



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS47 Daily Gazette Thursday - 21 November
2024.pdf**

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette 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

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0751435

Australian Electoral Commission

Closing Date:Sunday 08 December 2024

Electoral Integrity and Operations Group
State Operations NSW Operations

Job Title	Team Leader, NSW Operations
Job Type	Full-Time, Ongoing
Location	West Kempsey NSW
Salary	\$91,140 - \$102,152
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2024-402 10700
Agency Website	https://www.aec.gov.au/

Job Description

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

You will be joining a network of Team Leaders and Assistant Team Leaders across the country, responsible for managing your work unit to ensure the proper conduct of our federal elections and referendums. You will work closely with our State Office, National Office and the other States and Territories.

Each Team Leader will typically oversee a team of around 2–10 staff, however, this team size increases significantly during an election event where we scale up and engage our temporary election workforce. During the delivery of the election, the Team Leader will undertake the legislative responsibilities of the Divisional Returning Officer for a federal electoral division and will work to ensure that the division delivers an election result with transparency and integrity.

At the AEC you will develop strong connections with colleagues and supportive networks, as we all work to deliver an impartial and independent electoral system with high integrity.

The position is based in West Kempsey and will report to an EL1 Assistant Director – Operations based in Sydney.

Duties

We are looking for agile, energetic, self-motivated, results-driven experienced leaders to lead a team of staff to manage divisional election planning, delivery, and evaluation. A proactive individual who is able to work under pressure, and independently under limited guidance but comfortable working in a team environment.

During preparation phase of the electoral cycle, you will be responsible for ensuring accuracy and completeness of the electoral roll for approximately 100,000 electors within your division to exercise their franchise at the federal, state, and local government election. Whilst doing this you will also be leading your team in preparing towards the next federal event.

Once we move to the mobilisation phase of the electoral cycle these critical roles run the largest peace time activity mobilising up to 100,000 staff.

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

You will be responsible for the overall supervision of our temporary election staff, using your leadership skills to support the expanding workforce requirements seamlessly and efficiently.

You will join the leadership team committed to learning and self-development and responsible for building technical capability and fostering career development of its people.

To excel you will have demonstrated ability to:

- **Work with others** - building team spirit, listening and communicating proactively, and recognising the contribution of others.
- **Lead and supervise** – delegating effectively, providing clear direction, motivating, and empowering others and setting appropriate standards of behaviour.
- **Follow instructions and procedures** – keeping to schedules and deadlines, following set procedures and policies and complying with obligations and requirements of the role.
- **Cope with pressures and setbacks** – remaining positive, calm, and working productively in a high-pressure environment.
- **Adhere to principles and values** – always demonstrating integrity and upholding ethics and values.

Desirable skills and experience include:

- Experience in planning and organising major logistical events - managing time effectively and identifying and organising resources to achieve results.
- Ability to adapt and responding to changing circumstances, dealing with ambiguity, and making positive use of opportunities it presents.
- Ability to consistently deliver results and achieve project goals, working in a systematic, methodical, and orderly way while monitoring and maintaining high standards for quality.
- A demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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	Rebekah Mowatt, rebekah.mowatt@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0751459

Job Title	Team Leader, NSW Operations
Job Type	Full-Time, Non-Ongoing
Location	Ingleburn NSW
Salary	\$91,140 - \$102,152
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2024-403 10680
Agency Website	https://www.aec.gov.au/

Job Description

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

You will be joining a network of Team Leaders and Assistant Team Leaders across the country, responsible for managing your work unit to ensure the proper conduct of our federal elections and referendums. You will work closely with our State Office, National Office and the other States and Territories.

Each Team Leader will typically oversee a team of around 2–10 staff, however, this team size increases significantly during an election event where we scale up and engage our temporary election workforce. During the delivery of the election, the Team Leader will undertake the legislative responsibilities of the Divisional Returning Officer for a federal electoral division and will work to ensure that the division delivers an election result with transparency and integrity.

At the AEC you will develop strong connections with colleagues and supportive networks, as we all work to deliver an impartial and independent electoral system with high integrity.

The position is based in Ingleburn and will report to an EL1 Assistant Director – Operations based in Sydney.

Duties

We are looking for agile, energetic, self-motivated, results-driven experienced leaders to lead a team of staff to manage divisional election planning, delivery, and evaluation. A proactive individual who is able to work under pressure, and independently under limited guidance but comfortable working in a team environment.

During preparation phase of the electoral cycle, you will be responsible for ensuring accuracy and completeness of the electoral roll for approximately 100,000 electors within your division to exercise their franchise at the federal, state, and local government election. Whilst doing this you will also be leading your team in preparing towards the next federal event.

Once we move to the mobilisation phase of the electoral cycle these critical roles run the largest peace time activity mobilising up to 100,000 staff.

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

You will be responsible for the overall supervision of our temporary election staff, using your leadership skills to support the expanding workforce requirements seamlessly and efficiently. You will join the leadership team committed to learning and

self-development and responsible for building technical capability and fostering career development of its people.

To excel you will have demonstrated ability to:

- **Work with others** - building team spirit, listening and communicating proactively, and recognising the contribution of others.
- **Lead and supervise** – delegating effectively, providing clear direction, motivating, and empowering others and setting appropriate standards of behaviour.
- **Follow instructions and procedures** – keeping to schedules and deadlines, following set procedures and policies and complying with obligations and requirements of the role.
- **Cope with pressures and setbacks** – remaining positive, calm, and working productively in a high-pressure environment.
- **Adhere to principles and values** – always demonstrating integrity and upholding ethics and values.

Desirable skills and experience include:

- Experience in planning and organising major logistical events - managing time effectively and identifying and organising resources to achieve results.
- Ability to adapt and responding to changing circumstances, dealing with ambiguity, and making positive use of opportunities it presents.
- Ability to consistently deliver results and achieve project goals, working in a systematic, methodical, and orderly way while monitoring and maintaining high standards for quality.
- A demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

Eligibility

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

Notes

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

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To Apply

Position Contact	Grant Gooch, grant.gooch@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0751489

Australian Electoral Commission

Closing Date:Wednesday 04 December 2024

Deputy Electoral Commissioner
Communication, Education and Engagement Branch Indigenous Electoral
Participation Program

Job Title	Senior Engagement Officer, Indigenous Electoral Participation Program
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$91,140 - \$102,152
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2024-409 Multiple
Agency Website	https://www.aec.gov.au/

You will join the Indigenous Electoral Participation Program (IEPP) team. A team of enthusiastic and passionate people who are committed to ensuring eligible Aboriginal and Torres Strait Islander people can actively participate in our democracy. The team supports these opportunities by promoting in communities, enrolment to vote, voting during electoral events and opportunities to work during an electoral event.

Duties

This is an Identified Position. Indigenous Candidates are strongly encouraged to apply.

This role is designated as an Identified position. Candidates must have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communication skills.

The role is responsible for delivering on business outcomes, including taking the lead on engaging partners who will help the AEC realise maximum benefits for Indigenous Australians. You will represent and explain agency views in various forums which will involve travelling, sometimes to remote localities and you will collaborate and maintain relationships both internally and externally.

To excel you'll have:

- An understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Proven ability in successfully managing and delivering results within time restraints and with competing priorities.
- Demonstrated ability to lead and manage staff when change is a constant, while proactively supporting a positive team culture.
- Strong written and verbal communication skills including the ability to tailor messages and information for a variety of audiences of varying seniority.
- Organised, with strong ability to contribute to activities, including attention to detail and delivering results.
- Ability to identify problems and work to resolve them.
- A strong commitment to working harmoniously within a team to achieve positive results.

Desirable

- You have relevant qualifications in Indigenous studies or community engagement/education.
- You know about or can quickly learn about legislation and programs and policies.

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>

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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	Kaye Bartlett, kaye.bartlett@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0751519

Job Title	Assistant Directors, IEPP (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$113,821 - \$128,264
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	Executive Level 1
Position Number	2024-413 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

As a team member of the Australian Electoral Commission's (AEC's) Indigenous Electoral Participation Program you will have a unique opportunity to work with your peers to direct and lead the work we undertake with our community level partners who help us identify and respond to barriers faced in relation to First Nations electoral participation. Our staff contribute to this in different ways and your knowledge and expertise will ultimately help the AEC make Australian elections more accessible for culturally diverse people.

You will use evidence and best practice to create and maintain key resources, support legislative change, and uphold the AEC's commitment to continuous improvement. Additionally, you will play an instrumental role in the Branch Leadership Team, ensuring that our work has a strong strategic focus, shaping a proactive and inquisitive culture within the Branch, and championing a commitment to service design and human-centred outcomes.

Duties

This role is an Affirmative Measures position, specifically designated for Aboriginal and Torres Strait Islander people, therefore this vacancy is only open to Aboriginal and Torres Strait Islander people.

The role is responsible for delivering on business outcomes, including taking the lead on business planning and leading the engagement of partners who will help the AEC realise maximum benefits for Indigenous Australians. You will lead and manage a geographically dispersed team and develop and actively manage internal relationships to provide insight which supports decisions related to election services for Indigenous Australians. You will also represent and explain agency views in various forums which will involve travelling, sometimes to remote localities.

To excel you'll have:
Mandatory

- An understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

- Demonstrated knowledge and experience in contributing to the development, implementation and evaluation of agency policy.
- Ability to progress with activities where some ambiguity exists, proactively collaborating with relevant stakeholders to forge strategic outcomes.
- Proven ability in successfully managing and delivering results within time restraints and with competing priorities.
- Proven ability to communicate with influence, negotiate outcomes and manage complex stakeholder relationships, including across a geographically dispersed network.
- Demonstrated ability to lead and manage staff when change is a constant, while proactively supporting a positive team culture and developing capabilities, encouraging career development, and embedding professionalism.

Desirable

- You have relevant qualifications in Indigenous studies or community engagement/education.
- You know about or can quickly learn about legislation and programs and policies.

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

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 Electoral Commission

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To Apply

Position Contact	Kaye Bartlett, kaye.bartlett@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0751521

Australian Electoral Commission

Closing Date:Wednesday 04 December 2024

Deputy Electoral Commissioner
Communication, Education and Engagement Branch Indigenous Electoral
Participation Program

Job Title	Engagement Officer, Indigenous Electoral Participation Program
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$73,821 - \$80,896
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2024-410 12527
Agency Website	https://www.aec.gov.au/

You will join the Indigenous Electoral Participation Program (IEPP) team. A team of enthusiastic and passionate people who are committed to ensuring eligible Aboriginal and Torres Strait Islander people can actively participate in our democracy. The team supports these opportunities by promoting in communities, enrolment to vote, voting during electoral events and opportunities to work during an electoral event.

Duties

This is an identified Position. Indigenous Candidates are strongly encouraged to apply

Candidates must have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communication skills.

The role is responsible for supporting our team leads to engage with partners who help the AEC realise maximum benefits for Indigenous Australians. You will represent and explain agency views in various forums which will involve travelling, sometimes to remote localities and you will collaborate and maintain relationships both internally and externally.

To excel you'll have:

- An understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Good written and verbal communication skills including the ability to tailor messages and information for a variety of audiences of varying seniority.
- Organised, with strong ability to contribute to activities, including attention to detail and delivering results.
- Ability to identify problems and work to resolve them.
- A strong commitment to working harmoniously within a team to achieve positive results.

Desirable

- Relevant qualifications in Indigenous studies or community engagement/education.
- Knowledge or the ability to learn about legislation and programs and policies.

Eligibility

- AEC employees must be Australian citizens.
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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	Meghan Bergamin, Meghan.bergamin@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0751525

Job Title	Project Officers, NSW Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Charlestown NSW, Brookvale NSW, Central Coast Mc NSW, Hurstville Bc NSW
Salary	\$73,821 - \$80,896
Future Merit Locations	Hurstville Bc, Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Central Coast Mc, Brookvale
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2024-414 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The AEC has a dispersed network of 151 electoral divisions, 50 of which are located across New South Wales and the ACT including State Office in the Sydney CBD and several single and multi-divisional office sites across the state.

The Project Officers will be working within a high-performing, collaborative team. The team is responsible for delivering several tasks, critical to the delivery of federal events, including supporting Team Leaders and staff in their work. This is a cohesive and high performing team that has a significant focus on effective communication with stakeholders.

Duties

The Project Officers assist in the day-to-day management of matters relating to the corporate governance and election readiness functions. This includes administrating, planning, and coordinating short term tasks and longer-term initiatives. During an election event, the Project Officers will deliver key election projects as required.

Project Officers needs to be flexible, organised, goal-oriented, able to clearly communicate results and focused on delivering high quality outcomes within strict timeframes.

To excel you'll have:

- Demonstrated ability to provide administrative support, accurately record project progression and complete tasks within strict timeframes.
- Experience assisting with the planning, scheduling and completion of components of projects and an ability to check project progress including monitoring schedules and checking budget data.
- Ability to conduct research and analysis as required and reach evidence-based conclusions to assist in the management, preparation and coordination of procedures and delivery of projects.

- Ability to remain positive and respond to increased levels of pressure in a calm manner, while achieving goals within tight timeframes and responding to competing and changing priorities.
- Demonstrated ability to maintain key internal and external relationships, including liaising with stakeholders on project or operational issues, and responding to stakeholder needs and expectations.
- Experience in exercising independent judgement and resolving workplace issues with a degree of guidance and monitoring from management.

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.
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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 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	Mitchell Stubbs, Mitchell.Stubbs@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0751528

Australian Electoral Commission

Closing Date:Wednesday 04 December 2024

Deputy Electoral Commissioner
Communication, Education and Engagement Branch Indigenous Electoral
Participation Program

Job Title	Engagement Officers, Indigenous Electoral Participation Program
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$73,821 - \$90,234
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 4;APS Level 5
Position Number	2024-411 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join the Indigenous Electoral Participation Program (IEPP) team. A team of enthusiastic and passionate people who are committed to ensuring eligible Aboriginal and Torres Strait Islander people can actively participate in our democracy. The team supports these opportunities by promoting in communities, enrolment to vote, voting during electoral events and opportunities to work during an electoral event.

Duties

This is an identified Position. Indigenous Candidates are strongly encouraged to apply.

Candidates must have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communication skills.

The role is responsible for supporting our team leads to engage with partners who help the AEC realise maximum benefits for Indigenous Australians. You will represent and explain agency views in various forums which will involve travelling, sometimes to remote localities and you will collaborate and maintain relationships both internally and externally.

To excel you'll have:

- An understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.

- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Good written and verbal communication skills including the ability to tailor messages and information for a variety of audiences of varying seniority.
- Organised, with strong ability to contribute to activities, including attention to detail and delivering results.
- Ability to identify problems and work to resolve them.
- A strong commitment to working harmoniously within a team to achieve positive results.

Desirable

- Relevant qualifications in Indigenous studies or community engagement/education.
- Knowledge or the ability to learn about legislation and programs and policies.

Additional criteria for APS Level 5

- Ability to build and maintain stakeholder relationships, both internal and external.
- Developing team skills and experience, developing other staff members, giving advice and guidance on their responsibilities.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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To Apply

Position Contact	Jaime Garrido, jaime.garrido@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0751552

Australian Electoral Commission

Closing Date:Wednesday 04 December 2024

Deputy Electoral Commissioner
Communication, Education and Engagement Branch Indigenous Electoral
Participation Program

Job Title	Engagement Officers, Indigenous Electoral Participation Program
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$73,821 - \$90,234
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 4;APS Level 5
Position Number	2024-408 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join the Indigenous Electoral Participation Program (IEPP) team. A team of enthusiastic and passionate people who are committed to ensuring eligible Aboriginal and Torres Strait Islander people can actively participate in our democracy. The team supports these opportunities by promoting in communities, enrolment to vote, voting during electoral events and opportunities to

work during an electoral event.

Duties

This is an identified Position. Indigenous Candidates are strongly encouraged to apply

Candidates must have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communication skills.

The role is responsible for supporting our team leads to engage with partners who help the AEC realise maximum benefits for Indigenous Australians. You will represent and explain agency views in various forums which will involve travelling, sometimes to remote localities and you will collaborate and maintain relationships both internally and externally.

To excel you'll have:

- An understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Good written and verbal communication skills including the ability to tailor messages and information for a variety of audiences of varying seniority.
- Organised, with strong ability to contribute to activities, including attention to detail and delivering results.
- Ability to identify problems and work to resolve them.
- A strong commitment to working harmoniously within a team to achieve positive results.

Desirable

- Relevant qualifications in Indigenous studies or community engagement/education.
- Knowledge or the ability to learn about legislation and programs and policies.

Additional criteria for APS Level 5

- Ability to build and maintain stakeholder relationships, both internal and external.
- Developing team skills and experience, developing other staff members, giving advice and guidance on their responsibilities.

Eligibility

Notes

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

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>

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	Meghan Bergamin, meghan.bergamin@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0751590

Job Title	ASD EL2 Technical Director - Cyber
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	\$136,967 - \$164,403
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	As Per The Job Pack
Classification	Executive Level 2
Position Number	ASD/10359/24
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team
The Cyber Threat Intelligence Division performs a range of intelligence, incident response and technical cyber security functions to keep Australian's secure online, inform the development of policy and safeguard Australia's sensitive information and networks.

Key functions include providing technical assistance and support to individuals impacted by cyber incidents, such as malware analysis, threat detection, and proactive vulnerability assessments. The focus is on reducing the risks associated with high-impact cyber adversaries, which includes working together with both domestic and international partners to develop and implement counter-cybercrime strategies.

A range of resources is created regarding high-risk cyber actors and their activities targeting Australia, including unclassified technical guidance on malicious cyber behaviour as well as classified intelligence reports and evaluations.

Incident Management (IM) Branch
CTI's Incident Management (IM) Branch enhances situational awareness of cyber incidents impacting Australian organisations and delivers a cyber-related incident response capability nationally to help keep Australians secure online, and safeguard Australia's sensitive information and networks. As a public facing operational branch focussed on responding to cyber incidents, a majority of our work is reactive. We're able to maintain coverage of the ever evolving cyber threat landscape through our geographically dispersed workforce, and our 24/7 monitoring capabilities. The branch is home to both technical experts and enabling support specialists whose efforts.

Digital Forensics and Incident Response (DFIR) is an operational team within the ASD's ACSC, delivering cyber incident response to support national security outcomes with various government and industry clients. The team provides technical advice and assistance as the cyber security experts of Australian Government, with particular focus on detecting, preventing, and responding to advanced persistent intrusions.

The National Cyber Watch Office (NCWO) is the primary face of ASD's ACSC and is responsible for the 24/7 1300 CYBER1 hotline and ASD Assist mailbox. Through these two mechanisms the NCWO receives, analyses, and triages cyber security incidents, drawing on ASD's collective resources to provide mitigation and remediation advice where appropriate.

Technical Threats and Visibility (TTV) Branch

As part of CTI Division, TTV Branch is responsible to detect and understand cyber threats of national significance for the Australian Whole of Economy to inform uplift, resilience and defensive activities to make Australia a safer place to connect online.

Technical Director roles are also available in **Sensor Operations and Data Assurance (SODA)** and **Malware Analysis & Discovery (MAD)**:

SODA's mission is to develop, deploy and maintain strategic cyber sensor programs and to coordinate cyber data access, requirements and collection for ACSC to obtain visibility necessary to expose malicious activity on, and protect Australia and Australian interests online.

MAD's mission is to discover, analyse and understand adversary tools and tradecraft that impact Australian networks of national significance. Our aim is to identify and deny threat actors that traditional security teams and tooling cannot. Our functions include:

- Developing and maturing advanced intrusion detection and analysis capabilities
- Analytical tradecraft and data analytics
- Reverse engineering and analysis of novel adversary tooling
- Development and implementation of automation solutions to support these functions.

About the Role

The Australian Signals Directorate (ASD) is seeking an experienced cyber security professional to fill Executive Level 2 (EL2) Technical Director Positions within the ASD's Australian Cyber Security Centre's (ACSC):

Digital Forensics and Incident Response (DFIR) Technical Directors

- Apply digital forensics and cyber incident response subject matter expertise to understand and respond to broad and deep technical challenges, ensuring ASD and its clients secrets are protected in the interests of national security
- Manage digital forensics, specifically the collection, processing and analysis of digital artefacts from standard and non-standard systems in the context of intrusion detection, threat hunting or incident response
- Undertake cyber incident response, specifically leading the technical delivery of investigation and remediation in complex network wide intrusions
- Applies knowledge or experience in cyber red team operations, specifically the technical delivery of operations emulating an advanced persistent threat, to drive incident response tradecraft and operations
- Develop bespoke cyber security software or code to assist delivery of one of the above mission outcomes

National Cyber Watch Office (NCWO) Technical Directors

- Lead technical research and develop initiatives focused on emerging cyber security threats used by Threat Actors
- Mentor and guide NCWO staff members on technical matters relating to cyber security incidents to help staff develop and respond to cyber security incidents reported from Australian entities
- Lead the NCWO initiatives for technical tooling uplift to improve the efficiency and effectiveness of NCWO to respond to cyber security incidents reported from Australian entities

Sensor Operations and Data Assurance (SODA) Technical Directors

- Be responsible for ensuring the ongoing operations of the section through providing leadership and oversight. The position reports to the Director SODA, however is largely autonomous as a leadership position within TTV Branch
- Manage and maintain the Host Based Sensor (HBS) fleet, deployment and health monitoring of the sensor fleet capability across government and prioritised critical infrastructure networks
- Lead the optimisation effort to ensure the HBS fleet is deployed in the right location within a network, increasing the opportunity of threat detection
- Assist with coordination and management of the division data ingress, including subscription services to complement other data holdings, identify and remediate data shortfalls.

Malware Analysis & Discovery (MAD) Technical Directors within Malware Analysis Automation

- Assist in leading a team of highly skilled malware analysts and developers, providing technical direction and mentorship
- Lead research and develop initiatives focused on emerging malware trends, evasion techniques, and advanced reverse engineering methodologies
- Provide technical direction for integrating security tools and code into Continuous Integration /Continuous Deployment pipelines to support malware research, training, reverse engineering, and threat hunting activities
- Familiarity, or ability to rapidly gain familiarity, with DevOps methodology and the principles of Agile project management
- Lead the development of bespoke malware analysis and automation tools and platforms to meet user requirements
- Monitor, measure and continuously improve operational environments. Assess security risks, monitor security systems, respond to threats, and ensure compliance with security standards.
- Support deployment of Kubernetes and VM-based malware analysis tools across Azure and AWS environments
- Utilise tools like IDA Pro, Ghidra, and bespoke tools to decompile and reverse-engineer malware binaries, gaining insights into their structure, intent, and potential impact
- Leverage deep knowledge of OS internals (Windows, Linux) and their associated instruction sets (x86, x64, ARM, MIPS) to analyse and understand the interactions between malware and the underlying system
- Develop custom tools and scripts in languages such as Python, C/C++, and assembly to automate and enhance the efficiency of malware analysis and reverse engineering processes.

Duties

Our Ideal Candidate

Our ideal candidate will:

- Exercise a significant degree of independence and perform an important leadership role
- Work with considerable autonomy alongside like-minded experts, being responsible for ensuring the technical strength to deliver ASD's cyber security mission
- Demonstrated technical leadership in operations environments
- Demonstrated ability to delivery technical capability and continuous improvement in high tempo environment.

- Thrive on the challenges resulting from the dynamic nature of the cyber security landscape and be expected to contribute to or lead technical direction amidst uncertainty
- Assist with the growth and development of the ASD's technical workforce
- Build partnerships across a diverse set of stakeholders from industry and government
- Support a diverse workforce of skills, gender, and geographic location
- Be responsible for influencing and developing strategies, policies, priorities and operational practices in support of ASD objectives based on high-level decision making and judgement
- Provide strategic advice to senior management and stakeholders as well as leading and assuming accountability for very complex work or sensitive projects or work programs that have strategic, political or operational significance
- Accountably identifying and managing risk in operations
- Think strategically, able to recognise, plan against and adapt to a changing environment.

Further information can be found at: [I'm changing my career | Australian Signals Directorate \(asd.gov.au\)](https://www.asd.gov.au)

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

Eligibility

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

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

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

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant MUST be willing to disclose all relevant and required information. It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

Notes

Desirable Qualifications, Experience or Training

- Tertiary qualifications in relevant cyber domains including Information Technology, Cyber Security, Computer Science or similar
- Minimum 5 years working in any of the following areas: Digital Forensics, Incident Response, Cyber Security, Offensive Cyber, Malware Analysis Automation, Reverse Engineering, Threat Detection, Automation, Software Engineering, Software Development or Systems administration for a range of incident types
- Familiarity with project management principles including DevOps and Agile methodologies, and the ability to use these to manage tasks and deliverables
- Strong programming and scripting skills in Python, C/C++, and assembly language (x86/x64/ARM)
- Experience working with external customers or a background in Cyber Security, Governance and/or Intelligence Production
- Experience with cloud services, particularly Azure and AWS, and how these relate to application deployment for virtual machine, Kubernetes, and codeless applications
- Familiarity with containerisation principles including Docker and Kubernetes
- Experience with Infrastructure as Code tools such as Bicep, for automated infrastructure provisioning and management.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0751614

Job Title	SES Band 3 - Deputy Director-General and Head Australian Cyber Security Centre
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office Arrangements may be discussed with successful candidate
Classification	Senior Executive Service Band 3
Position Number	ASD/10393/24
Agency Website	https://www.asd.gov.au/careers

Job Description <https://defencecareers.nga.net.au/?jati=8AE742E7-FDFC-AA34-6E54-DB4C26358063>

Duties

Our Organisation

The Australian Signals Directorate (ASD) is the Australian Government's foreign signals intelligence, offensive cyber and cyber security agency.

The ASD motto, *Reveal their secrets - Protect our own*, summarises our roles: we collect foreign intelligence; we provide advice and assistance on information and cyber security; and we conduct offensive cyber operations.

ASD's success is founded on the ingenuity of its workforce, mastery of technology, and collaborative partnerships. To achieve its mission, ASD requires people with strong integrity and a mix of specialist skills, adaptability, imagination, resilience and creativity. These abilities are needed to out-think and out-imagine some of the most testing adversaries and problems imaginable.

Position Description

ASD is seeking a highly motivated and outcome driven Senior Executive Service (SES) Band 3 to fill the Deputy Director-General position, Head of the Australian Cyber Security Centre (ACSC), based in Canberra ACT.

ASD is currently undergoing a significant transformation – doubling in size, expanding its presence both nationally and globally, and delivering significant new and enhanced intelligence and security capabilities for Australia. As a senior leader in ASD, you will have a vital role leading this change, and a demonstrated ability to deliver organisational outcomes and engage with high order operational risks.

The role reports directly to the Director-General and is responsible for delivering technical cyber security advice, and delivering programs and capabilities that will proactively reduce cyber security risk for stakeholders across industry, academia and government. It leads delivery of technical and intelligence advice and assistance to individuals, business and critical infrastructure operators, enabling them to understand and respond to contemporary cyber security threats. HACSC leads ASD's ACSC; the Government's peak technical authority on cyber security, and assists the uplift of Australia's national cyber security posture.

A merit pool may be created from the list of suitable applicants which may be used to fill similar position/s in the event a position/s becomes vacant.

