation and compliance review of content on Defence enterprise websites, contributing their experience and audience research insights to the team. With excellent attention to detail, the Web Officer is able to prioritise work in line with broader organisation objectives and commit to tight deadlines when needed.

About our Team

Enterprise Web is in the Enterprise Transformation Branch in the Enterprise Transformation and Governance Division. Enterprise Web is a team of web experts, including web developers, web content and audience engagement strategists, web content publishers and training providers.

The team works collaboratively, and with a mindset of continuous improvement and sustainability, to optimise the user experience of Defence websites and support efficient delivery of web communication

Our Ideal Candidate

The Web Officer will have experience contributing to the design and build of solutions in the Drupal content management system, a commitment to web standards, the ability to produce content, to source and analyse audience data, and experience with wire-framing and prototyping digital solutions.

They will be responsible for data analysis in order to provide evidence-based strategic insights and recommendations regarding content performance, search engine optimisation, quality assurance and standards compliance. They will test information architecture, write and review draft content, prototype page designs, and work with stakeholders to iterate and continuously improve solutions.

The Web Officer will contribute to web enhancement project delivery and enthusiastically assist with the operational tasks and triage web support requests. They have the exciting opportunity to positively impact both the internal and external Defence web environment.

Eligibility

Security Clearance
Applicants must be able to obtain and maintain a security clearance of 'Baseline'

Notes

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

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To Apply

Position Contact	Leanne Shorb, 02 6155 9176
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4C1AD9C1-8B53-A6D6-A065-DB4A49ABAC01

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Defence

Vacancy VN-0751181

Job Title	Executive Assistant to Director General Maritime Operations
Job Type	Full-Time, Ongoing
Location	Bungendore NSW
Salary	\$76,277 - \$83,274
Future Merit Locations	Bungendore
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	NAVY/09803/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=3935CA59-B6CE-6AFA-51A5-DB4A4B257A8F>

Duties

The Role
As an APS 4 Executive Assistant (EA), you will manage the office of Director General Maritime Operations. You will routinely prepare correspondence, organise diaries, arrange travel and meetings and manage office systems and records using Microsoft Office and electronic filing systems.

Within this role, you will:

- Undertake administration and coordination tasks, file and distribute incoming and outgoing branch correspondence.
- Operate with discretion and use judgement in managing the flow of work and visitors.
- Work collaboratively across the department to achieve outcomes.

This is a security-designated position and you will be required to have a minimum of Negative Vetting Level 1 prior to commencement with the ability to obtain a Positive Vetting. There will be some opportunities for flexible work arrangements, although these will need to be negotiated specifically with the Director General and align with his requirements.

This role also requires an ability to:

- Work within secure building with limited access to mobile phone during the day
- Undertake administration and coordination tasks, file and distribute incoming and outgoing branch correspondence.
- Operate with discretion and use judgement in managing the flow of work and visitors.
- Work collaboratively across the department to achieve outcomes.

About our Team

As EA to Director General Maritime Operations, you will work within the 4 person Maritime Operations Executive team providing administration and support across all levels of the Maritime Operations branch.

The Maritime Operations branch largely runs at two tempos: one, a high intensity routine of current operations and the other a more deliberate slower paced planning function. Both report to the Director General and collectively are responsible for the planning and execution of all Royal Australian Navy maritime operations across the world.

Our Ideal Candidate

Our ideal candidate will:

- Be an effective communicator with the ability to adjust your style depending on the audience;
- Have the ability to work within a small team;
- Understand how to work within a hierarchical structure with discretion and tactfulness;
- Willing to be part of the team, including engaging in social activities and non-competitive sporting events; and
- Be highly organised with the ability to rapidly switch between multiple tasks and have the initiative to triage task importance.

Eligibility

Security Clearance:

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

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To Apply

Position Contact	Ronnie Tullipan, 02 6128 4897
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3935CA59-B6CE-6AFA-51A5-DB4A4B257A8F

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Defence

Vacancy VN-0751182

Department of Defence

Closing Date:Monday 09 December 2024

ARMY
Forces Command

Job Title	Formation Safety Officer
Job Type	Full-Time, Ongoing
Location	Keswick SA
Salary	\$83,706 - \$89,659
Future Merit Locations	Keswick
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	ARMY/10050/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=912069E8-5ECB-6667-0462-DB4A4B90FFA2>

Duties

The Role
Headquarters 9th Brigade is seeking an APS 5 Formation Safety Officer to provide specialist administrative support and advice as part of Army's Work, Health and Safety (WHS) Management System. The position is responsible for providing WHS support and advice to the Brigade Command Group and Direct Command Units in their day-to-day management of health and safety performance and outcomes.

Your knowledge and experience of WHS will assist the generation of reports and time sensitive data analysis that will inform decision making for 9 Brigade and assist Army in a wider sense to meeting its due diligence obligations under the WHS Act 2011. The role is ideally a WHS qualified person who reports to a MAJ/O5 level Executive Officer at the Headquarters. You will use your knowledge and experience of WHS and safety management to develop and sustain WHS policy and compliance frameworks that

directly support Army's force preservation and assurance that strive to keep personnel safe.

You will also contribute to the maintenance of internal WHS governance arrangements for 9 Brigade and occasionally work closely with other staff functions within the Headquarters to facilitate a 'compliance culture'. Given the continual requirement for collaboration on sensitive issues and WHS incident management, this means that the work pattern is office based at Headquarters 9th Brigade at Keswick Barracks, South Australia. Working remotely from time to time can be facilitated but must be negotiated based on applicable tasking and work deadlines that require collaborative products to be delivered. Working remotely is not to be considered the 'norm' for this role.

The successful applicant requires a sound knowledge of the WHS Act 2011 and the associated Regulations. Experience working with relevant WHS Codes of Practice is desirable. A working knowledge of incident reporting, safety investigations and notification requirements to Regulators such as COMCARE is also desirable. A knowledge of or qualification in Hazardous Chemicals and Substances is also desirable (but not essential).

About our Team

Located at Keswick Barracks, Headquarters 9th Brigade is a multi-disciplinary, integrated team that provides command and control, operations and planning, training and recruitment functions over a number of Defence capabilities in South Australia. Headquarters 9th Brigade has a high performing culture and an evolving role in Army and Defence.

The successful candidate can expect to be increasingly challenged in the role whilst being supported by an inclusive team and leadership group. You are a key member of the Command Advisory Group. You will be mentored and guided by an experienced team of WHS specialists as part of the technical WHS chain that reaches into Headquarters 2nd Australian Division in Sydney and Safety Incident Management-Army in Canberra. You also have peer support from other APS fulfilling a similar role across Army.

Our Ideal Candidate

Our ideal candidate is someone who has a keen professional interest in WHS, who has achieved professional qualifications in WHS and who works collaboratively to pursue best practice. They must exhibit a desire to be innovative and adaptive. They must demonstrate a desire to uphold the Army ethos of 'Serving the Nation' and fulfilling their unique part in this WHS focused role as a member of the APS.

The successful candidate will be able to demonstrate:

- Knowledge and understanding of the Commonwealth WHS Act and regulations together with a sound knowledge of how interactions with regulators such as COMCARE are progressed.
- The ability to provide basic WHS advice and subject matter expertise including occupational health and hygiene, critical risk management, WHS auditing, and a sound knowledge of WHS management systems.
- An enthusiasm for pursuing 'best practice' WHS management to assist Army's capability requirements.
- Demonstrated analytical skills and an ability to problem solve and develop practical solutions based on extant WHS policy and procedures.
- Excellent stakeholder management and engagement skills and a sound ability to communicate effectively in writing and verbally.
- Broad experience with IT based WHS reporting and management systems and a willingness to undertake further development and skills acquisition in emerging WHS data analysis and reporting methodologies/tools.
- Experience in providing compliance oversight (safety audits) within the organisation.
- Completion of (or ability to complete) a Certificate IV in Work, Health and Safety.

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	Brendon Sammut, 08 7008 4612
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=912069E8-5ECB-6667-0462-DB4A4B90FFA2

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Defence

Vacancy VN-0751186

Department of Defence

Closing Date:Monday 02 December 2024

Defence Finance Group
Budgets & Financial Services

Job Title	Assistant Director - Change and Communications
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$115,899 - \$130,733
Future Merit Locations	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	DFG/09640/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=44EE0952-75EB-532B-8ED9-DB4A4C1FDD54>

Duties

The Role

Under the direction of the Director, the Assistant Director - Change and Communications is required to exercise a degree of independence and perform a leadership role within the Branch and Defence Finance Group (DFG).

Your primary focus will be on stakeholder engagement, communications, and change functions within the DFG. You will support the design and delivery of DFG's employee engagement events, communications channels and change management and communication strategies.

About our Team

The Financial Change and Integration Branch (FCIB) was established in November 2022 to support major financial change projects. As well as delivering some of the key financial systems that support the change agenda, our branch plays a lead role in supporting the people side of change. We have a strong focus on improving employee communication and engagement and change management solutions.

The Financial Change and Integration Branch consists of four sections that work collaboratively in supporting the effective design and delivery of change:

- Financial Management Solutions – Internal Budgeting & Reporting Solution;
- DFG Capability Development;
- DFG Organisational Change and Communications; and
- DFG Innovation & Business Improvement.

Our Ideal Candidate

You are an energetic change and/or communications leader, able to inspire your colleagues to help deliver the DFG Organisational Change and Communications function. You are a creative problem-solver with experience delivering change or communications in complex environments of

change and disruption. You are also naturally a ‘people person’; confident, gregarious and energised by communicating with and supporting people to implement best practice change and communication strategies.

Our ideal candidate can demonstrate the following skills, experience and attributes:

- A track record of delivering results with experience in Executive-level change or communications roles in support of complex change agendas;
- Exemplary skills in communicating with influence in a range of media, including a demonstrated ability to effectively facilitate large forums, both in-person and online;
- First-rate stakeholder and relationship skills, including an ability to cultivate productive working relationships with people at all levels of an organisation;
- Excellent strategic thinking and planning skills, including in researching, developing and evaluating complex change or communications strategies; and
- A commitment to continuous improvement, contributing to a high performing team.

Eligibility

Security Clearance:
Applicants must be able to obtain and maintain a security clearance at “Baseline Vetting” level.

Notes

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

About the Department of Defence

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To Apply

Position Contact	Kristin Delaney, 02 5109 8479
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=44EE0952-75EB-532B-8ED9-DB4A4C1FDD54

Defence

Vacancy VN-0751204

Department of Defence

Closing Date:Monday 02 December 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Richmond
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/10052/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=A1E1AA6E-7506-2E5A-DC7A-DB4A838EF072>

Duties

The Role
The Contract Management Officer in the Air Lift Systems Program Office (ALSPO) Commercial team provides critical contract support to the C-27J Spartan, C-130J Hercules through Life Support Sustainment Contracts, as well as the maintenance and support of the Propulsions and Simulator Contracts.

The role is responsible for conducting a wide range of Commercial support functions, including but not limited to contract management, contract change proposals, export controls, technical data and intellectual property, governance and assurance activities and commercial correspondence under the contract.

You will be responsible for:

- Assisting with procurement planning, contract formation and contract management activities, ensuring compliance with legislation, procurement policies, processes and procedures.
- Drafting and delivering procurement and contracting documentation including templates, correspondence, reports, submissions, contract change proposals and other procurement and contract management documentation.

- Reviewing contracted services and documentation to ensure and verify correct charges and payments are applied.
- Providing advice in relation to procurement, contracting, financial and administrative policies with a strong emphasis on compliance, governance and assurance.

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

The Air Lift Systems Program Office (ALSPO) at RAAF Base Richmond is a Business Unit within the Airlift and Tanker Systems branch of the Aerospace Systems Division. ALSPO is the in-service support agency responsible for sustaining and enhancing the RAAF's C-130J Hercules and C-27J Spartan aircraft. ALSPO, in partnership with industry, exists to support Air Mobility Group achieve its mission by providing effective sustainment support solutions.

We are proud of where we work and value a diverse workforce that supports work life balance and offers flexible working arrangements.

The Business Management Unit within ALSPO is a highly capable and professional team operating in a dynamic and challenging work environment supporting Defence capability. Given the integrated nature of our business, building and maintaining cooperative and collaborative relationships are fundamental to our success.

Our Ideal Candidate

We are seeking an enthusiastic and motivated individual to join our team. You will be a key member of the ALSPO Commercial team, operating in a fast-paced environment. We are seeking an individual with strong interpersonal skills, communication and influencing skills, an agile approach to managing complex and competing priorities and the ability to remain focused on delivering strategic outcomes.

You will be able to demonstrate:

- Excellent organisational and time management with the ability to meet deadlines.
- Strong written and oral communication skills, including report writing.
- Excellent communication skills and relationship management skills.
- Ability to develop and maintain good internal and external relationships.
- Strong teamwork skills and a commitment to being an active member.
- Adaptability and flexibility to changing priorities.

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	Terry Benitez Aguirre, 02 4579 3579
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A1E1AA6E-7506-2E5A-DC7A-DB4A838EF072

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Defence

Vacancy VN-0751205

Department of Defence

Closing Date:Monday 02 December 2024

ARMY
Forces Command

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Paddington NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Paddington
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	ARMY/08824/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2D389A46-DC15-D4CF-9EF9-DB4A83A9FD3E>

Duties

The Role

An opportunity exists at the APS 6 level to provide contract management and procurement support for Army - Forces Command Headquarters and Units.

The successful applicant will be responsible for:

- Providing contract management support and timely, accurate advice across the procurement life cycle for procurement activities, including supporting procurement planning, preparation of compliant procurement documentation and undertaking evaluation activities.
- Promoting compliance with procurement policies, connected policies and legislation, i.e. Commonwealth Procurement Rules (CPRs), Indigenous Procurement Policy (IPP), Public Governance, Performance and Accountability (PGPA) Act.
- Liaising and collaborating regularly with key stakeholders in relation to ongoing and upcoming procurements.
- Preparing a range of written materials including various reports, briefs and correspondence to both internal and external stakeholders.
- Promoting a client focused culture within the team and the ability to prioritise own workload, meet tight deadlines, display a high level of accuracy and attention to detail.
- Performing ad-hoc duties as required.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). 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

The Headquarters Forces Command Contract Management Cell is responsible the management of all Standing Offers and Contracts across the Army Training Enterprise. The Cell consists of a number of positions in Sydney, Melbourne and Wodonga focusing on achieving quality commercial training outcomes for Army Collective and Individual Training.

Our Ideal Candidate

Headquarters Forces Command is seeking a contract management professional with experience in establishing and managing complex contracts, and who possess:

- Demonstrated problem-solving skills to interpret, recommend and provide advice on complex commercial issues ensuring compliance with legislation, procurement policies and procedures.
- An ability to understand and apply legal principles, legislative and mandatory policy compliance obligations and critical commercial risk and performance requirements.
- Demonstrated ability to communicate effectively, both written and verbal, to deliver procurement related documentation including correspondence, reports, plans, strategies, performance reviews, approaches to market, contracts and contract change proposals, and other commercial documentation.
- Flexibility and adaptability, and a willingness to lead change initiatives and challenge traditional ways of doing business.
- Trustworthiness and integrity at the highest level.
- The ability to engage and negotiate with diverse stakeholders including customers, commercial suppliers and subject matter expert.

Our ideal candidate will have the following skills, experience and attributes:

- Sound Commonwealth Procurement experience, including but not limited to the Commonwealth Procurement Rules and Procurement Connected Policies or transferable skills and the ability to quickly acquire.
- Effective whole of life cost management including commitment of funds, processing invoices and cost reporting.
- Effective time management skills including the ability to prioritise competing workloads, meet tight deadlines with a high level of accuracy and attention to detail.
- Excellent communication, interpersonal and client service skills.
- Strong customer and stakeholder focus, with the ability to build and sustain internal and external relationships to achieve outcomes.
- Contribute to a high performing and harmonious team environment.
- Be willing to undertake formal and informal training to further develop your procurement 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	David Cassidy, 03 9290 2718
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2D389A46-DC15-D4CF-9EF9-DB4A83A9FD3E

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Defence

Vacancy VN-0751213

Department of Defence

Closing Date:Monday 02 December 2024

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Data Assurance and Capability Analyst
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Campbell
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	CASG/10054/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D313A151-6DE6-5393-D553-DB4A84B591D9>

Duties

The Role

The Data Assurance and Capability Analyst leads the Information Assurance Systems Program Office's (IA SPO) Data Cell in overseeing the management and governance of sensitive, high-value assets. This role involves strategic development against the objectives of IA SPO, Defence, and Whole of Government objectives.

The successful candidate will be able to lead a skilled team while effectively coordinating workflow and resources. The successful candidate will be responsible for analysing business processes, ensuring data quality is reviewed, identifying areas for improvement, and driving informed organisational/domain efficiencies in data management to enhance overall capabilities to support a more effective end-to-end process.

The ability to understand and comply with regulations, policies, and guidelines is integral to this role. The successful candidate must be able to apply and maintain data governance and quality frameworks, and communicate these effectively when collaborating with a wide variety of stakeholders including capability managers and sponsors. Some limited travel required to the Greater Sydney region only.

About our Team

The Information Assurance Systems Program Office (IA SPO) is part of the Joint Command, Control, Communications and Computer Systems Branch (Joint C4S) within the Joint Systems Division (JSD) of the Capability Acquisition and Sustainment Group (CASG).

JSD within CASG is a world-leading complex enterprise with a heavy dependence on information technology and its personnel. IA SPO has responsibility for major and minor High Assurance Cryptographic Equipment (HACE) acquisition projects and in service sustainment of HACE fleet and supporting systems for Defence and all of government.

Our Ideal Candidate

The ideal candidate is an experienced data professional who will possess the following skills, experience, and personal attributes:

- Demonstrated ability to lead a team, develop strategies, and manage resources aligned to business priorities.
- Strong analytical skills with the ability to translate business needs into technical solutions.

- Expertise in logistics data management practices, policies and procedures.
- Proficient in data lifecycle management, quality frameworks, and regulatory requirements for sensitive data.
- Strong communication skills to collaborate effectively with stakeholders at both strategic and operational levels.
- Commitment to developing team members with knowledge sharing, coaching less experienced staff, and fostering a culture of continuous learning and development.

Eligibility

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

Notes

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

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To Apply

Position Contact	Andrea Dixon, 02 5133 3847
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D313A151-6DE6-5393-D553-DB4A84B591D9

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Defence

Vacancy VN-0751219

Department of Defence

Closing Date:Monday 02 December 2024

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Communications Engineer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$115,899 - \$130,733
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	Executive Level 1
Position Number	CASG/10070/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C0C78896-11F3-BD45-6369-DB4A85555CE7>

Duties

The Role

Space Systems Branch is seeking Senior Communications Engineers. The Branch acquires and sustains leading edge Satellite Communications (SATCOM) equipment in support of Australian Defence Force operations, both here and overseas.

The Satellite Communications Systems Program Office (SATCOMSPO) Communications Engineer will exercise a considerable degree of independence and perform a subject matter expert role. They will have in-depth knowledge of the engineering function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function.

These roles require stakeholder (including industry) engagement and therefore will need to possess excellent communication and interpersonal skills. We are seeking candidates with a diverse range of experience and backgrounds in engineering, including people who have gained their experience outside of Defence and Government.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). 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

Satellite Communications Systems Program Office within Space Systems Branch, works in partnership with Industry to deliver satellite communication technology equipment and services to customers across Defence in sustainment and operational environments.

Space Systems Branch acquires and sustains SATCOM systems, and is a trusted advisor of SATCOM systems for the Australian Defence Organisation. The team comprises professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel.

The team works from Brindabella Park offices in Canberra and maintains close collaboration with other parts of Defence and other Government Agencies. As a Communications Engineer, you will be responsible to lead, plan, deliver critical very complex engineering activities, and provide advice in the field of communication engineering under broad direction.

Our Ideal Candidate

The ideal candidate will have extensive experience and comprehensive knowledge of engineering management, preferably in large acquisition projects or sustainment and be able to demonstrate strong leadership capability.

Our ideal candidate will:

- Demonstrate the ability to perform critical and complex system engineering activities;
- Have demonstrated experience or practical knowledge of satellite communications, including areas such as antenna systems, link budgets, amplifier and modem design;
- Have knowledge of network topologies, satellite access schemes and security issues related to satellite communications systems;
- Have strong business acumen and sound commercial judgement;
- Have demonstrated experience managing teams in a complex environment;
- Have excellent communication and stakeholder engagement skills, with ability to negotiate and build relationships with stakeholders; and
- Have high-level organisational skills, self-drive and initiative with the ability to influence others to achieve results.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

This engineering position may require the individual to be able to meet the requirements of Chartered Professional Engineer (Engineers Australia), Registered Professional Engineer (Professionals Australia) or Fellow/Member of Royal Institution of Naval Architects or demonstrated the ability to obtain such status within 12 months.

Notes

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

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To Apply

Position Contact	James O’Callaghan, 02 5109 9448
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C0C78896-11F3-BD45-6369-DB4A85555CE7

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Defence

Vacancy VN-0751225

Department of Defence

Closing Date:Monday 13 January 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	ILS Manager - Acquisition - JP9347 CE 4
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Fyshwick
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	CASG/10045/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=13659DCF-753C-E52D-A657-DB4A86360CCB>

Duties

The Role
As the EL1 ILS Manager – Acquisition for JP9347 CE4, you will be accountable under broad direction to perform and achieve complex to very complex materiel logistics work within an integrated workforce. You will have in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

You will be required to exercise a considerable degree of independence and perform a leadership role, demonstrating sound decision making and judgement to provide expert policy advice. You will have in-depth knowledge of the Materiel Logistics function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function.

Lastly, you will engage in complex to very complex problem solving and issues management and may coordinate and perform

detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

About our Team

The Joint Command and Control Systems Program Office (JC2SPO) is responsible for the acquisition, integration and sustainment of command, and control warfare systems for the Australian Defence Force across the country and in operational theatres overseas.