Eligibility
Notes

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

About the Australian Signals Directorate

To Apply

Position Contact	Jonathan Beaumont at Beaumont & Beaumont, (02) 6126 4500
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8AE742E7-FDFC-AA34-6E54-DB4C26358063

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Vacancy VN-0751310

Job Title	Information Security Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 1
Position Number	ASA/09445/24
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description <https://defencecareers.nga.net.au/?jati=FB7E4CF3-DB9F-E96D-B698-DB4AC0979F20>

Duties

The Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

The ASA Directorate of Cyber and Information Security is responsible for driving and advancing the ASA's cybersecurity work program, strategies and policies. The role involves managing the security implementation and ensuring the protection of the ASA's information assets against cyber threats. As the Information Security Manager you will be contributing to the development and implementation of ASA strategies. You will provide expert advice to management and staff on cyber security risks and strategies.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA).

This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

The ASA Directorate of Cyber and Information Security (DC&IS) provides services, advice and direction across the spectrum of security activities to both internal ASA stakeholders and external AUS stakeholders, projects and programs such as Defence Digital Group and Joint Capabilities Group (JCG). Additionally, DC&IS is engaged with representatives from the AUKUS partners to develop capabilities, policies and strategies to meet the security and information control requirements associated with an NPS

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

Our ideal candidates will bring the following attributes and skills to the role:

- Have a strong background in either Cyber Security or a related ICT role.
- A Bachelor level degree from a recognised Australian University or five+ years industry experience would be also highly regarded.
- Industry training, such as SANS Institute, would also be well regarded.
- Strong problem-solving skills, as well as a proven ability to work independently, as well as part of a broader team.

The role requires team members to work closely with a wide range of stakeholders both domestically, and internationally. **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

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

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia's nuclear-powered submarine program. Australia's acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	Todd Bentley, 08 7971 9742
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FB7E4CF3-DB9F-E96D-B698-DB4AC0979F20

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Vacancy VN-0751318

Australian Submarine Agency

Closing Date:Thursday 05 December 2024

Australian Submarine Agency
Dep Dir Gen Technical

Job Title	ICT Project Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,706 - \$89,659
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 5
Position Number	ASA/10046/24
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

<https://defencecareers.nga.net.au/?jati=19011408-F4C0-14A1-B2DD-DB4AC0F60F27>

Duties

The Role
The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

In this position you will be required to perform project support work under direction when required. You will be required to support and enable project governance and the day to day management of business continuity. The position will require you to engage with stakeholders from across Government as well as with AUKUS partners to deliver critical project work in order to enable the nuclear-powered submarine program

About our Team
As part of the Australian Submarine Agency, you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety

and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

Our ideal candidates will bring the following attributes and skills to the role:

- Outstanding time management and organisational skills
- Attention to detail
- An ability to action tasks within tight deadlines
- Good working relationships
- An ability to actively manage stakeholder relationships

Demonstrated experience with project management, capability delivery, transition to operations, ICT system design and sustainment, the One Defence Capability System and/or ICT systems will be considered favorably.

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 Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia’s nuclear-powered submarine program. Australia’s acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	James Smith, 02 6212 0319
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=19011408-F4C0-14A1-B2DD-DB4AC0F60F27

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Vacancy VN-0751539

Australian Transport Safety Bureau

Closing Date:Thursday 05 December 2024

Operations International

Job Title	Assistant Manager International
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$115,775 - \$127,775
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	This position requires work to be completed in the office, however, you will have the flexibility to work from home 1-2 days per week.
Classification	Executive Level 1
Position Number	2024/12
Agency Website	https://www.atsb.gov.au/

Job Description

www.atsb.gov.au

The Australian Transport Safety Bureau (ATSB) is an independent statutory agency of the Australian Government. The ATSB is governed by a Commission and is entirely separate from the transport regulators, policy makers and service providers.

As the Assistant Manager of International, you will be part of a small team responsible for facilitating the ATSB's engagement with its international counterpart agencies and relevant multilateral organisations. In line with Australian Government policy, the ATSB places specific emphasis on engagement with countries in the Asia Pacific region. The ATSB participates in investigation transport safety capability building programs with Indonesia, Papua New Guinea and the Pacific to mutual benefit. This role will primarily be working with the Manager International in the negotiation of the funding arrangements with Department of Foreign Affairs and Trade (DFAT), developing the annual programs of work and ensuring delivery of the ATSB's work in the Pacific.

In addition to the facilitation of the capability development programs in Indonesia and Papua New Guinea and the Pacific, the Assistant Manager will also help to facilitate our engagement with the International Civil

Aviation Organization (ICAO), the International Maritime Organization (IMO) and professional associations of transport safety investigators overseas.

Duties

Responsibilities Include:

- Assisting in the development and management of the ATSB's international capability development programs which includes annual workplans, financial acquittals and reporting.
- Liaising with Australian Government agencies, including the Department of Foreign Affairs and Trade (and High Commissions), Department of Infrastructure, Transport, Regional Development, Communication and the Arts, Civil Aviation Safety Authority, Australian Maritime Safety Authority and Airservices Australia.
- Assisting in the development of capability development programs specific to countries including contributing to needs analysis to build the capability of countries to meet ICAO Annex 13 and IMO obligations related to transport safety investigations.
- Stakeholder engagement and relationship management with equivalent Accident Investigation Authorities in other countries.
- Assisting in managing Australia's ICAO Annex 13 obligations.
- Provide (as needed) some international travel related functions including the preparation of approvals and sending of cables.
- Assisting in the preparation of corporate governance reporting, including performance reports and annual report as it relates to the ATSB's international programs.
- Representing the ATSB international functions at both internal and external forums.
- Assisting in managing the international inbox and provide accurate and timely responses to enquiries.

Eligibility

Applicants must be Australian citizens to be eligible for APS employment.

To be the successful, the applicant does not need to be a technical expert in transport safety investigation. The successful applicant will be able to marshal subject matter expertise at a high level in order to be able to develop and facilitate programs of work with the technical experts. Most importantly, the successful applicant will have strong stakeholder engagement skills, experience managing projects and a demonstrated ability to work cooperatively with officials from other countries and international organisations.

Some international travel may be required to assist in the delivery of the capability development programs to Pacific countries.

Notes

The ATSB encourages and welcomes applications from people with disability, First Nations Peoples, those from the LGBTIQ+ community, people from culturally and linguistically diverse backgrounds, and mature age people. ic and cultural backgrounds.

We offer a positive workplace culture and excellent employment benefits and conditions. This includes attractive salaries and employer superannuation, generous leave, salary packaging and a closedown period over the Christmas holiday, as well as a range of other benefits.

This is a non-ongoing position for up to 2 years with the possibility of becoming ongoing.

A merit pool may be established from this recruitment activity to fill similar roles.

For more information about the ATSB and the application process, please refer to our website www.atsb.gov.au

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

About the Australian Transport Safety Bureau

To Apply

Position Contact	Krystal Scott, 02 6122 1611
Agency Recruitment Site	www.atsb.gov.au

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Vacancy VN-0751632

Job Title	Senior Legal Counsel
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Gungahlin ACT, Adelaide SA, Melbourne VIC
Salary	\$118,461 - \$144,571
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 working arrangements can be negotiated
Classification	Executive Level 1
Position Number	493511
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced Senior Legal Counsel to join the People and Compliance Group. Apply now and be part of a rewarding career at DHA!

About us

Defence Housing Australia (DHA) is a nationally recognised Government Business Enterprise with the primary role of providing housing and related services to Defence and their families. DHA manages one of Australia's largest national housing portfolios of about 17,000 properties and has an opportunity for an experienced Senior Legal Counsel to join the team.

About your team

Working as part of the Legal Services team, the Senior Legal Counsel provides legal advice and assistance to the Chief General Counsel, Principal Legal Officer, and other staff on a broad range of legal matters affecting DHA. DHA Legal Services' mission is to enhance DHA's operations through our role as a trusted advisors within the business. In giving legal advice, we adopt the approach, "simplicity on the other side of complexity".

Duties

About the role

As a Senior Legal Counsel, you will be expected to provide advice on a broad range of legal matters including dispute resolution, administrative and government law, leases, commercial contracts (drafting and advice) including design and construct development contracts.

In this role, you are expected to:

- Be a trusted advisor who provides and influences the adoption of legally sound approaches
- Provide quality practical legal advice on a range of issues, in particular in areas including planning and environmental law, residential tenancies, commercial contracts, administrative law and commercial matters
- Assist external counsel to facilitate the smooth progression of advice and litigation
- Contribute to legal knowledge within DHA

This is a **Non-ongoing Engagement** for a period of up to twelve (12) months.

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance
- Positive workplace culture where you can bring your whole self to work
- Opportunities for growth and development
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our [website](#).

How to apply

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

For further information on the position, please refer to the [Position Description](#).

Any questions? Please contact Samantha Brajdic, Principal Legal Officer T: 02 6217 8526 E: samantha.brajdic@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

Applications close

AEST 11.55pm Thursday, 5 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 Defence Housing Australia

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

To Apply

Position Contact	Samantha Brajdic, (02) 6217 8526
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0751571

Job Title	APS 5 Project Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Goondiwindi QLD, Griffith NSW, Mildura VIC, Wodonga VIC
Salary	\$86,755 - \$95,479
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	101446
Agency Website	

Job Description

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

Join us to shape the future of one of Australia's greatest natural assets and protect it for future generations.

We are seeking people who want to contribute to a significant water reform program that aims to respond to the impacts of climate change, support community and industry needs, and improve access to water for First Nations people.

The Murray-Darling Basin Authority (MDBA) is an independent government agency which, in partnership with Basin governments, manages the Murray–Darling Basin's water resources in the national interest. With the enactment of the Water Act 2007, the MDBA was established as an independent expertise-based statutory agency.

The MDBA aims to achieve a healthy working Basin for the benefit of all Australians. The Murray–Darling Basin contains a rich diversity of natural environments that are unique in Australia and the world. The Basin is also crucial to Australia's economy and home to 2.3 million Australians, including people from over 50 First Nations. How we manage the Basin as a whole connected system, manage our water carefully, and protect it for future generations is set out in the Murray-Darling Basin Plan.

Duties

The Position

The Project Support Officer works within the Basin Plan Review Program Management Office (BPR PMO) to support all secretariat, finance, procurement, coordination, and business communications activities for the program.

The Project Support Officer is responsible for supporting the BPR PMO project management team by handling administrative tasks, coordinating project activities, and ensuring the effective execution of Basin Plan Review projects. This role is key to maintaining project documentation, communication, and general project and program organisation.

Your key responsibilities in this role are to:

1. Project Administration, Documentation and Reporting:

- Maintain and update project documents, records, and files.
- Prepare and distribute project reports (status updates, progress reports, etc.).
- Track project deliverables, timelines, and milestones.
- Assist in preparing presentations, meeting minutes, and project-related correspondence.
- Perform general administrative tasks such as document control, filing, and data entry.

2. Project Coordination:

- Schedule and organise project meetings, including coordination with stakeholders and team members.
- Support the project team with the preparation of project plans, proposals, and budgets.
- Assist in resource planning and allocation.

3. Risk and Issue Tracking:

- Support maintenance of the project risk and issue log.
- Ensure timely identification and documentation of risks and issues.
- Assist in the coordination of risk mitigation activities.

4. Project Communication:

- Act as the point of contact for project-related queries and communication.
- Maintain effective communication with internal and external stakeholders.
- Ensure project team members are informed of important updates and changes.

5. Tools and Software Management:

- Manage and maintain project management tools, ensuring data is accurate and up to date.
- Provide technical support to the project team for project management software and tools.

Successful candidates will also possess the following capabilities and attributes:

- Project management qualification desirable but not essential.
- Experience in project administration or coordination roles.
- Strong written and verbal communication skills.
- Attention to detail and ability to handle complex tasks.

Eligibility

To be eligible for a position, you must be:

- an Australian citizen
- satisfy all other MDBA engagement requirements, including health and character clearance.

Notes

What we offer you

- You will have the opportunity to work on projects where you contribute to shaping the future of one of Australia's greatest natural assets and protect it for future generations.
- At the MDBA you will undertake a variety of interesting and challenging work.
- You will have the opportunity to apply your knowledge and expertise, and work with the Australian community to support a critical resource management initiative.
- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- Generous leave provisions (four weeks annual leave) and additional Non-attendance days between Christmas and New Year provided.
- Being part of a smaller agency with a strong focus on its connection with people.
- Being part of a professional, committed, and friendly team of people.
- Being part of an organisation that recognises and values First Nations people, and their contribution to our work. We have an innovative Reconciliation Action Plan (RAP) aimed at improving relationships, showing respect, and increasing opportunities to deliver outcome for First Nations peoples as part of our business-as-usual activities.
- Competitive Flexible Working Arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.
- Opportunities for professional development, and career progression across a variety of roles and work locations.

Tell me more

It is easy to apply for a job at the MDBA. Go to www.mdba.gov.au/careers and tell us what makes you the ideal candidate. Take the opportunity to work with the MDBA as we continue to make a difference through the protection and enhancement of the environment.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Murray-Darling Basin Authority

To Apply

Position Contact	Jackie Luethi, please email
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0751623

National Offshore Petroleum Safety and
Environmental Management Authority (NOPSEMA)

Closing Date:Friday 06 December 2024

Corporate and Business Transformation
Perth Information Management and Technology

Job Title	Systems Administrator
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	13384
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.

We are looking for an experienced and motivated Systems Administrator to join our Information Management and Technology Team at our Perth Office.

The role:

The Systems Administrator is a key member of the Information Management and Technology team responsible for procuring, implementing and administering computer systems and network infrastructure.

The role involves collaborating with ICT systems support and solution development staff and contractors in the assessing, selecting, building configuring, managing and maintaining ICT systems and networks.

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 Systems Administrator, 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 at this level or similar that arise over the 18 month period.

Duties

Key responsibilities:

Working as part of a busy dynamic team, you will be accountable for administering access, monitoring information security controls and responding to security incidents together with recommending innovative solution and practices to system administration activities and business processes.

You will play a key role in the day-to-day system administration activities and provide advice and guidance on emerging ICT technologies and the development and implementation of fit for purpose solutions.

What are we looking for?

You will have demonstrated experience in Microsoft Windows Server, Microsoft SQL Server and Windows 10/11 environments. Experience of emerging security risks and controls and implementing security risk management policies and procedures is an essential requirement for this role. Experience of administration of any of Linux, Microsoft Azure or Microsoft SQL Database would be advantageous. Experience with the offshore and onshore oil and gas industry would also be beneficial.

Eligibility

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

You must pass and maintain a security clearance to a level of Baseline for the position.

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 Adviser, 08 6188 8778
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Agriculture, Water and the Environment

Vacancy VN-0751514

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

Closing Date:Wednesday 11 December 2024

Portfolio Strategy
National Security and International Coordination Intelligence Capability and Engagement

Job Title	Senior Strategic Intelligence Engagement Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
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 - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site only
Classification	APS Level 6
Position Number	2024/2925
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=BDAD572D-64D4-DA3A-8E4B-DB4BE94C7112>

Who we are

The Portfolio Strategy Division is the department's central policy area. The division supports our ministers and the department to engage with the complex cross-cutting policy challenges in Australian climate, energy, environment and water policy. We lead on the Cabinet and Budget processes, whole-of-government national security and foreign policy matters, strategic policy, First Nations policy, whole-of-portfolio projects, and work to build the department's policy capability.

The National Security and International Branch influences Australia's national security and foreign policy agenda on issues relevant to the department. We support our ministers, secretary and senior executive to drive climate action and the transition to net zero, enhance prosperity through sustainability, and represent our interests and values internationally, whilst facing increasing

challenges from geostrategic competition and a warming planet. We provide a centre of excellence to uplift our department's knowledge and awareness of national security and geostrategic issues, and enhance its capability to achieve outcomes in bilateral, multilateral and international forums.

The Intelligence Capability and Engagement Section leads the department's strategic engagement with intelligence. We provide critical context for senior decision-making and high-level engagements through curating, synthesising and translating intelligence information, and through providing insights on geostrategic and national security developments relevant to the department's goals. We work with intelligence agencies and departmental customers to identify opportunities for intelligence to support our portfolio's domestic and international outcomes, and we coordinate the department's input into intelligence priorities and products. The Intelligence Capability & Engagement Section is in the process of building a new capability in the department. We are curious and customer-focused self-starters who are energised by solving problems and looking for better ways to support our department's objectives and influence. We are strategic thinkers, analysts, and communicators who pride ourselves in consistently delivering high quality, high-value products and services that meet the varying needs of our customers.

Duties

- Gather information from a variety of sources to understand and communicate the geostrategic and national security context in which the department works, and draw linkages across the portfolio to support strategic decision making and engagements.
- Develop, contribute to and continuously improve high quality written products for a range of audiences and stakeholders to support DCCEE's alignment with the national interest and its contribution to whole of government economic security, national security and foreign policy outcomes.
- Develop, deliver and continuously improve intelligence-related services and associated team processes in compliance with classified document handling requirements. This includes curating classified intelligence for the secretary, deputies and key senior executives, and arranging in-person briefings for a range of senior stakeholders.
- Build and maintain internal and external stakeholder relationships to identify, understand and deliver on customer needs, and to establish the team as a source of trusted advice.
- Contribute to formal intelligence governance processes, and enable our policy and program customers to effectively engage with intelligence through uplifting their capability to integrate classified intelligence into their work, improving their ability to craft intelligence questions, and fostering strong connections with intelligence agencies.

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

- Previous experience in a strategic analysis or strategic policy role will be highly regarded. Previous experience working with intelligence or national security policy will also be highly regarded but is not a prerequisite for this role.

Skills and capabilities

- Strong judgement and strategic policy skills, including well-developed strategic, analytical and critical thinking skills and the ability to gather and synthesise information from a variety of sources.
- Ability to communicate with influence, including demonstrated clear and succinct written and oral communication tailored to the audience, and strong attention to detail.
- Highly developed customer service, executive support, stakeholder engagement and outreach skills.
- Ability to apply personal drive and organisational skills to meet deadlines and maintain team effectiveness, efficiency and momentum in a self-paced context.
- Initiative and problem-solving skills with demonstrated ability to collaborate and bring innovative and creative approaches to achieve outcomes, as well as a commitment to continuous improvement and learning.

- Ability to contribute to a high performing team culture of mutual accountability and respect, leaning into challenges and opportunities, and achieving results while looking out for each other.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a **Top Secret Positive Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualifications validation, and a probation period of 6 months will apply for new engagements to the APS.

Notes

This position requires a minimum Negative Vetting Level 2 security clearance to commence. NV2-cleared applicants will be supported to upgrade to a Top Secret Positive Vetting clearance if selected to fill this vacancy.

Noting the regular requirement to engage in classified work, Intelligence Capability and Engagement roles are Canberra-based and are well-suited to individuals who enjoy working in an office environment. Our department recognises the importance of flexibility to assist work-life balance, including opportunities to work from home, and our section prides ourselves on creating a positive and engaging environment where our team enjoy coming to work.

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

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

To Apply

Position Contact	Sarah Eaton, (02) 6272 4437
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=BDAD572D-64D4-DA3A-8E4B-DB4BE94C7112

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

Closing Date:Wednesday 04 December 2024

Information and Communications Technology
ICT Operational Services & Infrastructure ICT Service Operations

Job Title	ICT Field Services Support Officer
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	\$81,690 - \$104,393
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	Working from home some days each week may be negotiated
Classification	APS Level 5;APS Level 6
Position Number	2024/3096
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=E44E98C8-3C76-1D71-512F-DB4BEBBF7A25>

Who we are

The department’s ICT Division has spent the last 12-months achieving significant milestones that have kicked off a transformational journey focused on laying the foundation for a technologically advanced, secure, and independent ICT environment that is adaptable, innovative, and capable of supporting the diverse needs of our internal and external customers. Our people are passionate about collaboratively finding best-fit solutions, that continuously improve our digital service delivery, secure and stabilise our IT environment, and streamline the interactions that support the department’s delivery of government priorities.

The ICT Business and Governance Branch is responsible for key enabling functions that underpin our ICT strategic planning, investment, purchases, governance, communications and operational workforce, working broadly across the division and the department. Our ICT Business Solutions and Security Branch is responsible for the delivery of the ICT business solutions lifecycle from design to sustainment, as well as the department’s cyber security – adopting a security by design approach to solutions - and artificial intelligence capability. The ICT Operational Services and Infrastructure Branch is responsible for the delivery and support of ICT services across the department, portfolio agencies and to Ministers. Responsibilities include network security and support, the delivery, deployment and support of remote and field ICT and critical incident response.

The ICT Service Operations Section is responsible for the end-to-end management of ICT services to the Department by the application of processes and improvements to core ICT service capabilities. This includes onsite support to staff dispersed across Australia.

Duties

- Provide and handle ICT inquiries varying in complexity for our customers via phone, onsite and our IT service management platform, always providing exceptional customer service.

- Directly manage and deliver ICT support services to a high professional standard, to local Senior officials, and their offices.
- Interpret customer information, relevant knowledge base articles and team processes to identify and apply appropriate troubleshooting and remediation techniques to incidents.
- Coordinate and undertake request management processes in an ITIL-based environment, including ensuring the generation, maintenance and integrity of appropriate records and documentation.
- Manage escalated cases or complex support requests, ensuring they are resolved efficiently and appropriately.
- Ensure customers are kept up to date on the status of requests, and ensure all activities are recorded in the service platform.
- Assist with the local setup, configuration and maintenance of IT equipment in local offices and undertake inventory audits as required.
- Install, upgrade and maintain local IT hardware, including computers, laptops, printers, scanners and other peripheral devices.
- Undertake regular equipment checks to ensure optimal functionality and compliance with relevant standards, and coordinate repairs or replacements of faulty hardware in accordance with processes.
- Assist in the set up and maintenance of local network infrastructure and troubleshoot network connectivity issues including LAN, Wi-Fi and VPN connections.
- Assist in the proactive identification and reporting of performance and service issues and contribute to the continuous improvement of support operations, processes and practices.
- Support the deployment of new hardware, software and system upgrades and implement security measures such as software updates, patches and antivirus installations.
- Ensure that all customer data is handled in compliance with privacy regulations and departmental confidentiality policies.
- Contribute to a safe and healthy work environment by taking personal accountability and identifying and reporting incidents, hazards and injuries in accordance with the department's policy and procedures.

In addition to the above, an APS 6 position would:

- Assist in coordinating daily team activities, monitoring workload distribution, and ensuring high service levels of any direct reports.
- Train, coach and develop support staff.
- Undertake operational performance monitoring and reporting as required of the team.

For detailed information about the job-specific capabilities for these roles, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there. **Eligibility**

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualifications validation, and a probation period of 6 months will apply for new engagements to the APS.

Notes

The successful applicant must hold and maintain a valid Australian motor vehicle drivers licence.

We currently have one vacancy available for immediate filling in Perth WA. A merit pool for filling the same or similar positions in any location in Australia may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Scott Bailey, 0478 276 351
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=E44E98C8-3C76-1D71-512F-DB4BEBBF7A25

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Agriculture, Water and the Environment

Vacancy VN-0751544

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

Closing Date:Wednesday 04 December 2024

Information and Communications Technology
ICT Operational Services & Infrastructure End User Workspace

Job Title	ICT End User Support Officer - Telephony
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA
Salary	\$81,690 - \$104,393
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	Working from home some days each week may be negotiated
Classification	APS Level 5;APS Level 6
Position Number	2024/3095
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=2B7E4A0D-3515-163B-01DF-DB4BEC288743>

Who we are

The department's ICT Division has spent the last 12-months achieving significant milestones that have kicked off a transformational journey focused on laying the foundation for a technologically advanced, secure, and independent ICT environment that is adaptable, innovative, and capable of supporting the diverse needs of our internal and external customers. Our people are passionate about collaboratively finding best-fit solutions, that continuously improve our digital service delivery, secure and stabilise our IT environment, and streamline the interactions that support the department's delivery of government priorities.

The ICT Business and Governance Branch is responsible for key enabling functions that underpin our ICT strategic planning, investment, purchases, governance, communications and operational workforce, working broadly across the division and the department. Our ICT Business Solutions and Security Branch is responsible for the delivery of the ICT business solutions lifecycle from design to sustainment, as well as the department's cyber security – adopting a security by design approach to solutions - and artificial intelligence capability. The ICT Operational Services and Infrastructure Branch is responsible for the delivery and support of ICT services across the department, portfolio agencies and to Ministers. Responsibilities include network security and support, the delivery, deployment and support of remote and field ICT and critical incident response.

The End User Workspace Section is responsible for management of the Department's ICT desktop fleet and mobile devices, providing technical support for the desktop image and management of the Department's IT Service Management tool (ServiceNow).

Duties

APS5 & APS6 roles:

- Handle more complex inquiries for our customers via phone and our IT service management platform, always providing exceptional customer service.
- Interpret customer information, relevant knowledge base articles and team processes to identify and apply appropriate troubleshooting and remediation techniques to incidents.

- Manage escalated cases or complex support requests, ensuring they are resolved efficiently and appropriately.
- Ensure customers are kept up to date on the status of recorded telephony incidents and request, and ensure all activities are recorded in the service platform.
- Coordinate and undertake request management processes in an ITIL-based environment, including ensuring the generation, maintenance and integrity of appropriate records and documentation.
- Assist in the proactive identification and reporting of performance and service issues and contribute to the continuous improvement of support operations, processes and practices.
- Support and/or lead the evaluation and implementation of ICT operational standards and utilise initiative in the application of policies, standards and processes to support quality outcomes.
- Contribute to a safe and healthy work environment by taking personal accountability and identifying and reporting incidents, hazards and injuries in accordance with the department's policy and procedures.
- Ensure that all customer data is handled in compliance with privacy regulations and departmental confidentiality policies.

In addition to the above, the APS6 role will:

- Assist in coordinating daily team activities, monitoring workload distribution, and ensuring high service levels.
- Train, coach and develop support staff.
- Undertake operational performance monitoring and reporting as required of the team.

For detailed information about the job-specific capabilities for these roles, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there. **Eligibility**

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualifications validation, and a probation period of 6 months will apply for new engagements to the APS.

Notes

We currently have several APS5 and APS6 vacancies available for immediate filling in any Australian capital city. Merit pools for filling the same or similar positions in any location in Australia may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	David Whiteman, 0401 695 187
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=2B7E4A0D-3515-163B-01DF-DB4BEC288743

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Agriculture, Water and the Environment

Vacancy VN-0751548

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

Closing Date:Wednesday 04 December 2024

Information and Communications Technology
ICT Business & Solution Quality, Assurance and Deployment

Job Title	ICT Developer - DevOps
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA
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 - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home some days each week may be negotiated
Classification	Executive Level 1
Position Number	2024/3339
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=62196E21-4B18-D966-A256-DB4BEC4F025D>

Who we are

The department's ICT Division has spent the last 12-months achieving significant milestones that have kicked off a transformational journey focused on laying the foundation for a technologically advanced, secure, and independent ICT environment that is adaptable, innovative, and capable of supporting the diverse needs of our internal and external customers. Our people are passionate about collaboratively finding best-fit solutions, that continuously improve our digital service delivery, secure and stabilise our IT environment, and streamline the interactions that support the department's delivery of government priorities.

The ICT Business and Governance Branch is responsible for key enabling functions that underpin our ICT strategic planning, investment, purchases, governance, communications and operational workforce, working broadly across the division and the department. Our ICT Business Solutions and Security Branch is responsible for the delivery of the ICT business solutions lifecycle from design to sustainment, as well as the department's cyber security – adopting a security by design approach to solutions - and artificial intelligence capability. The ICT Operational Services and Infrastructure Branch is responsible for the delivery and support of ICT services across the department, portfolio agencies and to Ministers. Responsibilities include network security and support, the delivery, deployment and support of remote and field ICT and critical incident response.

The Quality Assurance & Deployment section is a dynamic specialised team which strives to support, uplift and deliver reliable and quality ICT solutions for DCCEW in a streamlined and efficient manner.

Duties

- Leading a dynamic specialised technical team to support, uplift and deliver ICT projects for the business area.
- Implementing Agile & DevOps software development practices and processes.
- Designing DevOps solutions to meet business needs and providing recommendations for continuous improvements.
- Performing analysis, maintenance and remediation of existing systems while contributing to automation where appropriate.
- Contributing to the integration of continuous integration across multiple platforms and environments with DevOps.
- Providing support and troubleshooting for technical requirements and complex business / technical issues.
- Designing and implementing robust processes for DevOps administration activities.
- Implementing policies and procedures for auditing applications.
- Leading the system upgrades, monitoring, and patching of the DevOps platform.
- Implementing and managing tools and coordination of licenses.
- Managing, guiding, mentoring, and developing team members to ensure appropriate skillset and training to conduct their duties.
- Completing team performance agreements, timesheets, project, and business as usual (BAU) allocations.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualifications validation, and a probation period of 6 months will apply for new engagements to the APS.

Notes

We currently have two vacancies available for immediate filling in any Australian capital city. A merit pool for filling the same or similar positions in any location in Australia may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Stella Mentetakis, 0478 258 952
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=62196E21-4B18-D966-A256-DB4BEC4F025D

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Agriculture, Water and the Environment

Vacancy VN-0751550

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

Closing Date:Wednesday 04 December 2024

Information and Communications Technology
ICT Business & Solution Quality, Assurance and Deployment

Job Title	ICT Engineer - DevOps
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
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	Working from home some days each week may be negotiated
Classification	APS Level 6
Position Number	2024/3098
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=32852527-D6CD-929E-6D1E-DB4BEC5E2FF3>

Who we are

The department's ICT Division has spent the last 12-months achieving significant milestones that have kicked-off a transformational journey focused on laying the foundation for a technologically advanced, secure, and independent ICT environment that is adaptable, innovative, and capable of supporting the diverse needs of our internal and external customers. Our people are passionate about collaboratively finding best-fit solutions, that continuously improve our digital service delivery, secure and stabilise our IT environment, and streamline the interactions that support the department's delivery of government priorities.

The ICT Business and Governance Branch is responsible for key enabling functions that underpin our ICT strategic planning, investment, purchases, governance, communications and operational workforce, working broadly across the division and the department. Our ICT Business Solutions and Security Branch is responsible for the delivery of the ICT business solutions lifecycle from design to sustainment, as well as the department's cyber security – adopting a security by design approach to solutions - and artificial intelligence capability. The ICT Operational Services and Infrastructure Branch is responsible for the delivery and support of ICT services across the department, portfolio agencies and to Ministers. Responsibilities include network security and support, the delivery, deployment and support of remote and field ICT and critical incident response.

The Quality Assurance & Deployment section is a dynamic specialised team which strives to support, uplift and deliver reliable and quality ICT solutions for DCCEW in a streamlined and efficient manner.

Duties

- Work with a dynamic specialised technical team to support, uplift and deliver ICT projects for the business area.
- Support the implementation of agile & DevOps software development practices and processes.
- Designing DevOps solutions to meet business needs and providing recommendations for continues improvements.
- Performing analysis, maintenance and remediation of existing systems while contributing to automation where appropriate (or express ability to learn).

- Contributing to the integration of continuous integration across multiple platforms and environments with DevOps.
- Providing support for technical requirements and complex business / technical issues.
- Supporting the implementation of robust processes for DevOps administration activities.
- Supporting system upgrades, monitoring, and patching of the DevOps platform
- Managing end user requests and coordination and maintenance of tool licenses.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualifications validation, and a probation period of 6 months will apply for new engagements to the APS.

Notes

We currently have two vacancies available for immediate filling in any Australian capital city. A merit pool for filling the same or similar positions in any location in Australia may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Stella Mentetakis, 0478 258 952
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=32852527-D6CD-929E-6D1E-DB4BEC5E2FF3

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

Closing Date:Wednesday 04 December 2024

Information and Communications Technology
Several ICT Project Management Office; ICT Governance, Communications & Workforce

Job Title	Program Support Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
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	Working from home some days each week may be negotiated
Classification	APS Level 6
Position Number	2024/3234
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=055487BC-FDEC-3A9B-5C76-DB4C2457C1FF>

Who we are
The department's ICT Division has spent the last 12-months achieving significant milestones that have kicked off a transformational journey focused on laying the foundation for a technologically advanced, secure, and independent ICT environment that is adaptable, innovative, and capable of supporting the diverse needs of our internal and external customers. Our people are passionate about collaboratively finding best-fit solutions, that continuously improve our digital service delivery, secure and stabilise our IT environment, and streamline the interactions that support the department's delivery of government priorities.

The ICT Business and Governance Branch is responsible for key enabling functions that underpin our ICT strategic planning, investment, purchases, governance, communications and operational workforce, working broadly across the division and the department. Our ICT Business Solutions and Security Branch is responsible for the delivery of the ICT business solutions lifecycle from design to sustainment, as well as the department's cyber security – adopting a security by design approach to solutions - and artificial intelligence capability. The ICT Operational Services and Infrastructure Branch is responsible for the delivery and support of ICT services across the department, portfolio agencies and to Ministers. Responsibilities include network security and support, the delivery, deployment and support of remote and field ICT and critical incident response.

The ICT Project Management Office (PMO) sets and oversees the project delivery standards that supports ICT project managers and facilitates consistent delivery and status reporting services increasing visibility to the ICT Executive Team and relevant Committees. Through informed reporting the PMO also provides valued information to assist senior executives in their decision making. The ICT Governance, Communications and Workforce Team help enable the division to manage its key governance arrangements and obligations; while ensuring the division has the operational workforce and capability it needs to deliver digital services across the portfolio. The team also ensure end user ICT capability, knowledge base, change management and communications out to over 5,000 ICT users.

Duties

APS 6 – Program Support Lead (ICT Project Management Office):

- Provided administrative management support for the delivery of PMO governance and reporting requirements.
- Undertake project reporting assurance and compliance activities.
- Deliver updates to project management templates, processes, guidance and materials
- Manage the project manager (PM) operational resources & project assignment – issuing project assignments to PMs, tracking their assignments start and end dates, ensuring capacity to meet current and future demand for project managers.
- On-board Project Managers into the PMO, methodology, practices and processes (as required).
- Identification, coordination and deliver support training to Project Managers.
- Assist in uplifting the project management maturity and practices across the division.
- Response management of requests via a shared mailbox.
- Contribute to a safe, inclusive and healthy work environment by taking personal accountability and identifying and reporting incidents, hazards and injuries in accordance with the department's policy and procedures.

APS 6 – Program Support Lead (ICT Governance, Communications and Workforce)

- Provide governance secretariat support to relevant Executive Committees.
- Deliver regular reports to key forums, Executive Committees and senior executives.
- Support the continual delivery of the divisional operational workforce plan.
- Build, implement and report against, our ICT talent management strategy.
- Support the design and delivery of capability uplift programs within the division.
- Support the delivery, monitoring and report of ICT APS recruitment activity across the division.
- Design and delivery of communication and change products for ICT projects, programs and business as usual. This includes developing a range of creative items like microclip videos and other communication products.
- Deliver important communication and briefing products including – organisational updates, news alerts, our ICT divisional intranet page, committee papers, and Executive newsletters and emails.
- Support the contract management and administrative management, of key engagement products on offer across the department, including Slido and Mural.
- Deliver key end user Knowledge Base products in our ServiceNow platform (known as DCCEEW Connect)
- Contribute to a safe, inclusive, and healthy work environment by taking personal accountability and identifying and reporting incidents, hazards and injuries in accordance with the department's policy and procedures.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

- **Pre-employment Check** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualifications validation, and a probation period of 6 months will apply for new engagements to the APS.

Notes

We currently have two vacancies available for immediate filling in any Australian capital city. A merit pool for filling the same or similar positions in any location in Australia may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Chelsea Cook, 0422 212 236
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=055487BC-FDEC-3A9B-5C76-DB4C2457C1FF

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Agriculture, Water and the Environment

Vacancy VN-0751583

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

Closing Date:Wednesday 04 December 2024

Information and Communications Technology
ICT Operational Services & Infrastructure ICT Service Operations

Job Title	ICT Support Team Leader
Job Type	Full-Time;Part-Time, Ongoing
Location	Hobart TAS, 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 - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home some days each week may be negotiated
Classification	APS Level 6
Position Number	2024/3299
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The department's ICT Division has spent the last 12-months achieving significant milestones that have kicked-off a transformational journey focused on laying the foundation for a technologically advanced, secure, and independent ICT environment that is adaptable, innovative, and capable of supporting the diverse needs of our internal and external customers. Our people are passionate about collaboratively finding best-fit solutions, that continuously improve our digital service delivery, secure and stabilise our IT environment, and streamline the interactions that support the department's delivery of government priorities.

The ICT Business and Governance Branch is responsible for key enabling functions that underpin our ICT strategic planning, investment, purchases, governance, communications and operational workforce, working broadly across the division and the department. Our ICT Business Solutions and Security Branch is responsible for the delivery of the ICT business solutions lifecycle from design to sustainment, as well as the department's cyber security – adopting a security by design approach to solutions - and artificial intelligence capability. The ICT Operational Services and Infrastructure Branch is responsible for the delivery and support of ICT services across the department, portfolio agencies and to Ministers. Responsibilities include network security and support, the delivery, deployment and support of remote and field ICT and critical incident response.

The ICT Service Operations Section is responsible for the end-to-end management of ICT services to the Department by the application of processes and improvements to core ICT service capabilities. This includes onsite support to staff dispersed across Australia.

Duties

- Provide a first point of contact for customers on ICT needs via phone and our IT service management platform, always providing exceptional customer service.
- Interpret customer information, relevant knowledge base articles and team processes to identify and apply appropriate troubleshooting and remediation techniques to incidents in a variety of different ICT environments.
- Ensure the consistent resolution of a range of customer issues including escalating and assisting with the investigation and resolution of complex issues, problems and incidents.

- Ensure customers are kept up to date on the status of recorded incidents and request, and ensure all activities are recorded in the service platform.
- Coordinate and undertake request management processes in an ITIL-based environment, including ensuring the generation, maintenance and integrity of appropriate records and documentation.
- Diagnose and trouble shoot technical issues relating to hardware, software and network connectively while providing step-by-step guidance to customers to help uplift end user IT capability.
- Assist in the proactive identification and reporting of performance and service issues and contribute to the continuous improvement of Service Desk operations, processes and practices.
- Assist in the proactive identification and reporting of performance and service issues and contribute to the continuous improvement of Service Desk operations, processes and practices.
- Undertake information and records management processes, review and update internal and external knowledge articles and actively contribute to the growth and maintenance of ICT Knowledge Management.
- Assist with the evaluation and implementation of ICT Service Desk operational standards and utilise initiative in the application of policies, standards and processes to support quality outcomes.
- Contribute to a safe and healthy work environment by taking personal accountability and identifying and reporting incidents, hazards and injuries in accordance with the department's policy and procedures.
- Ensure that all customer data is handled in compliance with privacy regulations and departmental confidentiality policies.
- Provide a higher degree of technical support and escalation for customer inquiries and issues.
- Support the training and development of more junior team members.
- Assist in coordinating daily team activities, monitoring workload distribution, and ensuring high service levels.
- Train, coach and develop service desk staff.
- Ensure the Service Desk is adequately resourced during business hours and via an on-call, after hours roster.
- Undertake operational performance monitoring and reporting as required of the team.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualifications validation, and a probation period of 6 months will apply for new engagements to the APS.

Notes

We currently have several vacancies available for immediate filling in any Australian capital city. A merit pool for filling the same or similar positions in any location in Australia may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Gill Thompson, 0466 440 783
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0751585

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

Closing Date:Wednesday 04 December 2024

Information and Communications Technology
ICT Operational Services & Infrastructure ICT Service Operations

Job Title	ICT Service Desk Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$66,422 - \$81,521
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	Working from home a few days each week may be negotiated
Classification	APS Level 3;APS Level 4
Position Number	2024/3016
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=73742EB6-BF15-CC55-9357-DB4C24D06A63>

Who we are

The department's ICT Division has spent the last 12-months achieving significant milestones that have kicked off a transformational journey focused on laying the foundation for a technologically advanced, secure, and independent ICT environment that is adaptable, innovative, and capable of supporting the diverse needs of our internal and external customers. Our people are passionate about collaboratively finding best-fit solutions, that continuously improve our digital service delivery, secure and stabilise our IT environment, and streamline the interactions that support the department's delivery of government priorities.

The ICT Business and Governance Branch is responsible for key enabling functions that underpin our ICT strategic planning, investment, purchases, governance, communications and operational workforce, working broadly across the division and the department. Our ICT Business Solutions and Security Branch is responsible for the delivery of the ICT business solutions lifecycle from design to sustainment, as well as the department's cyber security – adopting a security by design approach to solutions - and artificial intelligence capability. The ICT Operational Services and Infrastructure Branch is responsible for the delivery and support of ICT services across the department, portfolio agencies and to Ministers. Responsibilities include network security and support, the delivery, deployment and support of remote and field ICT and critical incident response.

The ICT Service Operations Section is responsible for the end-to-end management of ICT services to the Department by the application of processes and improvements to core ICT service capabilities. This includes onsite support to staff dispersed across Australia.

Duties

- Provide a first point of contact for customers on ICT needs via phone and our IT service management platform, always providing exceptional customer service.
- Interpret customer information, relevant knowledge base articles and team processes to identify and apply appropriate troubleshooting and remediation techniques to incidents in a variety of different ICT environments.
- Ensure the consistent resolution of a range of customer issues including escalating and assisting with the investigation and resolution of complex issues, problems and incidents.

- Ensure customers are kept up to date on the status of recorded incidents and request, and ensure all activities are recorded in the service platform.
- Coordinate and undertake request management processes in an ITIL-based environment, including ensuring the generation, maintenance and integrity of appropriate records and documentation.
- Diagnose and trouble shoot technical issues relating to hardware, software and network connectively while providing step-by-step guidance to customers to help uplift end user IT capability.
- Assist in the proactive identification and reporting of performance and service issues and contribute to the continuous improvement of Service Desk operations, processes and practices.
- Assist in the proactive identification and reporting of performance and service issues and contribute to the continuous improvement of Service Desk operations, processes and practices.
- Undertake information and records management processes, review and update internal and external knowledge articles and actively contribute to the growth and maintenance of ICT Knowledge Management.
- Assist with the evaluation and implementation of ICT Service Desk operational standards and utilise initiative in the application of policies, standards and processes to support quality outcomes.
- Contribute to a safe and healthy work environment by taking personal accountability and identifying and reporting incidents, hazards and injuries in accordance with the department's policy and procedures.
- Ensure that all customer data is handled in compliance with privacy regulations and departmental confidentiality policies.

For detailed information about the job-specific capabilities for these roles, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there. **Eligibility**

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualifications validation, and a probation period of 6 months will apply for new engagements to the APS.

Notes

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

To Apply

Position Contact	Gill Thompson, 0466 440 783
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=73742EB6-BF15-CC55-9357-DB4C24D06A63

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Agriculture, Water and the Environment

Vacancy VN-0751586

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

Closing Date:Wednesday 04 December 2024

Information and Communications Technology
ICT Operational Services & Infrastructure ICT Service Operations

Job Title	ICT Service Desk Senior Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Sydney NSW, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA
Salary	\$81,690 - \$89,615
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	Working from home some days each week may be negotiated
Classification	APS Level 5
Position Number	2024/3298
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=D0839152-94BF-EC73-724D-DB4C24DAF4A4>

Who we are

The department's ICT Division has spent the last 12-months achieving significant milestones that have kicked-off a transformational journey focused on laying the foundation for a technologically advanced, secure, and independent ICT environment that is adaptable, innovative, and capable of supporting the diverse needs of our internal and external customers. Our people are passionate about collaboratively finding best-fit solutions, that continuously improve our digital service delivery, secure and stabilise our IT environment, and streamline the interactions that support the department's delivery of government priorities.

The ICT Business and Governance Branch is responsible for key enabling functions that underpin our ICT strategic planning, investment, purchases, governance, communications and operational workforce, working broadly across the division and the department. Our ICT Business Solutions and Security Branch is responsible for the delivery of the ICT business solutions lifecycle from design to sustainment, as well as the department's cyber security – adopting a security by design approach to solutions - and artificial intelligence capability. The ICT Operational Services and Infrastructure Branch is responsible for the delivery and support of ICT services across the department, portfolio agencies and to Ministers. Responsibilities include network security and support, the delivery, deployment and support of remote and field ICT and critical incident response.

The ICT Service Operations Section is responsible for the end-to-end management of ICT services to the Department by the application of processes and improvements to core ICT service capabilities. This includes onsite support to staff dispersed across Australia.

Duties

- Provide a first point of contact for customers on ICT needs via phone and our IT service management platform, always providing exceptional customer service.
- Interpret customer information, relevant knowledge base articles and team processes to identify and apply appropriate troubleshooting and remediation techniques to incidents in a variety of different ICT environments.
- Ensure the consistent resolution of a range of customer issues including escalating and assisting with the investigation and resolution of complex issues, problems and incidents.
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- Assist in the proactive identification and reporting of performance and service issues and contribute to the continuous improvement of Service Desk operations, processes and practices.
- Assist in the proactive identification and reporting of performance and service issues and contribute to the continuous improvement of Service Desk operations, processes and practices.
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- Assist with the evaluation and implementation of ICT Service Desk operational standards and utilise initiative in the application of policies, standards and processes to support quality outcomes.
- Contribute to a safe and healthy work environment by taking personal accountability and identifying and reporting incidents, hazards and injuries in accordance with the department's policy and procedures.
- Ensure that all customer data is handled in compliance with privacy regulations and departmental confidentiality policies.
- Provide a higher degree of technical support and escalation for customer inquiries and issues.
- Support the training and development of more junior team members.

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a Baseline security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualifications validation, and a probation period of 6 months will apply for new engagements to the APS.

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

To Apply

Position Contact	Gill Thompson, 0466 440 783
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=D0839152-94BF-EC73-724D-DB4C24DAF4A4

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Agriculture, Water and the Environment

Vacancy VN-0751592

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

Closing Date:Thursday 28 November 2024

International Environment, Reef and Oceans
Great Barrier Reef Executive

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$74,882 - \$81,521
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	Working from home some days each week may be negotiated
Classification	APS Level 4
Position Number	2024/3296
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=A71B66B7-346B-B781-1EDD-DB4C256150F5>

Who we are

The International Environment, Reef and Oceans Division leads and influences Australia's engagement on a range of environment-related international agreements and treaties including those relating to oceans, wildlife trade and migratory species and oversees a range of Pacific environment programs. The division contributes to the protection and sustainable management Australia's wildlife, oceans, marine and migratory species and the Great Barrier Reef. The division comprises the International Environment Branch, Great Barrier Reef Branch and Oceans and Wildlife Branch.

The Great Barrier Reef Branch leads the development of policy and manages programs for the sustainable management and enhancement of the Great Barrier Reef, including through the Reef 2050 Plan and Reef Trust. The Branch engages with stakeholders and collaborates with partners to design and implement best practice programs and initiatives that deliver the government's outcomes for the Great Barrier Reef, including addressing poor water quality, the impacts of fishing on protected species and improving the resilience of Reef ecosystems. The Branch works closely with scientists and regulators to deliver programs and to support the operation and management of sustainable and trusted fisheries. The Branch works to ensure Aboriginal and Torres Strait Islander interests are supported through partnerships that deliver practical and enduring outcomes for First Nations people, as the custodians of the Reef and its catchment.

Duties

- performing 'front of office' support functions for each Branch, including greeting visitors, receiving and responding to phone calls, emails and general correspondence,
- diary management and coordination including scheduling appointments and organising travel,
- managing correspondence, including monitoring emails, preparing responses to routine and less complex enquiries, coordinating and tracking ministerial workflow; collating and follow up of information to ensure deadlines are met,
- providing high quality administrative assistance in collating papers and folders for meetings attended by the Senior Executive that you will assist,

- arranging meetings and organising logistical arrangements (room bookings, refreshments and escorting external stakeholders),
- liaising with various stakeholders of all levels including the Minister’s Office and providing assistance with general enquiries,
- coordinating and reconciling Senior Executive finances,
- assisting the Divisional executive group as required (monitoring telephones to ensure core business hours are covered),
- providing other general administrative support functions as required.

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

We currently have one vacancy available for immediate filling in Canberra. A merit pool for filling the same or similar positions in any location in Australia may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Rachel Veamatahau, 0468 661 845
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=A71B66B7-346B-B781-1EDD-DB4C256150F5

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Attorney-General's

Vacancy VN-0751615

Australian Federal Police

Closing Date:Thursday 05 December 2024

Deputy Chief Police Officer
ACT - Exec General Manager Corporate ACT - Coordinator Communications
& Government Relations

Job Title	ACT Policing - Media & Communications Team Member
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,821 - \$95,010
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite full time
Classification	
Position Number	Job Reference - 13819
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13819/>

Applications are sought from suitably qualified applicants wishing to be considered for the role of Band 4 media officer or strategic communications officer.

ACT Policing is looking for motivated and experienced media and strategic communication professionals who have a demonstrated ability to develop and implement a variety of communication strategies and responses.

Applications are sought from suitably qualified individuals wishing to be considered for a Team Member role in the ACT Policing Media Team. We are also seeking applicants to fill possible vacancies in our Strategic Communications section. A merit pool will be created from this process.

ACT Policing's Communications and Government Relations team is seeking individuals with experience in areas including media liaison, crisis management, public engagement, strategic communication and event organisation.

Candidates are expected to demonstrate appropriate experience in areas including media relations, campaign development, publications, website content, public affairs and social media. They must also possess good interpersonal and writing skills and a ability to make accurate and time-critical decisions under pressure.

Media and Strategic Communications officers support the operational business outcomes of ACT Policing and are responsible for internal and external communications, crisis communications and engaging with the community through corporate events.

Candidates are required to possess tertiary qualifications in journalism, public relations/media, marketing and/or communications and/or equivalent experience in public relations (either media, marketing or strategic communications) positions.

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

Duties

The (vacant) role in the Media Team requires you to:

- Consider, prepare and respond to media enquires
- Prepare media releases
- Prepare talking points to assist police in conducting press conferences and media interviews
- Manage media stand-ups and press conferences
- Monitor and manage a group email inbox
- Provide advice and support to police where media engagement is required
- Perform on-call duties including out of hours, on weekends and on public holidays
- Manage media at incidents and crime scenes across the ACT
- Work to a roster covering shifts seven days a week including public holidays

Strategic communications officers are required to:

- Develop and implement external communication strategies and campaigns
- Provide communications advice to internal partners
- Prepare internal communication plans and activities
- Create content for websites, social media, publications and marketing collateral
- Assist with other communication activities including events, public relations and media liaison during peak periods as required.

Eligibility

Essential Requirements:

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.

Desirable Requirements:

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

- Tertiary qualifications in media, journalism, public relations, organisational communications, marketing or similar.
- Relevant qualification or experience and knowledge in media or strategic communications.

Notes

This role is located in Canberra and applicants are expected to be based in Canberra.

About the Australian Federal Police

As Australia’s national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has responsibility for providing community policing services to the Australian Capital Territory and Australia’s territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Andrew Gordon, 0419 685953
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13819/

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Attorney-General’s

Vacancy VN-0751628

Australian Federal Police

Closing Date:Thursday 05 December 2024

Deputy Chief Police Officer
ACT - Exec General Manager Corporate ACT - Coordinator Finance & Commercial

Job Title	ACT Policing - Team Member Finance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,821 - \$95,010
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite full time
Classification	
Position Number	Job Vacancy - 13818
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13818/>

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Member, ACT Policing Finance.

ACT Finance branch is responsible for supporting and ensuring efficient, effective and compliant financial management across ACT Police. There is a position available in ACT Finance for a Band 4 Team Member.

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

Duties

The position sits within the ACT Policing Finance and Commercial portfolio and assists in a range of Finance related services to support ACT Policing outcomes. The role is responsible for contributing and providing advice on management accounting, including budget development and monthly reporting. The position may also be responsible for other administrative tasks as required. The role additionally assists with capital management and external budgets.

The successful applicant must demonstrate well developed organisational skills and have extensive technical knowledge and

financial experience. In addition, this role will require good communication skills, and an ability to work flexibly in delivering and managing tasks within a high tempo environment.

Other duties may include:

- Performing a range of office management activities.
- Performing month end processes including accrual journals.
- Providing a range of corporate support tasks.
- Undertaking project and research work to support AFP business.
- Monitoring and evaluating the effectiveness of ongoing AFP operational activities.
- Contributing to the development and implementation of corporate policies, processes and systems which enhance the delivery of AFP operational outcomes; and
- Maintaining currency in subject matter expertise through ongoing professional development and learning opportunities outside the formal education process.
- Members will be required to work effectively in a small team under the direction of Senior Team Members and Team Leaders.

Eligibility

Essential Requirements:

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- High level of attention to detail;
- Effective oral and written communication skills;
- Organisational skills, including the ability to manage competing priorities; and
- Relevant qualification or extensive experience and knowledge in area of expertise.

Desirable Requirements:

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

- Tertiary qualifications in accounting/finance.

Notes

This role is located in Canberra and applicants are expected to be based in Canberra.

About the Australian Federal Police

As Australia's national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has responsibility for providing community policing services to the Australian Capital Territory and Australia's territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Catherine Kattenberg, (02) 51265332
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13818/

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Attorney-General's

Vacancy VN-0751658

Federal Court of Australia

Closing Date:Thursday 05 December 2024

Federal Court of Australia
Corporate Services

Job Title	IT Service Support Officer
Job Type	Full-Time, Ongoing
Location	Parramatta NSW, Sydney NSW
Salary	\$80,341 - \$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	0864-11-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Position Overview

This position is responsible for providing 1st level IT support to the Federal Court of Australia, Federal Circuit and Family Court of Australia and National Native Title Tribunal's (NNTT) judiciary and staff. The IT Service Desk is the initial point of call for users of IT services provided by the Information Technology section.

Primary responsibility is being the initial point of contact with clients of the Service Desk within a small team, which is part of a larger team delivering support to clients. The majority of work will entail answering of calls to the IT Service Desk and monitoring email and IT Service Portal queries. These interactions are to be logged in the IT Service Management tool (Ivanti Service Manager) where possible queries are to be resolved and where not possible escalated to other support teams.

Clients of the IT Service Desk include Judges, Registrars, Members and Registry staff along with external clients who utilise the Court's eApplications.

Duties

Duties and Responsibilities

Delivery of quality ICT support services to clients.