These capabilities include computer applications that support planning and conduct of operations, including IT infrastructure and command and control systems for deployed military forces across the five Domains.

JC2SPO acquires and sustains joint-information warfare capabilities that are mission critical to all three services of the Australian Defence Force.

Our Ideal Candidate

You are a customer-oriented problem solver who is focused on achievement of necessary outcomes. With multiple stakeholders to satisfy and under the pressure of customers' operational demands, you can plan, prioritise and communicate effectively to ensure that team efforts are appropriately directed to meeting customers' needs and keeping them informed.

The successful candidate will have:

- Proven ability to achieve quality outcomes in a high tempo environment.
- Demonstrated capacity to think strategically and develop plans and processes to enhance the achievement of business outcomes.
- Highly developed communication skills, self-drive, and initiative with the ability to influence others to achieve tasks and business objectives.
- Strong commercial and business acumen.
- Excellent people management skills and experience in leading a high performing team.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Justin Stone, 02 5128 0788
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=13659DCF-753C-E52D-A657-DB4A86360CCB

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Defence

Vacancy VN-0751230

Department of Defence

Closing Date:Monday 02 December 2024

Joint Capabilities Group
National Support Division

Job Title	National Support Division Business Support
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Russell
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	JCG/09544/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=E8E8EE3C-14BD-1CAC-D547-DB4A8565D294>

Duties

The Role
Joint Capabilities Group (JCG) is seeking highly motivated professionals to provide management and coordination for the new National Support Division.

In response to the National Defence Strategy, the Government directed Defence to establish a National Support Division (NSD) and National Support Concept. National Support will enable Defence to plan, organise and draw upon whole-of government and whole-of-nation capabilities to improve Defence and the nation’s resilience. This provides an exciting opportunity for the right candidates to contribute to the direction and development of the new Division.

We are seeking applications from high-performing managers who have proven abilities to think and act strategically, manage a team, and provide functional advice and support to leadership to accomplish outcomes in planning and coordination functions.

About our Team

National Support teams will work collaboratively to enable Defence to plan, organise and draw upon whole-of government and whole-of-nation capabilities to improve Defence and the nation's resilience. Led by Head National Support, National Support staff will work closely with Joint Logistics Command (JLC), JCG and the other Groups within Defence to contribute to NSD and Defence wide outcomes.

National Support has an integrated workforce comprised of both APS and ADF staff. We work together in a dynamic environment towards the goal of ensuring national preparedness.

The successful candidates will have the opportunity to contribute advice and expertise at the foundational level for the National Support Division. Deputy Directors can expect to engage with JLC, JCG, across Defence and as required across Whole of Government and industry.

Our Ideal Candidate

An ideal National Support Division Deputy Director will need the ability to work collaboratively, providing management, advice and support within a team and developing and maintaining strong working relationships with internal and external stakeholders. These roles will require the ability to work effectively with JCG's Divisions, Commands, and other groups across Defence to achieve Group and Defence wide outcomes.

To be successful in a NSD management role, you will need to demonstrate:

- Strong communication, interpersonal skills and the ability to lead yourself and others through collaborative relationships and planning
- The ability to make recommendations to resolve problems using expertise, taking the initiative to identify alternative courses of action
- High-level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives
- The ability to actively influence and engage personnel within the business to ensure that directorate risks are identified and addressed proactively
- In-depth knowledge of and compliance with legislative frameworks, government decision-making and policy requirements
- Qualifications in Business Administration, Contracting, Public Administration or related discipline
- The interpersonal skills to foster and promote a positive and inclusive workplace culture that aligns with Defence values

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Anne Fuller, 02 5108 9582
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E8E8EE3C-14BD-1CAC-D547-DB4A8565D294

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Defence

Vacancy VN-0751239

Department of Defence

Closing Date:Monday 02 December 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Work Health and Safety Manager
Job Type	Full-Time, Ongoing
Location	Bandiana VIC
Salary	\$91,702 - \$104,753
Future Merit Locations	Melbourne, Bandiana
Office Arrangement	On Site
Office Arrangement Details	On site based work
Classification	APS Level 6
Position Number	JCG/10004/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B1081045-9CB1-2EFE-3C35-DB4A86ACD279>

Duties

The Role

The Work Health and Safety (WHS) Manager at Joint Logistics Unit – (Victoria) (JLU-(V)) is responsible for providing timely and accurate health and safety advice. The position is responsible to the Commander JLU(V) and provides overarching SME advice to all sites across JLU(V).

The WHS Manager at JLU(V) is critical in ensuring the Unit operates in a safe and effective manner and monitors legislative compliance in accordance with the Work Health and Safety Act 2011. The role is responsible for providing advice on corrective actions and outcomes to ensure WHS compliance.

Supporting a team of WHS professionals, the role is responsible for providing sound guidance and advice to site managers and the executive team across the three main sites of JLU(V), which consists of complex and large scale maintenance and warehousing work.

The APS 6 Work Health and Safety Manager is accountable to perform and achieve complex WHS work within an integrated workforce.

The APS WHS Manager is accountable for organising their workflow and making independent decisions relating to their area of responsibility. The role undertakes research and analysis, conducts reviews and investigations and performs procedural, clerical and administrative support work to achieve results.

About our Team

JLU(V) spans across Victoria and Tasmania where it operates warehouses, equipment maintenance facilities and clothing stores. The WHS Manager will be involved in complex and large scale work conducted across the JLU(V) sites.

This role works as part of the Business Management Team reporting directly to the Business Manager. You will be required to work cohesively across JLU(V) and engage with internal and external stakeholders at various levels. You will be part of an integrated team of APS, ADF and contracted workforce. The team is driven by a 'one team' approach and foster a supportive and positive working environment.

Our Ideal Candidate

We are looking for someone who has an extensive background in Workplace Health and Safety and who is skilled in hazard and risk identification management and trend analysis. In this role you will:

- Provide WHS advice to support the functions of business units, including advising managers on best practices.
- Interpret WHS legislation and policy and present this information in a clear concise manner to Command and staff at all sites.
- Engage with stakeholders (including ADF, APS and Industry Partners) on complex and sensitive WHS issues and provide timely and accurate professional advice.
- Manage and provide guidance on incident responses and WHS investigations.
- Manage conflicting priorities.
- Utilise excellent communication skills to continually improve WHS management systems.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Ian Don, 02 6059 9238
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B1081045-9CB1-2EFE-3C35-DB4A86ACD279

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Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	ILS Transition Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$91,702 - \$104,753
Future Merit Locations	Adelaide
Office Arrangement	On Site
Office Arrangement Details	Working On-Site.
Classification	APS Level 6
Position Number	CASG/08191/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=BE7E7C78-06D9-D87F-DA4D-DB1E849F7983>

Duties

The Role

Are you looking for an opportunity in a challenging and highly complex enterprise? An exciting opportunity exists for an experienced Logistician to join the new Space Domain Awareness and Control Systems Program Office (SDACSPO), providing integrated product support to projects and products including Space 9358 and 9360. SPA9360 will deliver the next generation Space domain Awareness capabilities, including the Deep-space Advanced Radar Capability (DARC) for the Australian Defence Force (ADF).

The ILS Transition Manager will work as part of the Integrated Logistics Support (ILS) team, being responsible for ensuring the smooth transition of capabilities from acquisition to in-service support. The position requires an understanding and experience in the delivery of capability transition support concepts, and the ability to effectively communicate with a wide range of stakeholders, both foreign and domestic.

About our Team

Space Domain Awareness and Control Systems Program Office (SDACSPO) organisationally sits in the Space Systems Branch, under Air Defence and Space Systems Division in CASG. The Systems Program Office manages Space Domain Awareness and Control in-service capabilities and capabilities in acquisition, engaging with local, regional and international enterprise partners and suppliers, consisting of both foreign governments and industry, to provide support to the Capability Manager. This demands a strong understanding of domestic and international space domain government frameworks and controls within the team.

The SDACSPO team comprises of professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel. The team works from offices at Defence Science and Technology Edinburgh in Adelaide and maintains close collaboration with other parts of Defence and other Government Agencies.

Our Ideal Candidate

SDACSPO is seeking an experienced ILS Transition Manager interested in delivering strategically significant capability to the ADF, to join the team. The ideal candidate will be responsive and enthusiastic with strong self-initiative and communication skills. They will be suited to working as part of a large cohesive team, with industry and international partners.

As part of this role you will be responsible for:

- Contributing to the development and implementation of ILS Transition strategies.
- Effectively managing the transition of Space capabilities from acquisition to sustainment within SDACSPO.
- Engaging with relevant stakeholders and understand their expectations and concerns.
- Resolving problems using expertise, taking the initiative to identify alternative courses of action.

Eligibility

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

Notes

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

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To Apply

Position Contact	Chad Johns, 08 7375 1209
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BE7E7C78-06D9-D87F-DA4D-DB1E849F7983

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Department of Defence

Closing Date:Monday 02 December 2024

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	BI&A Team Lead
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Brindabella Business Park, Symonston
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	ADFHQ/10118/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=68843363-438F-B0EC-A2AF-DB4AC4174F6C>

Duties

The Role

A Business Intelligence & Analytics (BA&I) Workforce Planning Team Leader is accountable under limited direction to perform and achieve complex workforce management and planning 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. They 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.

About our Team

Force Structure Operations support the Military Workforce Design Division to plan, control, prioritise and assure the ADF force structure to realise an affordable and sustainable ADF workforce focused on the warfighting domains as part of the integrated Defence workforce.

Our Ideal Candidate

Our ideal candidate is one that can provide accurate, consistent, timely and appropriate advice in relation to business intelligence activities; they can work collaboratively and build strong stakeholder relationships. Our candidate must contribute to strategic planning, program and project management and policy development for the work unit and provide advice and ideas on innovation and business improvement.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Ken Steinman, 02 5109 6339
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=68843363-438F-B0EC-A2AF-DB4AC4174F6C

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Defence

Vacancy VN-0751389

Department of Defence

Closing Date:Monday 25 November 2024

ARMY
1st Division

Job Title	Human Resource Officer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$91,702 - \$104,753
Future Merit Locations	Enoggera
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	ARMY/10228/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9EBA984D-AB57-1E85-9AD2-DB4AFC9BB36F>

Duties

The Role

The HR Officer will work under the direction of the Headquarters 1st (Australian Division) G1/S01 Personnel Management to action complex APS matters, interpret and provide advice on legislation, policy and procedures. They will undertake specialist research and analysis, conduct reviews, assessment, investigations and perform procedural, clerical and administrative support work to achieve results.

The HR Officer will support all APS members and their relevant supervisors across multiple locations within Australia and Malaysia. In addition to providing supervision and managerial support of the life cycle management of Headquarters 1st (Australian Division) Honours and Awards program.

About our Team

Headquarters 1st (Australian) Division is based at Gallipoli Barracks, Enoggera QLD and is comprised of several Branches who support Defence's mission. The headquarters is an integrated workforce comprising of uniformed military members, Australian Public Service (APS) and contracted personnel who operate and undertake their duties within a dynamic, collaborative work environment.

The G1 Branch is responsible for personnel management activities which is achieved through managing the workforce of the organisation, including recruitment, training, evaluation of employees' performance, remuneration and benefit administration, labour relations, and compliance with labour laws and regulations. It involves the complex tasks and responsibilities associated with the human resources that need to be established inside this organisation.

Our team aims to attract, develop, motivate, and retain competent and devoted personnel to meet the needs and goals of the organisation and contribute to its success.

Our Ideal Candidate

Headquarters 1st (Australian) Division is seeking candidates for the APS 6 role with the following skills and attributes:

- Flexible and proactive in their approach to work.
- Adaptable to changing priorities.
- Strong work ethic and works well in a team to deliver outcomes.

- Excellent customer service skills.
- Ability to work independently and confidently in a fluid work environment.
- High level of emotional intelligence.
- Strong organisation skills to manage multiple tasks at once.
- Analytical and problem solving skills.
- Strong communication and stakeholder engagement skills.
- Ability to work with IT systems and Microsoft office suite of programs.
- Excellent attention to detail.

The APS 6 will be required to work within, analyse and interpret legislation, policies and procedures. The APS 6 will be also be required to interpret and manage detailed information and statements, including those containing sensitive information. The ability to demonstrate discretion and adherence to privacy principles is 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>

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To Apply

Position Contact	Des O'Brien, 07 3903 7012
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9EBA984D-AB57-1E85-9AD2-DB4AFC9BB36F

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Department of Defence

Closing Date:Monday 02 December 2024

Australian Defence Force Head Quarters
Vice Chief of Defence Force Group

Job Title	ICT Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Russell
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	ADFHQ/08593/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=FC8A146C-1542-DD98-B3CE-DB4AFDD7D0F0>

Duties

The Role

Force Design Division is seeking skilled, enthusiastic, purpose-driven leaders to contribute to the Department of Defence’s key policy and national security functions to protect and further Australia’s national interests. The primary role of the ICT Manager is to support the Portfolio Performance Measurement Directorate in managing the design and delivery of the CapabilityOne (C1) System.

C1 is an ICT system that manages information related to the One Defence Capability System and the Defence Integrated Investment Program. You will exercise a considerable degree of independence whilst demonstrating a high level of technical expertise. You will have experience providing sound decision-making and judgement to provide expert advice when prioritisation must occur, and possess in-depth knowledge of the ICT business management function.

You will be responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within the function, and will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that influence strategic, political or operational outcomes for Defence.

This leadership position requires people management experience and you will be required to exercise your people management skills and knowledge to lead a high performing and cohesive team. Your team will develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement. Together you will plan work to align with IPMB’s strategic objectives and clearly communicate expected outcomes.

About our Team

IPMB supports the highest-level decision makers in Defence and Government to deliver the outcomes required by the ADF. We directly provide decision support to the Vice Chief of the Defence Force in his role as Chair of the Investment Committee by

providing independent analysis and advice on the Defence investment portfolio. IPMB is a small, yet influential team trusted to advise Defence on investment matters. This will provide you the opportunity to lead and work within a dynamic and flexible environment as part of an inclusive, diverse, innovative and well-respected team.

Our Ideal Candidate

Integrity, resilience and a willingness to learn are key to your success in the role. Your ability to provide clear direction, manage end to end change and contribute to an authentic workplace culture will determine your fit in a dynamic team used to working in a high-tempo environment, and committed to delivering Defence capability outcomes.

Our ideal candidate will be an analytical thinker, able to collaborate with internal and external stakeholders and possess exemplary written and verbal communications skills that demonstrate strong attention to detail. You'll bring energy and integrity to the role and contribute to a culture that promotes a shared sense of purpose, whilst encouraging your team to make an effective contribution towards high impact outputs. Strong strategic planning skills and the ability to manage expectations are essential to roles at this level.

The successful applicant will lead APS and contracted ICT specialists in managing the following functions:

- Maintaining system availability.
- Development of business transformation requirements
- Build, test and implement software and system changes
- Configuration and security management
- Developing enhanced business intelligence solutions
- Data governance and data management

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	Susan Paul, 02 6132 7235
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FC8A146C-1542-DD98-B3CE-DB4AFDD7D0F0

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Defence

Vacancy VN-0751426

Department of Defence

Closing Date:Monday 18 November 2024

Defence Science and Technology Group
Advanced Strategic Capabilities Accelerator

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$115,899 - \$130,733
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	Executive Level 1
Position Number	DSTG/09046/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=DDD1A2C4-C856-96E3-4697-DB37312551B5>

Duties

The Role
The Directorate's work includes:

- Dedicated support for the highest priority ASCA procurement and contracting.
- Commercial assurance and advice for other procurements and contract management activities.
- Design and delivery of procurement policies and frameworks tailored to ASCA's requirements.
- Coordination with Defence projects and other stakeholders to ensure rapid transition to acquisition for capabilities developed under ASCA programs.

- Procurement of ASCA support services and other enabling agreements.
- Engaging specialist advice from within and outside Defence, including price and cost analysis, probity advice and legal services as required.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). 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

The Acquisition and Commercial Directorate enables ASCA programs by delivering high quality procurement, contracting and commercial services and support. The Directorate provides specialist procurement and commercial expertise, to develop, deliver and manage procurement and contracting, and advises on policy interpretation and its application. The Directorate also manages relationships with key commercial, policy, legal and delivery stakeholders.

Our Ideal Candidate

ASCA is seeking skilled, experienced and dedicated commercial, contracting and procurement professionals who enjoy supporting challenging and highly complex commercial activities, and who possess:

- Demonstrated problem-solving skills to interpret, recommend and provide advice on complex commercial issues ensuring compliance with legislation, procurement policies and procedures.
- An ability to understand and apply legal principles, legislative and mandatory policy compliance obligations and critical commercial risk and performance requirements.
- Demonstrated ability to communicate effectively, both written and verbal, to deliver procurement related documentation including correspondence, reports, plans, strategies, performance reviews, approaches to market, contracts and contract change proposals, and other commercial documentation.
- Flexibility and adaptability, and a willingness to lead change initiatives and challenge traditional ways of doing business.
- Trustworthiness and integrity at the highest level.
- Skills and experience in managing productive relationships and negotiating with diverse stakeholders including customers, commercial suppliers and subject matter experts.
- An ability to grow and lead teams, managing self-improvement and professional development as well as the professional development of your staff.

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	Roland Walker, 02 5128 8577
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DDD1A2C4-C856-96E3-4697-DB37312551B5

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Education

Vacancy VN-0751421

Tertiary Education Quality and Standards Agency

Closing Date:Monday 02 December 2024

Legal, Risk and Quality Assurance Legal Services

Job Title	Lawyer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Hobart TAS, Adelaide SA, Brisbane QLD, Perth WA, Darwin NT
Salary	\$84,034 - \$103,887
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	Hybrid and flexible work options are available. TEQSA may consider remote working arrangements.
Classification	APS Level 5;APS Level 6
Position Number	Multiple
Agency Website	www.teqsa.gov.au

Job Description

<https://teqsa.bigredsky.com/page.php?>

About you

- Are you passionate about contributing to the excellence of Australian higher education?
- Are you ready to use your skills and experience to provide high quality legal advice on TEQSA's operations and contribute to TEQSA's administrative decision-making processes?
- Are you a strategic thinker with a drive for innovation and collaboration?
- Do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?

About the position

TEQSA currently has multiple opportunities at the APS5 and APS6 level to work in TEQSA's Legal Services Team. Lawyers in TEQSA are primarily accountable, under limited direction, for providing legal advice on issues relevant to TEQSA's operations and contributing to the review and improvement of the organisation's administrative decision-making processes. **Duties**

As an **APS6 Lawyer**, you will be responsible and accountable to:

- providing legal advice on administrative law and statutory interpretation to support TEQSA's regulatory and quality assurance functions (including in relation to litigation that arises out of these functions).
- providing legal advice in relation to suspected academic cheating services, including in relation to litigation or administrative action involving such services.

- providing information and legal advice (including privacy, Freedom of Information, and records management) on issues arising from TEQSA's work.
- providing legal advice on employment law, contracting and procurement or intellectual property issues.
- drafting and managing legislative instruments, delegations, external correspondence, and guidance material relevant to TEQSA's regulatory and enabling functions.

An **APS5 Lawyer** will perform similar duties but with a commensurate adjustment to the complexity and level of supervision in their work, and with an increased expectation that they would also:

- perform research and analysis of legal issues to inform the Legal Team's work and
- provide administrative and clerical support for TEQSA's Legal Team, including document management activities associated with external review matters.

The successful candidates will foster collaborative working relationships with internal and external stakeholders and liaise with them on a range of matters, assisting with their needs and expectations. Under general direction, they will analyse, interpret, and apply legislation, policies, practices, and precedents to solve complex problems, escalating as appropriate.

Qualifications and experience

The following are mandatory:

- a law degree from a recognised higher education provider (or equivalent overseas qualification), and
- admission as a legal practitioner in an Australian state or territory and a current legal practising certificate (or the capacity to obtain a practising certificate).

Eligibility

The successful applicant must:

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

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

- This recruitment process is being used to fill multiple ongoing vacancies.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the date of this advertisement.

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

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

To Apply

Position Contact	Nicholas Riordan, 03 8306 2503
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Education

Vacancy VN-0751437

Tertiary Education Quality and Standards Agency

Closing Date:Monday 02 December 2024

Regulatory Operations
Registration, Courses and Enquiries Enquiries Management

Job Title	Senior Case Manager, Registered Providers
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Melbourne VIC, Canberra ACT, Sydney NSW, Hobart TAS, Perth WA, Brisbane QLD, Darwin NT
Salary	\$94,472 - \$103,887
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	Hybrid and flexible work options are available. TEQSA may consider remote working arrangements.
Classification	APS Level 6
Position Number	Multiple
Agency Website	www.teqsa.gov.au

Job Description

<https://teqsa.bigredsky.com/page.php?>

About you

- are you passionate about contributing to the excellence of Australian higher education?
- do you have strong customer service skills and excellent attention to detail?
- do you want to work in a challenging, dynamic and rewarding environment that is mission-focused?

About the position

The Senior Case Manager, Registered Providers is responsible for the case management of higher education providers' enquiries within the agreed deliverables. They will have a good understanding of TEQSA's regulatory functions and processes and will act as the first point of contact for advice to stakeholders and direct them to relevant resources on TEQSA's website or other agencies as required.

The Senior Case Manager, Registered Providers will play a key role in influencing the operational direction in the management of provider enquiries and case management. They will foster and maintain strong stakeholder relationships, collaborate with others to achieve results and improvements to business processes, and escalate complex issues. **Duties**

- Being the first point of contact for TEQSA's case management work and ensuring appropriate responses are provided through delivering high-quality and timely regulatory support services to the sector.