- Excellent communication skills, written and verbal.
- Ability to understand, troubleshoot.
- Understand IT policies and procedures.
- Provide support via phone, remotely and in-person.

Incident\Service Request Management.

- Recording of all incidents\service requests\problems in IT Service Management Tool.
- Management of individual work queue, as well as assist in team queue management.
- Creation of knowledge base articles for use by Judge's & Court staff and within IT.
- Technical skills to support clients working in a Microsoft environment on Windows 10 using MS Office 2016 suite.
- User Administration: creation, deletion and modification of individual user accounts, email mailboxes utilising O365 administration.
- Deployment of Hardware, SOE, and approved software.

Teamwork and Leadership

- Ability to work effectively within a geographically dispersed Service Desk within Australia.
- Contribute and working with other IT teams to achieve and ICT delivery goals.
- Establish and maintain relationships with each registry, with particular focus to your location.
- Ongoing Training/Education and induction of clients and colleagues.

Eligibility

Selection Criteria

1. Minimum of two years' experience in a Service Desk\Help Desk or ICT Support role. Demonstrating the ability to provide support remotely via telephone/email/instant messaging and physically onsite. Experience within a legal environment is desirable.
2. Demonstrated ability working with IT best practice based on ITIL, including the use of an ITIL compliant ITSM tool, Ivanti Service Manager is desirable. An understanding of IT security fundamentals and ensuring processes and policies are adhered to.
3. Proven high level analytical and problem-solving skills, including resolving issues with users working remotely out of the office. The capability to define issues, determine workarounds and the best course of action to address the issue.

4. Demonstrated ability to work both autonomously and as a member of a geographically dispersed team. This includes the ability to perform well under pressure, manage competing priorities, meeting deadlines, and contributing to team goals and resources (e.g., documentation creation).
5. Knowledge and ability to support the following technologies:
 - Microsoft Environment (Windows 10, Office 2016, Active Directory)
 - O365 Administration
 - Networking troubleshooting (DNS, proxy)
 - Microsoft Teams
 - Microsoft Always On VPN
 - Citrix end-user and server support
 - Video conferencing facilities (Cisco CUCM & TMS)
 - Hardware deployment and maintenance (laptops, desktops, tablets, smartphone)
 - Printer support and vendor engagement
 - Dictation Devices & Applications (Olympus and Dragon Naturally Speaking)

Notes

Eligibility

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

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

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

Diversity and Inclusion

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.

RecruitAbility

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

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

How to Apply

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

Application Close: Tuesday 5 December 2024 at 11:30 pm (AEDT)

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	Immogen Goodman, (02) 8067 2211
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0751210

Department of Defence

Closing Date:Thursday 19 December 2024

NAVY
Deputy Chief of Navy

Job Title	Business and Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Nowra Hill NSW, Canberra ACT, Garden Island NSW, Hmas Creswell ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra, Garden Island, Nowra Hill, Hmas Creswell
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	NAVY/10117/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=85A5E334-E737-3E92-6A37-DB4A8451A4B6>

Duties

The Role
Within the Royal Australian Navy, Training Force (TF) has undergone a significant transformation to ensure we are able to meet the future training demand, as well as the learner’s expectations of the larger future Navy workforce, within a continuous shipbuilding context that is delivering newer and more complex capabilities over the next 50 years.

The Business Intelligence Officer role sits within the Business Optimisation team whose primary purpose is to provide ongoing development and review of Training Force Systems enabling all personnel to deliver outcomes in the most effective manner to achieve Training Force’s mission. The team optimises strategies and practices to find efficient ways of working through improved workflows, frameworks and systems.

As the Business Intelligence Officer, you will use your initiative and judgement in the interpretation of policy and in the application of practices and procedures. You will derive insights using your technical skills, monitor and report on data trends and patterns and communicate the findings to relevant stakeholders effectively, using a hands-on, business partnering approach.

In this position you will play a key role in implementing and maintaining Business Intelligence systems, frameworks and tools, as well as strong collaboration and stakeholder engagement skills. Reporting to the Deputy Director Business Optimisation, you will assist in driving the automation of the business processes towards ongoing improvement of work practices and Training Force’s approach to data-driven decision making.

You will build strong relationships with internal and external stakeholders and be able to work in a small team in a multidisciplinary environment and roles with competing priorities. Additionally, you will provide detailed professional advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

About our Team
The Business Optimisation Team sits within the Deputy Commodore Training Directorate at Navy Training Force Headquarters. The team provides business optimisation services to Training Force to enable timely, efficient and accurate decision-making. The team aims to identify and implement new methods and processes that seek to redesign and streamline, ensuring a continual improvement cycle is in place.

This role reports to the Deputy Director Business Optimisation and is located at Training Force Headquarters, Campbell Park.

Our Ideal Candidate

The Business Intelligence Officer is accountable under broad direction to strengthen the data analytics and visualisation capability within an integrated workforce. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within the work unit.

You will have considerable expertise in the use of Business Intelligence tools and have strong communication skills both written and verbal, to convey results succinctly and with clarity. You will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

To be successful in this role you will:

- Undertake analytic activities including data extractions and transformation; data analysis/visualisation; and development, testing and maintenance of analytical reports / dashboards.
- Have a keen eye for detail;
- Have a high standard of written communication skills;
- Develop and maintain internal and external relationships with our stakeholders;
- Have technical expertise in Business Intelligence tools, especially PowerBI;
- Be able to work in a fluid environment by remaining flexible, agile and adaptable;
- Be committed to ongoing self-improvement and professional 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>

About the Department of Defence

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To Apply

Position Contact	Grant Walsh, 02 4428 1448
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=85A5E334-E737-3E92-6A37-DB4A8451A4B6

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

Vacancy VN-0751232

Department of Defence

Closing Date:Sunday 01 December 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Director MQ4 Management Unit
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$134,567 - \$161,521
Future Merit Locations	Adelaide, Edinburgh
Office Arrangement	On Site
Office Arrangement Details	On site based work
Classification	Executive Level 2
Position Number	CASG/10162/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=1542C439-E965-D1DC-1526-DB4AC2C657B4>

Duties

The Role

Director MQ4 Management Unit (DMQ4MU) is responsible for the sustainment of the new MQ-4C Triton Uncrewed Aircraft System and its associated ground segments and training systems. DMQ4MU is also responsible for SRSPO support to the AIR7001 MQ-4C Triton major capital acquisition project. This key leadership role sets MQ4MU's strategic direction by establishing priorities and managing risk across all elements of the MQ-4C program to enable delivery of cutting-edge aerospace capability outcomes. Key responsibilities include:

- Lead a multi-disciplinary team comprised of Military and Civilian personnel who are specialists in project management, engineering, and integrated logistics support management.
- Provide leadership across the MQ-4C Triton Enterprise, interpreting RAAF operational and capability manager needs to deliver materiel outcomes through effective industry and United States Navy partner engagement.

- Responsible for the development, implementation and monitoring of program strategies, performance, plans and risks through the capability lifecycle.

About our Team

Surveillance and Response Systems Program Office (SRSPPO) ensures the availability and performance of highly complex surveillance and response airborne and related systems for the Royal Australian Air Force (RAAF) – including the MQ-4C Triton, a new remotely piloted high altitude long endurance aircraft system and the P-8A Poseidon aircraft system. SRSPPO also acquires and supports common Aircrew Life Support Equipment (ALSE) used on air vehicles operated by the RAAF, Navy and Army.

Our Ideal Candidate

Your ability to lead, manage, and inspire a team will be crucial to the successful delivery of the MQ-4C Triton program. You will have a proven track record of guiding high-performing teams in complex aerospace acquisition/sustainment activities. You will have significant experience in developing and mentoring staff, fostering a culture of continuous improvement, and managing performance to achieve strategic and operational goals. You will have proven commercial acumen and exceptional engagement and communication skills with a track record of achieving alignment across diverse stakeholders. **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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Simon Bird, 02 4726 0275
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1542C439-E965-D1DC-1526-DB4AC2C657B4

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

Vacancy VN-0751250

Department of Defence

Closing Date:Thursday 05 December 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Project Manager
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/10091/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=5204E364-7265-E922-BE57-DB4A862FCCD4>

Duties

The Role
The APS 6 Project Manager is responsible for managing a range of complex Air Mobility project activities, supporting the C-130J Hercules and the C-27J Spartan aircraft and associate systems.

Your experience and knowledge in the Project Management space will directly support the Royal Australian Air Force to specify, plan and deliver capability enhancement projects as a major component of the role. You will engage with primary contractors and suppliers to effectively monitor, manage and report on contractor performance.

As the APS 6 Project Manager, you will be responsible for:

- Providing decision support for members and stakeholders.
- Oversight of project schedules, deliverables, risks and issues.
- Management of project quality, performance and resources.
- Managing budgetary and expenditure obligations across diverse funding sources.

- Oversight of program-level and project-level status reports.
- Act as the point of contact for, and engage with, internal and external stakeholders on complex and sensitive Project related issues.
- Resolve problems using professional expertise, taking the initiative to identify alternative courses of action and implications for work health and safety activities.

Please note that this role will require face-to-face contact with all stakeholders and as such you will be required at a minimum to be onsite at RAAF Base Richmond 4 out of 5 days.

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.

As the APS 6 Project Manager, you will manage a small group of personnel in the Capability Enhancement team. The team comprises both Australian Public Servants (APS), Australian Defence Force (ADF) and Contractors.

Located in Greater Western Sydney at RAAF Base Richmond, an hour west of Sydney, the Base has an employee accessible gym, tennis and squash court, pool and cinema. ALSPO prides itself on having a strong wellbeing and culture program available and flexible work arrangements can be negotiated.

Our Ideal Candidate

We are seeking an enthusiastic and motivated individual to join our team, who is excited to work in a high tempo environment.

Our ideal candidate will have:

- Project Management skills and experience, ideally with insight into aerospace engineering environments.
- Experience in governance management related to projects.
- Experience in managing and supporting financial expenditure and estimation.
- Risk analysis and deductive reasoning skills to support effective decision making.
- Excellent communication and stakeholder engagement skills.
- An ability to manage a team, consisting of a range of Defence and industry partners.
- High-level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives.
- Capacity to think strategically and develop plans to enhance the achievement of business level outcomes.
- Sound business acumen and a demonstrated understanding of the Defence Industry.

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	WGCDR Justin Diamond, 02 5108 6682
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5204E364-7265-E922-BE57-DB4A862FCCD4

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Defence

Vacancy VN-0751258

Job Title	National Support Strategies
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra, Russell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Please discuss working arrangement with contact officer
Classification	Executive Level 1
Position Number	JCG/10113/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=696B5C78-B423-FF2C-3D7C-DB4AC35A9588>

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. The NSD coordinates Defence's ability 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, 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 National Support. 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 and Commands and other groups across Defence to achieve

To be successful in a National Support 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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Anne Fuller, 02 5108 9582
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=696B5C78-B423-FF2C-3D7C-DB4AC35A9588

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Defence

Vacancy VN-0751296

Department of Defence

Closing Date:Thursday 05 December 2024

Security and Estate Group
Service Delivery Division

Job Title	Service Delivery Officers
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Darwin NT
Salary	\$83,706 - \$89,659
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/09940/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=15C17B30-5B7D-1E24-E348-DB4ABF409DDA>

Duties

The Role
Are you a high-performing professional seeking a challenging and rewarding career? Look no further! Security and Estate Group has a variety of critical vacancies across Australia, and we are seeking experienced team players to fill these roles.

Do any of the following describe you?

- You are a natural networker and enjoy engaging with stakeholders
- You thrive on problem-solving and helping others achieve their goals
- You are an experienced administration professional seeking a new challenging
- You are passionate about supporting Defence capability

If so, we have the perfect role for you! Our team is responsible for ensuring smooth, efficient, and forward-thinking operations that best support Defence. We manage daily operations, coordinate communication and logistical tasks, and plan for future infrastructure and estate growth. Our roles require a mix of strategic planning, strong organisational skills, and a commitment to maintaining standards and building relationships across all levels.

Our team is highly collaborative, and each role serves a unique purpose. You could be overseeing logistical and administrative tasks that keep our bases running, coordinating projects to align with organisational goals, or planning estate growth to meet both current and future needs. Whatever your role, you will be responsible for streamlining processes, troubleshooting challenges, and driving continuous improvement.

We are looking for professionals who are adaptable, future-focused, and committed to excellence. If you are ready for a new challenge and want to make a real difference, we encourage you to apply. Join our team and be part of something great!

As an APS 5 in these roles, you will be:

- Accountable under limited direction to perform and achieve complex procedural, operational, administrative and business support work within an integrated workforce.
- Accountable to have and maintain a well-developed understanding of and compliance to with relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.
- Required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes.
- Accountable for organising your workflow and making independent decisions relating to your area of responsibility.
- Required to coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members.
- Accountable to contribute towards ongoing self-improvement and professional development.

About our Team

At Security and Estate Group (SEG), we are not just a team - we are a family of passionate and dedicated professionals committed to protecting and advancing Defence's strategic interests. As part of the Associate Secretary Group, we are responsible for managing security clearances, the Defence industry security program, and providing security training and awareness.

Our team is at the forefront of environmental stewardship, managing over 2.8 million hectares of land and more than 700+ leased or owned properties, containing around 30,000 built assets. We are also leading the charge in integrating service delivery to align with the One Defence model.

With a budget of over \$6.6 billion and a workforce of around 1,900 APS and 150 ADF staff, along with numerous contracted service providers, we offer a dynamic and challenging work environment that will enable you to grow and develop your skills and career.

If you are looking for an opportunity to make a real difference and contribute to a high-performance team, then SEG is the place for you. Join us today and be a part of something great!

Our Ideal Candidate

In our ideal candidate, we are seeking a dynamic individual with a proven track record of excellence to join our team. Here is what we are looking for:

- Well-developed communication, organisation and negotiation skills with the ability to influence a broad range of stakeholders
- The ability to work collaboratively with various military, civilian and contractor stakeholders
- Comfortable operating with the unknown, you seek assistance, and welcome feedback for your own development
- Demonstrated ability to think critically, identify issues and contribute to the delivery of continuous improvement activities
- The ability to research policy and procedure and determine practical outcomes that achieve objectives
- The ability to identify and anticipate stakeholders' needs and expectations to achieve outcomes
- The ability to forward plan a workload and the agility to reprioritise at short notice
- Demonstrate resilience and personal accountability for the quality, timeliness and delivery of results
- A commitment to on-the-job training and participation in activities to build and maintain customer service skills, and product knowledge
- Experience supervising/managing staff within a customer service/service delivery environment is highly desirable

If you are a motivated and experienced professional looking to make a real impact, we encourage you to apply for this exciting opportunity. Join our team and be a part of something great!

We are looking for enthusiastic people to join our team immediately. These roles are ideal for energetic and motivated individuals focused on ongoing self-improvement and professional development. A Merit Pool of suitable candidates will also be created for future placement.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Baseline Vetting".

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	Charmaine Richards, 02 4428 1238
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=15C17B30-5B7D-1E24-E348-DB4ABF409DDA

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Defence

Vacancy VN-0751301

Department of Defence

Closing Date:Thursday 05 December 2024

NAVY
Navy Engineering

Job Title	Deputy Director Materiel Policy Assurance
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Campbell
Office Arrangement	Work From Home;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	NAVY/10206/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=3FB60415-B85A-74E8-7E9A-DB4ABFEDEC04>

Duties

The Role
The Deputy Director Materiel Policy Assurance is responsible for maintaining and updating the model-based Systems Engineering

functional structure of the N4 Material Policy Library, known as the Materiel Seaworthiness Functional Master Set (MSwFMS). The position is also required to work with stakeholders to establish an assurance model and assess alignment of the N4 policy documents against Defence and Navy Policy whilst also maintaining alignment with the MSwFMS within Defence software tools.

As an EL 1 within Directorate Naval Engineering Policy (DNEP), you will be responsible to lead a small team, and independently conduct analysis of the N4 framework to the MSwFMS. You will be expected to provide advice to the Director of DNEP of non-conformance and work within a team for remediation.

Some of the key responsibilities of the role include:

- Applying systems engineering concepts within the suite of N4 policy documents;
- Engage with policy and doctrine stakeholders across the Maritime Domain;
- Investigate, analyse and report on the systems engineering requirements within the branch's Engineering Strategic Plan;
- Provide systems engineering technical / professional advice in relation to policy planning, development and audit activities;
- Provide team members with supervision and work priorities; and
- Maintain an awareness of contemporary Model-Based Systems Engineering standards, methodologies and applications.

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 position is within the Directorate Naval Engineering Policy that is responsible for the development; implementation and maintenance of Navy's materiel policy set, materiel governance, engineering knowledge and information systems and provide governance over Navy's Technical Publications & Standards Library.

This suite of materiel policy documentation is known as the N4 Library, which provides materiel governance and policy direction within the Defence Maritime Domain. The MSwFMS provides an authoritative common standard as to what is required from a functional and outcome perspective to deliver seaworthy materiel.

Our Ideal Candidate

Our ideal candidate will have:

- Experience in performing critical and complex engineering activities and provide advice in the field of systems engineering under broad direction.
- Demonstrated systems engineering knowledge, including experience in; and understanding of, the principles of Model-Based Systems Engineering (MBSE).
- Strong oral and written communication skills to logically convey thoughts and ideas, and the ability to tailor communication style and language to communicate effectively with internal and external stakeholders.
- Experience in the evaluation of delivered materiel to ensure it meets requirements and legislative, policy and regulatory frameworks.
- Experience in assessing and developing recommendations and contribute to the implementation of actions.

Eligibility

Security Clearance:

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

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>

About the Department of Defence

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To Apply

Position Contact	Angela Webster, 02 6132 7467
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3FB60415-B85A-74E8-7E9A-DB4ABFEDEC04

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Defence

Vacancy VN-0751332

Department of Defence

Closing Date:Thursday 05 December 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Explosive Ordnance Assurance Technical Officer
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$83,706 - \$89,659
Future Merit Locations	Rockingham
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/09914/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A7F70BDB-C31F-765B-A960-DB4AC21348E3>

Duties

The Role

The Explosive Ordnance Assurance Technical Officer is one of three APS members working within the Joint Explosive Ordnance Support (JEOS) team in WA. JEOS areas of responsibility focus on providing assurance that all aspects of Military Explosive Ordnance handling, storage, transport and disposal is conducted safely and in accordance with relevant policy and procedures. The incumbent is also required to inspect and sentence guided weapons as they are transferred from units back into storage.

The position requires the incumbent to visit all Defence Establishments in the WA region on an annual basis and meet with senior members of these units. Effective verbal and written communication skills are highly desirable.

JEOS-WA consists of a small team of Explosive Ordnance experts who are frequently engaged to guide and mentor all Defence Units in WA on all aspects of Explosive Ordnance Handling, storage, transport and disposal.

About our Team

Joint Explosive Ordnance Support is a nationwide organisation headed by an office in Canberra. JEOS-WA is one of seven regional offices around Australia with the WA office consisting of eight highly professional and technical personnel in the field of Explosive Ordnance.

Our Ideal Candidate

The ideal candidate will need to be able to work well in a small team and know where and who can best advice about any technical matters related to Explosive Ordnance (EO). The candidate will be required to travel to the various Defence unites within WA on an infrequent basis. Working with the other regional JEOS offices interstate is occasionally required.

The ideal applicant has a developed understanding of compliance and relevant EO legislative frameworks. Ability to apply EO knowledge in the conduct of investigations, research, reviews and assessments to meet operational support work is a core component of the position.. Training can be provided to the selected candidate for gaining qualifications in Explosive Ordnance Inspection and Guided Weapons sentencing.

Eligibility

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

Mandatory Qualifications
This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 5 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	David Edgell, 08 9580 3205
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A7F70BDB-C31F-765B-A960-DB4AC21348E3

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Defence

Vacancy VN-0751339

Job Title	Product Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$115,899 - \$130,733
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/10088/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=5CD71CA3-3F97-6FDB-8DBB-DB4AC253C0CB>

Duties

The Role
The Directorate of Program Management Policy and Support provides the Policy Framework and associated support to Project and Product Management teams in both the acquisition-focused and sustainment-focused System Program Office environments. The role will exercise a considerable degree of independence and perform a subject matter expert role.

They will:

- Exercise sound decision making and judgement to provide expert policy advice;
- Have in-depth knowledge of Product Management in a Defence environment and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work; and
- Work within a small team to support the Director in ensuring effective and contemporary guidance and support is provided to the broader workforce in order to meet the required outcomes for Defence.

Product Managers will also be responsible for actively engaging with key stakeholders to ensure that Product Management outcomes and impacts are well considered across the broader Capability Acquisition and Sustainment Group (CASG) and Defence policy landscape.

About our Team
CASG Strategy and Planning Branch is responsible for best practice in Program, Project and Product Management and for leading and defining new ways of doing business that is responsive to Defence's future capability requirements.

The Program Management Policy and Support Directorate are leading improvements in Project Management and Product Management policy and the provision of SME support to tackle the challenge of overcoming the ever-increasing complexity in undertaking Defence Acquisition and Sustainment.

Our Ideal Candidate

Our ideal candidate will be a collaborative strategic thinker, who has excellent leadership skills, is positive and proactive, has a highly developed communication skillset, and has excellent attention to detail. The candidate will also need to possess the ability to work under limited direction to lead initiatives.

The successful candidate will bring the following attributes to the role:

- Prior experience in Product Management/Asset Management, particularly within Defence or the Defence Industry;
- Ability to proactively, and effectively, engage, collaborate and sustain productive relationships with team members and external stakeholders;
- Strong problem-solving and issue resolution skills;
- Ability to develop and maintain;
- Product Management policy documents and processes in accordance with agreed procedures and standards;
- Understanding of, and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements;
- Exercise sound decision making and judgement to provide expert policy advice; and
- Ability to lead and work effectively within a collaborative, small-team environment.

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	Timothy Workman, 0404 864 739
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5CD71CA3-3F97-6FDB-8DBB-DB4AC253C0CB

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Defence

Vacancy VN-0751347

Department of Defence

Closing Date:Thursday 05 December 2024

Guided Weapons and Explosive Ordnance
GWEO Systems

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GWEO/09942/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=A7F7CB22-D33D-BA71-E20C-DB4AC2C1E2E0>

Duties

The Role
An opportunity for an APS6 Project Support Officer exists within one of Defence's high priority areas in the Maritime Explosive

Ordnance System Program Office (MEOSPO).

As an APS6 Project Support Officer, you will support the achievement of complex financial management work within an integrated workforce to help accelerate capability acquisition and sustainment activities within the Guided Weapons and Explosive Ordnance (GWEO) Enterprise.

You will provide reliable professional advice and outcomes, utilising the associated people and financial responsibilities, and contribute to strategic planning, program and project management and policy development.

Every day will be different as you embrace opportunities to:

- Manage financial support, contribute to budget preparation and financial performance monitoring and reporting for a range of guided weapons and munitions.
- Support the coordination of financial governance requirements and promote compliance to financial management frameworks.
- Use knowledge and experience of financial management to provide advice on Defence and government financial matters.
- Provide project support in the design and recommendation of solutions to financial management issues.

You will also have the opportunity to further your career through a comprehensive professionalisation program.

Excellent written and oral communication skills are an integral aspect of this role. You must be able to network/communicate at all levels including engaging with outside organisations to achieve MEOSPO objectives.

International Traffic in Arms Regulation (ITAR) is the United States regulation that controls the manufacture, sale and distribution of Defence and space related articles and services. The ITAR contains a list of "restricted" countries that are unable to access ITAR controlled information, and therefore we will need to know if an applicant holds dual citizenship to one of the restricted countries to ensure they meet the requirement to perform the role (and we do not breach any ITAR requirements).

About our Team

MEOSPO is an integral part of GWEO Maritime Branch, which is part of the Guided Weapons & Explosive Ordnance System Division. Our team consists of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne and Stirling, and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

GWEO Maritime Branch is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one that directly reflects the needs and scope of Defence's varied operational requirements.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

In GWEO Maritime Branch, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- 15.4% superannuation.

- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study.
- Additional leave days between Christmas and New Year.
- Focus on work/life balance.
- Salary sacrifice opportunities.

Our Ideal Candidate

Our ideal candidate needs a strong commitment to working in a team environment that delivers timely and quality financial management activities relating to the acquisition and sustainment of Explosive Ordnance (EO).
The candidate also requires knowledge of financial management policies, principles and practices and an ability to apply those in an operational environment.

The candidate will also be proficient in the use of financial management information systems. The candidate should also be able to collaborate effectively and manage a wide range of stakeholders. The candidate may also have staff management responsibilities.

If you are someone who:

- Enjoys supporting challenging and highly complex activities,
- Is creative, pragmatic and solutions focused, and
- Is not afraid to challenge the traditional ways of doing business.

Then this is the role for 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>

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To Apply

Position Contact	Recruitment Officer, 02 5109 6007
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A7F7CB22-D33D-BA71-E20C-DB4AC2C1E2E0

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Defence

Vacancy VN-0751364

Department of Defence

Closing Date:Thursday 05 December 2024

Associate Secretary Group
Defence Legal

Job Title	Executive Officer - Chief Counsel Office
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site working arrangement
Classification	Executive Level 1
Position Number	ASG/10200/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=BA2A4755-9AC8-C6F2-BCBD-DB4AC37E9EC5>

Duties

The Role
Defence Legal Division is seeking experienced, energetic, enthusiastic and self-motivated candidates to fill the role of an Executive Officer within the Chief Counsel’s Office (within the Associate Secretary Group0029. Working to the Chief Counsel Defence Legal, leading a small team you will be primarily responsible for ensuring that the Chief Counsel Office functions day to day management of the office and support the Chief Counsel, plus addition work as required.

The Executive Officer will support the Chief Counsel and the Defence Legal division to deliver executive support, manage divisional business and corporate related activities. These activities include coordination of freedom of information and other requests including from corporate and ministerial coordination requests, senate estimates and committee preparation briefings and questions on notice, managing the day to day functions of the office and additional work as required. The Executive Officer will

engage extensively with the corporate areas of the department and across agencies, and provides quality assurance and will ensure consistency across the division on its corporate obligations.

About our Team

As part of the Defence Legal you will have the opportunity to have direct exposure to the Senior Leadership and the breadth of Departmental services, programs, policy and regulation. You will gain valuable experience in enabling services to further enhance your career and the opportunity to use your governance, human resource, financial and/or coordination expertise to support the team to deliver high quality services to the division.

While the focus of your work is within the division, you will have an outward view, and establish networks across services, other Defence Groups and corporate areas.

We are looking for emerging leaders with a blend of strategic facilitation, co-ordination and administration skills. Experience in executive, ministerial support and enabling services would be highly regarded, as well as the ability to contribute to embedding a service focused culture in to support the division to deliver on its priorities.

Our Ideal Candidate

We are looking for emerging leaders with a blend of strategic facilitation, co-ordination and administration skills. Experience in executive, ministerial support and enabling services would be highly regarded, as well as the ability to contribute to embedding a service focused culture in to support the division to deliver on its priorities.

The ideal candidate will thrive in a self-directed work environment and react proactively to new or unexpected events while exercising sound judgment and assessing risk. They will have an ability to ensure Senior Executives are provided the tools required to make decisions in a timely manner, while employing a collaborative approach to working with colleagues, and change management.