- Managing, contributing, and/or monitoring relevant enquiries caseloads as well as improving team performance through close consultation and collaboration.
- Supporting the documentation of business processes in consultation with the relevant business areas to ensure timely management of enquiries, case management or referral to the relevant business area for expert advice on regulatory assessment and compliance function.
- Building and maintaining a good understanding of TEQSA policies and processes to ensure accurate and up-to-date information is provided to stakeholders.
- Analysing and preparing submissions, briefs and reports regarding enquiries received, response times and escalated enquiries as required.
- Maintaining accurate records of enquiries in a centralised location.
- Developing a knowledge base for improving provider experience and understanding of TEQSA's case management.
- Taking phone calls for general enquiries and assisting with the enquiries function as necessary.
- Supporting the Assistant Director, Enquiries Management in the leadership of the team.
- Performing other duties as required.

Qualifications and experience

- A tertiary qualification(s) or relevant practical experience in public or tertiary education sector administration will be advantageous but not essential.
- Enquiries management or complaints resolution experience and/or skills in a similar role will be highly regarded.

Eligibility

The successful applicant must:

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

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

- This recruitment is being used to fill an ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies as they arise. The merit pool is active for 18 months from the date of this advertisement.

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

About the Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1.

Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Vandana Thakur, 03 8306 2593
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Foreign Affairs and Trade

Vacancy VN-0751452

Austrade

Closing Date:Monday 02 December 2024

Job Title	Assistant Director and Senior Adviser Communication
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Melbourne VIC, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$97,613 - \$126,961
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	APS Level 6;Executive Level 1
Position Number	5095_11/24
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade's Visitor Economy and Client Programs (VECP) Division seeks energetic and talented communication specialists to tell our tourism and export grant stories and support building capability among industry. Australia's Visitor Economy (VE) was worth \$213b in the last financial year and is Australia's biggest export service and 4th largest export (after iron ore, coal and gas).

We are responsible for the development and delivery of the Australian Government's national strategy for the Visitor Economy THRIVE 2030 which involves many Australian Government agencies, all States and Territories and a wide range of industry bodies. Our responsibility focusses on building the 'supply side' of tourism through assisting business capability and modernisation and we work closely with Tourism Australia who have the responsibility to work to stimulate the 'demand side' by bring holiday and business visitors to Australia. Within the VECP Division sits Tourism Research Australia – the official provider of tourism statistics, analysis and research which is critical for informed business and government decision making. We work hard to promote TRA statistics and products.

The Export Market Development Grants (EMDG) program which is 50 years old supports thousands of exporters and provides grants of more than \$100m per year. We also deliver a wide range of tourism grant programs that Support Australian Tourism and Travel and are responsible for making 23AF regulatory decisions under the Tax Act.

Austrade's VECP team therefore have exciting and engaging responsibilities to communicate effectively across these and many other programs.

All roles require communication and content specialists who can engage collaboratively in partnership to work with corporate communication teams and at all levels across Austrade, other agencies and industry bodies.

Duties

EL1 – ASSISTANT DIRECTOR, COMMUNICATION

This role requires a strategic communications specialist to help share Visitor Economy and Client Programs policies, programs and priorities with a variety of audiences. They work across Austrade and with other government agencies. They also work across the department to ensure clear, coordinated and effective communications on our policies and programs. They produce communication strategies, plans, articles, case studies, web content, eDMs and social media posts.

They are content writers and producers who adhere to internal and whole-of-government digital publishing policies and provide advice on accessibility and writing for online audiences. They ensure articles and case studies showcase our programs and policies and meet Austrade's strategic objectives.

They are experienced team leaders with an interest in developing staff and nurturing a culture and team environment of innovation, wellbeing and resilience. They understand best-practice communication techniques and enjoy sharing their knowledge and expertise.

APS 6 – SENIOR ADVISER, COMMUNICATION

The Senior Communication Adviser works across the department to ensure clear, coordinated and effective communication of our policies and programs. They produce communication plans, articles, case studies, eDMs and social media posts. They ensure content aligns with the Division's objectives. They deliver other activities when required including supporting presentations, events and sponsorships.

They are content writers and producers who adhere to internal and whole-of-government digital publishing policies. They manage the production of content such as photographs, video or animation. They understand best-practice communication techniques, and they evaluate and improve on results.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,200 staff based across 61 locations overseas. 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	Sheila Andrews, +61 (7) 3364 7754
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0751390

Aged Care Quality and Safety Commission

Closing Date:Monday 02 December 2024

Regulatory Policy and Intelligence
Intelligence and Analysis Data Education

Job Title	Data Education Officer / Teacher
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$92,970 - \$104,883
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 such as part time hours/working from home days may be considered
Classification	APS Level 6
Position Number	20046579
Agency Website	

Job Description <https://agedcarequalitycareers.nga.net.au/?jati=B0578106-25D5-D5D9-B741-DB4AC0828E34>

About the Team

The Commission has established a strong data and intelligence capability in Intelligence & Analysis (I&A) as part of its operating model, with a need for maturing capabilities within operational groups. Together with the objectives of the New Aged Care Act, Reform for Better Aged Care (RBAC), and other operational imperatives; we are here to influence, drive and shape the data maturity journey in the Commission.

We are responsible for delivering predicted, planned and unplanned reporting and information, generating and supporting the use of tactical intelligence, providing complex analysis and advice, overseeing risk modelling and risk profiling, and managing our data environment.

Our services help us to deliver on a range of outcomes. At a high level, the I&A Service Offer brings our work together across the following services:

1. Data partnership, leadership & governance
2. Risk-based decision-making
3. Insights generation
4. Reporting & data on demand

The Data Education Team is responsible for the development of effective educational resources to ensure Commission staff have adequate data literacy and skills to capitalise on the I&A Service Offer. Our educational activities aim to increase the accessibility and up-take of services used by I&A, particularly analytical applications like Power BI and Qlik.

About the Role

As a Data Education Officer / Teacher, you will be responsible for leading the development, delivery, quality control and coordination of educational resources. Your primary focus will be collaborating with our colleagues in I&A and their customers to elicit and refine requirements, and our partners in the Commission's technical and whole-of-agency training teams to deliver educational activities in the right context. **Duties**

- Product design and development: Lead the design and development of a range of face-to-face or virtual learning solutions which could include but is not limited to, workshops, webinars and experiential learning.
- Facilitation: Lead the facilitation of high-quality interactive sessions, by creating a positive learning environment which encourages participation, engagement and collaborative learning. Manage the complexity and challenges of delivering live sessions, and proactively identify and mitigate risks.
- Project Management: Contribute to leading development of educational resources that support current state and future state requirements under RBAC. Plan, coordinate and manage the delivery of educational activities as required.
- Quality assurance and improvement: Undertake quality improvement activities, including review, evaluation and monitoring of education outcomes, and identification of areas for improvement to achieve quality outcomes.
- Reporting: Collate, record and report on education/learning activities and outcomes, providing both qualitative and quantitative information to track success and identify opportunities for improvements.
- Positive working relationships: Work collaboratively with both internal and external stakeholders

Eligibility

To be successful in this role you will need to demonstrate the following:

- Demonstrated understanding of adult learning principles, and experience applying this to a wide range of learning solutions.
- Experience in leading the design and development of learning programs, educative materials and interactive sessions for delivery in both a face-to-face and virtual learning environment.
- Demonstrated experience in the facilitation of educative sessions in a virtual or face-to-face environment.
- Excellent written and verbal communication skills, including the ability to distil complex technical guidance into engaging and useful learning products and activities.
- Demonstrated ability to develop productive working relationships with both internal and external stakeholders.

Notes

- Salary offered will be between \$92,970 - \$104,883 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.
- Merit Pool established through this selection process may be used to fill this or future ongoing vacancies.

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	Joe Henry, 0283663653
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=B0578106-25D5-D5D9-B741-DB4AC0828E34

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Health

Vacancy VN-0751206

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

ACSQHC
ACSQHC Comprehensive Care & Communicating for Safety

Closing Date: Sunday 01 December 2024

Job Title	EL1 Senior Project Officer, Comprehensive Care & Communicating for Safety (various roles)
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$116,406 - \$132,763
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 working from home, where operationally feasible
Classification	Executive Level 1
Position Number	Various roles
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

This core operational role supports the work of the Comprehensive Care and Communicating for Safety program of work which recognises that care planning is integral to all aspects of patient care. These two standards work together to ensure that there is a comprehensive plan for care developed with the patient which is accurately and carefully communicated and discussed between treating clinicians, members of a multidisciplinary team, and between clinicians and patients, families and carers. The program supports implementation of the National Safety and Quality Health Service (NSQHS) Standards. The NSQHS Standards provide a nationally consistent statement of the level of care consumers can expect from health service organisations.

The Senior Project Officer Comprehensive Care and Communicating for Safety, works closely with the Chief Nursing Officer and team to lead aspects of the Commission's work on comprehensive care, communicating for safety and recognising and responding to clinical deterioration programs.

This Senior Project Officer role requires a combination of strong and relevant clinical experience and program management expertise. The role will undertake a range of activities including research, critical analysis, policy writing, strategic planning, and strong stakeholder management, and management and coordination of consultation activities. The successful candidate will be required to work independently on complex tasks and demonstrate critical decision-making skills.

Duties

Duties of the Senior Project Officer will include, but are not limited to, the following:

1. With the Chief Nursing Officer, lead the planning and conceptualisation of strategies and national guidance to support the Comprehensive Care and Communicating for Safety program.
2. Review analyse and summarise published literature, data, policy papers and other published material to inform policy and program direction.
3. Consult with a broad range of experts and stakeholders including coordination of formal and informal consultation processes, to achieve the objectives of the program.

4. Prepare complex high-quality written documents including briefs, discussion papers and guidance for a range of audiences.
5. Investigate and keep current knowledge of strategic and clinical issues relating to the program areas and considering how they can be addressed by the Commission.
6. Provide secretariat support to the work of relevant committees and expert groups managed by the program.
7. Participate in and present to committee meetings, forums and workshops on relevant topics.
8. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress of the project; providing recommendations about managing risk, identifying and resolving problems.
9. Collaborate with other teams across the Commission to ensure alignment with other work programs and strategic priorities.
10. Provide clinical advice and perspectives on key policy issues for the program, and work closely with clinicians to integrate their views into strategic direction.
11. Liaise, and foster productive working relationships with other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors.

Eligibility

The successful candidate will have:

- Demonstrated high-level review and analysis skills, including experience seeking out and analysing information from a variety of sources on complex health issues.
- Strong policy development and/or project management experience, preferably relevant to safety and quality, comprehensive care and communication for safety and responding to clinical deterioration.
- Demonstrated high-level writing skills, including preparing complex written documents including briefs, discussion papers and guidance for a range of audiences to a high standard.
- Demonstrated strong communication and interpersonal skills, in particular, the ability to consult and negotiate with a wide variety of complex stakeholders on challenging issues.
- Demonstrated ability to work independently, as well as part of a small team.
- Up-to-date clinical knowledge and experience and a broad understanding of the identified relevant program areas (comprehensive care, communicating for safety and recognising and responding to clinical deterioration).

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: All staff are required to provide evidence of a COVID-19 primary vaccination course, which is the first two doses of a Therapeutic Goods Administration approved or recognised COVID-19 vaccine.

Questions about the role can be directed to Anna Thornton (02) 7232 5081.

Closing date for applications is **11.59pm Australian Eastern Daylight Time (AEDT), Sunday 1 December 2024.**

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

About the Australian 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	Anna Thornton, (02) 7232 5081
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0751416

Australian Digital Health Agency

Closing Date:Sunday 01 December 2024

Technology Services
Information Technology Services IT Engineering Systems and Operations

Job Title	Lead Business Process Engineer (ICT)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	\$94,456 - \$106,563
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
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia's health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

About the Role

Join our Technology Services Division, the heart of digital health innovation. We're entrusted with the operation and enhancement of a reliable, secure national digital health infrastructure and health support systems. Our commitment to fostering innovation ensures that we stay at the forefront of digital health advancements.

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.
- Collaborative workspaceswith new technology available within central locations.

Duties

The Lead Process Engineer role will be required to undertake work that is complex in nature, work under limited direction with the opportunity for reasonable autonomy and accountability. In this role, you will need to:

- Develop and maintain a structured framework for managing business processes, ensuring comprehensive visibility into their interdependencies.
- Collaborate with subject matter experts to map and document workflows and processes.
- Create detailed and user-friendly documentation, including process maps and work instructions, utilising BPMN v2.0 and other standard notations.
- Work closely with stakeholders across sections, ensuring their involvement and alignment in process improvement initiatives.
- Monitor process improvement projects, measuring their impact on organisational performance.
- Provide training and support for teams adopting optimised processes, ensuring smooth transitions and adherence.
- Apply a working understanding of the Protective Security Policy Framework (PSPF) information security policies and the Essential Eight.

What You'll Bring

- Relevant tertiary qualifications and experience in a government environment will be highly regarded.
- Relevant experience with process design and documentation using BPMN 2.0, or similar.
- Relevant experience with Business Process Management.
- Relevant experience with methodologies such as Kaizen, Six Sigma and value-stream mapping.

Eligibility

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Additional Information

The position may be filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.

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

For all queries relating to the responsibilities of the position, please contact Dennis Drummond at dennis.drummond@digitalhealth.gov.au.

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.

Closing Date: 01 December 2024, 11:00pm

Salary: This role offers between \$94,456 - \$106,563 plus 15.4% superannuation depending on skills and experience.

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

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	Dennis Drummond, dennis.drummond@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0751431

Australian Digital Health Agency

Closing Date:Sunday 01 December 2024

Technology Services
Information Technology Services Infrastructure Innovation and Quality

Job Title	Lead Technical Writer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD
Salary	\$94,456 - \$106,563
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
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia’s health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

What You’ll Bring

- Relevant experience with technical writing and documentation.
- Strong communication and stakeholder management skills.
- Strong research, analytical and problem-solving abilities.
- High proficiency with MS Office and details oriented.
- Relevant tertiary qualification and experience in a government environment will be highly regarded.

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.

- Collaborative workspaces with new technology available within central locations.

Duties

About the Role

Join our Technology Services Division, the heart of digital health innovation. We're entrusted with the operation and enhancement of a reliable, secure national digital health infrastructure and health support systems. Our commitment to fostering innovation ensures that we stay at the forefront of digital health advancements. Your role will be pivotal in transforming healthcare delivery. You'll contribute to the seamless operation of health support systems that are not just efficient but also safeguarded with the highest standards of security.

The Lead Technical Writer role will be required to undertake work that is complex in nature, work under limited direction with the opportunity for reasonable autonomy and accountability. In this role, you will need to:

- Collaborate with subject matter experts and technical staff to create technical information-based material and documentation with screenshots and tutorials, including but not limited to user manuals, guides, and product specifications.
- Communicate complex ideas in a concise manner and be able to explain complex technical information in easy-to-understand language for a non-technical audience.
- Be able to conduct assessment on existing technical documentation and improve the documentation through collaboration with subject matter experts and technical staff.
- Contribute to develop and implement a comprehensive quality assurance framework for the ITS Branch.
- Conduct quality assurance activities on newly designed and updated processes and implement improvements.

Eligibility

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Additional Information

The position may be filled in **Brisbane, Sydney or Canberra**. To apply, submit your resume and a cover letter.

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

For all queries relating to the responsibilities of the position, please contact Dennis Drummond at dennis.drummond@digitalhealth.gov.au.

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.

Closing Date: 01 December 2024, 11:00pm

Salary: This role offers between \$94,456 - \$106,563 plus 15.4% superannuation depending on skills and experience.

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

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	Dennis Drummond, dennis.drummond@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0751440

Australian Digital Health Agency

Closing Date:Sunday 01 December 2024

Technology Services
Technology Planning and Delivery Solutions Delivery Team

Job Title	Technical Delivery Lead - System Integration
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$116,075 - \$132,386
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia’s health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

About the Role

The System Integration (SI) Technical Delivery Lead position has been created in the Solution Delivery team within the Technology Planning and Delivery (TPD) branch in response to the Agency transitioning the SI function from a key external delivery partner.

The role of the Technical Delivery Lead is to deliver technical strategy and manage technical implementation to maintain, enhance and protect the Agency National Infrastructure systems across the applications and cloud environments.

The Technical Delivery Lead will oversee and coordinate a full technical, end to end delivery capability in a multivendor environment to ensure an integrated approach to solution delivery. This will include but is not limited to:

- Overseeing solution requirements, systems design, development (with vendors), system integration, testing and management of interdependencies between vendors and solutions for all projects in the technology delivery roadmap.
- Integrate and work with the SMEs and stakeholders in the Agency (product, architecture, security, ITS, operations, legislative, conformance, clinical) and external partners.
- Oversee and coordinate the DevOps/DevSecOps practice for solution delivery.
- Ensure the business and technical strategy is aligned with solution strategy, planning and delivery across multiple functions in a high-paced matrixed organisation by fostering a collaborative approach.
- Ensure the solution strategy is aligned with a vendor contracts and commercial strategy, as well as all technical drivers across the Agency systems.

- Align and support the technology planning team with the technical input and detailed solution delivery activities to facilitate the effective planning of the technology delivery roadmap.
- Align & support the solution delivery team with architecture, design, system integrations and testing.
- Support the operations SIAM team to implement new features, address issues and address ops problems.

Duties

The Technical Delivery Lead is required to have strong technical skills/understanding with experience in delivery of large mission critical systems, various cloud environments and large databases and applications like Oracle.

What You'll Bring

- 10+ Years years experience working in the delivery of software delivery solutions.
- Have strong technical skills/understanding with experience in delivery of large mission critical systems, various cloud environments and large databases and applications like Oracle.
- Skills in software engineering design, development, testing, working with/managing multiple 3rd parties and delivery into the operational environment.
- Experience in standard development, delivery and operational processes like SDLC, COBIT, Prince2, ISO9001, ITSM, SIAM or similar.
- Experience in Healthcare Data Repository (HDR), Fast Healthcare Interoperability Resources (FHIR) and Exadata would be valuable.
- Degree in IT, Engineering or related field is desirable.

Eligibility

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Neg Vet 1 security clearance with the ability to obtain and maintain a higher 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.
- Collaborative workspaces with new technology available within central locations.

Additional Information

- The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.
- Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Sandeep Dharni at sandeep.dharni@digitalhealth.gov.au.

- 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.
- Closing Date: 01 December 2024, 11:00pm
- Salary: This role offers between \$116,075 - \$132,386 plus 15.4% superannuation depending on skills and experience.

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

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To Apply

Position Contact	Sandeep Dharni, sandeep.dharni@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0750252

Department of Health and Aged Care

Closing Date:Monday 02 December 2024

Service Delivery Division
NSW/ACT Branch NSW/ACT Southern Region Section

Job Title	APS Level 5 - Engagement Officer - NSW/ACT Southern Region Section
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Wollongong NSW
Salary	\$84,627 - \$91,520
Future Merit Locations	Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements can be considered.
Classification	APS Level 5
Position Number	24-SDDIV-27272
Agency Website	

Job Description

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

We are looking for high-performing individuals with relevant experience and capabilities to deliver outcomes in support of aged care reforms and regional stewardship measures. Successful candidates will actively contribute to the shared purpose and direction of a team that has multiple functions across a range of aged care and health programs.

Full drivers licence is desirable for the role, due to the regional travel involved.

Duties

The APS 5 role is responsible for general support to team leaders across a range of team functions, including:

- Administration and information management (arranging travel, sourcing, sharing, and organising key resources, sourcing, and analysing data, information organisation and syntheses).
- Stakeholder engagement (network meetings, regional visits with providers and consumer groups, and providing secretariat support to issues-focused working groups)
- Intelligence and information provision with internal and external stakeholders on a wide range of aged care issues, including residential and home care providers, consumer organisations, NSW, and ACT government agencies (state and local); and DoHAC policy and program areas.
- Supporting the resolution of provider issues (such as financial risk), through coordinating information and support from subject matter experts/ program areas.
- Supporting the resolution of consumer issues (such as access to services), through coordinating information and
- support from subject matter experts/ program areas.

Eligibility

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

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

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

Notes

Applications close Monday 2 December 2024 at 11:30pm AEDT.

Applicants are asked to quote reference number 24-SDDIV-27272 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Narina Conte, (02) 7232 5251
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0751327

Department of Health and Aged Care

Closing Date:Monday 02 December 2024

Medicare Benefits and Digital Health Division
Several Several

Job Title	APS Level 6 - Senior Policy Officers, Medicare Benefits and Digital Health Division (several positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	\$94,736 - \$106,876
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Reasonable flexible working requests will be considered.
Classification	APS Level 6
Position Number	24-MBDHDIV-27606
Agency Website	

Job Description

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

The Medicare Benefits and Digital Health Division is looking for several Senior Policy Officers. This will be a great opportunity to work in a core Medicare area that enables the Australian community to access high quality medical services. The positions offer a combination of research, stakeholder engagement, development of new policy proposals, firsthand experience of the Budget process and implementation of decisions of Government. Solid business as usual activities, such as writing responses to ministerial correspondence, developing briefs and fielding enquiries will also be involved.

To be successful in this role you will possess strong written and oral communication skills and strong coordination, liaison and influencing skills. The capacity to foster productive relationships between different areas of the department and division and also with external stakeholders are essential for this role.

Duties

- Strategic analysis to develop policy options to support improved health outcomes.
- Drafting of high-quality documents appropriate for a range of audiences, including briefings, minutes, correspondence, and reports of varying complexity, ensuring consistency between policy positions and legislative frameworks.
- Ensuring high-priority and urgent tasks are managed efficiently and effectively, with a quality product being provided building and maintaining strong working relationships with internal and external stakeholders, including industry bodies, commonwealth agencies, and state and territory governments.
- Assist in budget work including the development of new policy proposals to support the implement of new and amended services to Medicare including the development of public communications material.
- Working with various stakeholders, including liaising with internal committees, peak external clinical groups and a range of internal stakeholders with policy responsibilities that sit alongside the Medicare Benefits Schedule (MBS).
- Other duties as required commensurate with the skills and capabilities of an officer at level.