To succeed in the position you will demonstrate excellent organisational, communication, interpersonal and liaison skills and demonstrate ability to:

- Achieve results and quality outcomes by showing initiative and leadership, working in a small team delivering multiple activities at any given time, often within tight timeframes;
- Communicate effectively both written and verbal, delivering information in a variety of formats for a range of audiences;
- Collaborate across diverse teams, using your exceptional interpersonal and engagement skills to engage with Senior Executives and a wide variety of stakeholders, valuing different perspectives, contributions and backgrounds;
- Have a growth mindset with a willingness to continue to learn, develop, and foster an environment for team members to do the same;
- Think strategically, evaluating complex information from a variety of sources to make connections and prepare sound advice by exercising good judgement; and
- Show professionalism, personal drive and integrity, including demonstrated ability to take responsibility and achieve objectives in challenging circumstances.

Candidates from diverse backgrounds and experiences are encouraged to apply.

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>

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To Apply

Position Contact	Seima Darrow, 02 5131 4650
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA2A4755-9AC8-C6F2-BCBD-DB4AC37E9EC5

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Defence

Vacancy VN-0751372

Department of Defence

Closing Date:Thursday 05 December 2024

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Configuration Officer
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	NSSG/09018/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=2C92E31B-91E5-2116-54EC-DB4AFA4467C5>

Duties

The Role
The Configuration Officer APS 6 is accountable under broad direction to perform and achieve complex technical configuration 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.

The Configuration Officer will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

The Configuration Officer may be a team coach or lead a team and be accountable to set work priorities and manage workflows.

The Configuration Officer will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex or difficult issues. They will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team
The Hunter Class Frigate (HCF) will be one of the most advanced warships in the world with cutting edge technology and capabilities. As Australia's largest shipbuilding project, HCF provides the foundation for Continuous Naval Shipbuilding in Australia.

We are working with experts from the UK, USA, Canada and Europe to provide six frigates optimised for anti-submarine warfare to the Royal Australian Navy. The frigates are being constructed at the Osborne Naval Shipyard, South Australia utilising the latest production technologies.

You will have access to generous working conditions as an Australian Public Servant in Defence. You will be supported in balancing work life with family and other priorities, with a variety of flexible working arrangements available. Information on Defence employees' working conditions, including an attractive remuneration package with a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate
HCF is seeking a committed and confident Configuration Controller with considerable Configuration Management experience. They

will be accountable for contributing towards understanding the needs of our varied customers and stakeholders and producing results according to their requirements.

Our ideal candidate would be someone who:

- Performs complex technical configuration activities and associated tasks working to agreed priorities and outcomes.
- Apply technical knowledge and experience to identify risks and uncertainties and take these into account in planning, decision making and priority settings.
- Provides data administrative knowledge to support non-technical, complex technical and engineering activities.
- Show flexibility in responding to the changing context and shifting priorities of the customers.
- Can lead and work well with a diverse group of people to achieve results.
- Demonstrate well-developed organisational skills.
- Strives for results.
- Exemplifies APS values and conducts.

Eligibility

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

Mandatory Qualifications
This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	HCF Workforce Team, 02 6212 0624
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2C92E31B-91E5-2116-54EC-DB4AFA4467C5

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Defence

Vacancy VN-0751382

Department of Defence

Closing Date:Wednesday 04 December 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Risk Officer
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/10209/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=ECBA775A-27BA-C58D-8AFC-DB4AFBFA278C>

Duties

The Role

Risk Officer, The Regional Maintenance Centre - East (RMC-E) is part of a dynamic team that helps to support and influence positive outcomes for naval maintenance.

Reporting to the EL 1 Manager, the Risk Officer will:

- Provide advice and leadership to identify, monitor and proactively manage risk, guide safe work practices and meet regulatory requirements ensuring compliance with relevant contractual requirements.
- Provide effective oversight over risk management function of and reporting by Regional Maintenance Provider (East).

- Manage the RMC-E Risk Management System and provide quality risk reporting (delivering briefs, reports and presentations as required).
- Support key stakeholders and be the point of contact on all matters relating to risk.
- Ensure compliance with legislative, policy and regulatory frameworks.
- Use contemporary tools, methodology and initiatives to drive continuous improvement.
- Establish risk assurance processes such as ongoing training and internal audits.

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 its ability to surge from strategic locations across Australia, particularly into the Pacific. Development of sovereign sustainment capability is key, so that Defence has the workforce, supply chains and infrastructure to support the future fleet.

The team will manage the Regional Maintenance Provider and work 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:

- Demonstrated and relevant risk management experience.
- Excellent stakeholder engagement, communication and communication skills.
- A passion for developing and managing efficient and effective risk management practices and procedures.
- Baseline Security clearance or ability to obtain the same.

Given the nature of the role is to assist in maintaining the Navy ships and that it requires close interaction with Navy ship maintenance staff and a large number of stakeholders, the candidate must be:

- Physically fit and have the ability to climb the Navy ships through gangways and stairs.
- Able to effectively converse with stakeholders through verbal and written communication in person and online; and
- Able to work onsite at the base.

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 "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	Arvind Tyagi, 02 9537 0558
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ECBA775A-27BA-C58D-8AFC-DB4AFBFA278C

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Defence

Vacancy VN-0751397

Department of Defence

Closing Date:Thursday 05 December 2024

ARMY
ADFHQ-Office of Chief of Army

Job Title	Systems Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
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/10245/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=23B6141D-4E6F-7249-4BE4-DB4AFCC61DA0>

Duties

The Role

The Land Intelligence Surveillance and Reconnaissance and Electronic Warfare (LISREW) Program is seeking an engineer to support the capability management of the Intelligence and Information Warfare (I&IW) capability.

In this role, the engineer will work closely with the program systems engineer and AHQ stakeholders to develop and propose conceptual solutions to the capability managers. The primary products being produced are the Capability Definition Documents, these being the Operational Concept Document and the Test and Evaluation Master Plan. The Engineer will work closely with the Delivery Agency to ensure the capability managers intent is realised in the planning, specification, and acquisition of the capability.

The Engineer needs to have sound communication skills to effectively engage with stakeholders and solicit operational needs and considerations. Digital graphics support the communication of conceptual designs, so having graphic design skills will be beneficial.

About our Team

The LISREW I&IW team are responsible for the capability management of the I&IW capability. The I&IW team manages multiple projects at various stages of the lifecycle, which offers wide exposure to various topics and organisations. The I&IW team is primarily focused on the "Risk Mitigation and Requirement Setting" phase of the capability lifecycle. This phase takes the initial strategy and concepts and develops the capability definition through the Government investment approval process.

As an Engineer, there is close collaboration with other professional disciplines, including project management and integrated logistics support in order to optimise the capability across the lifecycle. The LISREW program is within the Systems and Integration Branch of the Land Capability Division within Army Head Quarters. The LISREW I&IW team and program have extensive engagement with other programs and organisations in order to align functions, products, and activities.

Our Ideal Candidate

The Ideal Candidate will have a sound understanding of the processes and products involved in systems engineering and test and evaluation.

The Ideal Candidate will have some skills or experience in one or more of the following topics: data analytics, data management, software engineering, security accreditation, marketing, psychology, communications.

The Ideal Candidate will be able to:

- Analyse existing products to identify content that applies to the I&IW capability.
- Investigate new technology and apply new technologies and methods to existing work processes.
- Provide advice and recommendations to topics based on professional knowledge, reference material, policy.
- Contribute to the team in accordance with direction and schedule.
- Engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve required outcomes.

Eligibility

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

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.

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	Stuart Neal, 02 5131 4283
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=23B6141D-4E6F-7249-4BE4-DB4AFCC61DA0

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ARMY
Forces Command

Job Title	Logistic Officer
Job Type	Full-Time, Ongoing
Location	Warradale SA, Keswick SA
Salary	\$67,399 - \$74,197
Future Merit Locations	Keswick, Warradale
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 3
Position Number	ARMY/10248/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=5A2F57BA-9C61-23AC-7699-DB4AFE4777F9>

Duties

The Role

Two APS 3 Logistic Officer positions exist within 9th Brigade, South Australia. One at 10/27 Royal South Australian Regiment (10/27 RSAR), Keswick Barracks and the other at 9th Combat Supply Support Battalion (9 CSSB), Warradale Barracks.

Both positions require an APS 3 Logistic Officer to be accountable under limited direction to perform and achieve straightforward logistics inventory management and general warehouse operations. They will work within an integrated workforce and small team environment to meet operational outcomes and routine stores governance deadlines to support Defence activities, training and compliance.

About our Team

9th Brigade and its units contain multi-disciplinary teams with an integrated workforce that provides command and control, operations and planning, training and recruitment functions over a number of Defence capabilities in South Australia. 9th Brigade has a high performing culture in 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.10/27 RSAR is an Army Reserve Infantry Unit based at Keswick Barracks. The unit has a small logistic team that provides logistic support and provision of stores and equipment to sub-units across South Australia.9 CSSB is an Army Reserve Logistic Unit based at Warradale Barracks. 9 CSSB has a larger integrated logistic workforce providing logistic support to 9 Brigade and wider Army capability outputs.

Our Ideal Candidate

We are seeking a highly motivated person who enjoys working on a broad range of tasks, can work autonomously and has the ability prioritise the workload to suit the directed requirements. The APS3 Logistic Officers will need to have a good level of

logistic/inventory management experience and be able to liaise and apply standard procedures to meet unit requirements.

The APS 3 Logistic Officers will need to be a self-starter, required to work in a unit warehouse utilising material handling equipment and drive vehicles up to a medium rigid truck to various Defence sites. They will also be required to work in an office environment and have the ability to use logistic IT software systems. They will have good communication skills to inform supervisors, team members and customers to achieve required warehouse functions and equipment/stores management outcomes for Defence.

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	Brendon Sammut, 08 7008 4612
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5A2F57BA-9C61-23AC-7699-DB4AFE4777F9

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Defence

Vacancy VN-0751414

Job Title	Quality Assurance Team Lead - Royal Commission into Defence and Veteran Suicide Implementation Taskforce
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra
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	ASG/10243/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7E18064D-C955-DB88-4E53-DB4AFE60C263>

Duties

The Role

The EL 1 Assistant Director Quality Assurance will work within the Program Management Office (PMO) in the Royal Commission into Defence and Veteran Suicide Implementation Taskforce (the Taskforce). In this role, you will play a pivotal role in leading, managing and optimising quality assurance activities aimed at providing confidence to stakeholders that the RCDVS Implementation Program (the Program) is operating effectively in accordance with best practice and delivers products and/or services which meet specified quality standards and requirements.

You will lead a team and stakeholders by providing guidance and management of quality assurance processes and business planning to support delivery of reform initiatives.

You will be responsible for:

- Leading a team to deliver complex quality assurance work and related administration in support of reform initiatives and the Program;
- Providing regular briefs to the Senior Executive and Program Board on the outcome of various quality assurance activities;
- Leading the Benefits Realisation effort within the Program which includes ownership of the Benefits Realisation Plan, Benefit Profiles, Benefits Mapping and periodic Benefit Reviews;
- Contribute to the design of Benefits Profiles through development and maintenance of metrics to baseline and track the effectiveness of benefits across the program. Identify opportunities for improvement across the program for Benefits measurement;
- Upskilling stakeholders in Benefits Management through training, information sessions and working groups;
- Serving as the Relationship Manager between internal/external auditors and the Department of Defence in support of auditing activities; and

- Collaborating with business areas and projects to ensure they meet quality assurance standards as set out by the Program.

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

This is an exciting opportunity to work in a dynamic environment supporting the RCDVS Implementation Taskforce, which has been established to lead Defence's response to the Royal Commission's Final Report submitted in September 2024. The Taskforce is responsible for providing governance, oversight and support for the implementation of Government agreed recommendations.

Quality Assurance Team is responsible for undertaking quality assurance frameworks and manages benefit realisation and business continuity to ensure the Royal Commission into Defence and Veteran Suicide Implementation Taskforce remains fit for purpose and Defence has options beyond the delivery of the Royal Commission final report.

The position advertised will be in the PMO and will support the implementation of the recommendations and the Program via quality assurance activities.

Our Ideal Candidate

Our ideal candidate will enjoy working with people across the Defence enterprise to analyse challenging and highly complex problems and implement creative and pragmatic solutions. They will be able to work effectively across all levels of Defence, will be a big picture and forward thinking person and have a holistic approach to problem solving.

To be successful in the role, you will:

- Be able to effectively lead a team and delegate activities to maximise team effort;
- Work effectively both independently and as part of multi-disciplinary teams;
- Be highly motivated, engaged, and flexible;
- Have strong analytical skills with the ability to interpret complex information and derive meaningful insights;
- Have excellent communication and interpersonal skills, with the ability to collaborate effectively across teams and influence decision-making;
- Be detail-oriented with strong organisational skills and the ability to manage multiple priorities effectively; and
- Ability to develop and maintain effective internal and external working relationships.

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>

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To Apply

Position Contact	Amelia Walton, 02 6246 8271
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7E18064D-C955-DB88-4E53-DB4AFE60C263

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Defence

Vacancy VN-0751424

Department of Defence

Closing Date:Thursday 05 December 2024

Associate Secretary Group
Office of Associate Secretary

Job Title	Quality Assurance Officer - Royal Commission into Defence and Veteran Suicide Implementation Taskforce
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
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	ASG/10244/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8279D003-7772-34E4-7645-DB4AFEDDA7F8>

Duties

The Role

The APS 6 Quality Assurance Officer will work within the Program Management Office (PMO) in the Royal Commission into Defence and Veteran Suicide Implementation Taskforce (the Taskforce). In this role, you will provide a range of quality assurance activities aimed at providing confidence to stakeholders that the RCDVS Implementation Program (the Program) is operating effectively in accordance with best practice and delivers products and/or services, which meet specified quality standards and requirements. You will provide guidance and management of quality assurance processes and business planning to stakeholders to support delivery of reform initiatives.

You will be responsible for:

- Reviewing the Quality Assurance Plan on a regular basis to ensure that any emerging quality assurance activities are captured in the document;
- Preparing Governance Health Checks to ensure that governance arrangements supporting the Program are aligned with best practice, enabling successful program delivery;
- Conducting Benefits Reviews and Benefits Reporting to assess the impact and effectiveness of reform implemented against the Program's strategic objectives;
- Monitoring and evaluating benefits realisation against success criteria, providing regular reports and insights to stakeholders, including the Senior Executive and Program Board;
- Using data analytics and visualisation tools to analyse benefits data, identify trends, and provide actionable recommendations;
- Supporting internal/external auditors by facilitating access to information sought to assess program performance; and
- Collaborating with business areas and projects to ensure they meet Quality Assurance standards as set out by the Program.

About our Team

This is an exciting opportunity to work in a dynamic environment supporting the RCDVS Implementation Taskforce, which has been established to lead Defence's response to the Royal Commission's Final Report submitted in September 2024. The Taskforce is responsible for providing governance, oversight and support for the implementation of Government agreed recommendations.

The Quality Assurance Team is responsible for developing and implementing the Quality Assurance Framework and manages benefits realisation as well as business continuity to ensure the Taskforce remains fit for purpose. The position advertised will be in the PMO and will support the implementation of the recommendations and the Program via quality assurance activities.

Our Ideal Candidate

Our ideal candidates will possess strong interpersonal and team-building skills and be intrinsically motivated to achieve outstanding results. You will demonstrate highly developed communication and stakeholder engagement skills, have excellent attention to detail and the ability to collaborate across Government to achieve high quality outcomes.

Our ideal candidates will also bring the following attributes and skills to the roles:

- Be highly motivated, engaged, and flexible;
- Work effectively both independently and as part of multi-disciplinary teams;
- Demonstrate strong planning and organisational skills, including ability to meet deadlines with competing priorities and delivering work to a high standard;
- Demonstrate excellent written and verbal communications skills, including strong interpersonal skills;
- Ability to develop and maintain effective internal and external working relationships;
- Have demonstrated strategic and analytical skills including the ability to interpret and synthesise information from a range of sources;
- Have the ability to analyse and interpret data using statistical techniques to form well-reasoned and defensible conclusions; and
- Have a demonstrated ability to communicate and present complex statistical and technical information to both technical and non-technical audiences.

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>

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To Apply

Position Contact	Laila Kerouate, 02 5131 4707
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8279D003-7772-34E4-7645-DB4AFEDDA7F8

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Defence

Vacancy VN-0751454

Department of Defence

Closing Date:Thursday 05 December 2024

Joint Capabilities Group
National Support Division

Job Title	National Support Demand Analysis
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/10056/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7CBF4A34-B921-4F20-73A7-DB4BACEC82D0>

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. The NSD coordinates Defence's ability 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.

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

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, NSD 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 NSD. Deputy Directors can expect to engage 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 and Commands, and other groups across Defence to achieve Group and Defence wide outcomes.

To be successful in a National Support 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 of 'Negative Vetting 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	Anne Fuller, 02 5108 9582
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7CBF4A34-B921-4F20-73A7-DB4BACEC82D0

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Defence

Vacancy VN-0751457

Department of Defence

Closing Date:Thursday 05 December 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	ILS and Inventory Officer (ILSIO)
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	\$91,702 - \$104,753
Future Merit Locations	, Cairns
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/08125/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=15A75D3C-2791-CD1B-3C75-DB4BADD16A69>

Duties

The Role
The APS 6 ILS and Inventory Manager is responsible for all integrated logistics and through life support for all Army Marine products. The APS 6 ILS and Inventory Manager operates as part of a small team within the Army Marine discipline and with limited guidance, is required to undertake sustainment tasks, activities or functions, exercising judgement in the applications of all aspects of inventory management including personnel management and admin.

The APS 6 ILS and Inventory Manager will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

The APS 6 ILS and Inventory Manager will also be required to exercise delegations and provide strategic advice / direction for all Army Marine products.

About our Team
Army Marine, an element of the Minor Vessel Systems Program Office, operates within the Naval Shipbuilding and Sustainment Group, as a part of the Maritime Sustainment Division, within the Specialist Systems Branch. MVSPO supports Defence's

Hydrographic and Army Marine capabilities. As part of NSSG, MVSP0 is evolving into the Maritime Sustainment Model (MSM) being progressed under Plan Galileo. It is a national, integrated approach that is delivering a continuous sustainment environment to support Continuous Naval Shipbuilding.

Our Ideal Candidate

Our ideal candidate will have the qualifications, competency and ability to provide sustainment and inventory management capability to the Army's fleet of watercraft, including the inventory support to the significant number of other marine products and assets within the CA42 product schedule as well as the provision of ILS advice and mentoring to Army Marine personnel.

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	Kenneth Arnold, 0418 337 537
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=15A75D3C-2791-CD1B-3C75-DB4BADD16A69

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Defence

Vacancy VN-0751463

Department of Defence

Closing Date:Thursday 05 December 2024

Joint Capabilities Group
ICT Operations Division

Job Title	Audio Visual Change Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC
Salary	\$91,702 - \$104,753
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - QLD, Various locations - VIC
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	JCG/10154/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=ED9EE127-11F9-7598-7CBE-DB4BAF4C8340>

Duties

The Role

Joint Capabilities Group (JCG), ICT Operations Division (ICTOD) is seeking a highly motivated professional change manager with recent experience in providing strong, proactive management in an ICT or Customer Service environment within a complex organisation.

The Audio Visual (AV) Change Manager will ensure the controlled and safe release of changes in to the Defence information environment, and will maintain AV Configuration Items (CIs) within the Configuration Management Database (CMDB).

The AV Change & Engineering Team operate in a fast-paced environment focused on cyber assurance, where demands on attention to detail and the need to be agile can be high. Applicants will need to demonstrate exceptional communication skills with many key stakeholders, including a high level of resilience and attention to detail.

The successful applicant will be responsible for the management and progression of changes to through various approval gates at Technical Change Advisory Board (TCAB) and Deployment Change Advisory Board (DCAB).

The successful applicant will be required to conduct post deployment reviews of documentation and artefacts as part of an assurance activity that supports cyber resilience of AV installations across the Defence information environment.

The successful applicant will also be adept in the development, implementation, compliance with and review of policies and procedures.

This position relies heavily on the ability to communicate in a professional, precise and competent manner whilst problem solving and delivering operational outcomes to strategic stakeholders.

About our Team

The Directorate of Audio Visual Operations (DAVO) acts as the Joint Capabilities Group (JCG) representative for the delivery of audio visual and video teleconferencing services across the Defence footprint.

Our team comprises a mix of Australian Public Service (APS) and Contracted personnel located between several major Defence bases Australia wide.

Our Culture is one that is driven by collaboration and communication within a diverse workforce setting.

Our Mission is to deliver, support, and strengthen secure audio visual communication channels that enable Defence global operations and assure cyber security.

Our Ideal Candidate

The AV Change Manager will be an exceptional communicator with proven problem solving skills in delivering outcomes to high profile clientele. They will engage with stakeholders at a high-level, and will be required to identify relevant stakeholder expectations, delivering the appropriate services to achieve operational outcomes. They will be accountable under broad direction to undertake complex Audio Visual change management activities.

They will work independently, having some authority and discretion to investigate information from diverse sources and explore innovative approaches to support the longer-term business objectives and stakeholder needs. They will be capable and confident in delivering solutions, presenting business cases, and developing and maintaining suitable work practices and procedures that remain in accordance with Defence's mission critical business objectives.

The AV Change & Engineering Team is fast-paced and outcome driven. The AV Change Manager will need to rapidly implement and drive solutions, prioritising workloads determined by key stakeholders. They will plan, implement and review Audio Visual change requests in order to meet end user requirements, and will be involved in the ongoing management and control of operational facilities, ICT conferencing solutions and ad-hoc VIP related Audio Visual requests.

The AV Change Manager will use their initiative and experience to analyse, plan, review and adjust work activities to deliver business outcomes. They will undertake objective, systematic analysis and draw accurate conclusions based on evidence. They will gather and communicate detailed technical, operational, professional and procedural advice in relation to complex Audio Visual installations and will liaise at all times with key stakeholders to communicate towards team success.

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	Amy Westaway, 0437 966 470
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ED9EE127-11F9-7598-7CBE-DB4BAF4C8340

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

Vacancy VN-0751470

Department of Defence

Closing Date:Thursday 05 December 2024

Governance Group
Ministerial & Executive Coordination & Communication

Job Title	Administrative Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
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	APS Level 6
Position Number	GG/09972/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=57199618-CD69-9E8D-082A-DB4BAF971BA9>

Duties

The Role
Reporting directly to the First Assistant Secretary of Ministerial & Executive Coordination & Communication (MECC), the Business Management Team (BMT) delivers business management and corporate governance functions to ensure the effective and efficient operation of the Division in accordance with legislative requirements and departmental policy and procedures. Working in MECC will provide you with a unique 'balcony' view of the Department, a strong understanding of the Government's agenda, Defence enterprise-level priorities and how ministers and their offices operate.

You will work as part of a small dynamic team to manage and coordinate business operations processes, conduct research, contribute to corporate reporting and governance, interpret policy and provide timely advice to divisional staff and other stakeholders across the department. You will work closely with the MECC Senior Leadership team and executive support staff in order to ensure effective and efficient operation of the Division.

You will have a high level of stakeholder engagement and will be required to develop a clear understanding of business requirements, identify issues and problem solve in order to achieve outcomes.

About our Team

The team coordinates workforce management, planning & reporting, division level budget planning & management, security compliance, reporting and advice, divisional records management compliance and education, coordination of office accommodation requirements, coordination of induction, training and education for MECC staff and coordination of departmental education sessions for MECC lead functions such as understanding ministerial and parliamentary processes (including Cabinet submissions), Senate estimates preparation, freedom of information decision-making and media engagement.

MECC Division operates in a dynamic, high tempo environment and is the central interface between the Defence organisation, Defence portfolio ministers, the Government, the Parliament, media organisations and the public. We work with sensitive information so confidentiality and adherence to privacy and security principles is also critical for our people.

Our people are capable, innovative, committed and diverse. We support an inclusive team culture that emphasises respect and collaboration. We support flexibility and work life balance.

Our Ideal Candidate

We are looking for highly motivated individuals who will thrive in a dynamic team environment, where there is opportunity to shape and influence business management processes in support of the efficient and effective operation of the Division.

To thrive in these roles you will be:

- A collaborative team player with highly developed communication and stakeholder management skills.
- A good problem solver with excellent organisation skills and the ability to deliver high quality outcomes, ensuring attention to detail.
- Able to think strategically with limited direction and thrive in a busy workplace with competing priorities.
- Able to conduct research and interpret policy.
- Experienced in improving business processes or customer service.

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

We encourage you to apply and highlight the skills, knowledge and experience you can bring to the role.

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	Danielle Jones, 04 2415 7534
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=57199618-CD69-9E8D-082A-DB4BAF971BA9

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Defence

Vacancy VN-0751471

Department of Defence

Closing Date:Thursday 05 December 2024

NAVY
Fleet Command

Job Title	Commercial Manager Young Endeavour Youth Scheme
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$115,899 - \$130,733
Future Merit Locations	Sydney, Garden Island
Office Arrangement	Flexible
Office Arrangement Details	Please discuss working arrangements with contact officer
Classification	Executive Level 1
Position Number	NAVY/09488/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=718A1890-0670-9C6A-1723-DB4BB00203D5>

Duties

The Role
As Commercial Manager you will take on a leadership role within the Young Endeavour Youth Scheme - managing contracts,

overseeing financial and participant administration, and driving business improvements to expand our world class youth development program - as we prepare to introduce a new, larger state-of-the-art sail training ship into service.

Key responsibilities include:

- Lead a small commercial and customer service team to achieve business outcomes
- Manage contracts, including planning and undertaking complex procurement to enhance capability
- Apply business intelligence and administration skills to evaluate commercial practises and implement solutions - including ICT systems - to increase efficiency
- Apply policy and legislation to ensure financially responsible business practises, develop robust commercial initiatives and maintain equitable access
- Analyse complex business problems, anticipate stakeholder needs, and apply expertise to identify and recommend courses of action
- Write policy documents, ministerial and decision briefs, board papers and other business documents, and contribute to strategic and business plans

About our Team

The Young Endeavour Youth Scheme (YEYS) is a Commonwealth program delivering world class development opportunities for young Australians aboard Sail Training Ship Young Endeavour.

Our integrated APS/ADF team is responsible for program development, youth crew selection and administration, marketing communication and partnerships, commercial operations, and governance. We also administer the YEYS Public Fund Trust.

YEYS works closely with Navy and Defence to deliver the Young Endeavour Program, support youth policy outcomes, maintain partnerships and build awareness of Navy in the community. We are currently dual focused - delivering a program of voyages around Australia, and preparing for expansion and introduction into service of a new, larger sail training ship. This is an exciting opportunity to contribute to change management and business improvement initiatives in support of a leading youth development program.

Team members are encouraged to pursue professional development and cross-functional collaboration, and to join a voyage in STS Young Endeavour.

Our Ideal Candidate

Our ideal candidate will have experience leading small teams; thrive in a fast-paced, dynamic environment; and be able to work both independently and collaboratively to achieve results. You will apply knowledge and experience in commercial operations, contract management, business administration, and/or delivery of public programs, and be passionate about youth development and education.