Eligibility

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

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

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

For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance at an appropriate level.

Notes

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 24-MBDHDIV-27606 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health and Aged Care

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To Apply

Position Contact	Robert Van Der Kallen, (02) 5132 0043
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0751343

Department of Health and Aged Care

Closing Date:Monday 02 December 2024

Medicare Benefits and Digital Health Division
Multiple Multiple

Job Title	APS Level 5 - Policy Officers, Medicare Benefits and Digital Health Division (several positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC
Salary	\$84,647 - \$91,520
Future Merit Locations	Brisbane, Sydney, Adelaide, Canberra, Darwin, Hobart, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Reasonable flexible working requests will be considered.
Classification	APS Level 5
Position Number	24-MBDHDIV-27599
Agency Website	

Job Description

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

The Medicare Benefits and Digital Health Division is looking for several Policy Officers. This will be a great opportunity to work in a core Medicare area that enables the Australian community to access high quality medical services. The positions offer a combination of research, stakeholder engagement, development of new policy proposals, first-hand experience of the Budget process and implementation of decisions of Government. Solid business as usual activities, such as writing responses to ministerial correspondence, developing briefs and fielding enquiries will also be involved.

To be successful in this role you will possess strong written and oral communication skills and strong coordination, liaison and influencing skills. The capacity to foster productive relationships between different areas of the department and division and also with external stakeholders are essential for this role.

Duties

- Contribute to the development of policy and program advice, including research and analysis of policies.
- Assist in the development of new policy proposals.
- Engage with internal and external stakeholders.
- Prepare draft correspondence, discussion papers, minutes, briefs, legislation instructions and input to external requests for information.
- Assist with triage and allocation of email requests, and record-keeping of formal advice.
- Collate and analyse Medicare and other data to inform briefings and discussion papers.

Eligibility

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

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

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

For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance at an appropriate level.

Notes

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 24-MBDHDIV-27599 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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To Apply

Position Contact	Georgia Combe, (08) 7333 5569
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0751377

Food Standards Australia New Zealand

Closing Date:Sunday 01 December 2024

Science and Risk Assessment International and Dietary Exposure Assessment

Job Title	International Liaison Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Majura ACT
Salary	\$91,227 - \$103,765
Future Merit Locations	Majura
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	APS Level 6
Position Number	3113
Agency Website	https://www.foodstandards.gov.au

Job Description

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

We are seeking a highly motivated individual who can demonstrate leadership under limited supervision. The International Liaison Officer is an exciting opportunity that will help shape FSANZ's international relationships. Your work will connect you with people and teams across FSANZ and external stakeholders, including international stakeholders. The position will be responsible for developing, coordinating, enhancing and maintaining FSANZ's international engagements.

The individual will proactively and effectively manage FSANZ's relationship with international counterpart agencies and progress international collaboration on science and technical activities. The candidate will also provide secretariat support, coordination and advice on international forums, for example the regional Science and Food Safety Dialogue.

The ideal candidate will have proven stakeholder management experience and excellent written and verbal communication skills. They will be able to work independently, effectively organise meetings and manage projects. They will have a capability to provide sound advice, influence and contribute to the international regulatory science activities of FSANZ. Experience in international engagements and/or food standards development would be a distinct advantage.

Duties

- In this role you will:
1. Proactively and effectively manage FSANZ’s relationship with international counterpart government agencies through ongoing communication, under limited supervision.
 2. Plan and project manage relevant international projects, as required.
 3. Work independently to effectively organise and facilitate stakeholder meetings, including international meetings and visits from international stakeholders.
 4. Coordinate FSANZ’s international engagement, including FSANZ’s input on global food matters.
 5. Provide secretariat support, coordination and advice to the operation of international related forums, for example the regional Science and Food Safety Dialogue.
 6. Provide advice, prepare general and Ministerial responses and prepare other documents or materials related to international issues within the food regulatory context.
 7. Undertaken staff supervision where required.
 8. Undertake other duties relevant to the international work of the section and agency as directed.

Eligibility

- The successful candidate must
- have successfully completed a bachelor's degree or higher in a relevant field, such as international studies, food science or project management.
 - have experience working with Microsoft office software. Experience in SharePoint ICT systems would also be an advantage.

Notes

The successful candidate may be required to obtain and maintain a baseline level of security clearance.
Applications close Sunday 1 December 2024 at 11.30pm AEDT.

About the Food Standards Australia New Zealand

Food Standards Australia New Zealand (FSANZ) is an independent statutory authority responsible for developing food standards in Australia and New Zealand. Our work supports a safe food supply for Australian and New Zealand consumers and contributes to industry innovation and competitiveness, informed consumer choice and broader public health goals. We also have responsibility for managing food incidents including food recalls.

To Apply

Position Contact	Louise Cook, 02 6228 8291
Agency Recruitment Site	https://www.foodstandards.gov.au/careers

Industry, Science, Energy and
Resources

Vacancy VN-0751282

Department of Industry, Science and Resources
(DISR)

Closing Date:Sunday 01 December 2024

Chief Operating Officer
Internal Audit

Job Title	Assistant Manager – Internal Audit
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - SA SA, Various locations - NT NT
Salary	\$117,760 - \$125,059
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 are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	2461_11/24
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?jati=2EBDF5ED-ED56-35E1-2B93-DB4A886A69A6>

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 Internal Audit section sits within the Chief Operating Officer (COO) Division and reports directly to the COO (SES2). Through managing a series of internal audit and review engagements, we enhance and protect organisational value by providing stakeholders with risk-based, objective and reliable assurance, advice and insight.

We provide assurance to the Executive and the Audit and Risk Committee that the department's financial and non-financial controls, designed to manage the organisation's risks and achieve the department's objectives, are operating in an efficient, effective, economical and ethical manner.

Our ideal candidate

We are seeking a motivated and experienced Internal Auditor to take on a leadership role in our Internal Audit Section!

Our ideal candidate is someone with:

- Strong experience in delivering internal audit and assurance services.
- Experience leading others to deliver professional services and proactively driving audit projects to completion.
- Proven ability to build the skills and capabilities of the team, ensuring a positive team culture.
- Highly developed written communication skills, including the ability to prepare clear, concise and tailored advice, reports, briefing papers and correspondence.
- Excellent verbal communication, including effective stakeholder management with the ability to build mutually beneficial relationships, especially with senior leaders.
- Sound judgement, discretion and attention to detail.
- Strategic thinking and the ability to identify solutions to emerging issues.
- Resilience and proven ability to exercise autonomy and initiative in team management and allocation of resources in a small team.

Duties

The role includes working with internal and external stakeholders to review assurance processes, controls, systems and functions to appropriately manage risks impacting the Department of Industry, Science and Resources. You will provide expert advice on internal audit matters and develop assurance review projects to achieve business outcomes. As a leader in the Internal Audit team, you will build capability within the team and drive continuous improvement in the internal audit function.

The key duties of the position include:

- Leading a small, high-achieving team to deliver quality internal audit and assurance outcomes across multiple engagements.
- Supporting, mentoring, and coaching team members to develop their capability, building a positive and productive culture. Overseeing the production of high-quality work.
- Initiating, developing, and managing strong, productive relationships with a broad range of stakeholders. Resolving conflicts and managing expectations and sensitivities.
- Ensuring the development and implementation of annual internal audit and assurance programs, including senior stakeholder engagements across the department.

- Strategically examining, developing and improving the team's processes and practices to further enhance section capabilities and support business areas in undergoing internal audits and assurances.
- Reviewing the quality of audit engagement plans, working papers and reports, ensuring they are clear, value-adding to the organisation and meet the audit scope endorsed by sponsors.
- Identifying, reporting and providing expert advice on key findings and insights from audit and assurance reviews.
- Supporting business areas to engage with the Australian National Audit Office (ANAO). Strategic horizon scanning of broader ANAO findings, and meaningful collation of identified themes for future audit planning and SES consideration.

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

Experience in internal audit positions and membership of relevant professional organisations are highly desirable.

Relevant experience in a similar role will be highly regarded.

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 offer flexible work opportunities for many roles. This vacancy can be based in Canberra or anywhere in Australia. Flexible and remote work arrangements will be considered as will part time hours. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

Position Contact	Matthew Checketts, 0451 232 331
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=2EBDF5ED-ED56-35E1-2B93-DB4A886A69A6

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Industry, Science, Energy and Resources

Vacancy VN-0751002

Geoscience Australia

Closing Date:Monday 02 December 2024

Minerals, Energy and Groundwater Division

Job Title	Bulk round – Multiple geoscientist positions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	\$81,200 - \$109,013
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;APS Level 6
Position Number	Multiple
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders

past and present.

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 emerging needs. 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](#).

Duties

Our team

The Minerals, Energy and Groundwater (MEG) Division acquires, analyses, and delivers precompetitive data, information, tools, and new thinking to support the sustainable development of Australia's minerals, energy, and groundwater resources. We provide authoritative and independent technical advice to the Australian Government and promote the responsible development of Australia's natural resources.

The MEG Division is leading Geoscience Australia's delivery of the recently announced Resourcing Australia's Prosperity Initiative, the Australian Government's multi-decadal \$3.4 billion investment in precompetitive geoscience. The Initiative will accelerate the discovery of critical minerals and other resources to support Australia's net zero transition and enhance the responsible management of our nation's mineral, energy, and groundwater resources.

As part of Resourcing Australia's Prosperity, the MEG Division will:

- Assess our national resource potential, mapping and analysing Australia's critical minerals and strategic materials, underground hydrogen storage opportunities, and other resources supporting the net zero transition.
- Map all of Australia's groundwater systems, improving our resilience to climate change, enhancing agricultural outputs, and improving water security for communities, industries, and the environment.
- Investigate twelve onshore 'deep dive' regions around the country that have unrealised potential for the earth resources needed for Australia's low emissions future.
- Complete the acquisition and development of multiple Australia-wide geoscience datasets to create the key 'building blocks' for us to improve understanding of what lies beneath the land surface.

What we are looking for

Do you have a passion for geoscience, technology, and innovation? Do you value the importance of demonstrating a commitment to your work, communicating your ideas and concepts, and openly collaborating to achieve a shared vision?

If you have capabilities, experience, and qualifications that can contribute to the priorities of the MEG Division (including but not limited to the roles highlighted below), then we want to hear from you, whether you are joining us from university, the private sector, or government.

The key skills and qualities we are looking for include:

- Tertiary qualifications or equivalent industry experience in a field of geoscience.

- The ability to contribute your own expertise and identify opportunities to use the knowledge and experience of others to improve work processes, scientific interpretations, and product delivery.
- The ability to work as a productive member of a multi-disciplinary team, supported by advanced communication, collaboration, and interpersonal skills.
- The capability to meet challenges, adapt to changing or uncertain circumstances, be proactive in rescheduling and rescope work priorities, and maintain effective performance.
- Well-developed oral and written communication skills including the ability to present scientific and technical information for diverse audiences.
- A commitment to fostering positive and inclusive culture in your team and workplace.

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 roles.

Available roles:

We are currently looking for broad geoscience talent to fill current and potential future vacancies within the MEG Division. Would you like to join our diverse and high-performing teams and grow your career with Geoscience Australia?

Working collaboratively in multi-disciplinary teams you could be part of the exciting work program to deliver the Resourcing Australia's Prosperity Initiative.

The current roles we have available include:

1. Hydrogeologist: Mapping and assessing regional to national-scale groundwater systems to deliver hydrogeological information and knowledge to support responsible groundwater management and help to secure Australia's groundwater resources into the future.
2. Hydrogen Geoscientist: Helping to position Australia as a world leader in low carbon technologies and commodities by applying geoscience to research and analyse a variety of data and information on hydrogen resources, including underground hydrogen storage and natural hydrogen production, and decarbonised commodities such as green steel
3. Basin Analyst (Onshore Energy): Improving scientific understanding of the geological evolution and resource prospectivity of Australia's onshore sedimentary basins by applying and analysing a broad range of geoscience datasets, including seismic and other geophysical data, well data, and biostratigraphic and geochemical information.
4. Basin Analyst (Hydrogen): Working as an integral part of the team tasked with assessing the hydrogen storage potential of sedimentary basins and strategic regions across Australia, including evaluating opportunities for underground hydrogen storage in a variety of geological settings.
5. Hydrogeophysicist: Applying your knowledge and abilities in geophysical data analysis and interpretation, including airborne electromagnetic and ground geophysical methods, to improve understanding of groundwater systems at a variety of scales across Australia.
6. If you would like to view the specific role profiles we have for the available positions, or if you have any questions regarding the available roles, please contact Steven Lewis on (02) 6249 9390 or email Steven.Lewis@ga.gov.au.

In addition, new roles can frequently become available as we build our workforce of the future. If you think you could contribute to the Australian Government's future geoscientific capability, then please apply to be considered for our APS 5/6 merit pool.

To Apply

Please visit the careers page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 4 pages max.)
- A brief statement (no more than 750 words) outlining your transferable skills, experience, and capabilities related to the roles and the value you would bring to Geoscience Australia.

To learn more about applying for roles within the Australian Public Services please review, [‘Applying for an APS job: cracking the code’](#). **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.

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. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Steven Lewis, 02 6249 9390
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0751391

IP Australia

Closing Date:Sunday 01 December 2024

Data and Technology

Job Title	General Manager, Data and Technology (Chief Information and Digital Officer)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$224,772 - \$264,466
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	Employees close to our office locations can maintain a hybrid approach of working in the office and from home
Classification	Senior Executive Service Band 1
Position Number	Not applicable
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://www.talentinternational.com/job/general-manager-data-and-technology-bbbh127873_1731631820/

IP Australia is a federal government agency which works in close collaboration with business, and the Australian Government to register and administer intellectual property rights and legislation.

With a vision to build prosperity through innovation, IP Australia is working to build world-class intellectual property systems that give our customers access to the services they need to innovate.

To support this vision, IP Australia is creating a specialist data and technology group with a core focus on ensuring that our people have access to the best tools, products, and services to enable us to meet our commitment to customers.

As we seek to realise the benefits of our investment in data and artificial intelligence (AI) to deliver efficient and sustainable services, we are seeking a natural leader to join our executive team as General Manager, Data and Technology (Chief Information and Digital Officer). This role is essential to the success of IP Australia's strategic goals, with accountability for integrated data, technology and AI solutions that support business operations, the design and implementation of technical and data architectures, ensuring efficient and reliable technology operations, management of cybersecurity risk as Chief Information Security Officer and more.

The General Manager, Data and Technology (Chief Information and Digital Officer), will:

- Drive strategic realignment of platforms
- Manage the implementation of data and technology assets
- Manage budgets, giving thought to optimal resource allocation and cost-effective solutions
- Ensure the future direction of IP Australia with supportive data and IT architecture
- Collaborate with business areas to deploy technological and AI advancements that improve business operations
- Create a strong talent pipeline that supports the future direction of IP Australia.

This is an ongoing opportunity, classified as SES Band 1, with a location preference of Canberra (Ngunnawal Country), though Melbourne (Naarm Country) will be considered. Employees close to these locations will be able to maintain a hybrid working arrangement.

Duties

To be successful in this role, you must be an authentic and resilient leader who can drive a culture of innovation and quality customer service. You will be able to take a proactive approach to organisational and professional development, inspiring a sense of purpose in your team and empowering your staff to develop sound advice and tailored solutions for the business. You will be a confident communicator, with exceptional people management and stakeholder engagement ability, able to work collaboratively to resolve complex issues.

You will be able to demonstrate a proven track record in:

- Strategic leadership of technology, data, and AI functions, including support of business units with these functions

- Oversight of flexible delivery models, including deployment of resources into agile teams
- An innovative and experimental mindset and willingness to accelerate the use of AI technologies

Relevant tertiary level qualifications are desirable, as well as membership of relevant professional associations and institutions.

It is a requirement of this position that the successful candidate must be an Australian Citizen and hold a current Australian Government security clearance at the Negative Vetting 1 level.

Eligibility

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

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Some applicants may be able to obtain and maintain a security clearance at a specified clearance level – please check the vacancy information section for security clearance requirements.

The successful applicant must be willing to disclose all relevant and required information.

Notes

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

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Steven Jobson and Lauren Fyfe – Talent International, (02) 6129 6306
Agency Recruitment Site	https://www.talentinternational.com/job/general-manager-data-and-technology-bbbh127873_17316318

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Prime Minister and Cabinet

Vacancy VN-0751408

Aboriginal Hostels Limited

Closing Date:Tuesday 03 December 2024

WA Hostel Operations
Trilby Cooper Hostel Kalgoorlie WA

Job Title	Assistant Hostel Manager
Job Type	Full-Time, Ongoing
Location	Kalgoorlie WA
Salary	\$71,560 - \$78,001
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 4
Position Number	VN17724
Agency Website	

Job Description

<https://www.ahl.gov.au/work>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is seeking experienced accommodation managers with a strong focus on customer service. Assistant Hostel Managers will work closely with local stakeholders to support First Nations people into our hostels and ensure residents are connected with the services they require during their stay.

Your role is to ensure hostel occupancy is high and service to residents is exceptional. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming. You will be a perfectionist, ensuring all hostel operations are meeting standards in line with guidelines and policies and continually developing your team to improve our service offering. You will be reporting to an Operations Management Team and will provide regular reports on hostel operations to the Operations Management Team and to AHL's National Office business areas as required.

Duties

Under the direction of the Operations Management Team, Hostel Manager's manage the day-to-day operations of the hostel in accordance with AHL policies, procedures, the Australian Public Service (APS) Code of Conduct and relevant APS legislation. The duties and responsibilities for this position will include:

- Leadership and Accountability
- Job Context and Environment
- Stakeholder Engagement
- Service Delivery
- Hostel Operations
- Staff Management
- Professional Service & Community Engagement
- WHS.

A detailed position description is included in the Vacancy Information available on our website - [Work with us | Aboriginal Hostels Limited \(ahl.gov.au\)](#) **Eligibility**

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications.

Notes

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Philip Theseira, 0439 000 162
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0751422

Aboriginal Hostels Limited

Closing Date:Tuesday 03 December 2024

WA Hostel Operations
Trilby Cooper Hostel Kalgoorlie WA

Job Title	Hostel Manager
Job Type	Full-Time, Ongoing
Location	Kalgoorlie WA
Salary	\$80,450 - \$87,572
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	VN17824
Agency Website	

Job Description

<https://www.ahl.gov.au/work>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a

supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is seeking experienced accommodation manager with a strong focus on customer service. Our Hostel Managers work closely with local stakeholders to support First Nations people into our hostels and ensure residents are connected with the services they require during their stay.

Your role is to ensure hostel occupancy is high and service to residents is exceptional. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming. You will be a perfectionist, ensuring all hostel operations are meeting standards in line with guidelines and policies and continually developing your team to improve our service offering. You will be reporting to an Operations Management Team and will provide regular reports on hostel operations to the Operations Management Team and to AHL's National Office business areas as required.

Duties

Under the direction of the Operations Management Team, Hostel Manager's manage the day-to-day operations of the hostel in accordance with AHL policies, procedures, the Australian Public Service (APS) Code of Conduct and relevant APS legislation. The duties and responsibilities for this position will include:

- Leadership and Accountability
- Job Context and Environment
- Stakeholder Engagement
- Service Delivery
- Hostel Operations
- Staff Management
- Professional Service & Community Engagement
- WHS.

A detailed position description is included in the Vacancy Information available on our website - [Work with us | Aboriginal Hostels Limited \(ahl.gov.au\)](#) **Eligibility**

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications.

Notes

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Philip Theseira, 0439 000 162
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0751274

Australian Public Service Commission

Closing Date:Friday 13 December 2024

Job Title	Various Roles – APS-wide - Affirmative Measures Aboriginal and Torres Strait Islander (SES100)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC
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;Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Senior Executive Service Band 1
Position Number	24_94
Agency Website	https://www.apsc.gov.au/

Job Description

<https://apsc.nga.net.au/?jati=BE367038-BBA3-F997-9B4A-DB4A87C3F97B>

The Opportunities

This exciting recruitment seeks to increase First Nations SES representation across the APS, directly contributing to Closing the

Gap Priority Reform three; transforming government. We are seeking highly motivated, experienced and inspiring senior leaders looking for opportunities to make a difference and influence decision-making across the APS.

The APSC First Nations Unit will be actively working with departments and agencies to fill current vacancies, with candidates to join the SES across a range of areas with varying portfolios. This includes professional streams such as, Digital, Data, Human Resources, Finance and Legal.

Individual circumstances will be considered to enable candidates to remain on Country, where possible. However, leaders may be required to travel frequently or relocate to be eligible for specific roles.

Suitable candidates will be placed in an APS-wide merit pool that will be available for 18 months from the date of advertisement.

Please note, being rated suitable and placed in the merit pool does not guarantee a position. This will be dependent on needs across the APS, available positions and location of roles.

Duties

You will be an established and inspiring senior leader from the public, private, academic or community sectors joining the APS, and you will possess many of these qualities:

- Demonstrated experience providing strategic and operational leadership.
- Demonstrates solid judgement in supporting decision making processes.
- Solid understanding of strategic external and internal communications, including media management and working with Ministers' offices.
- A proven reputation to build and sustain relationships and networks across the APS.
- Ability to manage stakeholder expectations, priorities and changes giving consideration to local and cultural sensitivities and stakeholder needs.
- Proven ability to achieve organisational outcomes, build capability and manage risks to ensure government objectives are achieved.
- Ability to build a culture that aligns with the APS Values and fosters high performing teams who are dedicated to achieving quality outcomes.
- Ability to evaluate ongoing branch and project performance and develop capability in teams to consistently deliver quality outcomes.
- Innovative, consultative, resilient and personally accountable for the quality of advice, products, service and strategies.
- Encourages and motivates people to engage in continuous learning and empowers them by delegating responsibility for work.