Our ideal candidate will:

- Demonstrate personal accountability, and a proven ability to manage competing priorities and achieve outcomes.
- Enjoy managing teams, including flexible/remote work, and be willing to support colleagues in a multidisciplinary team.
- Have a good level of digital literacy including with client relationship management and commercial systems.
- Possess excellent stakeholder engagement, customer service and communication skills.
- Have experience successfully developing and implementing business improvement plans, and managing teams through change.

While the role is primarily office based, YEYS supports flexible work arrangements that balance the needs of Defence, the employee and the team.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Jennifer Reilly, 0447 401 677
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=718A1890-0670-9C6A-1723-DB4BB00203D5

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Defence

Vacancy VN-0751487

Department of Defence

Closing Date:Thursday 05 December 2024

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Engineer Professional - Systems
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$91,702 - \$104,753
Future Merit Locations	Brisbane
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	CASG/09118/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=01C468BB-A94B-F624-BACA-DB4BB0B4604E>

Duties

The Role

This role involves the application of Systems Engineering expertise and technical knowledge to a range of activities that support the in-service sustainment and capability evolution of particular C4ISREW ground support systems for Army Aviation.

In this role, you will collaborate closely with other team members and external Industry partners, in the conduct of a range of duties including:

- Applying Systems Engineering knowledge and expertise to the conduct of C4ISREW ground system sustainment and/or design evolution activities, across the engineering life cycle.
- Engaging with stakeholders, investigating Systems Engineering concepts, delivering and managing specifications and resources in support of the Defence materiel capability lifecycle.
- Investigating, analysing and/or reporting on materiel system defects and requirements, and developing and implementing recommendations to address issues.
- Exercising formal Engineering Authority in accordance with any delegations assigned under the applicable Engineering Management System.
- Developing and/or assessing materiel system technical and design packages in accordance with applicable procedures, including scoping, planning, reviewing, determining recommendations, and contributing to the implementation of actions.
- Applying engineering knowledge and experience to identify risks and uncertainties, leading to consideration of these in planning, decision-making and priority setting activities.
- Monitoring that the safety aspects of materiel systems are considered and incorporated into Systems Engineering activities.

- Evaluating that materiel systems meet applicable requirements and comply with legislative, policy and regulatory frameworks.
- Tailoring your communication style and language to communicate effectively with internal and external stakeholders.

The successful candidate will be provided with a supportive team environment and professional development opportunities to help progress in their career.

There may be an occasional requirement for domestic travel in this role.

This position will be required to access United States (US) Export Controlled material and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US Export Controlled material in accordance with the US Arms Export Control Act.

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 Army Aviation Systems Branch (AASB) purpose is to deliver military aviation systems to the capability managers. AASB is responsible for the acquisition and through-life support of all Army helicopters and tactical unmanned aerial systems through both Project Offices (PO) and Systems Program Offices (SPO) within Australia and overseas. The Aviation C4ISREW Training and Support Systems Management Unit (ACTSS MU), within Utility Helicopter Systems Program Office (UHSP), is responsible for the management, delivery and support of a range of common products and systems across multiple Army Aviation platforms.

As a member of ACTSS MU, you will have the opportunity to work on a range of activities that will meet the strategic needs of the Australian Army, whilst also gaining valuable experience and professional development in a dynamic, inclusive and collaborative environment.

Our Ideal Candidate

Our Ideal Candidate will possess the following:

- Sound working knowledge of Systems Engineering concepts and practices.
- Previous experience with complex electronics, software and ICT systems.
- Previous experience working within a technical regulatory framework or Engineering Management System.
- Strong verbal and written communication skills, and the ability to work collaboratively and effectively with a wide range of Defence and external stakeholders of diverse professional backgrounds.
- Strong analytical and problem-solving skills and attention to detail in all aspects of their work.
- Flexibility to respond to the changing context and shifting priorities of the Defence environment.
- A strong commitment to professional development and the desire to gain and apply new knowledge to workplace activities.

Eligibility

Security Clearance:

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

Mandatory Qualifications:
This engineering position requires a Bachelor of Engineering (in a relevant discipline) from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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

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To Apply

Position Contact	Anthony Lengren, 07 3903 0362
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=01C468BB-A94B-F624-BACA-DB4BB0B4604E

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Defence

Vacancy VN-0751496

Job Title	Navy Logistics Compliance and Assurance Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Please discuss working arrangement with contact officer
Classification	APS Level 6
Position Number	NAVY/10039/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=1BBE4A5E-85BA-A6BF-2454-DB4BB1701407>

Duties

The Role

The Navy Logistics Compliance and Assurance Manager is responsible for supporting Navy's logistics compliance through comprehensive analysis, audit, and process monitoring. Operating under broad direction, they will manage complex logistics compliance and assurance activities, ensuring adherence to established policies and procedures. Key responsibilities include assessing transactional data, conducting internal audits, and contributing insights for process enhancements.

The role requires proactive engagement with stakeholders to clarify and meet compliance expectations and foster collaboration on improvements that support Navy's strategic objectives. In addition, the Navy Logistics Compliance and Assurance Manager will apply their logistics expertise to support the ERP system transition, oversee stocktake performance and progress, and to conduct business process monitoring/testing.

About our Team

Navy Logistics and Infrastructure Branch (NLIB) is responsible for the advancement of Navy Logistics and Infrastructure programs while providing strategic logistics, governance and regulatory assurance advice including policy, Navy basing plans and infrastructure development in support of Navy's mission and achievement of outcomes. The Directorate of Navy Logistics Governance (DNLG) resides within NLIB and includes the Logistics Policy, Logistics Compliance and Assurance, Navy Uniforms and Navy Logistics Sea Governance teams that support operations, capability and the integrity of Defence Financial Statements.

The Navy Logistics Compliance and Assurance (NLCA) team, on behalf of DGLOG-N, is the lead for Navy Logistics Compliance and Assurance activities and Navy's Enterprise Resource Planning (ERP) Supply Chain Management Business Process alignment. The NLCA team monitors, facilitates and coordinates logistics audits and assurance activities throughout Navy and maintains Navy's inventory assurance programs, in accordance with the Defence Inventory and Asset Assurance Strategy & Frameworks.

Our Ideal Candidate

We are seeking a motivated experienced logistician with a high attention to detail who enjoys working within a complex and diverse environment.

Our successful candidate will:

- Have proven experience in managing or supporting audit and assurance activities, including the facilitation and coordination of audits, with a focus on logistics or supply chain environments.
- Demonstrate strong analytical skills with a keen eye for detail
- Be proficient in preparing clear and accurate reports and documentation to effectively communicate findings and support decision-making.
- Build and sustain effective relationships with a diverse range of stakeholders across Navy and Defence at both the strategic and operational level.
- Be skilled in identifying opportunities for process enhancement and implementing solutions to improve data quality, compliance, and efficiency in logistics operations.

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	Melissa Grayson, 02 6203 6488
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1BBE4A5E-85BA-A6BF-2454-DB4BB1701407

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Defence People Group
Military Personnel Division

Job Title	Medical Administration officer DRHS
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$83,706 - \$89,659
Future Merit Locations	Fairbairn
Office Arrangement	On Site
Office Arrangement Details	On Site based work
Classification	APS Level 5
Position Number	DPG/10301/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=99B91E76-2B3D-A8D8-7283-DB4BB1F2D746>

Duties

The Role

We are seeking to recruit an experienced Medical Administration Officer for a fantastic opportunity within the Directorate of Recruiting Health Services (DRHS) at Defence Force Recruiting. The position requires an individual with outstanding attention to detail, communication and interpersonal skills with the ability to work in a busy environment meet deadlines and prioritise work commitments.

In this role, you will:

- Coordinate and facilitate incoming and outgoing correspondence, between medical teams, ADF Career centres, and other departments, including data entry onto Defence Record management System (Objective) and the DFR Medical Administrative Database (DFR MAS).
- Be accountable for the accurate and timely management of medical submissions including documentation, storage and retrieval.
- Ensure the confidentiality and security of candidate medical records by complying with privacy standards and protocols
- Proactively prioritise process and respond to medical submissions, enquiries and requests.
- Maintain a well-developed understanding of relevant Defence Force Recruiting (DFR) medical recruitment policy frameworks, standards and procedures

- Build productive working relationships with internal and external stakeholders for the administrative processing of medical submissions, including providing guidance in accordance with policy.
- Comprehensive administration support to the medical officers, psychologists and management, including room booking, printer maintenance, printing and filing, tidying up cabinets, ordering office stationery and preparing meeting minutes.
- Assist in data quality assurance activities to ensure the trustworthiness of candidate medical records.
- Proactively anticipate business needs and priorities and support team to respond to changes in workflow.
- Other duties as directed.

About our Team

Defence Force Recruiting (DFR) is a public-private collaboration between Defence and the Capability partners in providing recruiting services to the Australian Defence Force in accordance with standards and policies set by the Navy, Army and Air Force. Recruiting services are delivered using a mix of military, APS and contractor staff operating in a high energy, multi-vendor environment which is responsible for directly delivering capability to the Australian Defence Force.

The Defence Recruiting Health Service (DRHS) team is a multidiscipline health team comprised of medical officers, psychologists and medical administrative staff. The DRHS team is directly responsible for providing direction to sixteen ADF Career Centres for candidates who have been identified as having a complex medical condition, so as to determine their medical suitability for military service.

The DRHS regularly collaborate with Joint Health Command in reviewing and updating the health standards for ADF entry, matching scientific research against the ADF inherent requirements of service to ensure that the entry standards remain relevant. The team investigates and responds to representations from candidates and external stakeholders on entry health standards and procedures.

Our Ideal Candidate

- We are looking for a highly motivated Medical Administration Officer who exemplifies professionalism along with personal drive and integrity.
- You will be comfortable engaging with a range of stakeholders, and be detailed oriented and organised.
- You will have a background in medical administration, experience in maintaining records, ability to handle multiple tasks simultaneously, and be a problem solver and critical thinker.
- You will be a team player and be adaptable, supportive and tactful with staff at all levels.

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>

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To Apply

Position Contact	Neha Neha, 02 6215 4156
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=99B91E76-2B3D-A8D8-7283-DB4BB1F2D746

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Defence

Vacancy VN-0751512

Department of Defence

Closing Date:Monday 20 January 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Fitter Armourer
Job Type	Full-Time, Ongoing
Location	Port Wakefield SA
Salary	\$76,277 - \$83,274
Future Merit Locations	Port Wakefield
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	JCG/10198/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=CD6CC4AD-04F0-4A93-1E1A-DB4BAECBBCAC>

Duties

The Role

As a Fitter Armourer at JPEU, you will be pivotal in providing technical support and advice with a keen focus on armaments. Your responsibilities include executing trade-specific tasks such as turning, welding, and fitting. You will inspect, service, and repair armaments, ensuring operational integrity and safety. Your role involves conducting pre and post-fire checks, performing preventive and periodical maintenance, and utilizing specialized tooling and gauges.

A key responsibility of your job will manage the repair and maintenance schedules to align with firing programs. You will be responsible for issuing SG 84 Certificates for Fitness to Fire and ensuring compliance with safety protocols. Additionally, you will contribute to the design of weapon platform modifications and the development of competency records.

Your expertise will be crucial in maintaining high standards of functionality and safety for all equipment under your purview, making you an integral part of the JPEU operations team.

About our Team

The Workshop Team is critical as they provide the necessary resources for Test and Evaluation activities via static weapon mounted munitions, mobile weapon platforms and ballistic protection trials. The broader team utilise systems such as ballistic tracking radar, high speed video cameras and associated equipment to track the projectiles or capture data when explosive ordnance is dynamically fired or statically tested.

P&EE Port Wakefield has a range of facilities, including the following:

- Swimming pool, sauna
- Basketball, tennis courts (24/7 hrs)
- Gym (24/7 hrs)
- Rangers Tavern for events and functions
- Coffee van each Wednesday morning
- Various eating establishments in the Port Wakefield Township, 6km north of the base

- Transport assistance Monday to Friday, pick up from RAAF Base Edinburgh to P&EE Port Wakefield (reduced cost for APS employees)

Employment at Port Wakefield includes a Special Defence Locality Assistance allowance, \$309.85 respectively per fortnight.

Our Ideal Candidate

The successful candidate must be able to work on an explosive ordnance Test and Evaluation firing range. They will need to provide support to various teams in the conduct of maintenance and repair of unique test equipment applying mechanical theory to design, repair, calibrate and interpret diagrams and engineering drawings.

They will have good written communication skills and be able to interpret and comply with written instructions. They will work within a Quality Management System and able to comply with Work Health Safety Act and Regulations.

They will also be able to work independently, as part of a team, or under limited direction within a diverse team in a highly variable environment.

The right person for this role will show the flexibility to respond to the changing context and shifting priorities of JPEU, to achieve business outcomes.

Eligibility

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 4 qualification in a relevant technical domain (or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Jessica Barker-Heyman, 08 8860 9248
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CD6CC4AD-04F0-4A93-1E1A-DB4BAECBBCAC

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Defence

Vacancy VN-0751530

Department of Defence

Closing Date:Thursday 05 December 2024

NAVY
Fleet Command

Job Title	Tactics and Doctrine Product Manager
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$115,899 - \$130,733
Future Merit Locations	Rockingham
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	NAVY/10142/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=27954283-39A7-7EBD-57E4-DB4BEB0A1358>

Duties

The Role

The Operational Support Division coordinates internal and external actions to ensure assigned forces are prepared for a wide range of operational tasks. It secures resources for near-term capability improvements and develops improved tactics, monitors personnel training, and assists Collins Class Submarines command elements in preparing for operational tasking. The division's aims are achieved through the Warfare, Tactical Development, and Intelligence sections.

This Tactics and Doctrine role includes:

- Prioritising submarine tactical development, aligned with the Royal Australian Navy's Tactical Development Master Plan.
- Conceiving, developing, trial planning and promulgation of tactical procedures for submarine command teams.
- Managing Submarine Tactical Publications, ensuring currency and relevance.
- Drafting and publishing Tactical Memoranda.
- Implementing, managing, and conducting submarine tactical development exercises, including setting objectives, producing operation orders, and liaising with external authorities.
- Reconstructing and replaying exercises for operational analysis.
- Drafting and publishing post-exercise reports in 'Quick Look' and 'Long' formats.
- Collating and managing Combat System Performance data.

This role will require the ability to attain and maintain a Positive Vetting (PV) security clearance.

About our Team

Our team manages submarine capabilities for the Fleet Commander, providing operational advice, overseeing training, ensuring compliance with standards, and coordinating support services. We also develop tactics, manage the budget, and handle personnel requirements.

Our team sets submarine research and development requirements and participates in project management boards. We promote a positive submarine force image and oversee minor capital acquisition aspects.

In essence, our team's functions align with the organisation's goals by ensuring submarine capability meets operational priorities and preparedness requirements.

Our Ideal Candidate

Our ideal candidate for the Tactics and Doctrine role will have a proven track record in operations analysis or research.

They will bring expertise in planning, conducting, and analysing naval operations, demonstrating a deep understanding of tactical development processes. Strong problem-solving skills, innovative thinking, and the ability to work conceptually and analytically are essential.

The ideal candidate will also exhibit exceptional leadership and management abilities, capable of leading a multidisciplinary team in a dynamic, integrated environment. Outstanding communication skills, both written and oral, are a must, along with a demonstrated ability to develop productive working relationships.

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	Samuel Wolstenholme, 04 2987 2991
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=27954283-39A7-7EBD-57E4-DB4BEB0A1358

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Defence

Vacancy VN-0751610

Department of Defence

Closing Date:Sunday 01 December 2024

Navy

Deputy Chief of Navy

Job Title	Senior Navy Psychologist Albatross
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	\$115,899 - \$130,733
Future Merit Locations	Nowra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	NAVY/10265/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=29AD1DEA-4FD7-52EE-7CD2-DB4BAF7381A7>

Duties

The Role
The Senior Psychologist is responsible for managing a team of APS and uniformed Navy Psychologists and Psychology Assistants.

The Navy Psychology Section provides psychological support to the RAN uniformed workforce and contributes directly to Navy’s capability and national security. Navy Psychology strengthens the Navy workforce by delivering best-practice resilience, organisational and mental health programs and by working with Navy leadership to optimise members’ performance.

The services delivered by a Navy Psychology Section include providing stakeholder advice and liaison, referrals from Command for advice, brief self-referrals from Navy members for work-related support, mental health training development and delivery, operational mental health screening, critical incident mental health support and organisational interventions. The delivery and provision of psychology services as well as the capacity to manage uniformed and APS psychologists providing the same service is an integral part of the role.

About our Team
The *Navy Psychology Albatross* team provides the full scope of Navy Psychology Services to HMAS *Albatross*, located on Nowra Hill, amongst the conservation areas south of Nowra. Nowra Hill is conveniently located between Canberra and Sydney and close to bayside town of Jervis Bay. Our Albatross team works together to achieve a high standard of psychology service provision, liaising regularly with command elements, health providers and other wellbeing stakeholders. We consist of three APS psychologists and one APS psychology assistant, as well as a number of uniformed reserve psychologists.

Our focus at *Albatross* is Navy aviation and human performance in training. We work closely with trainees within both the Royal Australian Naval College and our trainee pilots undertaking a range of flight training courses.

Our Ideal Candidate
Our ideal candidate has experience in managing teams, or the potential ability, with the willingness to upskill in this area; and is able to anticipate challenges, identify innovative solutions and future plan.

A Senior Psychologist will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision making and judgement to provide expert policy advice and support to more junior psychologists. A teamwork focused, dynamic and supportive Senior Psychologist, who can work within a supportive team would be ideal for the role.

Eligibility

Security Clearance

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

Mandatory Qualifications

AHPRA registration as a psychologist is a requirement 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 Department of Defence

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To Apply

Position Contact	Kevin Hayter, 03 5931 8983
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=29AD1DEA-4FD7-52EE-7CD2-DB4BAF7381A7

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Education

Vacancy VN-0751640

Australian Research Council

Closing Date:Thursday 05 December 2024

Corporate and Enabling Services Finance

Job Title	Management Accountant - Budgeting
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra Airport ACT
Salary	\$90,199 - \$101,022
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 negotiated with the successful candidate
Classification	APS Level 6
Position Number	ARC24-015
Agency Website	www.arc.gov.au

Job Description

<https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5jaWVzLzI5MTI4NDk0NDE4ODMxOTIhMS>

About the Position

The position is part of a finance team, within the Corporate and Enabling Services Branch that provides financial support to the various branches within the ARC and external stakeholders. The environment is characterised by peak workloads and flexibility in the department of staff resources to meet tight deadlines.

Duties

Duties and Tasks

- Lead and support in the preparation of internal budget activities through proactive delivery of key budget tasks and robust financial modelling
- Lead and support in external budget activities including preparation of input into the Portfolio Budget Statements and all other budget estimates activities including CBMS updates, Capital Management Plans, monthly profiles, etc
- Work to build consistent and effective practices for budgeting and forecasting
- Ensure financial policies and procedures are reviewed and revised regularly for the management accounting and budget function, and promote them through the delivery of effective documentation, training and development processes
- Participate and contribute to process improvement activities to enable consistencies and efficiencies to be achieved across the spectrum of corporate services provided to branches
- Support in a range of management reports including monthly management reports, providing accurate and timely advice to stakeholders
- Developing and providing policy advice, reports, briefings and correspondence

- Representing the ARC at meetings, conferences and seminars
- Undertaking other duties as required.

Required Skills and Knowledge

Skills and knowledge required for this role:

- Proven working knowledge of the federal government external budget cycle
- Ability to problem solve, work flexibly and collaboratively within a team environment
- Extensive knowledge and experience in the Commonwealth resource management framework and the accrual accounting principles in a public sector environment
- Solid financial literacy and the ability to communicate financial information to non-finance literate staff
- Demonstrated ability to develop and implement financial management strategies engaging a range of stakeholders
- Excellent interpersonal influencing and advisory skills including the ability to work collaboratively with to achieve support for new approached and measures
- Strong written and verbal communication skills
- Demonstrated experience using financial management information systems (preferably TechnologyOne)
- Experience with and knowledge of the Central Budget Management System (CBMS)

Our Ideal Candidate

We are looking for someone who has:

- Intermediate skills in Microsoft Excel (essential)
- Demonstrated accuracy and attention to detail
- Demonstrated ability to work to tight timelines and manage competing tasks
- Demonstrated ability to make decisions using good judgement, expertise and knowledge, under limited guidance
- High level oral and written communication, liaison, coordination and negotiation skills
- Extensive work experience in the Government finance/accounting sector
- Can demonstrate personal effectiveness skills by demonstrating professional self awareness, building relationships and interpersonal skills, communicating effectively in the workplace and applying critical analysis and professional judgement.

What you'll gain from the experience

An exciting role that will challenge both your financial skills and ability to partner and shape strategic financial decisions based on evidence and your ability to communicate the financial narrative and story for business areas. The Management Accountant supports the delivery of accurate and effective budget management and monthly reporting and provide sound financial analysis through succinct written and verbal communication.

About our team

The position is part of a finance team, within the Corporate Services Branch that provides financial support to the various branches within the ARC and external stakeholders. The environment is characterised by peak workloads and flexibility in the deployment of staff resources to meet tight deadlines.

Eligibility

- Must be an Australia citizen
- Undergo ID Verification Check
- Undergo Criminal History Check
- Must hold or be able to obtain a Baseline Commonwealth Security Clearance

Notes

About the Australian Research Council

The ARC is a non-corporate Commonwealth entity established under the Australian Research Council Act 2001 (ARC Act), located within the Australian Government's Education portfolio, and reporting to the Minister for Education. The ARC is a vital component of Australia's innovation and research system. It plays an integral role in supporting the research sector to produce excellent and impactful research for Australia's economic, social, environmental and cultural benefit through the delivery of the NCGP. The NCGP funds excellent pure basic, strategic basic and applied research in all disciplines except medical research. The ARC's broader remit includes the provision of high-quality research policy advice to the Australian Government, supporting research integrity and promoting ethical research, evaluating the excellence, impact and depth of Australian research and expanding Indigenous Australian knowledge systems. It also facilitates partnerships between researchers and industry, government, community organisations and the international community.

To Apply

Position Contact	Iryna Rakova, (02) 6287 6750
Agency Recruitment Site	https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5jaWVzLzI5MTI4NDk0NDE4OEI

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Foreign Affairs and Trade

Vacancy VN-0751538

Austrade

Closing Date:Thursday 05 December 2024

Corporate Services
People Workplace Relations and Wellbeing Team

Job Title	Senior Advisor, Wellbeing and WHS Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$112,868 - \$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	Executive Level 1
Position Number	5108_11/24
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade has an exciting opportunity for an experienced Wellbeing and Work Health and Safety (WHS) leader to join our People Branch team. In this role you will use your knowledge, experience and expertise to implement the agency's Wellbeing and WHS strategy and direction. You will be responsible for driving key initiatives aligned to our Wellbeing strategy, health and injury case management, WHS risk management, promoting and enhancing our Employee Assistance Program and implementing innovations and processes to improve the health, safety, and wellbeing of our people.

Reporting to the Manager, Workplace Relations and Wellbeing, you will join a passionate, driven and supportive team. You will be joining an agency that promotes a safe and inclusive work culture with opportunities to challenge yourself, work collaboratively and continuously grow and develop in the role with various learning and development opportunities.

Duties

- Management and implementation of Austrade's Wellbeing Strategy including project management of key commitments and deliverables
- Development and maintenance of the WHS Management System (WHSMS) and Rehabilitation Management System (RMS) including evaluating and continuously improving the systems to ensure compliance with WHS legislation through auditing, consultation and communication feedback mechanisms
- Health, rehabilitation and injury management of health and injury matters including non-compensable matters, supporting early intervention, and management of complex workers compensation matters.
- Partnering with internal and external stakeholders to deliver WHS and wellbeing support, coaching and training
- Manage and promote the Employee Assistance Program across the agency.
- Develop communications articles to promote health, safety and wellbeing initiatives.

- Provide health and wellbeing support to Austrade workers through informal non-therapeutic conversations and referrals to support options available.
- Formulate detailed and informative data reports for the Executive team.
- Provide Health and Safety Committee secretariat support and oversee the coordination internal support networks for first aid, health and safety representatives and fire wardens in partnership with the Office Manager team
- Liaise with Austrade's employee mental health network, ensuring leading mental health practices are in place and evaluated.
- Providing key internal stakeholders with your expert high level WHS advice, as well as acting as an escalation point for all WHS matters including complex, sensitive and confidential people matter issues.
- Monitor and ensure Austrade's WHS compliance under the legislation, regulated guidelines and relevant Australian standards and government policy.

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	Amanda Fracaro, (2) 6201 7674
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0751629

Aged Care Quality and Safety Commission

Closing Date:Wednesday 04 December 2024

Sector Capability and Regulatory Strategy Intelligence and Analysis

Job Title	Data Specialist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW, Adelaide SA, Perth WA, Canberra ACT, Hobart TAS
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	20043576
Agency Website	

Job Description

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

About the Team
The Analysis Services team are responsible for supporting the Commission to manage data, information and analysis to make intelligence led, risk-based and proportionate regulatory decision. This is achieved by developing and delivering data analytics products from multiple information and data sources. The function also includes statistical analysis, risk profiling, data modelling and methodological advice to generate insights based on data.

About the Role
The Data Specialist will support the development of analytical products for the Commission's operations through collecting data from multiple sources, cleaning and analysing large data sets, organising information, creating applications that translate data and identify patterns using machine learning (ML) and artificial intelligence (AI). The Data Specialist will ensure the delivery of analytical products and reports that support the Aged Care Act and Aged Care Quality and Safety Commission's vision for data driven regulation of the sector.

Duties

- Responsible for data extraction and analysis including data modelling (ML & AI) and statistical analysis to assist with data-driven decision making for current and future projects.

- Support stakeholder engagement, coordination and source data investigation to determine organisational analytics needs, shape delivery of analytical products, and identify new analytical opportunities.
- Coordinate, manage and develop short- and long-term analytical projects within the section in consultation with the Intelligence Services Stream Lead
- Support and contribute to the development of written reports, infographics and presentations detailing the findings of analysis conducted for various projects.
- Support user acceptance testing of analytical tools and data dashboards.
- Contribute to the development of innovative ideas to tackle challenging aged care policy problems using data analytics.
- Provide knowledge/skills transfer to other team members.

Eligibility

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

- Demonstrated strategic and analytical skills including the ability to interpret and synthesise information from a range of sources.
- Ability to prepare and analyse data, using ML, AI or statistical methods, and interpret the outcome to form well-reasoned and defensible conclusions.
- Good organisational skills and ability to adapt to evolving work priorities.
- Ability to work both independently and productively as part of a team, and to meet deadlines.
- Excellent writing skills, including the ability to translate findings from data analysis to written reports, oral presentations, or dashboard that may be delivered to both technical and non-technical audiences.
- Maintain currency in subject matter expertise through ongoing professional development and learning opportunities outside the formal education process.
- Proficiency in SQL and one or more programming/scripting languages such as R and Python.

Desired Capabilities

- Experience in data mining, statistical analysis and techniques including machine learning algorithms.
- Experience in the fields of health, aged care, or disability data.

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
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.
- Security clearance (baseline) or the ability to obtain one.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than **600-words**, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit via [Aged Care Quality and Safety Commissions Careers](#) page by **11.30pm (AEDT) Wednesday 4 December 2024**.