You will model and champion the behaviours outlined in the [Secretaries' Charter of Leadership Behaviours](#) , and the [Integrated Leadership System](#).

Professional Streams

Applicants with skills and qualifications aligned to a specialisation, may opt-in to be assessed for a specialist position, in addition to the generalist position.

Applicants with skills in multiple interest areas should select for the specialisation that most closely aligns with their skills and qualifications:

Digital

Raising the digital expertise of the APS to transform how the APS designs and delivers products and services.

Data

Lifting the data skills of the APS to get insights for better decision-making in policy development, program management and service delivery.

Human Resources

Improving strategic HR capability to ensure the APS has the right people with the right skills now

and into the future.

Finance

Play a lead role in advising the government on many of its strategic priorities, including providing advice to the government on optimal arrangements for the management and ownership of public assets.

Legal

Understand the Government's legislative and regulatory frameworks, policy objectives and key programs to develop innovative solutions to legal issues and to implement commercially and legally robust approaches to some of the largest projects in which the Australian Government is involve. Eligibility

For detailed information about these roles including eligibility, what to include in your application and how to apply, which can be accessed by clicking the Apply Now button.

This vacancy advertised under this measure is open only to Aboriginal and/or Torres Strait Islander people. Successful candidates will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to successfully undergo the security clearance vetting process and maintain or continue to hold at a specified clearance level. Failure to gain the necessary security clearance may result in the withdrawal of a potential offer.

Notes

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

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	APSC First Nations Unit, 02 6202 3725
Agency Recruitment Site	https://apsc.nga.net.au/?jati=BE367038-BBA3-F997-9B4A-DB4A87C3F97B

- 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

Prime Minister and Cabinet

Vacancy VN-0751283

Australian Public Service Commission

Closing Date:Friday 13 December 2024

Job Title	Various Roles – APS-wide - Affirmative Measures Aboriginal and Torres Strait Islander (SES100)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC
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;Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Senior Executive Service Band 2
Position Number	24_95
Agency Website	https://www.apsc.gov.au/

Job Description

<https://apsc.nga.net.au/?jati=B39E59D1-1DFE-4B55-AE6A-DB4A88645AFF>

The Opportunities

This exciting recruitment seeks to increase First Nations SES representation across the APS, directly contributing to Closing the Gap Priority Reform three; transforming government. We are seeking highly motivated, experienced and inspiring senior leaders looking for opportunities to make a difference and influence decision-making across the APS.

The APSC First Nations Unit will be actively working with departments and agencies to fill current vacancies, with candidates to join the SES across a range of areas with varying portfolios.

Individual circumstances will be considered to enable candidates to remain on Country, where possible. However, leaders may be required to travel frequently or relocate to be eligible for specific roles.

Suitable candidates will be placed in an APS-wide merit pool that will be available for 18 months from the date of advertisement. Please note, being rated suitable and placed in the merit pool does not guarantee a position. This will be dependent on needs across the APS, available positions and location of roles.

Duties

You will be an established and inspiring senior leader from the public, private, academic or community sectors joining the APS, and you will possess many of these qualities:

- Champions the organisation's vision and goals and promotes a shared commitment to the strategic direction.
- Demonstrated experience in extensive professional and administrative management.
- Strategically places divisional activities into broader whole-of-APS and environmental context.
- Creates organisational strategies that are aligned with government objectives and likely future requirements.
- Proactively builds cross-agency relationships and establishes cross agency approaches to address issues.
- Anticipates the likely reaction of the audience to a message and adjusts approach to gain maximum impact.
- Takes ownership for decisions and accepts responsibility when things go wrong.
- Models effective team working behaviours and works collaboratively and cooperatively.
- Provides clear, constructive and timely feedback in a manner that encourages learning and achieves any required resolution.

You will model and champion the behaviours outlined in the [Secretaries' Charter of Leadership Behaviours](#), and the [Integrated Leadership System](#). **Eligibility**

For detailed information about these roles including eligibility, what to include in your application and how to apply, which can be accessed by clicking the Apply Now button.

This vacancy advertised under this measure is open only to Aboriginal and/or Torres Strait Islander people. Successful candidates will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to successfully undergo the security clearance vetting process and maintain or continue to hold at a specified clearance level. Failure to gain the necessary security clearance may result in the withdrawal of a potential offer.

Notes

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

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

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To Apply

Position Contact	APSC First Nations Unit, 02 6202 3725
Agency Recruitment Site	https://apsc.nga.net.au/?jati=B39E59D1-1DFE-4B55-AE6A-DB4A88645AFF

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Prime Minister and Cabinet

Vacancy VN-0751330

Australian Public Service Commission

Closing Date: Sunday 08 December 2024

APS Academy and Capability
People Insights Workforce Metrics

Job Title	Director, Workforce Metrics
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS
Salary	\$144,862 - \$162,855
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	Positions may be offered for working from home
Classification	Executive Level 2
Position Number	24_97
Agency Website	https://www.apsc.gov.au/

Job Description

<https://apsc.nga.net.au/?jati=16EC73CE-23B0-EB25-DD50-DB4AFBECA46C>

About the team

The Workforce Metrics team manages and maintains data for the APS workforce, such as the APS Remuneration Survey and the Australian Public Service (APS) Employment Database (APSED). The team also supports APS workplace gender equality reporting. Data reported by the team assists in the management of a capable and effective APS workforce and contributes to key publications such as the annual State of the Service Report, the APS Employment Data Release, and the APS Remuneration Data Release.

Duties

The Director Workforce Metrics leads a team that has responsibility for:

- APS-wide collection, management, analysis and reporting of relevant workforce data and metrics. This includes the APS Remuneration Survey and the Australian Public Service Employment Database (APSED), the central repository of APS workforce data.
- Ensuring data reporting meets the needs of the Commission and APS agencies and enables an APS workforce which delivers services to the Government and the Australian community.
- Ensuring the maintenance of appropriate data governance, and ensuring that data handling practices adhere to relevant privacy policies and legislation.
- Managing the reporting of data and analysis to inform routine reporting and providing data and insights (e.g. for the APSC's annual State of the Service Report).
- Development of a range of ministerial products and briefing material to the APS Commissioners.
- Ensuring data is easily understood through the provision of concise and accurate analysis and communication of trends and insights in written and visual formats.
- Managing a team of data professionals, ensuring ongoing team capability and capacity.
- Managing team activities to meet deadlines of required deliverables while handling ad hoc requests for data analysis and workforce metrics information.
- Engaging with internal and external stakeholders to build relationships and formulate solutions to data and information requirements for current and emerging workforce issues across the APS.

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) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

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

Notes

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

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About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Vanessa Barone, 02 6202 3740
Agency Recruitment Site	https://apsc.nga.net.au/?jati=16EC73CE-23B0-EB25-DD50-DB4AFBECA46C

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Prime Minister and Cabinet

Vacancy VN-0751342

Australian Public Service Commission

Closing Date:Sunday 01 December 2024

APS Academy and Capability
People Insights Workforce Metrics

Job Title	Data officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,345 - \$91,156
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home
Classification	APS Level 5
Position Number	24_98
Agency Website	https://www.apsc.gov.au/

Job Description

<https://apsc.nga.net.au/?jati=4D79350A-A894-CF5C-7A6E-DB4AC6633415>

About the team

The Workforce Metrics team manages and maintains data for the APS workforce, such as the APS Remuneration Survey and the Australian Public Service (APS) Employment Database (APSED). It also supports public sector workplace gender equality reporting. Data reported by the team assists in the management of a capable and effective APS workforce, and contributes to key publications such as the annual State of the Service Report.

Duties

The APS 5 Data Officer will be responsible to:

- Undertake collection, checking, and reporting of workforce and remuneration data from contributing APS agencies;
- View and edit records in the APS Employment Database (APSED);
- Plan and prioritise concurrent activities to ensure timely task completion;
- Contribute to innovative process improvement strategies;
- Engage with various stakeholders, including APSC groups and APS agencies to overcome any barriers to successful data collection;
- Contribute to data and analysis for the production of reports, answering queries and contributing to key Commission publications, including the Remuneration Report and State of the Service Report.

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) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

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

Notes

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To Apply

Position Contact	Karen Bailey, 02 6202 3516
Agency Recruitment Site	https://apsc.nga.net.au/?jati=4D79350A-A894-CF5C-7A6E-DB4AC6633415

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Job Title	Executive Officer to the Executive Director, Office for Women
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT, Sydney NSW
Salary	\$141,669 - \$168,609
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	PMC/2024/185
Agency Website	

Job Description

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

Who we are

The Office for Women, under the Department of the Prime Minister and Cabinet, plays a vital role in shaping and advancing policies that promote gender equality and advancing the status of all women across Australia. The Office for Women is the central gender equality institution within the APS, responsible for serving the Minister for Women and the Prime Minister to deliver on their agenda for gender equality. The Office is committed to driving gender equality in Australia by addressing the priority areas under the Government's [Working for Women: A Strategy for Gender Equality](#) – gender-based violence, unpaid and paid care, economic equality and security, health, and leadership, representation and decision-making.

What you will do

The Executive Officer to the Executive Director, Office for Women, is a dynamic and highly influential role, offering an opportunity to support the Executive Director in driving transformative change within the women's sector and across government. This role is integral to enhancing Office for Women's influence national and internationally, requiring a strategic and externally facing focus that is not typical of traditional government Executive Officer positions.

As the Executive Officer, you will be a key enabler of the Executive Director's strategic vision, providing high-level support in stakeholder engagement, event management, and international collaboration. You will act as a trusted advisor, representing the Office for Women in high profile settings and facilitating meaningful engagements across government, non-government organisations and leaders in the women's sector. This is an opportunity to contribute to gender equality and women's safety initiatives within the Australian Government.

Key duties of the role include:

High-level stakeholder engagement:

- Build and maintain strong relationships with senior stakeholders across government, NGOs, academia and the private sector.
- Represent the Office for Women in external meetings, conferences and forums, ensuring alignment with the Executive Director's strategic priorities.

- Coordinate and manage stakeholder communications, working closely with the Departments communications team to enhance the Office's public profile and manage the Executive Director's speeches and communications.

Executive support and collaboration across the Department:

- Provide high-level executive support to the Executive Director, including working with Executive Assistant on diary management, travel arrangements (domestic and international) and meeting coordination.
- Work closely with other Executive Officers and Executive Assistants within the Office for Women division to ensure the senior executive officers in the group are supported in meeting departmental governance obligations.
- Collaborate with senior executive officers across PM&C and the Office for Women

Event management and international engagement:

- Lead the planning, coordination and executive of high-profile events, meetings and international engagements of the Executive Director.
- Support the Executive Director in preparations for global and domestic forums, by coordinating logistics, briefing material and speeches.

Leadership and team collaboration:

- Foster a positive and collaborative work culture, supporting the Executive Director in empowering teams in the Office for Women to drive impactful change
- Mentor junior executive staff, leveraging your experience with the women's sector to strengthen relationships between the sector and the Office for women.

Cross location support:

Support the Executive Director across Sydney and Canberra offices, with a willingness to travel as required to provide direct support. **Duties**

Our ideal candidate will have the following:

- Stakeholder engagement and communication: Demonstrated experience in engaging with senior stakeholders, including government official, NGOs, academics and international partners, with excellent interpersonal and communication skills.
- Sector knowledge and experience: Strong understanding of issues related to gender equality, particularly in the areas of violence against women. Experience within the women's sector or in advocacy roles is highly desirable.
- Event management and organisational skills: Proven ability to plan and execute high-profile events and manage projects simultaneously in a fast-paced and ever-changing environment.
- Executive support and strategic advisory: Experience providing high-level executive support including diary management, coordination of speeches and briefs, and strategic advisory with a focus on delivering impactful results.
- Adaptability and collaboration: Ability to thrive in a dynamic, high-pressure environments, with a proactive approach to problem-solving and collaborative work style.

Applicants will have tertiary qualification in relevant fields such as Gender Studies, Business, Public Policy or equivalent experience. Experience in Government or non-government organisations in similar roles is highly desirable. **Eligibility**

- Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C

to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for an initial period of 12 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia’s national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Emerald Hamlyn, (02) 6228 6533
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Job Title	Temporary Employment Register - EXECUTIVE ASSISTANT
Job Type	Full-Time, Non-Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Newcastle NSW, Perth WA, Sydney NSW
Salary	-
Future Merit Locations	Canberra, Brisbane, Adelaide, Darwin, Hobart, Melbourne, Newcastle, Perth, Sydney
Office Arrangement	On Site
Office Arrangement Details	It is expected that Executive Assistants work from the office, unless other arrangements are negotiated directly with the SES Manager
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	TER-2024-1484
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Department of Social Services (DSS) helps to build a strong and fair society for all Australians by delivering social policies that improve people's lives. We are committed to creating a diverse and socially inclusive work environment that reflects the broader Australian community.

The Department offers a challenging and meaningful career working at the centre of the Australian Government's social policy agenda. We are a people-based organisation that encourages flexible working conditions and opportunities for promotion and development in a career where you can make a difference to your community.

Duties

The primary focus of Executive Assistants at all classifications is to provide high-level support by undertaking moderately complex administrative activities and tasks for Senior Executive staff such as:

- management of the Executives diary, phone, in-tray and email
- preparation of routine correspondence, briefs and coordination papers
- providing travel, accommodation and financial acquittal services
- coordination of administrative tasks such as stationery orders, phone lists, property and accommodation related requests
- continuous improvement of the Senior Executives office performance through the use of efficient and practical administration processes and systems
- management of regular branch-wide internal reporting and meetings

- assigning and collating briefs such as senate estimates briefings and coordinating document management via the Parliamentary Document Management System (PDMS)
- providing secretariat duties for branch meetings
- working collaboratively with other Executive Assistants/Executive Officers and the broader business area
- ad-hoc tasks as required.

The Executive Assistant role is best suited to candidates who are customer focused, enjoy dealing with people, and are good at managing multiple tasks and solving problems.

Please review the job pack for the full position description. **Eligibility Notes**

This is a register of interest only.

There is no guarantee that an offer of employment will be made whilst your application remains on the register.

You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

All applications to the Temporary Employment Register will be assessed and unsuccessful candidates will be notified as soon as possible.

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

Non-ongoing opportunities may be offered for a specified term or for a period of up to 12 months.

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	SES Unit, SESunit@dss.gov.au
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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National Disability Insurance Agency

Closing Date:Sunday 01 December 2024

CHIEF PEOPLE OFFICER DIVISION
OFFICE OF ACCESSIBILITY AND INCLUSION TECHNOLOGY AND
SYSTEMS

Job Title	APS6 Digital Accessibility Specialist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Surry Hills NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Richmond VIC, Geelong VIC, Perth WA
Salary	\$93,196 - \$103,035
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 and hybrid working arrangements may be considered in line with EA and business requirements.
Classification	APS Level 6
Position Number	2254_10/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

<https://ndiajobs.nga.net.au/?jati=F8947D6D-6B06-95D7-0279-DB4A8742A97D>

A new role awaits

We are looking for multiple highly motivated professionals with extensive accessibility testing experience to join the NDIA's Office of Agency Accessibility and Inclusion (OAAI) as APS6 Digital Accessibility Specialists. This is a fantastic opportunity to leverage your professional experience and make a real impact in the lives of people with disability.

The OAAI supports the Agency to increase levels of inclusion, employment, and engagement for diversity groups, such as People with Disability, First Nations Peoples, Gender Equality and Families, People from Culturally and Linguistically Diverse backgrounds, Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Asexual plus people (LGBTIQA+), and the Mature-Age and Inter-Generational Workforce.

The branch works alongside employees with disability and line managers to ensure required workplace adjustments are in place to enable people to participate and contribute their best to the Agency. They also ensure workplace accessibility by leveraging technology, leading the Agency's Accessible Systems Strategy as well as providing assistive technology tools and user support for all staff.

Our ideal candidate will bring as spark of innovation with a passion for needs-driven ICT-based solutions. You will have excellent effective communication skills with the ability to translate complex technical information into plain English. Developing and maintaining meaningful relationships with internal and external stakeholders is pivotal to be successful in this role. You are a team player with knowledge and experience operating autonomously and collaborating confidently at all levels.

An accessibility related qualification or certification is highly desirable but not a requirement to apply for this role.

Working at the NDIA, it is essential you have a positive contemporary attitude to people with disability along with a high level of understanding and knowledge of disability and its impact on individuals.

For more information on NDIS including our values, capabilities, and behaviours along with our application process, please refer to our website.

Duties

The APS6 Accessibility Specialist is responsible for supporting the digital accessibility assurance function and overseeing digital accessibility consultancy and assessments for new projects, systems, and platforms.

You will have the opportunity to work on a diverse range of tasks that support the NDIA to be an accessible and inclusive employer, including but not limited to:

- Assisting to drive cultural change to prioritise accessibility in digital projects, supporting teams to create inclusive services.
- Applying comprehensive digital accessibility strategies, policies and guidelines.
- Managing risk and compliance through staying informed on relevant legislation, standards and industry best practice.
- Consulting with teams across the Agency to enhance the experience of employees with disability and accessibility needs.
- Collaborating with relevant business areas and key stakeholders to support implementation of accessible technology platforms, services and products.
- Monitoring and reporting on team and organisational metrics, such as key performance indicators and service level agreements.

Eligibility

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.

Notes

While this role is ideally performed from Richmond - VIC, Geelong - VIC, Surry Hills - NSW, Brisbane - QLD, Adelaide - SA, Perth - WA, Deakin - ACT, Darwin - NT, or Hobart - TAS 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. A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within the next 18 months.

If you have any questions, please contact Ryan Malonda by email on Ryan.Malonda@ndis.gov.au. For accessibility reasons, call Kim Voigt on 03 5223 7160 and your question will be passed onto Ryan.

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

About the National Disability Insurance Agency

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	Ryan Malonda, 03 5223 7160
Agency Recruitment Site	https://ndiajobs.nga.net.au/?jati=F8947D6D-6B06-95D7-0279-DB4A8742A97D

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Social Services

Vacancy VN-0751418

National Disability Insurance Agency

Closing Date:Sunday 01 December 2024

POLICY EVIDENCE AND PRACTICE LEADERSHIP

Job Title	EL1 Assistant Director Policy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Geelong VIC, Richmond VIC, Surry Hills NSW, Perth WA, Deakin ACT
Salary	\$116,118 - \$127,090
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	Flexibel and remote working arrangements may be considered.
Classification	Executive Level 1
Position Number	2465_11/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits
Looking for a challenging and rewarding career opportunity in the Australian Public Service? Seeking to leverage your experience in complex policy development, strategy and operations, and service system

transformation?

The Policy, Evidence and Practice Leadership Division, is delivering important reforms to improve the NDIS for people with disability. We are seeking experienced professionals from a range of backgrounds who are able to provide thought leadership, content expertise and rigorous policy analysis in the management of key strategic issues to improve the effectiveness of the NDIS

Duties

Where you can add value

The EL1 Assistant Director Policy role involves significant independence in tackling complex issues within the Agency's policy functions. It requires sound decision-making to provide high-level policy advice and operational support, while managing sensitive projects that impact the NDIA's strategic objectives for a world-class National Disability Insurance Scheme

Responsibilities of the role include but are not limited to:

- Developing and interpreting policy with consideration for sensitive organizational and political factors.
- Analysing data and creating policy documents for review and publication.
- Preparing and reviewing reports, briefing papers, and Ministerial responses for senior staff.
- Engaging stakeholders through co-design and consultation to ensure evidence-informed policy development.

Enough about us, let's talk about you

We are looking for candidates from a range of professional backgrounds with a demonstrated ability to drive strategic change in complex operating environments. You will have the ability to navigate complexity and uncertainty with personal drive, sound judgement and integrity. Your experience and sound leadership skills will inspire your team members to strive for the best outcomes. You should have a deep understanding of the social context of disability, and a comprehensive knowledge of key disability issues. You should possess highly developed communication and interpersonal skills and excellent ability to consult and negotiate with a wide variety of stakeholders.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority.

Notes

- This position will be offered as ongoing or non-ongoing.
- 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.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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To Apply

Position Contact	Daniel Grant, 0436809583
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0751443

National Disability Insurance Agency

Closing Date:Sunday 01 December 2024

CO DESIGN AND ENGAGEMENT DIVISON
STRATEGIC CHANGE BRANCH

Job Title	EL1 Strategic Change Coordinator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Surry Hills NSW, Geelong VIC, Adelaide SA, Brisbane QLD
Salary	\$116,118 - \$127,090
Future Merit Locations	Geelong, Deakin, Surry Hills, Adelaide, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible or remote working arrangements may be considered.
Classification	Executive Level 1
Position Number	2078_10/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

We have an exciting opportunity for an EL1 Strategic Change Coordinator to join the NDIA to support and deliver the Agency's change outcomes that benefit participants and related stakeholders.

The Strategic Change Branch designs change management activities to ensure effective implementation of prioritised initiatives, based upon assessing the impacts of change on staff, participants, partners, providers and other stakeholders.

Duties

The EL1 Strategic Change Coordinator will play a senior role assisting in the establishment of future state vision and stakeholder experience aligned with that vision. They will provide support towards the establishment of strategies on how to prioritise, sequence and deliver changes to deliver the vision, factoring in complexity in the operating environment, conflicting demands, and other changes.

The roles require a considerable level of independence, decision making and judgment to produce high level policy advice and operational support.

Responsibilities of the role include but are not limited to:

Coordinating the engagement of program and organisational leaders to future state vision, case for change and change leadership role/capabilities

Providing guidance, coaching to team members and meeting the needs of service users with quality deliverables

Supporting the management of stakeholder segments that reflect functional, behavioural and attitudinal characteristics of the target audience

Providing advice on effective channels and levers to effect functional, behavioural and attitudinal change appropriate to the audience segment.

Enough about us, let's talk about you

Our ideal candidate will be enthusiastic, thrive on sharing expertise and building professional relationships. You will have experience leading a team, with excellent communications skills and ability to engage effectively with all stakeholders. Experience in planning, implementing and facilitating change will be highly regarded. In addition, you will demonstrate a high level of integrity and professionalism that aligns with the values and mission of the NDIA.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority.

Notes

- This position will be offered as ongoing or non-ongoing.
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To Apply

Position Contact	Debby Bennett, 02587896
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0751444

National Disability Insurance Agency

Closing Date:Sunday 01 December 2024

CHIEF COUNSEL DIVISION
AAT Dispute Res and Litigation Branch AAT DR and L Teams

Job Title	NDIA EL1 Lawyer (Legal stream)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Surry Hills NSW, Brisbane QLD, Adelaide SA, Geelong VIC, Richmond VIC
Salary	\$127,090 - \$139,912
Future Merit Locations	Deakin, Geelong, Richmond, Surry Hills, Brisbane, Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Remote working arrangements may be considered.
Classification	Executive Level 1
Position Number	1786_09/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The Dispute Resolution & Litigation (DR&L) branch in the Chief Counsel Division, is a growing in-house legal practice servicing the NDIA with legal advice and litigation support services on merits review matters for participants in the Administrative Appeals Tribunal (Tribunal), soon to be known as the Administrative Review Tribunal.

Tribunal disputes between the Agency and participants might arise in a number of contexts, including disputes about access to the NDIS, NDIS plan supports and early intervention. These disputes primarily occur in the Tribunal but can be appealed to the Federal Court.

The DR&L branch is responsible for providing trusted high quality legal advice and litigation support services to respond to these applications by NDIS participants and prospective participants. The branch provides strategic oversight of legal risk across the Agency's AAT program, as well as supporting

continuous improvement of decision-making to improve outcomes under the NDIS.

Duties

Where you can add value

As a member of this dynamic branch, you will be a leader among leaders. You will have responsibility to resolve issues and risks across wide-ranging activities of substantial depth involving significant detail.

As an EL1 Lawyer, you will have responsibility for resolving issues and managing risks across a range of Tribunal matters. The role works with peers and the Chief Counsel and Deputy Chief Counsel to support and achieve the strategic direction of the Division and branch. The role will be required to coordinate and assume responsibility for provision of high-quality legal advice, support and services in relation to alternate dispute resolution and advocacy services in the Tribunal. This may include management of appeals to the Federal Court.

You will have a level of autonomy to manage your own caseload and support the day-to-day operations of the team. You will also be responsible for actively managing key internal and external stakeholder relationships.

Responsibilities of these roles include, but are not limited to:

- Providing high quality legal advice, support and services to internal clients in the management and resolution of participant related reviews in the Tribunal.
- Providing support and/or leading a team of lawyers, including oversight of Tribunal legal aspects of Tribunal cases, workflow prioritisation and supervising and mentoring junior staff. Conducting litigation in the Tribunal on behalf of the CEO of the Agency

Enough about us, let's talk about you

The successful candidate will possess excellent technical legal skills and demonstrated experience in leading legal teams to deliver high value outcomes for the Agency. You will demonstrate experience in, or knowledge of, some or all of the following:

- Administrative law and principles of good administrative decision-making
- Alternative dispute resolution, mediation and/or conflict resolution
- Litigation, including in Commonwealth or state/territory courts and tribunals

You will act inclusively, and with integrity, empathy, and respect when working with the team, participants and prospective participants, as well as external stakeholders.

This position is within the legal job stream and the candidate must possess relevant academic qualifications with admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory and hold or have the ability to immediately obtain a current practising certificate.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
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Notes

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

About the National Disability Insurance Agency

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To Apply

Position Contact	Yvonne McKinley, 03 5225 2778
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0751446

National Disability Insurance Agency

Closing Date:Sunday 01 December 2024

CHIEF COUNSEL DIVISION
AAT Dispute Res and Litigation Branch AAT DR and L Teams

Job Title	NDIA APS6 Lawyer (Legal stream)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Surry Hills NSW, Brisbane QLD, Adelaide SA, Geelong VIC, Richmond VIC
Salary	\$96,546 - \$103,035
Future Merit Locations	Richmond, Geelong, Adelaide, Brisbane, Surry Hills, Deakin
Office Arrangement	Flexible
Office Arrangement Details	Remote working arrangements may be considered.
Classification	APS Level 6
Position Number	1789_09/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Dispute Resolution & Litigation (DR&L) branch in the Chief Counsel Division, is a growing in-house legal practice servicing the NDIA with legal advice and litigation support services on merits review matters for participants in the Administrative Appeals Tribunal (Tribunal), soon to be known as the Administrative Review Tribunal.

The DR&L branch is responsible for providing trusted high quality legal advice and litigation support services to respond to these applications by NDIS participants and prospective participants. The branch provides strategic oversight of legal risk across the Agency's AAT program, as well as supporting continuous improvement of decision-making to improve outcomes under the NDIS.

Duties

Where you can add value

As a member of this dynamic branch, you will be a leader among leaders.

The APS 6 Lawyer will undertake work that is guided by legislation, policies, procedures, standards, methodologies and precedents. This role will be required to perform procedural, administrative and operational tasks, provide quality advice, contribute to services and the development of the Agency's in-house legal practice for applications in the Tribunal that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

Responsibilities of these roles include, but are not limited to:

- Providing high quality legal advice, and litigation support and services to internal clients in the management and resolution of participant related reviews in the Tribunal.

- Conduct supporting litigation in the Tribunal on behalf of the CEO of the Agency
- Drafting advice on straightforward legal matters, managing a caseload of matters and advising with the support of senior lawyers including Principal Lawyers, Deputy Chief Counsel and Chief Counsel.

Enough about us, let's talk about you

The successful candidate will possess excellent technical legal skills and demonstrated experience in leading legal teams to deliver high value outcomes for the NDIA. You will demonstrate experience in, or knowledge of, some or all of the following:

- Administrative law and principles of good administrative decision-making
- Alternative dispute resolution, mediation and/or conflict resolution
- Litigation, including in Commonwealth or state/territory courts and tribunals
- Statutory interpretation particularly in relation to the NDIS Act and National Disability Insurance Scheme (Supports for Participants) Rules 2013.

This position is within the legal job stream and the candidate must possess relevant academic qualifications with admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory and hold or have the ability to immediately obtain a current practising certificate.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
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To Apply

Position Contact	Yvonne McKinley, 03 5225 2778
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0751448

National Disability Insurance Agency

Closing Date:Sunday 01 December 2024

CHIEF COUNSEL DIVISION
AAT Dispute Res and Litigation Branch AAT DR and L Teams

Job Title	Legal Officer APS 5
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Deakin ACT, Surry Hills NSW, Adelaide SA, Geelong VIC, Richmond VIC
Salary	\$86,650 - \$86,650
Future Merit Locations	Geelong, Richmond, Brisbane, Adelaide, Surry Hills, Deakin
Office Arrangement	Flexible
Office Arrangement Details	Remote working arrangements may be considered.
Classification	APS Level 5
Position Number	1906_09/24_EXT
Agency Website	https://www.ndis.gov.au

A new role awaits

The Dispute Resolution & Litigation (DR&L) branch in the Chief Counsel Division, is a growing in-house legal practice servicing the NDIA with legal advice and litigation support services on merits review matters for participants in the Administrative Appeals Tribunal (Tribunal), soon to be known as the Administrative Review Tribunal.

The DR&L branch is responsible for providing trusted high quality legal advice and litigation support services to respond to these applications by NDIS participants and prospective participants. The branch provides strategic oversight of legal risk across the Agency's AAT program, as well as supporting continuous improvement of decision-making to improve outcomes under the NDIS.

Duties

Where you can add value

The APS5 Lawyer (Legal Stream) is a team membership position and is accountable for organising their own workflow and making independent decisions relating to an area of responsibility. The position will be required to provide policy advice within an area of specialisation with advice based on policies and legislation.

The position will be required to undertake activities and tasks using available information where options are not always evident. This role will be required to perform procedural, administrative and operational tasks, provide quality advice, contribute to services and the development of the Agency's in-house legal practice for applications in the Tribunal that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

Responsibilities of the role include but are not limited to:

- Assisting with and providing excellent legal services to the NDIA.
- Establishing and maintaining excellent working relationships with clients and other stakeholders including courts and tribunals, other government agencies, states and territories, the legal profession, and people with disability and their representatives.
- Managing priorities and available resources to deliver results on time.

Enough about us, let's talk about you

The successful candidate will possess excellent technical legal skills and demonstrated experience in leading legal teams to deliver high value outcomes for the NDIA. You will demonstrate experience in, or knowledge of, some or all of the following:

- Administrative law and principles of good administrative decision-making
- Alternative dispute resolution, mediation and/or conflict resolution
- Litigation, including in Commonwealth or state/territory courts and tribunals
- Statutory interpretation particularly in relation to the NDIA Act and National Disability Insurance Scheme (Supports for Participants) Rules 2013.

This position is within the legal job stream and the candidate must possess relevant academic qualifications with admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory and hold or have the ability to immediately obtain a current practising certificate.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
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To Apply

Position Contact	Yvonne McKinley, 03 5225 2778
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0751450

National Disability Insurance Agency

Closing Date:Sunday 01 December 2024

CHIEF COUNSEL DIVISION
AAT Dispute Res and Litigation Branch AAT DR and L Teams

Job Title	Legal Officer APS 4
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Surry Hills NSW, Deakin ACT, Geelong VIC, Richmond VIC
Salary	\$79,560 - \$76,602
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered.
Classification	APS Level 4
Position Number	1907_09/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Multiple new roles await

The Dispute Resolution & Litigation (DR&L) branch in the Chief Counsel Division, is a growing in-house legal practice servicing the NDIA with legal advice and litigation support services on merits review matters for participants in the Administrative Appeals Tribunal (Tribunal), soon to be known as the Administrative Review Tribunal.

The DR&L branch is responsible for providing trusted high quality legal advice and litigation support services to respond to these applications by NDIS participants and prospective participants. The branch provides strategic oversight of legal risk across the Agency's AAT program, as well as supporting continuous improvement of decision-making to improve outcomes under the NDIS.

Duties

Where you can add value

As an APS4 Lawyer (Legal Stream) you will be accountable for working closely with other team members to manage and advise on the Agency's legal risk through the provision of high-quality legal guidance, support and contribute to services and the development of the Agency's in-house legal practice for applications in the Tribunal. The role is accountable for organising their own workflow and making decisions relating to their case load.

Responsibilities may include but are not limited to:

- Undertaking preliminary work to support senior lawyers including Principal Lawyers, Deputy Chief Counsel and Chief Counsel in advising on NDIS legal matters.

- Supporting and maintaining excellent working relationships with clients and other stakeholders including courts and tribunals, other government agencies, states and territories, the legal profession, and people with disability and their representatives.
- Managing the priorities of clients and available resources to deliver results on time.
- Preparing and undertaking initial research and advice on low-risk matters, as they relate to Tribunal applications.

Enough about us, let's talk about you

The successful candidate will possess excellent technical legal skills and demonstrated experience in leading legal teams to deliver high value outcomes for the NDIA. You will demonstrate experience in, or knowledge of, some or all of the following:

- Administrative law and principles of good administrative decision-making
- Alternative dispute resolution, mediation and/or conflict resolution
- Litigation, including in Commonwealth or state/territory courts and tribunals
- Statutory interpretation particularly in relation to the NDIS Act and National Disability Insurance Scheme (Supports for Participants) Rules 2013.

You will have a human-centred approach and the ability to thrive in a high-volume litigation environment.

This position is within the legal job stream and the candidate must possess relevant academic qualifications with admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory and hold or have the ability to immediately obtain a current practising certificate.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
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Notes

- This position will be offered as ongoing or non-ongoing.
- 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.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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	Yvonne McKinley, 03 5225 2778
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0751411

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Friday 13 December 2024

Corporate
Chief Information Officer ICT Governance and Assurance

Job Title	Director, ICT Governance and Assurance
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Penrith NSW, Parramatta NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	\$136,609 - \$161,064
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	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 2
Position Number	278_11/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

About this opportunity
The Director ICT Governance and Assurance is responsible for shaping the strategic direction, architecture, security, and effective management of information and technology resources within the NDIS Commission. Its primary purpose is to ensure that ICT initiatives align with the NDIS Commission’s goals, promote innovation, and safeguard critical information assets.

Key duties of the role

Duties may include, but are not limited to, the following:

1. provide strategic advice on digital solutions and technology tailored to the NDIS Commission whilst supporting oversight of the NDIS Commission IT Governance
2. oversee regular security assessment, vulnerability scans, and penetration testing to identify and address potential risks promptly
3. manage incident response efforts, investigate security breaches, and develop measures to prevent future occurrences
4. provide Cyber Security advice that assists with the monitoring of infrastructure components, the design of infrastructure, identify areas for improvements, and assist with the implement upgrades, new sites and expansions or enhancements as required

5. collaborate with Managed Service Provider or Third-Party vendors to manage the agency's ICT infrastructure, ensuring optimal performance, scalability, and reliability of systems and networks
6. write high quality briefs on ICT issues and projects for consideration by the NDIS Commission executive and the Minister
7. build and maintain strong relationships with internal stakeholders, government entities and partners to effectively communicate cyber security initiatives.

Eligibility

Capability of our ideal candidate

The occupant of the position:

1. has a positive and contemporary attitude to people with disability
2. leads and inspires a service delivery team to achieve objectives with a focus on safety, staff wellbeing and high performance
3. upholds exemplary standards of service to clients and stakeholders
4. uses expert communication skills to provide advice and written guidance on complex issues at both a strategic and operation level, in plain English
5. provides strong leadership in implementing and promoting change and continuous improvement within an IT context
6. has a proven ability in project management, major IT procurement and contract management
7. has a strong record of achievement in one or more of the following:
 - ICT Cyber Security
 - ICT Architecture
 - ICT Strategy; or
 - Information Management.

Other Requirements

The occupant of this role requires:

1. strong understanding of Australian Government ICT standards and policies
2. knowledge and experience in the management of application support processes across a national footprint
3. knowledge and experience in business application support and development, along with obtaining positive outcomes through the development lifecycle.

Notes

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

About the 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 Recruitment Ability 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	Michael Kardaris, (02) 6152 5186
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0751369

Australian Office of Financial Management

Closing Date:Sunday 01 December 2024

Business and Data Systems

Job Title	Analyst - Business and Data Systems
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$88,746 - \$110,933
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 5
Position Number	BDS-05
Agency Website	https://www.aofm.gov.au/

Job Description

<https://www.aofm.gov.au/about/careers/current-opportunities>

Salary: \$88,746 to \$110,933 per annum plus 15.4% superannuation

Reporting to the Manager – Business and Data Systems, the Analyst (APS 5) works independently and under limited guidance to maintain and update fit-for-purpose business systems and other platforms that meet the needs of both internal and external stakeholders to the Australian Office of Financial Management (AOFM).

Demonstrating excellent data analysis and communication skills, the role provides a conduit between technological and data solutions and business requirements, solving problems and delivering a range of outputs to support strong agency outcomes and relationships. It also works to support information security measures and the development of frameworks and plans for the AOFM, recommending changes to improve business efficiency and effectiveness.

Demonstrating ownership of its own and team outcomes, the role exercises high-level time management skills to deliver quality results, providing guidance to colleagues as required and engaging in ongoing professional development opportunities.

Duties

Key Activities:

The work of the Analyst – Business and Data Systems will vary depending on business needs, but it is expected that key activities will include:

- Maintain, monitor and troubleshoot issues within key business systems (e.g. the Quantum Treasury System) used to capture market activities, portfolio valuations, accounting results and other key data
- Maintain programs that analyse AOFM portfolio data to produce internal reports in support of stakeholder decision-making across the agency
- Liaise with a range of business areas across the AOFM to understand and respond to requests for information, system improvements and fixes
- Develop and generate targeted solutions, analysis and reports using the SQL data warehouse and other databases, statistical and data visualisation software, websites, presentations and other materials to support and provide information for internal and external stakeholders
- Contribute to the AOFM Commonwealth Budget Estimates processes. This includes the maintenance of existing models and fostering the relationship with Treasury during Estimates processes
- Support AOFM in maintaining an appropriate level of information security, including via contributing to audits, reviews and business continuity plans
- Contribute to the development and maintenance of databases, records and procedures relating to business and data systems
- Develop plans and objectives for short-term tasks and contribute to strategic planning for longer-term initiatives
- Make recommendations for changes to guidelines, systems, documentation and processes to improve their efficiency, clarity and effectiveness
- Hold a sound general knowledge of the role and functions of the AOFM and an understanding of how these relate to the work area
- Maintain a well-developed understanding of legislation, policy and systems relevant to the AOFM's operations
- Provide guidance and coaching to new AOFM staff to assist them in developing and applying knowledge of key legislation, policies, guidelines, systems and processes pertaining to business and data systems
- Represent the Business and Data Systems work area at internal and external meetings and other fora as required.

Capabilities:

Core capabilities required to perform the role of Analyst include:

- The ability to use databases (e.g. Microsoft SQL, Microsoft Excel, etc.) and/or data visualisation software (e.g. PowerBI) to analyse and report on data trends
- The ability to communicate effectively both verbally and in writing to provide information and build strong relationships with key stakeholders
- Strong problem-solving skills, including the ability to troubleshoot and resolve data or systems issues
- Strong time management skills, including the ability to manage own workload and deliver high-quality results within agreed timeframes
- The ability to demonstrate ownership of team outcomes, including leading and training others and taking initiative to ensure that collective goals are met
- A demonstrated commitment to self-reflection and willingness to participate in professional development opportunities.

Qualifications:

The Analyst is required to possess a relevant tertiary qualification (e.g. in finance, economics, commerce, computer science, or another related discipline) from a recognised institution.

Other desirable qualities:

- Experience in, or knowledge of, Australian financial markets
- Strong skills in the application of statistical software and/or programming languages (e.g. R, Visual Basic, etc.) to analyse and report on data trends.

Eligibility

- Citizenship – applicants must be an Australian Citizen.
- Security Clearance – positions at AOFM require a Baseline security clearance.
- Other checks – successful applicants are required to undergo a mandatory Australian Federal Police Check and other checks to confirm their suitability for employment.

The AOFM will make arrangements to establish a security clearance and arrange suitability checks for successful candidates.

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

We will accommodate requests for reasonable adjustment for people with disabilities to assist in the application and interview process.

Notes

About the Australian Office of Financial Management

The Australian Office of Financial Management (AOFM) is a small specialised agency that plays a central role in the Australian financial markets. AOFM manages for Australia a portfolio of sovereign debt (as at 2023 some \$900 billion+) and a variety of financial assets (including the Structured Finance Support Fund and the Australian Business Securitisation Fund). AOFM ensures that the government's expenditure obligations are able to be met at all times. AOFM staff ensure that budget financing needs are delivered cost effectively without undue risk. The AOFM operates within global financial markets in order to effectively achieve AOFM's financing and portfolio management responsibilities.

To Apply

Position Contact	Luke Beveridge, 02 6263 1111
Agency Recruitment Site	https://www.aofm.gov.au/about/careers/current-opportunities

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Treasury

Vacancy VN-0751399

Australian Securities and Investments Commission

Closing Date:Friday 29 November 2024

Job Title	Senior Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA
Salary	-
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid Arrangement
Classification	Executive Level 2
Position Number	1830880
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226117658

- ASIC is seeking a full time Senior Manager, Regulatory Insights & Assessment to join their Regulatory Insights & Assessment team (RI&A).

- **Permanent position based in Sydney, Brisbane, Perth or Melbourne (other locations considered).**
- **Salary starting from \$147,074 (plus 15.4% superannuation) depending on experience.**
- **Hybrid working – enjoy 2-3 days working from home.**

A future with ASIC means that your work will contribute to ASIC's vision for a fair, strong and efficient financial system for all Australians. We value what you will bring. We value those with sharp, analytical minds and are open to challenging the way things are done.

The team

Registry & Intelligence is comprised of seven teams – Registry Operations, International, Strategic Planning & Intelligence, Regulatory Insights & Assessment, Criminal Intelligence Unit, the Information & Knowledge Resource Centre and Business Improvement & Innovation. These teams drive an intelligence led regulatory approach using data informed insights and intelligence. The teams do this by assessing reports lodged with ASIC, manage information and data flowing into and created by ASIC and lead our international engagement.

The role

- Receiving, classifying and assessing reports of alleged misconduct, breach notifications, reports from insolvency practitioners.
- Referring and escalating reports of alleged misconduct, breach notification, reports from insolvency practitioners and similar reports to ASIC's Enforcement and Compliance, Markets or Regulation and Supervision teams.
- Managing communications arising from reports and related matters.
- Leading a team responsible for responding to and actioning reports of misconduct and breach reports made to ASIC.
- Coaching and developing a multi-disciplinary team, managing workflow, ensuring the team's performance meets key performance indicators and providing ongoing learning opportunities.
- Overseeing responses to misconduct and breach reports made to ASIC, adopting a risk-based approach.
- Advising and guiding on the application of law, the availability of criminal, civil and administrative remedies and ASIC's role as a regulator
- Leading continuous improvement initiatives and the change management process associated with systems and processes.
- Managing, monitoring and drafting significant correspondence and reports relevant to the management of reports of misconduct received by ASIC.
- Achieving business goals set for you and providing an environment that allows your team to be effective and satisfied with their work while developing their full potential.