Please contact our recruitment team on **(02) 9633 3262** or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed **Saumitra Saha** by emailing saumitra.saha@agedcarequality.gov.au with Position title in the subject line.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Saumitra Saha, (02) 9633 3262 recruitment team
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0751656

Job Title	Senior Project and Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Melbourne VIC, Brisbane QLD, Hobart TAS, Perth WA, Darwin NT
Salary	\$92,970 - \$104,883
Future Merit Locations	Darwin, 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 Commission offers flexible work arrangements on a case by case basis.
Classification	APS Level 6
Position Number	883_11/24
Agency Website	

Job Description

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

This role will work across the Commission to support the deliverables under the Innovate Reconciliation Action Plan and other First Nations activities undertaken within the Group to **build our capability in engaging and communicating with First Nations providers, workers, older people and communities**. You will be expected to liaise closely with the Indigenous Staff Network and oversee feedback and consultation processes. This role seeks to address future needs and requirements within the team and enhance leadership capabilities.

Duties

Reporting to the Assistant Director, First Nations Engagement and Reconciliation your responsibilities will include, but are not limited to:

- Providing project support and coordination to assist with the delivery of specific Reconciliation Action Plan (IRAP) and other Aboriginal and Torres Strait Islander priorities within the Commission to achieve quality outcomes. This includes activities such as:
 - monitoring and reporting of actions against the Innovate RAP
 - applying knowledge of the Commission operations and functions to support codesigning of agreed Innovate RAP activities
 - being a proxy at meetings
 - managing consultation and other internal registers
- Building and sustaining positive engagement of both internal and external stakeholders (including the Indigenous Staff Network) and incorporating actions as part of various projects, action plans or tasks.
- Supporting the identification of innovation and best practice for Aboriginal and/or Torres Strait Islander people in order to build internal capability.
- Monitor the currency of resources to ensure our Reconciliation page (located on the intranet) remains up to date.

- Supporting the operations of the Innovate RAP Working Group including the preparation of documents and associated products. This includes co-chairing, coordinating and scheduling meetings, drafting and finalising agendas and minutes as well as actively monitoring and updating action item registers.
- Drive key events such as days of significance across the Commission, ISN planning days.
- Support the delivery of training or presentations to a diverse audience about the RAP and other Aboriginal and Torres Strait Islander related areas.
- Monitoring shared inboxes, membership lists (for ISN, FOIN and RAP WG), providing recommendations for actions or responding to enquiries in a timely manner.
- Support the delivery of activities that enhance and optimise the Commission's operational field staff engagement with Aboriginal and Torres Strait Islander people receiving aged care services, and their representatives.
- Other duties required by the External Communications and Engagement section within the field of the APS6 classification against our deliverables.

What you will gain

- Support the delivery of regulatory reforms for Aboriginal and Torres Strait Islander people.
- Increase knowledge and exposure to other parts of the Commission's and its operations.
- Opportunities to diversify your skills.

Eligibility

You will demonstrate experience and capability including:

- An understanding of the issues affecting Aboriginal and Torres Strait Islander peoples, and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Excellent interpersonal, oral and written communication skills supporting an ability to produce concise, evidence-based reports and briefs in line with operational methodology.
- Strong stakeholder engagement – both internal and external with ability to influence and negotiate positive outcomes.
- Strong analytical skills and the ability to make sound operational decisions.
- Demonstrated ability to apply judgement, intelligence and common sense to identify and respond appropriately to risk within the Commission's risk management framework and escalate issues accordingly.
- Demonstrated ability to respond positively to change, take responsibility for managing work projects and provide support to teams.
- Project management capability and/or strong planning skills including maintaining data, consultation registers.
- Excellent time management and organisational skills with the ability to handle multiple tasks simultaneously and manage competing priorities.
- Be an effective representative of the organisation, acting professionally (including adhering to APS Values & Code of Conduct) and operating within the boundaries of organisational processes and legal and public policy directions.
- Being flexible, supports change and innovation to achieve quality outcomes.

Notes

Position 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
- Non-ongoing opportunities will be offered for varying periods with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11:59pm Wednesday, 4 December 2024**.

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Andrea Cornale by emailing andrea.cornale@agedcarequality.gov.au with the position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

Further information:

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

For more information on the Australian Public Service, please visit <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4> and <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>.

About the Aged Care Quality and Safety Commission

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	Andrea Cornale, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0750888

Department of Health and Aged Care

Closing Date:Thursday 12 December 2024

Technology Assessment and Access Division
Office Health Technology Assessment Branch Medical Services Advisory
Committee Evaluation Section

Job Title	Executive Level 2 - Director - Medical Services Advisory Committee Evaluation Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS, Darwin NT
Salary	\$138,897 - \$164,446
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, split offering under hybrid, or may be flexible
Classification	Executive Level 2
Position Number	24-TAADIV-27452
Agency Website	

Job Description

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

The Director, MSAC Evaluation Section, will be responsible for managing a team and its work as it relates to the Health Technology Assessment (HTA) of technologies and services for listing on the Medicare Benefits Schedule (MBS) and other funding programs.

The successful candidate will be experienced in leading highly technical officers, overseeing preparation of complex written material to support decision making, as well as having an understanding of the Health policy context. The successful candidate will engage effectively with policy areas, consumers, industry and HTA committees and other bodies and lead change processes, while supporting the development of team capabilities and associated processes.

Duties

- Demonstrated highly developed HTA skills and extensive knowledge of health services and technologies, including statistical and economic modelling and research and analysis skills related to health or economics.
- Demonstrated highly developed leadership ability and skills in the development, delivery and management of processes, policies, strategies and people.
- Highly developed strategic, analytical, problem solving, management and planning skills.
- Highly developed communication skills and solid representational experience, including ability to liaise, consult and negotiate with a range of internal and external stakeholders.
- Ability to work effectively and collaboratively with colleagues in a team environment
- Highly developed written communication and interpersonal and negotiation skills, with the ability to build productive working relationships with internal and external stakeholders.
- Capacity to acquire knowledge quickly including knowledge of health technology assessment and Australian Government health programs and priorities.

You should also highlight any strengths you may have in the following areas:

- Health technology assessment and/or monitoring and evaluation skills
- Statistical and economic modelling
- Research and analysis skills related to health or economics.

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 will also be assessed through a variety of pre-employment check processes, such as:

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

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.

Desirable Qualifications

- Qualifications and experience in health economics or other health technology assessment related disciplines.
- Qualifications and experience in a health-related science (e.g. pharmaceutical/clinical, medicine, nursing, pharmacy, genetic, genomics, biochemistry etc).

Notes

Applications close on the 12 December 2024 at 11:30pm AEDT.

Applicants are asked to quote reference number 24-TAADIV-27452 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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Sally Symes, sally.symes@health.gov.au
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0750940

Department of Health and Aged Care

Closing Date:Thursday 12 December 2024

Technology Assessment and Access Division
Office Health Technology Assess Branch Medical Services Advisory
Committee Evaluation Section

Job Title	Executive Level 1 - Assistant Director / Health Technology Assessment Advisor - Medical Services Advisory Committee Evaluation Section
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Hobart TAS
Salary	\$116,418 - \$132,777
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, split offering under hybrid, or may be flexible
Classification	Executive Level 1
Position Number	24-TAADIV-27455
Agency Website	

Job Description

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

The EL1 Assistant Director / Health Technology Assessment Advisor (HTA) supports applications to MSAC through the HTA process via the entry of applications, liaison with applicants and assessment groups to oversee critical appraisal or development of the HTA, providing technical advice to members of MSAC and its subcommittees, development of meeting minutes and post recommendation processes.

The role also supports strategic work including process documentation and improvements, liaison with policy areas, development of new methodologies in response to emerging technologies, and external collaborations including internationally. This requires a specialist skill set across a number of capability domains including policy and governance; clinical applications; critical appraisal and evidence synthesis; health economic evaluation; financial analysis and pricing; implementation; and leadership.

There may be management responsibilities associated with the role including supporting the training and development of HTA capabilities in other staff members.

Duties

- Highly motivated, engaged, flexible and resilient
- Highly developed research and analytical skills including:
 - sound judgement
 - ability to interpret and analyse clinical and/or health economic evidence and literature
 - ability to synthesise research outcomes to provide clear and sound advice
- Experience in the disciplines of health technology assessment or health economics
- Highly developed planning and organisational skills and the ability to build these in a team so that it effectively meets deadlines with competing priorities, delivers work to a high standard, and with a high attention to detail
- Ability to work effectively and collaboratively with colleagues in a team environment
- Strong leadership skills in the management of policies, programs, projects or teams
- Highly developed written communication and interpersonal and negotiation skills, with the ability to build productive working relationships with internal and external stakeholders

- Capacity to acquire knowledge quickly including knowledge of health technology assessment and Australian Government health programs and priorities.
- You should also highlight any strengths you may have in the following areas:
 - Health technology assessment and/or monitoring and evaluation skills
 - Statistical and economic modelling
 - Research and analysis skills related to health or economics

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 12 December 2024 at 11:30pm AEDT.

Applicants are asked to quote reference number 24-TAADIV-27455 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 by an additional 12 months

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

About the Department of Health and Aged Care

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To Apply

Position Contact	Sally Symes, sally.symes@health.gov.au
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0751209

Department of Health and Aged Care

Closing Date:Tuesday 03 December 2024

Integrity and Assurance
Assurance Performance Reporting

Job Title	Performance Reporting Officer - Performance Reporting Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$84,627 - \$91,520
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	Candidate required to work onsite 2 days a week
Classification	APS Level 5
Position Number	24-IADIV-27453
Agency Website	

Job Description

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

The Performance Reporting Section is seeking highly motivated team members to assist with the development and publication of key planning and reporting documents.
If you possess relevant experience or have an understanding and a passion for performance reporting, then we are interested in hearing from you.

Duties

Assist the team in the preparation and publication of the department's key planning and reporting documents.
In this role you will work as part of a small team in the preparation of key planning and reporting documents and assist with ad hoc pieces of work, as required. Key duties:

- Assist with coordinating delivery of one or more of the following documents:
 - Portfolio Budget Statements
 - Corporate Plan
 - Annual Report, including the Annual Performance Statements
 - Portfolio Additional Estimates Statements
 - Portfolio Supplementary Additional Estimates Statements.
- With guidance, apply policies and legislation in relation to the PGPA Act and related Commonwealth Performance Framework.
- Build relationships with a wide range of stakeholders and assist staff in relation to corporate reporting requirements.
- Be an effective team member, and a crucial part of the Performance Reporting Section.

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 3 December 2024 at 11:30pm AEDT.

Applicants are asked to quote reference number 24-IADIV-27453 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 by an additional 12 months

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

About the 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	Margaret Cresswell, 0251321205
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0751495

Department of Health and Aged Care

Closing Date:Thursday 12 December 2024

Medicare Benefits and Digital Health Division
Medicare Benefits Schedule Medicare Benefits Schedule Change Control
Office

Job Title	Director, Medicare Benefits Schedule Change Control Office
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Sydney NSW, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Brisbane QLD, Woden ACT
Salary	\$138,897 - \$164,446
Future Merit Locations	Woden, Adelaide, Sydney, Darwin, Hobart, Melbourne, Perth, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements considered
Classification	Executive Level 2
Position Number	24-MBDHDIV-26692
Agency Website	

Job Description

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

A great opportunity to work in a core Medicare area that enables the Australian community to access high quality health services. The position offers an opportunity to lead a small team and to work collaboratively

across the Department and with agency partners in supporting the newly established Medicare Benefits Schedule (MBS) Change Control Board and the establishment of a Project Management Office. Both these functions will strengthen governance, management and implementation of material changes to the MBS.

Duties

Manage a small team that will serve two main functions: 1. Secretariat to the MBS Change Control Board, and 2. Project Management Office (PMO) for changes that may affect the MBS.

Secretariat

- Provide secretariat support to the MBS Change Control Board (CCB), including meeting administration, maintenance of a calendar of events, maintenance of the Terms of Reference, information management and record keeping, communications, progressing action arising.
- Support an end-to-end process for changes that may affect the MBS, including change requests, a register of changes, and reporting requirements.

Project Management Office

- Establish and lead the PMO for the MBS branches of the Medicare Benefits and Digital Health Division (MBDHD).
- Lead the provision of effective project management support and advice to project teams and executives in the division's MBS branches.
- Lead the work to establish the CCB, which will be responsible for oversight of all changes to the MBS, from policy development, through to implementation and evaluation.
- Design and implement standardised end-to-end processes, procedures, and templates to support changes affecting the MBS.
- Establish a register of changes that may affect the MBS to provide a common view of the pipeline of planned, current, and completed changes.

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.
- 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), and
- Obtaining and maintaining a security clearance at the required level.

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

Notes

Applications close 11:30pm AEST. Applicants are asked to quote reference number 24-MBDHDIV-26692 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>

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To Apply

Position Contact	Louise Riley, 02 5132 5276
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Home Affairs

Vacancy VN-0751604

National Emergency Management Agency

Closing Date:Wednesday 04 December 2024

Chief Operating Officer Group
Corporate Business Operations, Security and Technology

Job Title	Assistant Director - Business Operations, Security and Technology
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$117,335 - \$133,729
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	JR 135489
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/135489/>

National Emergency Management Agency:

The National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to, and recovering from all hazards across the emergency management continuum.

Overview of the Section:

The Technology Section at NEMA is a dynamic and innovative team responsible for driving technological advancements and ensuring robust cyber security. This section plays a crucial role in enhancing NEMA's digital capabilities and service delivery through the development of business led technology solutions, managing IT projects, and providing specialist services. The team is dedicated to fostering collaboration, improving IT service delivery and supporting the agency's strategic objectives.

The section is also responsible for delivering on NEMA's Technology Strategy 2024-26. This strategy emphasises the importance of leveraging fit-for-purpose technology and innovation to deliver efficient and effective business outcomes across the emergency management continuum. It aims to improve the employee experience while delivering secure services across the agency.

The Technology Section is responsible for delivering this strategy by:

- Partnering with business to ideate and develop new technology solutions, managing the Technology Innovation Hub, and conducting ICT research to identify appropriate solutions
- Implementing measures to mature NEMA's information and cyber security posture, providing security advice, supporting incident response, and delivering Australian Security Governance requirements
- Providing proactive support and services to NEMA staff, monitoring service levels and continuously improving service delivery
- Overseeing the lifecycle of IT projects from concept to implementation, ensuring alignment with NEMA's strategic objectives, and managing project governance
- Delivering specialist services such as IT architecture, service design, and IT change management.

By continuously enhancing collaboration, communication, and information exchange, the Technology Section ensures that NEMA remains a leading technology-enabled agency in emergency management.

About the role:

NEMA is seeking highly motivated and skilled individuals to join our Technology Section at the EL1 Assistant Director level. This round will create a merit pool that will be used to fill current and upcoming vacancies within the Technology Section, which is responsible for a range of critical functions/streams including Technology Innovation, Cyber Security, IT Service Delivery, IT Projects and Specialist Services.

Our ideal candidate:

The ideal candidate for an Assistant Director role within the Technology Section has a proven record of accomplishment as a leader and possesses a good understanding of technology, projects, and/or cyber security in a customer centric environment. They should have excellent communication and interpersonal skills, with the ability to influence and build relationships with stakeholders at all levels. **Duties**

Technology Innovation

- Partner with business units to ideate and develop innovative technology solutions
- Manage the Technology Innovation Hub
- Conduct ICT research to identify appropriate solutions
- Facilitate collaboration and knowledge sharing among stakeholders.

Cyber Security

- Implement measures to mature NEMA's information and cyber security posture and culture, including developing relevant policies, guidance and procedures
- Provide security advice and raise cyber awareness for all NEMA staff
- Support incident response and recovery processes
- Provide security advice and recommendations to the Agency's executive
- Provide expertise and support for the delivery of Australian Security Governance requirements.

IT Service Delivery

- Provide proactive support and services to NEMA staff
- Monitor and ensure service levels for NEMA staff
- Offer Premium On-boarding and Priority Assistance
- Collect feedback and continuously improve service delivery for staff.

IT Projects

- Oversee the lifecycle of IT major and minor projects from concept to implementation
- Ensure alignment with NEMA's strategic objectives
- Manage project governance and decision points
- Coordinate with business owners and external suppliers.

Specialist Services

- IT Architecture
- Service Design: Develop and implement service design principles
- IT Change Management.

This role may also be responsible for leading and managing a team of dedicated professionals, fostering an inclusive and productive work environment and driving team performance to achieve strategic goals. It may also require you to develop team members through ongoing training and mentorship, ensuring that their skills and capabilities are continuously enhanced. Building a dedicated team culture that promotes collaboration, innovation, and mutual respect will be essential for sustained success and high morale.

Role requirements/qualifications:

- Demonstrated experience in one or more of the key responsibility areas is mandatory
- Strong analytical and problem-solving skills
- Excellent communication and stakeholder management abilities
- Proven ability to work collaboratively in a team environment
- Relevant qualifications in Information Technology, Cyber Security, or a related field is desirable
- Implement and support agile delivery methodologies to enhance project efficiency and adaptability.

Eligibility

To be eligible to work with the NEMA you must:

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

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment: recruitment@homeaffairs.gov.au.

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

About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and

international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Rue Gwaradzimba, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/135489/

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Industry, Science, Energy and
Resources

Vacancy VN-0751523

Job Title	Cloud Operations and Enterprise Application Team Leaders
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - NT NT
Salary	\$115,354 - \$129,830
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, split offering under hybrid, or may be flexible.
Classification	Executive Level 1
Position Number	1084
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

The Cloud Operations Team Leader is a critical position within ITO Section. It is a pivotal role in orchestrating the teams' efforts to provide secure, robust and enhanced cloud services running in the current AWS and MS Azure Cloud platforms. The Cloud Operations team key function is to enable secure, automated and cost-effective responsive cloud environments for the business.

The Enterprise Applications Support Team Leader is a critical role. IP Australia is currently executing a migration of infrastructure, platforms and applications to the Cloud in line with IP Australia's Cloud Strategy and Roadmap. As ITO transitions to this new state, there is a need to continue to support onpremises infrastructure and applications, and the migrated Cloud applications. As a result, the Enterprise Application Support Team is going through a transformation period where they are responsible for supporting both the on-premises enterprise applications and underlying infrastructure, and the migrated enterprise applications that are hosted in AWS and MS Azure Cloud platforms.

Working under limited supervision, the team leader role is responsible for overseeing business as usual activities, initiative (project) execution, setting strategic direction, and ensuring alignment with organisation goals. The team leader fosters a collaborative and productive environment, allocates tasks, monitors progress, and resolves challenges in a hybrid team environment. The team leader also acts as a liaison between the team and other teams, ensuring that integration projects meet business requirements and deadlines. Additionally, the team leader provides mentorship, facilitates knowledge sharing, and empowers team members to deliver high-quality integrations, contributing to the efficiency and success of the section.

Duties

Cloud Operations Team Lead will be expected to:

- Lead, manage, and supervise a team of Cloud Engineers. Empower and enable the team in a way that encourages continuous improvement, knowledge sharing, cross-skilling, and collaboration.
- Manage and report on the financial expenditure (FinOps) to business owners of Cloud environments they own. Provide and manage governance arrangements to ensure Cloud expenditure is within expected tolerances.
- Ensure the team is equipped to design, implement, and maintain cloud architectures and infrastructures, using various cloud platforms and tools.
- Work with platform owners, platform managers, corporate business partners and peers to deliver enhancements and identify future skill needs and potential gaps. Ensure staff have the required competency, technical skills and toolsets required to maintain, develop and support cloud platforms.
- Work collaboratively with other Team Leaders across ITO sharing information, resources and SME knowledge in a collaborative manner to ensure customer outcomes are met.
- BAU tasks, project tasks and initiatives that you are responsible for are managed, tracked, prioritised and appropriately resourced.
- Represent Cloud Operations at Team Leaders, Working Groups and other Committee or Board meetings.

Enterprise Application Team Lead will be expected to:

- Lead, manage, and supervise a team of multi-disciplinary technical staff. Empower and enable the team in a way that encourages continuous improvement, knowledge sharing, cross-skilling, and collaboration.
- Work with platform owners, platform managers, corporate business partners and peers to deliver enhancements and identify future skill needs and potential gaps. Ensure staff have the required competency, technical skills and toolsets required to maintain, develop and support cloud platforms.
- Work collaboratively with other Team Leaders across ITO sharing information, resources and SME knowledge in a collaborative manner to ensure customer outcomes are met.
- Ensure BAU tasks, project tasks and initiatives that you are responsible for are managed, tracked, prioritised and appropriately resourced.
- Represent the Enterprise Application Support Team at Team Leaders, Working Groups and other Committee or Board meetings.

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 is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements. The successful applicant/s must be willing to share all relevant and required information.

Notes

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements. The successful applicant/s must be willing to share all relevant and required information.

We are looking to fill this position on an ongoing basis. At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

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

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm Country) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. We have a shared hub in Sydney (Gadigal Country). Employees who are not located near an office, work completely remotely.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Damien Rowley, (02) 6283 3135
Agency Recruitment Site	https://career10.successfactors.com/career?company=ipaustali

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0751646

Job Title	EL2 - Director, Performance and Corporate Reporting
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$139,418 - \$166,758
Future Merit Locations	Canberra, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	In office 3 days per week
Classification	Executive Level 2
Position Number	46153
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

Work with us

The Assurance, Integrity, Risk and Governance Branch leads the department's pro-integrity culture to ensure it meets all relevant governance, risk management and assurance requirements including supporting Executive committees, overseeing the Risk Management Policy and Framework and Integrity Strategy, administering the department's disaster preparedness arrangements, undertaking fraud investigations, managing the internal audit program and providing audit liaison services to the department, as well as engagement with the Australian National Audit Office, across a range of external audits.

The Branch also manages the department's Performance Reporting Framework and supports the department to meet its performance reporting obligations. The Branch works directly with performance measure owners to ensure measures meet legislative requirements and provide a complete performance picture for the department; as well as overseeing the production of the Corporate Plan and Annual Report.

Being part of the Branch provides a unique opportunity to gain an overall view of the department's broad scope of policy, program and regulatory activities. This is an opportunity for people who are keen to work in a fast paced, dynamic team, get an aerial view of everything the department is responsible for, and gain an in depth understanding of the department's planning, reporting and compliance obligations as a non-corporate Commonwealth entity under the Public Governance, Performance and Accountability Act (PGPA) 2013, The PGPA Rule 2014, and subsequent Resource Management Guides.

The opportunity we have available

Effective performance reporting ensures objectives are achieved, promotes accountability and builds organisational capability and culture to manage risks and deliver priorities.

The Director, Performance & Corporate Reporting leads the team responsible for overseeing the performance reporting framework for the department in accordance with the Public Governance, Performance and Accountability (PGPA) Act 2013, Rule 2014 and supporting Resource Management Guides.

The Director is also responsible for overseeing the production of the Corporate Plan and Annual Report each year.

This is an opportunity for someone who is keen to work in a fast paced, dynamic team, get a bird's eye view of the broad range of

the department's responsibilities.

Duties

What will you do?

Typical duties for this role include;

- Managing the delivery of the department's performance framework for inclusion in the Portfolio Budget Statements, corporate plan and annual report, including coordinating input from divisions across the department
- Supporting business divisions to develop performance information aligned to the department's frameworks and PGPA requirements
- Frequent liaison with senior executive, the Secretary's office, and the Ministers Offices.
- Managing and developing relationships with internal and external clients, service providers and other stakeholders
- Promoting better practice, good governance and empowering and supporting departmental employees
- Ensuring record keeping practices are current and effective
- Leading the engagement with ANAO on the department's performance framework

The skills and experience gained from working in the branch are highly transferable, either to build a career in the assurance, performance and integrity fields or to broaden your experience for other roles across the APS.

A merit pool may be established for a period of 18 months from the date of this advertisement as a result of the selection process.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the Executive level 2 [Work level standards](#).

We are looking for high performing candidates who work collaborative and flexibly with the team and other stakeholders to advance the section's priorities and influence best practice. Candidates should be outcomes driven, accountable, adaptable and have the ability to manage competing priorities.

In particular, to be successful in this role, you will need the following skills and experience:

- In an extremely fast paced environment, be well organised and have the ability to effectively prioritise and manage competing priorities, including being flexible with quickly changing priorities.
- Excellent written and verbal communication skills, including the ability to tailor language to different audiences and a high level of attention to detail.
- The ability to distil complex information and quickly identify critical issues to formulate appropriate advice and guidance and make informed decisions.
- Engaging effectively with stakeholders and colleagues and a demonstrated ability to build productive relationships with internal and external stakeholders.
- Always acting with high levels of integrity and professionalism in accordance with APS values and ethical standards.
- Strong leadership skills, with the ability to uplift staff capability in a supportive, productive environment.
- Have a growth mindset with a willingness to continue to learn, develop, and foster an environment for your team members to do the same. Think strategically, evaluating complex

information from a variety of sources to make connections and sound decisions while exercising good judgement.

- Knowledge and understanding of performance and/or corporate reporting requirements, legislation and management guides.

We currently have one EL2 position available but will be developing a merit pool for future roles for both Performance Reporting and Corporate Reporting.

RecruitAbility minimum requirements

Minimum requirements for this role include:

- The ability to work in an extremely fast paced environment, while effectively prioritising and managing competing priorities.
- Strong stakeholder engagement skills and a demonstrated ability to build productive relationships with internal and external stakeholders
- Knowledge and understanding of performance and/or corporate reporting requirements, legislation and management guides

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission](#). **Eligibility**

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** Candidates must be an Australian Citizen at the time of submitting your application.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting 1 Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#)

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

About the Department of Infrastructure, Transport, Regional Development,
Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Michelle Mant, 02 6136 8238
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Prime Minister and Cabinet

Vacancy VN-0751492

Department of the Prime Minister and Cabinet

Closing Date:Sunday 01 December 2024

Policy, Communications and Corporate
Corporate Strategy and Services Finance

Job Title	Management Accountants, Net Zero Economy Agency
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$94,715 - \$106,438
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	PMC/2024/190
Agency Website	

Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

Who we are

The Corporate Strategy and Services Branch plays an integral role providing strategic and operational workforce and corporate services, to ensure efficient and effective operations of the Agency. The initial focus of the Branch is developing all of the corporate frameworks, systems and policies to enable the Authority to stand-up and operate as a separate entity. The Branch supports the Agency by delivering high quality services through a wide range of activities including, human resources, financial management, governance and legal, and business and information services (including ICT, records management, security and property).

What you will do

We are seeking experienced APS 6 Management Accountants to join the Finance Team within the Corporate Strategy and Services Branch. These roles will support the Assistant Director, Management Accounting in delivering the internal and external budget functions for the NZEA, as trusted finance business partners. In addition to the general responsibilities and duties outlined in the Work Level Standards for the APS 6 level, key responsibilities and priorities include (but are not limited to):

- Contributing to the development of NZEA's internal budget.
- Preparing monthly management reports for business areas, including an analysis of their results.
- Preparing monthly forecast updates in consultation with business areas.
- Leading monthly meetings with business areas to support their understanding of financial results, and providing advice to strengthen their decision-making.
- Assisting with NZEA's external budget reporting obligations, including annual and monthly estimates updates and contributing to the preparation of NZEA's Portfolio Budget Statements and Portfolio Additional Estimates chapters.
- Supporting business areas with costings for New Policy Proposals.
- Contributing to the development of financial policies and procedures and identifying process improvement opportunities.