Duties

About you

- A relevant bachelor's degree.
- Experience leading a team in a high-volume environment, providing strategic direction, and coaching for performance.
- Proven strategic and tactical thinker, with excellent problem-solving ability.

- Experience advising on, interpreting and applying legislation, in particular the Corporations Act 2001 and ASIC Act.
- Experience gained in financial services, a regulatory environment, or in corporate and commercial law is desirable.

About ASIC

ASIC is Australia's corporate, markets, financial services and consumer credit regulator. Our vision is for a fair, strong and efficient financial system for all Australians.

A future with ASIC means that your work will contribute to achieving ASIC's vision.

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander decent are encouraged to apply.

To work with us, you need to be an Australian citizen, and be prepared to complete an ASIC Suitability and Baseline Assessment which is issued by ASIC's Security team.

View the position description for more information or click 'apply' to start your application.

Applications for this role will close at 11:59pm on Friday 29th November 2024.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Zaynah Dastoor, 0435700074
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0751445

Australian Securities and Investments Commission

Closing Date: Sunday 01 December 2024

Job Title	Analyst
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, 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	Hybrid
Classification	Executive Level 1
Position Number	1830872
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

- ASIC is seeking a full time Analyst, Regulatory Insights & Assessment to join their Regulatory Insights & Assessment team (RI&A).
- Permanent position based in Brisbane, Melbourne, Canberra, Perth and Sydney.
- Salary starting from \$140,180 (plus 15.4% superannuation) depending on experience.
- Hybrid working – enjoy 2-3 days working from home.

A future with ASIC means that your work will contribute to ASIC's vision for a fair, strong and efficient financial system for all Australians. We value what you will bring. We value those with sharp, analytical minds and are open to challenging the way things are done.

The team

Registry & Intelligence is comprised of seven teams – Registry Operations, International, Strategic Planning & Intelligence, Regulatory Insights & Assessment, Criminal Intelligence Unit, the Information & Knowledge Resource Centre and Business Improvement & Innovation. These teams drive an intelligence led regulatory approach using data informed insights and intelligence. The teams do this by assessing reports lodged with ASIC, manage

information and data flowing into and created by ASIC and lead our international engagement.

The Regulatory Insights & Assessment team (RI&A) is responsible for the assessment and action of reports of alleged misconduct and breach notifications received by ASIC from members of the public and regulated businesses. The team is also responsible for the collection and publication of internal dispute resolution data from financial firms.

The role

This role will be directly involved in the internal dispute resolution publication project, where you will be required to assist the development of policy and technical requirements for the external publication of internal dispute resolution data. You may also be required to undertake core RI&A tasks such as assessing reports, mentoring team members and process improvement.

As an Analyst, you will be accountable for:

- Contributing to the development of public reporting of financial industry data reported to ASIC, including selecting appropriate data elements, presentation, and contextualisation.
- Working in a project team as a business expert on the development of the design and technical solution for the public reporting of financial industry data, provide subject matter expertise, manage risks, and report to RI&A's management group on the project.
- Working with data analysts to prepare summaries, reports, briefings, presentations, and data visualisations monitoring the status and quality of financial industry data reported to ASIC as well as to assist other teams make use of the data.
- Contributing to regular updates of ASIC's regulatory guidance and legislative instruments covering financial industry data reporting by monitoring law reform, industry product or issue changes, and desirable enhancements to the reporting rules or guidance.

Duties

About you

- Relevant tertiary qualifications.
- Relevant industry related experience gained in financial services, regulatory, corporate, insolvency, government policy, or commercial law environment.
- Demonstrated ability to manage multiple stakeholders and projects and take responsibility for outcomes.
- Ability to analyse and provide advice on practices, policy and projects relating to the financial services industry and ASIC's regulatory environment.
- Experience delivering results in a complex environment through a commitment to quality outcomes, managing risks, and the efficient use of resources.
- Strategic thinking, analytical, investigative and research skills, including data analysis and presentation.
- Conceptual, analytical, and problem-solving skills as well as drawing inferences from qualitative and quantitative data and to reach robust and practical conclusions.
- Confidence engaging with others, participating in difficult and challenging discussions, and asking probing questions.
- Ability to understand priorities and adjust work schedule to meet deadlines and ensure the delivery of effective and timely outcomes.
- Experience in effectively presenting complex information to different target audiences through strong business writing skills and verbal communication skills.

About ASIC

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A future with ASIC means that your work will contribute to achieving ASIC's vision.

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to a diverse

and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander decent are encouraged to apply.

To work with us, you need to be an Australian citizen, and be prepared to complete an ASIC Suitability and Baseline Assessment which is issued by ASIC's Security team.

View the position description for more information or click 'apply' to start your application.

Applications for this role will close at 11:59pm on Sunday 1st December 2024.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Zaynah Dastoor, 0435700074
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Treasury

Vacancy VN-0751378

Royal Australian Mint

Closing Date:Monday 25 November 2024

Finance

Job Title	Assistant Director, Budgets and Management Accounting
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$116,634 - \$130,019
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	On-site work in Deakin ACT is required, but hybrid arrangements may be considered.
Classification	Executive Level 1
Position Number	1029
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

The Assistant Director, Budgets and Management Accounting reports directly to the Chief Finance Officer (CFO) and is responsible for undertaking complex accounting work that delivers quality outcomes for the Mint. This includes preparing the Mint's internal budgets and data for external budgets, and using a variety of software systems, such as Epicor, to support the strategic and operational function of financial management systems and processes.

The Assistant Director, Budgets and Management Accounting resolves issues and risks as they arise. They oversee inventory costing and fixed asset management, and Financial Management Information System (FMIS) controls related to the Mint's production environment.

Duties

1. Preparing and monitoring the Mint's internal budget.
2. Preparing external budgets, including providing data for Portfolio Budget Statements (PBS) and the Mid-Year Economic and Fiscal Outlook (MYEFO) and updating the Central Budget Management System (CBMS).
3. Overseeing inventory cost accounting and fixed asset management.
4. Calculating and reviewing the Transfer Price Model and proposed costing for products.
5. Providing advice to the CFO and internal stakeholders regarding strategic financial management, and developing relevant accounting policies and procedures.
6. Developing and coordinating work programs.
7. Contributing to the monthly and annual financial statements.
8. Developing and maintaining productive and collaborative working relationships with Senior Managers, other branches and external stakeholders.

Eligibility

Qualification

A tertiary qualification in accounting or similar, and membership of Chartered Accountants Australia and New Zealand (CA), Certified Practising Accountants (CPA) or another equivalent professional finance body.

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 Employment Opportunities page of the Mint Website at [Employment Opportunities | Royal Australian Mint](#)

Please submit your application by **11:30pm** on **Monday 25 November 2024**. 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
- Your tertiary qualification in accounting or similar field
- Evidence of your membership of a professional finance body.

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	Amanda Benn, 02 6202 6964
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0750479

Department of Veterans' Affairs

Closing Date: Sunday 01 December 2024

Open Arms – Veterans & Families Counselling

Job Title	Chief Psychiatrist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Canberra ACT, Melbourne VIC, Hobart TAS, Sydney NSW, Adelaide SA, Brisbane QLD
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	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Medical Officer Class 6
Position Number	EXT-2024-0100
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Chief Psychiatrist is a full-time role that will provide dedicated psychiatric expertise to support clinical governance across our mental and social health programs and will promote continuous improvement in the Department of Veterans' Affairs (DVA). The position will be pivotal to DVA in supporting the best mental health outcomes for veterans and their families. Reflecting the significance of this role, it will report directly to the Secretary.

The Chief Psychiatrist will provide expert psychiatric, medical and more general mental health advice on current and emerging issues to key stakeholders including Government, senior staff in DVA, and other government departments as required. The Chief Psychiatrist will engage with health care professionals, consumer organisations and industry on matters related to mental health policy and service reform and delivery.

This is a significant role providing the department and our clients with dedicated psychiatric expertise to support clinical governance across programs and policies, in particular our mental and social health programs.

Duties

- Maintaining communication networks with other departments and agencies, state and territory governments and organisations, academic institutions and professional bodies to keep abreast of changes to, or developments in, policies and regulations
- Identify areas for policy development and opportunities for new interventions and to exchange information respecting common objectives in the areas of mental health administration, and risk assessment
- Working with jurisdictional Chief Psychiatrists on current and emerging risks and challenges within the mental health and suicide prevention systems
- Leading Communities of Practice in regard to new models of care and service initiatives developed under the Model of Care for Open Arms and across other areas of the department

- Providing advice, and where appropriate, assisting in responses to correspondence to the Minister(s) or Department where complex clinical or safety issues are raised
- Supporting the Chief Medical Officer, Deputy Secretaries and Secretary on specific matters relevant to mental health and mental illness
- Providing clinical supervision of Open Arms service delivery
- Participating in relevant expert or technical advisory groups in relation to clinical programs, system evaluation and related policy development
- Assisting in the implementation of Commonwealth and National Plans and Frameworks in areas relevant to clinical practice such as the mental health workforce
- Providing advice on suicide prevention across all client facing and client service delivery programs across the department
- Contributing to the development of strategy and policy in relation to mental health and suicide prevention
- Contributing to the development, commissioning and delivery of relevant research, including reviewing research reports and mental health studies, evaluating findings to identify trends and developments and where indicated, develop recommendations for new or enhanced approaches in guidelines and treatment protocols.
- Contributing to the ongoing development and monitoring of the Clinical Governance Framework in conjunction with the Chief Health Officer Division
- Supporting the establishment of treatment and clinical pathways for veterans with state and territory mental health services
- Supporting the development of clinical treatment and referral pathways to clinicians.
- Establishing and maintaining monitoring of treatment and referral pathways to measure efficacy of the processes established
- As required, participating in media interviews.

Mandatory Requirements

- Registration under AHPRA as a psychiatrist
- Significant experience providing support to serving and former members of the Australian Defence Force or the armed forces of major allies is also a mandatory requirement

More information on the role can be found in the Candidate Information Pack.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- 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 NV2 (AGSVA) 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>

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	Amanda O'Rourke, 0452 199 031
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0751196

Department of Parliamentary Services

Closing Date:Monday 02 December 2024

Corporate Services
Corporate operations Various

Job Title	Multiple Vacancies, Corporate Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$86,137 - \$130,968
Future Merit Locations	Various locations - ACT, 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	APS Level 5;APS Level 6;Executive Level 1
Position Number	JR32581
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is seeking applications for multiple vacancies within Corporate Operations Branch.

We are seeking motivated candidates to fill a range of opportunities across the Corporate Operations Branch for ongoing and non-ongoing roles. These positions offer a unique opportunity to collaborate with DPS staff, the President’s Office, and Senior Executive Services, contributing to projects with impact. Multiple roles are available within a range of functions including:

Internal Audit

Governance

Risk and Fraud

Organisational Performance

Parliamentary Coordination

Our ideal candidates will bring to the role a clear understanding of government and its processes and how effective governance arrangements contributes to the success of the department in achieving its strategic objectives and priorities. Candidates will be able to demonstrate the following attributes:

- Exemplary levels of professionalism, integrity, accountability and discretion.
- Knowledge of similar processes in a government environment, including understanding of relevant legislation or proven ability to learn.
- Strong leadership skills and experience in building, maintaining and contributing to a respectful and inclusive work culture.
- The ability to support, establish and contribute to high performing teams to deliver high quality governance services and products.
- Demonstrated ability to exercise sound judgement, critical analysis, and initiative to identify emerging issues and risks.
- The capability to identify solutions to problems and develop an understanding of the department's broader operating context.
- Excellent communication and interpersonal skills, and ability to work collaboratively, cultivate and maintain productive working relationships, including with senior executive staff and external stakeholders and tailor communications to a diverse range of audiences.
- Demonstrated ability to work under pressure with high level organisation skills to meet deadlines while managing multiple priorities and respond flexibly in a dynamic working environment.

We strongly encourage candidates with knowledge, skills, and interest across any or all of the areas listed above to apply. This recruitment process will establish a versatile candidate pool, from which successful applicants may be drawn into various roles as needs arise. While you may highlight specific areas of expertise or interest, please note that your application will be assessed against all functional areas, ensuring your suitability across multiple streams within the pool.

Candidates will be asked upon application to select which classifications you wish to be considered for. A merit pool may be established and used to fill the same or similar vacancies across the APS for 18 months from the date of advertising.

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

The successful applicant will be required to obtain and maintain a security clearance at the level specified.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability

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

About the Department of 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	Alison Hayward, 02 6277 8726
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0751395

Bureau of Meteorology

Closing Date:Monday 02 December 2024

Data & Digital Group
Observing Systems & Operations Program

Job Title	Technical Officer Level 3, OIC Willis Island
Job Type	Full-Time, Non-Ongoing
Location	Cairns QLD, Melbourne VIC, Brisbane QLD, Sydney NSW, Adelaide SA, Perth WA, Hobart TAS, Darwin NT, Canberra ACT
Salary	\$80,341 - \$87,030
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	Remote Posting on Willis Island for approximately 6 months
Classification	APS Level 5
Position Number	60016332
Agency Website	

Job Description

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

The Bureau's National Observing Operations section maintains a year-round staff presence at Willis Island. We are seeking an enthusiastic and suitably qualified person, ideally with previous remote work and Supervisor experience to undertake Remote Posting on Willis Island for approximately 6 months as part of a team of four. The successful applicant will be expected to depart for Willis Island from Cairns in April 2025. We are also seeking applicants interested in applying for the October 2025 – April 2026 deployment.

Willis Island is the only permanently inhabited Island in the Coral Sea Territory, an external territory of Australia, located beyond the Great Barrier Reef in the Coral Sea. The island is located some 450 kilometres east of Cairns, Queensland. The four Bureau staff are the only residents on Willis Island and provisions are resupplied during the staff changeover every six months. Willis Island is home to an abundance of wildlife particularly birdlife and is an important Green Turtle nesting site.

The Willis Island TO3 Officer in Charge (OIC) is responsible for undertaking and managing the program of Service at Willis Island which includes, Upper Air Observations, Surface Observations, Instrument maintenance and data quality monitoring. They will also be responsible for undertaking and managing the general station maintenance duties as well as ensuring all staff adhere to the environmental management plan for Willis Island. The OIC will also oversee and participate in scientific research projects undertaken for other organisations at Willis Island such as Parks Australia and the Australian Institute of Marine Science (AIMS).

The OIC will take pride in developing and mentoring staff. Strong teamwork abilities ensure you can empower and inspire the team you will be working with. You will also ensure that all staff on station adhere to workplace health and safety policies and procedures and local safety operating procedures relevant to station activities. The OIC will liaise with the Remote Operations Lead North over any challenges, hazards, incidents or complications experienced on station.

The OIC will lead a positive work culture that supports staff to live and work in an isolated environment, they will encourage resilience in other staff and manage relationships with staff and supervisors. As a member of a small team living and working in an isolated environment, applicants will be assessed on technical experience and competencies, as well as personal resilience and adaptability in this unique living and working environment.

Where required, the Bureau will provide relevant training to successful applicants and this may involve travel to Melbourne or other locations prior to departure to Willis Island. Travel to Willis Island will be by boat and staff will have shared living arrangements during the staff changeover on Willis Island.

Employment conditions

The annual base salary for the Willis Island Technical Officer Level 3 OIC is \$80,341-\$87,030. Additional allowances are payable whilst undertaking a Willis Island posting

Willis Island Allowance is paid at the rate of \$7,972 per annum, beginning on the day of disembarkation at Willis Island and ceasing on the day of disembarkation on the Australian mainland

Willis Island Allowance In Lieu of Overtime (AILOT), employees stationed at Willis Island are eligible for payment for the period of their tour of duty. A tour of duty means the period beginning on the day of commencement of pre-embarkation training and ending on the day the employee disembarks from the vessel on the Australian mainland. Willis Island AILOT is paid as 55% of an employee's salary, for the period of their tour of duty.

An employee who works and resides at a remote locality is paid district allowance. A generous employer superannuation contribution of up to 15.4% will be paid in addition to salary and allowances.

You will accrue recreation leave at the equivalent of 27 days per annum pro rata whilst on Willis Island. Please note that recreation leave is not available to be taken on Willis Island and will be paid out on return to Australia if on a non-ongoing contract.

Duties

The responsibilities of the role include but are not limited to:

- **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems primarily supporting the Upper Air and Surface Observations networks. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics. Complete all supplementary reporting and stocktaking, as required to maintain the program.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of the Bureau's enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.
- **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, inventory records, stores and stock control.
- **Travel:** Travel to Willis Island will be by sea with the vessel departing from Cairns. Travel may also be required to undertake pre departure training.
- **Supervision:** Mentor, manage, supervise and develop staff. Maintain operational and station duty rosters.
- **Engagement and Representation:** Engage 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. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
- **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology, these organisations currently include Parks Australia and the Australian Institute of Marine Science
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.
- **Network and Infrastructure Support:** Manage and participate in the necessary communal duties to support activities associated with the station sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and auditing and environmental management activities.

Eligibility

Mandatory qualifications

A Certificate III (AQF Level 3 or above) from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR
relevant experience and training, which enables the employee to competently perform the duties at this level; OR
other comparable qualifications, which are appropriate to the duties.

Desirable Competencies

Applicants should hold or have the capability to acquire:

- Working Safely at Heights
- Remote First Aid
- Electrical Test and Tag
- Safety & Survival at Sea
- Resilience and Conflict Management
- VHF marine radio Operations Licence-SROCP

Please include details of your qualifications/competencies with your application

A reasonable level of Physical fitness is required as this role entails some heavy lifting, pushing/pulling various weights, kneeling, squatting, climbing ladders and stairs, traversing uneven terrain and transferring between vessels.
Applicants may need to be available from approximately 03 March 2025 to commence pre-deployment training. Commencement

Notes

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

About the 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	Liz Drennan, 0408 748 628
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0751413

Job Title	Technical officer, Level 2 – Willis Island
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Canberra ACT, Darwin NT, Cairns QLD, Hobart TAS, Adelaide SA, Perth WA
Salary	\$63,907 - \$74,794
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	Remote posting on Willis Island for approximately 6 months
Classification	APS Level 3
Position Number	60016248 & 60016249
Agency Website	

Job Description

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

The Bureau's National Observing Operations section maintains a year-round staff presence at Willis Island. We are seeking an enthusiastic and suitably qualified person, ideally with previous remote work experience, to undertake a remote posting on Willis Island for approximately 6 months as a part of a team of four. The successful applicant is expected to depart for Willis Island from Cairns in April 2025. We are also seeking applicants interested in applying for the October 2025 – April 2026 deployment.

Willis Island is the only permanently inhabited Island in the Coral Sea Territory, an external territory of Australia, located beyond the Great Barrier Reef in the Coral Sea. The island is located some 450 kilometres east of Cairns, Queensland. The four Bureau staff are the only residents on Willis Island and provisions are resupplied during the staff changeover every six months. Willis Island is home to an abundance of wildlife particularly birdlife and is an important Green Turtle nesting site.

The Willis Island TO2 will participate in the program of Service at Willis Island which includes, Upper Air Observations, Surface Observations, Instrument maintenance and data quality monitoring. They will also adhere to the environmental management of Willis Island. The TO2 on Willis Island will also participate in scientific research projects undertaken for other organisations at Willis Island such as Parks Australia the Australian Institute of Marine Science (AIMS)

The Willis Island TO2 is expected to participate in station cleaning and general household duties and actively engage in a local work culture that supports staff to live and work in an isolated environment, they will encourage resilience in other staff and manage relationships with staff and supervisors. As a member of a small team living and working in an isolated environment, applicants will be assessed on technical experience and competencies, as well as personal resilience and adaptability in this unique living and working environment. This is an opportunity for the successful applicant to gain experience working in a remote location and promote personal development.

Where required, the Bureau will provide relevant training to successful applicants, this may involve travel to Melbourne or other locations prior to departure to Willis Island. Travel to Willis Island will be by boat and staff will have shared living arrangements during the staff changeover on Willis Island

Employment conditions

The annual base salary for the Willis Island Technical Officer Level 2 is \$63,907 – \$74,794. Additional allowances are payable whilst undertaking a Willis Island posting

Willis Island Allowance is paid at the rate of \$7,972 per annum, beginning on the day of disembarkation at Willis Island and ceasing

on the day of disembarkation on the Australian mainland

Willis Island Allowance In Lieu of Overtime (AILOT), employees stationed at Willis Island are eligible for payment for the period of their tour of duty. A tour of duty means the period beginning on the day of commencement of pre-embarkation training and ending on the day the employee disembarks from the vessel on the Australian mainland. Willis Island AILOT is paid as 55% of an employee's salary, for the period of their tour of duty.

An employee who works and resides at a remote locality is paid district allowance. A generous employer superannuation contribution of up to 15.4% will be paid in addition to salary and allowances.

You will accrue recreation leave at the equivalent of 27 days per annum pro rata whilst on Willis Island. Please note that recreation leave is not available to be taken on Willis Island, but will be paid out on return to Australia if on a non ongoing contract.

Duties

The responsibilities of the role include but are not limited to:

- **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems primarily supporting the Upper Air and Surface Observations networks. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics. Complete all supplementary reporting and stocktaking, as required to maintain the program.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.
- **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, inventory records, stores and stock control.
- **Travel:** Travel to Willis Island will be by sea with the vessel departing from Cairns. Travel may also be required to undertake pre departure training.
- **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. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
- **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology, these organisations currently include Parks Australia and Australian Institute of Marine Science
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.
- **Network and Infrastructure Support:** Manage and participate in the necessary maintenance programs with respect to buildings, instrumentation, plant, equipment and communal duties to support activities associated with sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and auditing and environmental management activities.

Eligibility

Mandatory qualifications:

A Certificate III (AQF Level 3 or above) from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR
relevant experience and training, which enables the employee to competently perform the duties at this level; OR
other comparable qualifications, which are appropriate to the duties.

Desirable Competencies:

Applicants should hold or have the capability to acquire:

- Working Safely at Heights
- Remote First Aid
- Electrical Test and Tag
- Safety & Survival at Sea
- Resilience and Conflict Management
- VHF marine radio Operations Licence-SROCP

Please include details of your qualifications/competencies with your application.

A reasonable level of Physical fitness is required as this role entails some heavy lifting, pushing/pulling various weights, kneeling, squatting, climbing ladders and stairs, traversing uneven terrain and transferring between vessels.

Applicants may need to be available from approximately 03 March 2025 to commence pre-deployment training. Commencement date will be dependent on pre-existing experience, competencies, skills and the training 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>

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	Liz Drennan, 0408 748 628
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Employment and Workplace Relations

Vacancy VN-0751349

Comcare

Closing Date:Monday 25 November 2024

Strategic Partnership and Engagement Group
Marketing and Communications Team

Job Title	Assistant Director, Guidance Communication
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$119,133 - \$141,953
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible and hybrid working arrangements are available and can be negotiated with the business area.
Classification	Executive Level 1
Position Number	New
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

Team Overview

The Marketing and Communication team is responsible for supporting the strategic direction of Comcare by developing and delivering external marketing and communications products, services, and messages. The team works collaboratively with internal clients from across the organisation to maximise stakeholder engagement with Comcare's purpose and services.

Duties

The Assistant Director, Guidance Communication leads a small team responsible for creating and maintaining non-statutory guidance information. This includes researching, planning, developing, implementing and evaluating the effectiveness of guidance materials to enable Comcare to successfully inform the jurisdiction.

This role requires careful collaboration with other Comcare business areas including the Regulatory Operations Group (ROG), Scheme Management Group and Legal Group to produce targeted guidance that meets Comcare's policy direction, is accurate and meets the standards set out in Comcare's External communications policy.

Primary Responsibilities

- Develop, implement and evaluate externally focused non-statutory guidance through collaboration with ROG, Scheme Management and the Legal Group.
- Ensure guidance is drafted in plain English and meets the benchmarks for effective communication as set by Comcare's External communications policy.
- Determine the most effective communication method (e.g., webpage, factsheet, video, case study) and draft the content accordingly, in consultation with subject matter experts including legal advice to ensure accuracy.
- Maintain and uplift existing guidance materials to enhance their effectiveness to create cut through with targeted audiences and drive compliance
- Work closely with Strategic Partnership and Engagement (SPE), ROG and Scheme Management to create a workplan that targets subject matters that require investment.

- Develop and maintain an extensive understanding of Comcare's longer-term strategic and operational outcomes and consider agency wide implications when undertaking work activities.
- Manage finances, contracts and procurement as necessary.
- Lead and manage staff including developing, coaching and mentoring staff, and building commitment to shared goals.
- Develop and implement work plans, set priorities and evaluate work methods and performance within the work area.

Desirable Qualifications

- Tertiary qualifications in Marketing, Communications or Public Relations will be highly regarded.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.
5. Special Conditions: Some interstate travel may be required, including overnight absences.

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0751383

Department of Employment and Workplace Relations
(DEWR)

Closing Date: Sunday 01 December 2024

Employment Strategy and Policy
First Nations Employment Policy and Programs Various

Job Title	Assistant Directors - Identified Position
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Alice Springs NT, Bendigo VIC, Brisbane QLD, Darwin NT, Hobart TAS, Mackay QLD, Melbourne VIC, Newcastle NSW, Orange NSW, Perth WA, Rockhampton QLD, Sydney NSW, Townsville QLD
Salary	\$120,636 - \$133,328
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 Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	24/3025
Agency Website	https://www.dewr.gov.au/

Job Description

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

Applications are invited for multiple permanent EL1 positions across the First Nations Employment Policy and Programs Branch, contributing to the delivery of high-priority work. Various roles will be filled and high performing individuals that are seeking an exciting opportunity are invited to apply.

The opportunities include working on the design, implementation and delivery of the new Reconnection, Employment and Learning (REAL) Program, stakeholder engagement, labour market policy advice and development, and shaping the cultural responsiveness of the Employment and Workforce Group in the Department (see 'About our team' below).

First Nations people are strongly encouraged to apply.

Duties

Responsibilities of the EL1 officers will include some of the following:

- Leading a team to deliver results in relation to First Nations policy, program delivery and/or cultural capability.
- Mentoring and supporting staff to achieve their potential.
- Driving the implementation of the REAL Program, which will support First Nations people transition from the justice system to employment.
- Embedding the Priority Reforms of the National Agreement on Closing the Gap into employment policy design, with the aim of supporting progress toward the socioeconomic targets related to employment (targets 7 and 8).
- Scoping and recommending ways to uplift the cultural capability of the Employment and Workforce Group.
- Leading stakeholder engagements with community groups, government partners and First Nations stakeholders.
- Identifying research and evidence on what works for employment policy for First Nations peoples and persons with experience of the justice system.
- Contributing to employment service reforms – internally and collaboratively engaging with other government agencies.

Eligibility

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

This is a designated security assessed position. The successful candidates will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Kathleen Harvey, (02) 6240 2424
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751396

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Sunday 01 December 2024

Employment Strategy and Policy
First Nations Employment Policy and Programs Various

Job Title	Senior Policy/ Program Officer - Identified Positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Rockhampton QLD, Adelaide SA, Alice Springs NT, Bendigo VIC, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Mackay QLD, Melbourne VIC, Newcastle NSW, Orange NSW, Perth WA, Sydney NSW, Townsville QLD
Salary	\$98,105 - \$107,880
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 Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 6
Position Number	24/3026
Agency Website	https://www.dewr.gov.au/

Applications are invited for multiple permanent APS6 positions across the First Nations Employment Policy and Programs Branch, contributing to the delivery of high-priority work. Various roles will be filled and high performing individuals that are seeking an exciting opportunity are invited to apply.

The opportunities include working on the design, implementation and delivery of the new Reconnection, Employment and Learning (REAL) Program, stakeholder engagement, labour market policy advice and development, and shaping the cultural responsiveness of the Employment and Workforce Group in the Department (see 'About our team' below).

First Nations people are strongly encouraged to apply.

Duties

Responsibilities of the APS6 officers will include some of the following:

Working in a team to deliver results in relation to First Nations policy, program delivery and/or cultural capability.

- Assisting in the implementation of the REAL Program, which will support First Nations people transition from the justice system to employment.
- Assisting in embedding the Priority Reforms of the National Agreement on Closing the Gap into employment policy design, with the aim of supporting progress toward the socioeconomic targets related to employment (targets 7 and 8).
- Scoping and recommending ways to uplift the cultural capability of the Employment and Workforce Group.
- Supporting the Branch to engage with community groups, government partners and First Nations stakeholders.
- Identifying research and evidence on what works for employment policy for First Nations peoples and persons with experience of the justice system.
- Contribute to employment service reforms – internally and collaboratively engaging with other government agencies.

Eligibility

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

This is a designated security assessed position. The successful candidates will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

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perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Kathleen Harvey, (02) 6240 2424
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751401

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Sunday 01 December 2024

Digital Solutions Division

Job Title	Assistant Secretary - Digital Solutions Skills and Training
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Canberra, Melbourne, Brisbane, Sydney
Office Arrangement	On Site
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	24/3039-EXT
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dewr.nga.net.au/?jati=42F2E5AC-512C-2486-7C6A-DB4AFD3F5997>

About the Department of Employment and Workplace Relations

We are committed to empowering futures, ensuring rights and enriching lives. We support people to have safe, secure and well-paid work with the skills for a sustainable future as we ourselves strive to be a model employer.

We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or re-training to take advantage of emerging employment opportunities.

With us, your work directly contributes to shaping the employment landscape.

It is our ambition to do things differently, to be a model employer – where our people reflect our purpose. Your efforts in this role will have a direct impact on helping us achieve this ambition. Your role in delivering services to other business areas will also have a tangible impact on job seekers, employees and the economy by giving them a framework to build a future anchored and realised through employment.

Duties

The Digital Solutions Skills and Training branch is responsible for the delivery of a broad range of ICT capabilities which support the Skills and Training group to help Australia develop the skills they need to gain employment and build their careers. The branch works to deliver excellent user experiences with a strong focus on user engagement, flexible and effective agile delivery. Our solutions enable Australians to skill and reskill in response to changing technology and workforce needs.

Reporting to the Chief Digital Officer, First Assistant Secretary of the Digital Solutions Division, the Assistant Secretary for the Digital Solutions Skills and Training Branch will lead the work of multiple sections with responsibility for a portfolio of digital products through their full life cycle, this includes the following responsibilities:

- Lead the engagement with stakeholders to design, plan and sequence future digital investments aligned to DEWR and Whole of Government strategies.
- Delivery of a large program of work for the Skills and Training Group.

- Support and management of a number of critical business systems that support Skills and Training business outcomes.

Skills and Experience

To be successful in this position, you will have the following skills and experience:

- Demonstrated experience planning, leading, and executing the delivery of large ICT projects in a complex environment with a range of stakeholders.
- Demonstrated understanding of project, program and portfolio governance frameworks and exceptional financial and business acumen.
- Demonstrated understanding of how technology can be harnessed to deliver business value. This includes applying inclusive human centred design, modern digital delivery methodologies, disciplined technology architecture and robust cyber approaches.
- Demonstrated experience negotiating with stakeholders to achieve outcomes in a timely and effective manner that includes a strong commitment to change management.
- Demonstrated experience managing a portfolio of production systems and experience applying ITSM practices.

The successful candidate will exemplify the characteristics set out in the [SES Band 1 Integrated Leadership System](#), the [APS Leadership Capability Framework](#) and the [Secretaries Charter of Leadership Behaviours](#).

For more information about this role, please see the Candidate Information Pack which is available on the department's website and can be accessed by clicking the '[Apply Now](#)' link. **Eligibility**

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

These are designated security assessed positions. The successful candidate will have the ability to obtain and maintain a Negative Vetting 1 Security Clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Identified Position

Due to the nature of our outcomes, policies and programs, all roles are Identified Positions. All eligible candidates must address in their application their level of cultural competency and their ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples, communities and colleagues during the recruitment process.

You will require capacity to attain cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples,
- ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples, and
- willingness and commitment to continue to develop cultural competency.

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>

About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Adam Shain, 02 6121 3970
Agency Recruitment Site	https://dewr.nga.net.au/?jati=42F2E5AC-512C-2486-7C6A-DB4AFD3F5997

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Employment and Workplace Relations

Vacancy VN-0751402

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Monday 02 December 2024

Digital Solutions Division
Platform Architecture and Cyber Platform Design and Architecture

Job Title	EL2 Senior IT Solution Architect (Technical)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$141,958 - \$170,402
Future Merit Locations	Canberra, Brisbane, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 2
Position Number	24/2945
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the **Director of Architecture**, the **Senior IT Solution Architect** will work as part of the architecture team and as part of a multi-disciplinary agile delivery team. As part of the architecture team, you may be asked to develop architecture standards, consult with relevant stakeholders, and work directly with delivery teams on matters relating to standards and architectures. You will work collaboratively with other Architects and technical platform SMEs, on DEWR's digital solutions.

As part of delivery teams, you will work in fast paced agile MDT team(s) with Lead Delivery Managers, Business Representatives, Service Designers, System and Business Analysts. You will manage complex solution architecture challenges and decisions, working with the teams to design modern and scalable applications and solutions. You will provide guidance, coaching, and mentoring to less experienced staff as needed on matters related to DEWR's digital systems.

As a senior technical specialist, you will not have any staff supervisory responsibilities.

You will provide knowledge leadership within your Architecture domain. As part of your leadership responsibilities, you will work to communicate and explain architecture issues and decisions to various business and technical executives. You will work closely with senior technical resources to build knowledge and understanding of architecture practices as part of capability building within the department and the division.

You will report on the work of your area. You will actively work to identify and manage issues that block progress and escalate to the Director of Architecture and Chief Architect as required. You will work to refine processes and approaches to refine team practices and delivery and may be part of forward planning of architecture direction.

You will work independently under broad direction to deliver agreed objectives and outcomes.

The successful applicant will receive the necessary training, mentoring, and guidance to perform the key responsibilities of the role and to advance their careers in the Australian Public Service (APS).

Duties

Responsibilities of the EL2 may include:

- Design and guide solution architectures for the efficient delivery and sustainment of cloud-based solutions using Microsoft Azure that are secure, reliable, performant, cost-effective, and enable operational excellence.
- Develop and support the digital platform strategies, aligning with corporate and divisional strategies, to drive architecture direction.
- Provide architectural guidance and leadership for sound decision-making by providing expert advice that considers business processes and the longer-term strategic roadmap.
- Develop and manage architectural principles, patterns, standards, and roadmaps – including assessing architectural and business risk.
- Contribute to DEWR's IT Architecture practice, including mentoring junior and new architects joining the team as part of continuous improvement and knowledge sharing initiatives.
- Collaborate with cross-functional teams on the design and implementation of application infrastructure, CI/CD pipelines, and monitoring solutions.
- Maintain awareness of emerging technologies, tools, and standards as a contribution towards continuous improvements and technology opportunities within DEWR.
- Participate in Whole of Government initiatives as a Subject Matter Expert as required.

Eligibility

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This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education *Essential*

- Demonstrated experience within your relevant architecture domain – having experience working on multiple projects or initiatives with varying complexity and size.
- Demonstrated architectural leadership and communication of designs and decisions to various stakeholder groups.
- Demonstrated experience in documenting architecture artefacts in the relevant architecture domain.
- Detailed knowledge of Microsoft's Azure Well-Architected Framework, and Microsoft's Cloud Adoption Framework.
- Detailed knowledge of agile approaches, agile and non-agile delivery methodologies, and software development lifecycles.

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

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culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	PAC Business Support, (02) 6121 6865
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751403

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Sunday 01 December 2024

Employment Conditions Division
Equity, Entitlements and International Labour Branch Technology, Institutions
and Consultation Branch

Job Title	Assistant Secretary - Employment Conditions Division (2 positions)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS, Darwin NT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	24/3089 - EXT
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dewr.nga.net.au/?jati=23086665-8DFA-9D1D-CD71-DB4AFDF5B967>

About the Department of Employment and Workplace Relations

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Duties

About the Equity, Entitlements and International Labour Branch

The Equity, Entitlements and International Labour Branch is responsible for developing and implementing policy relating to long-service leave, portable entitlements, pay equity and workplace relations reforms supporting women's workforce participation. Additionally, the Branch also has oversight of the Coal Mining Industry (Long Service Leave Funding) Scheme, the Commonwealth's only portable entitlements scheme for employees in the black coal mining industry. The Branch is also responsible for managing Australia's representation to the International Labour Organization, working across the department and government to negotiate, ratify and report on international labour standards and promoting fundamental labour standards in other bilateral and multilateral fora.

About the Technology, Institutions and Consultation Branch

The Technology, Institutions and Consultation Branch leads the development and implementation of a strategic consultation

approach for the Workplace Relations Group on workplace relations reforms. This includes providing secretariat support for meetings of Workplace Relations Ministers, the National Workplace Relations Consultative Committee, the National Construction Industry Forum and other consultative bodies. Additionally, the Branch has policy oversight of the Fair Work Commission and the role of the courts in workplace relations matters, and the impacts of workplace relations reforms on small business. The Branch also leads workplace relations engagement on the use of artificial intelligence and regulatory technology in the workplace and the Competition Review of non-compete clauses in employment contracts.

About the Roles

- 1) Assistant Secretary - Equity, Entitlements and International Labour Branch
- 2) Assistant Secretary - Technology, Institutions and Consultation Branch

As Assistant Secretary, you will contribute to the overall strategic direction of the department, including driving policy review and implementation. You will support the Executive team in the provision of high quality and timely advice to Government and will contribute to the leadership and strategic direction of the department.

You will lead development of outcome-focussed performance measurements that support and enable the delivery of positive outputs, as well as providing concentrated assurance and compliance activities, data and reporting along with research, evaluation and capability development.

Skills and Experience

Successful candidates will have demonstrated their ability and commitment to shape organisational culture and capability, in particular they will have:

- Exceptional leadership and management skills and experience.
- Excellent interpersonal and communication skills.
- Experience in creating and maintaining productive working relationships with a range of internal and external stakeholders, including the ability to work in genuine partnership with industry and the vast array of stakeholders.
- Ability to understand and influence key stakeholders that have complex and competing interests.
- Working under pressure and balancing competing priorities in a high-profile, fast-paced environment.
- Ensure a smooth flow of information to, and a high level of cooperation with Executive, Ministers office and relevant senior staff on internal and external communication and engagement, parliamentary and government relations, and national media.
- Lead the successful delivery of complex and time critical operational and strategic projects.
- Develop an environment that ensures sound planning, effective risk management, continuous improvement, and a strong service delivery focus.
- Provide leadership and marshal expertise in policy delivery, data, performance, assurance and integrity to deliver on whole of government priorities.

The successful candidate will exemplify the characteristics set out in the [SES Band 1 Integrated Leadership System](#), the [APS Leadership Capability Framework](#) and the [Secretaries Charter of Leadership Behaviours](#).

For more information about this role, please see the Candidate Information Pack which is available on the department's website and can be accessed by clicking the '[Apply Now](#)' link. **Eligibility**

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Notes

Identified Position

Due to the nature of our outcomes, policies and programs, all roles are Identified Positions. All eligible candidates must address in their application their level of cultural competency and their ability to communicate sensitively and effectively with Aboriginal and/or

Torres Strait Islander peoples, communities and colleagues during the recruitment process.

You will require capacity to attain cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples,
- ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples, and
- willingness and commitment to continue to develop cultural competency.

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>

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To Apply

Position Contact	Darshana Paragji, 02 6189 1044
Agency Recruitment Site	https://dewr.nga.net.au/?jati=23086665-8DFA-9D1D-CD71-DB4AFDF5B967

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Employment and Workplace Relations

Vacancy VN-0751405

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Sunday 01 December 2024

Employment Strategy and Policy
First Nations Employment Policy and Programs Various

Job Title	Project/Program Officer - Identified Positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Alice Springs NT, Bendigo VIC, Brisbane QLD, Darwin NT, Hobart TAS, Mackay QLD, Melbourne VIC, Newcastle NSW, Orange NSW, Perth WA, Rockhampton QLD, Sydney NSW, Townsville QLD
Salary	\$87,264 - \$93,294
Future Merit Locations	Canberra, Adelaide, Alice Springs, Bendigo, Brisbane, Darwin, Hobart, Mackay, Melbourne, Newcastle, Orange, Perth, Rockhampton, Sydney, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 5
Position Number	24/3024
Agency Website	https://www.dewr.gov.au/

Job Description

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

Applications are invited for multiple permanent APS5 positions across the First Nations Employment Policy and Programs Branch, contributing to the delivery of high-priority work. Various roles will be filled and high performing individuals that are seeking an exciting opportunity are invited to apply.

The opportunities include working on the design, implementation and delivery of the new Reconnection, Employment and Learning (REAL) Program, stakeholder engagement, labour market policy advice and development, and shaping the cultural responsiveness of the Employment and Workforce Group in the Department (see 'About our team' below).

First Nations people are strongly encouraged to apply.

Duties

Responsibilities of each of the APS5 officers will include some of the following:

- Working in a team to deliver results in relation to First Nations policy, program delivery and/or cultural capability.
- Assisting in the implementation of the REAL Program, which will support First Nations people transition from the justice system to employment.
- Assisting in embedding the Priority Reforms of the National Agreement on Closing the Gap into employment policy design, with the aim of supporting progress toward the socioeconomic targets related to employment (targets 7 and 8).
- Contributing to scoping and recommending ways to uplift the cultural capability of the Employment and Workforce Group.

- Supporting the Branch to engage with community groups, government partners and First Nations stakeholders.
- Identifying research and evidence on what works for employment policy for First Nations peoples and persons with experience of the justice system.
- Contributing to employment service reforms – internally and collaboratively engaging with other government agencies.

Don’t meet all the role requirements?

At DEWR we are dedicated to building a diverse and inclusive workforce and seek to recruit staff with a wide range of backgrounds, skill levels, disciplines and working styles. If this role resonates with you and you’re excited about making an impact, but your past experience doesn’t align perfectly, we encourage you to apply anyway. **Eligibility**

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

This is a designated security assessed position. The successful candidates will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Kathleen Harvey, (02) 6240 2424
Agency Recruitment Site	https://dewr.nga.net.au/cp/

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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

Employment and Workplace Relations

Vacancy VN-0751432

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Monday 09 December 2024

Technology and Services Division
IT Workplace, Environment and Customer Support Branch Security,
Emergency and Business Continuity Team

Job Title	Assistant Director Protective Security
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$120,636 - \$133,328
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	24/2944
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Director Security, Emergency and Business Continuity, the Assistant Director Protective Security undertakes a governance role, ensuring that protective security plans, policies and procedures are in place, meet the requirements of the Protective Security Policy Framework (PSPF) and reflect the current security threat and risk levels applicable to the department.

Duties

Duties and responsibilities of the position will include:

- Implementing and managing internal security policies and procedures.
- Preparing PSPF compliant briefs, plans, awareness materials and other artifacts.

- In collaboration with the Agency Security Advisor, drafting the annual PSPF maturity assessment for approval by the Accountable Authority.
- In collaboration with the Agency Security Advisor, developing an annual work plan to uplift protective security and raise the department’s PSPF maturity response. This includes undertaking activities to implement the work plan.
- Delivering security briefings for staff conducting international travel and other security briefings as required.
- Managing security incidents and conducting, facilitating or assisting with investigations.
- Managing staff and contractors to deliver security services across the department.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain an NV 2 security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and education

- Certificate 4 or higher in security and/or investigations (desirable).

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To Apply

Position Contact	Blake Parson, (02) 6121 6854
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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