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising. **Duties**

In addition to meeting the behaviours outlined in the Integrated Leadership System profile of the APS 6 level, our ideal candidate will have:

- Demonstrated experience in at least one management accounting discipline.
- An ability to produce quality work within short timeframes.
- Experience in using TechnologyOne, or a similar financial management information system.
- Effective communication skills and an ability to build and sustain productive working relationships.
- Highly-developed analytical skills.

Desirable Skills, Experience & Qualifications

- A Bachelors or Masters qualification in a relevant financial discipline is desirable.
- Candidates with external budget experience in a federal government setting is 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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Danielle Jakubowski, (02) 6271 5760
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0751507

Department of the Prime Minister and Cabinet

Closing Date:Sunday 01 December 2024

Policy, Communications and Corporate
Corporate Strategy & Services Finance

Job Title	Financial Accountant, Net Zero Economy Agency
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$94,715 - \$106,438
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	PMC/2024/191
Agency Website	

Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

Who we are

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frameworks, systems and policies to enable the Authority to stand-up and operate as a separate entity. The Branch supports the Agency by delivering high quality services through a wide range of activities including, human resources, financial management, governance and legal, and business and information services (including ICT, records management, security and property).

What you will do

We are seeking a dynamic and results-driven APS 6 Financial Accountant to join the Finance Team within the Corporate Strategy and Services Branch. Reporting to the Assistant Director Financial Accounting and Operations, the APS 6 Financial Accountant will assist in the delivery of NZEA's financial reporting requirements, including the preparation of the monthly reports and the year-end statutory accounts, and in meeting NZEA's taxation obligations.

In addition to the general responsibilities and duties outlined in the Work Level Standards for the APS 6 level, key responsibilities and priorities include (but are not limited to):

- Assisting with the preparation of the annual financial statements, including the preparation of various financial statement notes, accounting position papers and supporting work papers for audit purposes.
- Undertaking month end processes, including reconciliations, to deliver internal and external reports.
- Preparing NZEA's taxation returns, including the monthly Business Activity Statement and annual Fringe Benefits Tax Return and Taxable Payments Annual Report.
- Overseeing NZEA's asset management and treasury functions.
- Providing sound technical advice to various stakeholders on financial and taxation matters.
- Contributing to the development of accounting policies and procedures.
- Participating in process improvement opportunities.

Duties

In addition to meeting the behaviours outlined in the Integrated Leadership System profile of the APS 6 level, our ideal candidate will have:

- Experience in month-end and year-end processes.
- Experience in the preparation of financial statements, including interpreting and applying Australian Accounting Standards.
- An ability to work independently, including setting priorities, monitoring workflows and maintaining high standards to achieve outcomes within deadlines.
- Experience in using TechnologyOne, or a similar financial management information system.
- Effective communication skills and an ability to build and sustain productive working relationships.

Desirable Skills, Experience & Qualifications:

- A Bachelors or Masters qualification in a relevant financial discipline is essential.
- CPA/CA qualifications or working towards obtaining this qualification is 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

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To Apply

Position Contact	Danielle Jakubowski, (02) 6271 5760
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0751510

Department of the Prime Minister and Cabinet

Closing Date:Sunday 01 December 2024

Policy, Communications and Corporate
Corporate Strategy & Services Finance

Job Title	Finance Officer, Net Zero Economy Agency
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$85,633 - \$91,549
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	PMC/2024/192
Agency Website	

Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

Who we are

The Corporate Strategy and Services Branch plays an integral role providing strategic and operational workforce and corporate services, to ensure efficient and effective operations of the Agency. The initial focus of the Branch is developing all of the corporate frameworks, systems and policies to enable the Authority to stand-up and operate as a separate entity. The Branch supports the Agency by delivering high quality services through a wide range of activities including, human resources, financial management, governance and legal, and business and information services (including ICT, records management, security and property).

What you will do

We are seeking an experienced APS 5 Finance Officer to join the Finance Team within the Corporate Strategy and Services Branch. Reporting to the Assistant Director, Financial Accounting and Operations, the APS 5 Finance Officer will be responsible for accounts processing, credit card administration and travel and expense management.

In addition to the general responsibilities and duties outlined in the Work Level Standards for the APS 5 level, key responsibilities and priorities include (but are not limited to):

- Processing accounts payable batches within set timeframes.
- Maintaining creditor files.
- Raising accounts receivable invoices.
- Performing debt management procedures.
- Administering corporate credit cards and analysing credit card transactions for compliance.
- Providing advice to business areas on financial operations and travel matters.
- Supporting business areas with using NZEA's financial management information system, TechnologyOne, and travel and expense management system, Expense8.
- Contributing to process improvements.

This is an exciting opportunity to be involved in establishing a dynamic new agency, and to share in the critically important challenge of supporting the net zero economic transformation of Australia. This role will allow you to work autonomously to manage and collaborate with a range of internal and external stakeholders, as well as being part of a growing and supportive team.

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising. **Duties**

In addition to meeting the behaviours outlined in the Integrated Leadership System profile of the APS 5 level, our ideal candidate will have:

- Experience in accounts processing and credit card administration.
- Experience in using TechnologyOne and Expense8, or similar financial management systems.
- An ability to work independently, with proven time management skills.
- Effective communication skills and an ability to build and sustain productive working relationships.
- Highly-developed analytical skills and attention to detail.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Danielle Jakubowski, (02) 6271 5760
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0751561

Department of the Prime Minister and Cabinet

Closing Date:Thursday 05 December 2024

Ministerial Support Division

Job Title	Assistant Secretary, Communications Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	-
Future Merit Locations	Barton
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	PMC SES/2024/019
Agency Website	

Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

About your team

Situated within Ministerial Support Division, the Communications Branch provides communications support to the Prime Minister's Office, portfolio Ministers and the Department. This includes management of media enquiries and media support for the Prime Minister's international visits (both logistical and briefing materials), digital communications, graphic design, social media,

multimedia content creation, speechwriting, internal and corporate communication and strategic communications advice. The Branch has a deep understanding of the Department and its stakeholders and actively collaborates with other Divisions of the Department of the Prime Minister and Cabinet (PM&C).

What you'll be doing

PM&C is seeking an experienced communications leader to manage a team of communications specialists. As the leader of the team, you will deliver high quality, outcomes-focused media and communications support to the Prime Minister, portfolio Ministers, the Department's Executive, line divisions and taskforces. You will manage teams specialising in media relations, content production and social media, websites and graphic design, and speechwriting; as well as having responsibility for the Department's library. The role will require a strong awareness and focus on strategic priorities across the portfolio and a deep understanding of Government policies and priorities.

The Assistant Secretary, Communications Branch will be responsible for managing the Department's public facing digital media presence through quality communication and media strategies that support the Government's and the Department's priorities.

This role involves a high level of stakeholder liaison and collaboration, as well as a strong client focus, in particular with the Office of the Prime Minister, the portfolio Ministers offices, the Secretary's Office and the executive more broadly. This includes supporting a range of visits and events, including as part of the Prime Minister's Program.

Duties

Why you're the ideal candidate

Our ideal candidate will perform at the SES Band 1 level in accordance with the [PM&C SES Band 1 Performance model](#) and demonstrate the [APS-wide DRIVE Leadership behaviours](#).

Our ideal candidate will be an experienced communications leader who:

- Has deep experience in delivering media and communications that support key priorities of the Department and meet the needs of government.
- Has a strong track record of building high performing teams to drive contemporary, effective and outcome-focused communications.
- Builds excellent stakeholder relationships and works collaboratively to deliver results under pressure.
- Builds communication capability and leads innovation in communication.
- Drives, models and advocates a collaborative performance culture for the Branch.
- Supports delivery of strategic outcomes and events for PM&C and Government in collaboration with teams across Ministerial Support Division.
- Contributes to the leadership of the Department and represents the Department in high-level discussions and negotiations.
- Will be a confident, resilient leader who provides high-level guidance to the Senior Executive and liaises comfortably with ministerial offices.
- Is experienced managing a hybrid workforce.

Prior experience working in government is desirable but not essential. We value a broad range of experience from public and private sector and the diverse perspectives varied experience can bring.

Integrity and Work Health and Safety (SES)

All APS employees are required to comply with the APS Code of Conduct, including to at all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of their agency and the APS. This ensures public trust in the impartiality and reputation of the APS. Employees must also disclose any real or perceived conflicts of interest.

SES leaders in particular are required to demonstrate the highest levels of integrity, uphold and promote the APS Values and Employment Principles by personal example and other appropriate means. To learn more, refer to the [APS Values and Code of Conduct in Practice](#).

SES leaders who make, or participate in making, decisions that affect the whole, or a substantial

part, of PM&C (as the Person Conducting a Business or Undertaking, PCBU) are regarded as an Officer for the purposes of the [Work Health and Safety Act 2011](#) (WHS Act). To fulfil their duty under the WHS Act, Officers must exercise due diligence to ensure PM&C complies with its work health and safety duties and obligations. It is PM&C's expectation that all SES Leaders act in a way that is consistent with the obligations of an Officer under the WHS Act.

Identified position

This vacancy is Identified, meaning 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. Candidates are strongly encouraged to address this in their initial written application.

This position has limited contact with Aboriginal and Torres Strait Islander peoples, communities and service providers, but is still required to have the capacity and willingness to further develop these skills. 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.

The vacancy is open to all eligible candidates and is not restricted to Aboriginal and/or Torres Strait Islander applicants.

To demonstrate your fit for this role and put your best self forward, you are encouraged to tailor your resume and pitch to the role and qualities described above. It is strongly recommended that you review the [vacancies and applying for jobs](#) section of our website prior to applying. 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

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.

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 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	Ben Kelly, (02) 6228 6860
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0751609

National Disability Insurance Agency

Closing Date:Wednesday 04 December 2024

Strategic Communications Division
Media

Job Title	EL1 Assistant Director Media
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - WA WA, Various locations - QLD QLD
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	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible and remote working arrangements can be negotiated
Classification	Executive Level 1
Position Number	2144_10/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The NDIA Media team has an exciting EL1 Assistant Director role available.

The Media team builds and protects the NDIA's reputation with key stakeholders, including the NDIS Minister's office, by managing media relationships, responding to media enquiries and proactively promoting the success of the NDIS through key announcements, individual stories of NDIS participants and Scheme outcomes.

The Media team is part of the Media branch and the wider Strategic Communications Division.

Duties

The EL1 Assistant Director Media will contribute towards a nationally consistent, strategic approach while leveraging best practice supporting media and communications approaches across the Agency.

Responsibilities of the role include but are not limited to:

- Collaborating with relevant stakeholders to support NDIA announcements and media opportunities.
- Preparing high-level writing for Government and media, including media releases, talking points and speeches.
- Providing advice and problem solving for complex media issues and supporting the media team with navigating and responding appropriately.
- Delivering a high-quality service for the NDIS Minister's Office and supporting the requirements of the Agency and government.
- Fostering creativity and innovation in how the NDIA responds to and initiates media opportunities.
- Rostered on-call availability is required over weeknights and weekends, which is shared across the team.

Our ideal candidate will have considerable media experience, with analytical thinking and problem-solving as key skills. Your outstanding communication and interpersonal abilities will enable you to develop and maintain strong networks. You will have experience in creating high-level written materials for government and media. You will be organised, proactive, and able to excel in a fast-paced work environment. Your experience and sound leadership skills will inspire your team to strive for the best outcomes. **Eligibility**

This role can be performed at any of our NDIA locations nationally. Currently, our team presence is in Geelong and Richmond - VIC, Adelaide - SA, and Brisbane - QLD. Remote working arrangements may also 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.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Applications for this role close 11:30pm AEDT on 4 December 2024

Notes

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), First Nations peoples, 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. NDIA will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

There are certain roles within the National Disability Insurance that may require mandatory vaccination, subject to government order or directive. Evidence may be required prior to commencement.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Ben Broad, 0402 264 270
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0751619

National Disability Insurance Agency

Closing Date:Wednesday 04 December 2024

GENERAL COUNSEL DIVISION
LEGAL SERVICES BRANCH EMPLOYMENT AND WORKFORCE

Job Title	APS 6 - Employment Lawyer (Legal Stream)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Geelong VIC, Newcastle NSW, Adelaide SA, Surry Hills NSW, Deakin ACT, Brisbane QLD
Salary	\$96,546 - \$103,035
Future Merit Locations	Richmond, Geelong, Newcastle, Adelaide, Surry Hills, Deakin, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Remote working arrangements may be considered
Classification	APS Level 6
Position Number	2412_11/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The **Employment and Workforce Team** provides legal advice, support, and services to internal clients in respect of a broad range of human resources-related matters. The team provides a single point of contact to internal clients for human resources-related legal matters and plays a key enabling function including the

identification and mitigation of legal risk for the NDIA.

The work of this fast-paced team includes the provision of advice, services and support to internal clients about a wide range of matters in relation to Australian Public Service employment. This includes in respect of APS Code of Conduct matters, work health and safety, workers' compensation and dispute resolution in external jurisdictions including the Administrative Review Tribunal, the Australian Human Rights Commission and the Fair Work Commission.

The work includes assisting with employment law disputes, including unfair dismissal and general protection claims, discrimination, sexual harassment and bullying disputes in the Fair Work Commission and Federal and State courts and tribunals.

The Employment and Workforce Team sits within the Legal Services Branch, which is the NDIA's in-house legal practice servicing the whole of the NDIA. The Employment and Workforce Team reports directly to the Deputy General Counsel.

This recruitment process will fill immediate vacancies and will develop a merit list for future opportunities that may arise over the next 18 months.

Duties

In this role as an APS6 Lawyer you will provide leadership support to your team as well as to executives and business areas. Bring your knowledge and experience in workplace relations law, 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.

Responsibilities of this role may include:

- Providing or assisting senior lawyers in the provision of high quality legal advice, support, and service in respect of human resources-related matters including matters arising under:
 - the *Public Service Act 1999* and *Public Service Regulations 2023* including the Australian Public Service Code of Conduct as set out in section 13 of the *Public Service Act 1999*
 - the *Fair Work Act 2009*
 - the *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2011*
 - the *Safety, Rehabilitation and Compensation Act 1988*
 - the *National Disability Insurance Agency Enterprise Agreement 2024 – 27*
- Representing or supporting senior lawyers representing the NDIA in respect of human resources-related complaints and applications made to the Administrative Appeals Tribunal, Australian Human Rights Commission, Fair Work Commission, Fair Work Ombudsman, and Federal Circuit and Family Court of Australia, including unfair dismissal applications, general protections applications, and stop bullying applications.
- 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 the priorities of clients and available resources to deliver results on time and within budget.
- Preparing and undertaking initial research and advice on medium level risk matters to contribute to a range of material including briefing material for Ministers, board papers, media releases, reports to Parliamentary committees, intranet and website content and correspondence.
- Contributing to business improvement activities, including the development of systems, processes and practical tools.

Enough about us, let's talk about you

Our ideal candidate will have the ability to work in employment and workforce law, excellent communication and negotiation skills, and will develop productive relationships with stakeholders both internal and external to the NDIA. You will be driven and have effective leadership and time management skills, and the ability to respond to and drive change.

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 a current practising certificate.

Experience in or knowledge of the following areas will be highly desirable for this role:

- Employment/Workplace Relations Law
- Administrative law, statutory interpretation, and principles of good administrative decision-making
- Integrity matters

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

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	Liz Jehu, (03) 5249 7433
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0751621

National Disability Insurance Agency

Closing Date:Wednesday 04 December 2024

Government
Government Initiatives Intergovernmental Relations

Job Title	EL1 Assistant Director - Government Initiatives Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - TAS TAS
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	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Remote and flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	2079_10/24_EXT
Agency Website	https://www.ndis.gov.au

Looking for an exciting opportunity to showcase your skills and make a real difference? The NDIA is currently recruiting dynamic and driven individuals to join the Government Initiatives Branch in the below Assistant Director positions. This is your chance to join a talented team and build a career with an organisation focused on making a difference in the lives of people with a disability.

There are two teams within the branch that are participating in this recruitment activity, they are outlined below. You will be given the option to provide your preference in the application.

EL1 Assistant Director Intergovernmental Reform Coordination

This position sits within the **Intergovernmental Reform Coordination team**. The team acts as conduit between business areas and other Federal government agencies to deliver under areas of reform and government commitments. This can include royal commissions, Australia's Disability Strategy and NDIS Review. The team also supports the agency with coordination of Federal budget process, including keeping track of Cabinet commitments, drafting progress, comebacks, and executive working groups. The team works in a fast-paced and often changing environment.

Please refer to the Position Description for an overview of the role responsibilities

EL1 Assistant Director Intergovernmental Relations

This position sits within the **Intergovernmental Strategy team**. The team plays a vital role in fostering collaboration, coordination and communication on key initiatives, NDIS reforms and policy objectives. This team works to build and maintain strong relationships with various government stakeholders, facilitating open communication and coordinating efforts across state and territory jurisdictions. The team works in a fast-paced and often changing environment.

Please refer to the Position Description for an overview of the role responsibilities.

Duties

The EL1 Assistant Director is accountable under broad direction to undertake very complex work that delivers quality outcomes across the Government functions of the NDIA.

The position is an important team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across wide-ranging activities of substantial depth involving significant detail. The role requires providing leadership, planning, resource management, performance management and decision making for the Team Membership and assigned Contractors working within the work area.

The EL1 Assistant Director is responsible for actively managing key internal and external stakeholder relationships and where required will represent and negotiate on behalf of the NDIA to advance the NDIA's interests across a range of forums.

Our ideal candidate will have outstanding communication and interpersonal skills to develop and maintain strong networks. They will also have experience in developing high level written reports and briefing materials. You will have the ability to navigate complexity and uncertainty with personal drive, sound judgement and integrity. You will be organised, proactive, and able to exceed in a fast-paced work environment. As the subject matter expert, you will have the ability to quickly absorb information and provide strategic advice and recommendations, to Directors and Branch Managers. Your experience and sound leadership skills will inspire your team to strive for the best outcomes.

Eligibility

Whilst the NDIA head office is in Geelong Victoria, we will consider remote working arrangements across Australia. 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.

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

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), First Nations peoples, 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. NDIA will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

There are certain roles within the National Disability Insurance that may require mandatory vaccination, subject to government order or directive. Evidence may be required prior to commencement.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Kristy Swensen, 08 8256 1044
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0751653

National Disability Insurance Agency

Closing Date:Wednesday 04 December 2024

GENERAL COUNSEL DIVISION
LEGAL SERVICES BRANCH EMPLOYMENT AND WORKFORCE

Job Title	EL1 Employment Lawyer (Legal Stream)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Geelong VIC, Adelaide SA, Surry Hills NSW, Newcastle NSW, Brisbane QLD, Deakin ACT
Salary	\$127,090 - \$139,912
Future Merit Locations	Richmond, Geelong, Adelaide, Surry Hills, Newcastle, Brisbane, Deakin
Office Arrangement	Flexible
Office Arrangement Details	Remote working arrangements may be considered.
Classification	Executive Level 1
Position Number	2513_11/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

We are looking for highly motivated professionals with relevant legal experience to join the NDIA as Executive Level 1 (EL1) Lawyers in the Employment and Workforce team within the Legal Services Branch.

The **Employment and Workforce Team** provides legal advice, support, and services to internal clients in respect of a broad range of human resources-related matters. The team provides a single point of contact to internal clients for human resources-related legal matters and plays a key enabling function including the identification and mitigation of legal risk for the NDIA.

The work of this fast-paced team includes the provision of advice, services and support to internal clients about a wide range of matters in relation to Australian Public Service employment. This includes in respect of APS Code of Conduct matters, work health and safety, workers' compensation and dispute resolution in external jurisdictions including the Administrative Review Tribunal, the Australian Human Rights Commission and the Fair Work Commission.

The work includes assisting with employment law disputes, including unfair dismissal and general protection claims, discrimination, sexual harassment and bullying disputes in the Fair Work Commission and Federal and State courts and tribunals.

The Employment and Workforce Team sits within the Legal Services Branch, which is the NDIA's in-house legal practice servicing the whole of the NDIA. The Employment and Workforce Team reports directly to the Deputy General Counsel.

This recruitment process will fill immediate vacancies and will develop a merit list for future opportunities that may arise over the next 18 months.

Duties

In this role as an EL1 Lawyer you will provide high level leadership and support to your team as well as to executives and business areas. You will provide guidance and mentor more junior lawyers and other

members of the team. Bring your knowledge and experience in workplace relations law, 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.

Responsibilities of this role may include:

- With considerable independence, providing high quality legal advice, support, and service to the executive and business areas in respect of human resources-related matters including matters arising under:
- the *Public Service Act 1999* and *Public Service Regulations 2023* including the Australian Public Service Code of Conduct as set out in section 13 of the *Public Service Act 1999*
- the *Fair Work Act 2009*
- the *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2011*
- the *Safety, Rehabilitation and Compensation Act 1988*
- the *National Disability Insurance Agency Enterprise Agreement 2024 – 27*.
- Representing the NDIA in respect of human resources-related complaints and applications made to the Administrative Appeals Tribunal, Australian Human Rights Commission, Fair Work Commission, Fair Work Ombudsman, and Federal Circuit and Family Court of Australia, including unfair dismissal applications, general protections applications, and stop bullying applications.
- Managing the priorities of clients and available resources to deliver results on time and within budget.
- 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.
- Preparing and undertaking research and advice on high level risk matters to contribute to a range of material including briefing material for Ministers, board papers, media releases, reports to Parliamentary committees, intranet and website content and correspondence.
- Working in a business partnering capacity with the NDIA, regularly meeting with branches within a specified portfolio and identifying and advising on relevant legal and associated risks.
- Contributing to business improvement activities, including the development of systems, processes and practical tools.
- Managing, supporting and contributing towards business improvement activities, including legal

education and the development of systems, processes and practical tools.

- Coaching, supervising and assisting other lawyers and members of the team.

Enough about us, let's talk about you

The ideal candidate will possess excellent technical legal skills and demonstrated experience in leading legal teams to deliver high value outcomes for the NDIA. You will have the ability to thrive in a busy team environment. You will have the ability to understand and interpret complex information and communicate new information quickly and effectively.

You will be passionate about growing the skills and capabilities of your team, as well as being effective at stakeholder management with the ability to build mutually beneficial relationships. You will be required to

represent and negotiate on behalf of the NDIA to advance the NDIA's interests in cross-agency, inter-jurisdictional and other forums.

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 a current practising certificate.

Experience in, or knowledge of the following areas will be favourable for:

The Legislation & Legal Policy Branch & Legal Services Branch:

- Employment/Workplace Relations Law

Administrative law, statutory interpretation, and principles of good administrative decision—making
Integrity matters

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

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	Liz Jehu, (03) 5249 7433
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0751576

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 04 December 2024

Corporate
ICT Governance and Assurance

Job Title	Deputy Director Chief Information Officer & Deputy Chief Information Security Officer
Job Type	Full-Time, Non-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	280_11/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Duties

Key duties of the role

Duties may include, but are not limited to, the following:

The Deputy Chief Information Officer / Deputy Chief Information Security Officer is responsible for:

1. leading a team to deliver IT and Information/Records Management systems and services to the NDIS Commission under a shared services portfolio arrangement
2. overseeing the provision of guidance, support, training, business analysis and advice in the use, development and enhancement of IT systems
3. managing relationships with the Commission's IT providers, in particular Services Australia, to ensure services are effective, timely and fit-for-purpose, and delivered in accordance with the Memorandum of Understanding
4. liaising with capability owners, ensuring new releases and updates to Commission-endorsed applications are controlled and managed throughout the application development lifecycle
5. providing IT advice and oversight to the Chief Operating Officer, specifically as the Deputy CIO and CISO, around sustainable technology choices, secure by design products, Artificial Intelligence guidance, risk assessment and mitigation of Commission technologies during sustainment and Essential 8 continued implementation
6. ensuring the provision of security in accordance with the PSPF and information security policies
7. leading IT policies, procedures and governance across the Commission
8. IT Business Continuity and Disaster Recovery
9. developing and implementing the organisation's IT Strategy and Information/Records Management policies together with facilitating the organisation's ICT governance forums; and
10. providing strategic advice on digital solutions and technology tailored to the NDIS Commission.

Eligibility

Capability Requirements

The occupant of the position:

1. has a positive and contemporary attitude to people with disability
2. leads and inspires a 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. demonstrates exceptional strong communication and interpersonal skills, with the ability to influence and communicate effectively at both a strategic and operational level, in plain English
5. engages and manages stakeholders and senior leaders through change, resolving conflict and managing sensitivities; and
6. has a record of achievement in leading and managing service delivery teams, including IT Operations, Architecture, Cyber Security, Information/Records Management, ICT Service Desk, End-User Management, preferably under a shared services portfolio arrangement.

Other Requirements

The occupant of this role requires:

1. Tertiary qualifications in Computer Science, Information Technology, or related field (desirable)
2. The occupant will have a strong understanding of financial management, government decision-making processes, and compliance with policies and regulations.

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 RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website [Definition of Disability](#).

To Apply

Position Contact	Michael Kardaris, (02) 6152 5186
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0751577

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 04 December 2024

Regulatory Policy, Insights and Review
Data and Insights Reporting and Insights

Job Title	Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Parramatta NSW, Penrith NSW
Salary	\$84,927 - \$90,696
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Parramatta, Penrith
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 5
Position Number	281_11/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Duties

Duties may include, but are not limited to, the following:

1. Reporting on key Commission indicators and ministerial briefings
2. Undertake statistical analyses of NDIS Quality and Safeguards data and associated datasets
3. Contribute to the development of systems for the extraction, linkage, management, monitoring, analysis and reporting of relevant data
4. Provide analytical expertise to support the evaluation and reporting of NDIS Quality and Safeguards data and associated datasets
5. Provide support and guidance to stakeholders in the interpretation of analytical results
6. Contribute to good documentation practices that enable replicable processes for analysis, evaluation, monitoring and quality improvement.

Eligibility

Capability of our ideal candidate

The occupant of the position:

1. Demonstrated proficiency with SQL and R
2. Demonstrated ability to deliver data extracts and reports
3. Demonstrated ability to develop collaborative and productive working relationships with stakeholders on data projects.
4. Effective written and verbal communications skills, including reporting, presentation and negotiation abilities.

5. Capacity to manage competing demands and to meet deadlines.

Other Requirements

The occupant of this role requires:

- 1. Lived experience of disability or demonstrated understanding of disability services in a State or Territory Government context would be an advantage
- 2. Experience in a fast paced, customer focused data and analytics environment
- 3. Qualifications in and/or equivalent experience in a discipline such as statistics, information technology or data analytics.

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 RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Tomi Adejoro, (07) 3237 6584
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0751578

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 04 December 2024

Job Title	Senior Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Parramatta NSW, Penrith NSW
Salary	\$93,023 - \$104,558
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Parramatta, Penrith
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	282_11/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Duties

Key duties of the role

Duties may include, but are not limited to, the following:

1. Contribute to the design and preparation of more complex analytical reports for a varied audience
2. Contribute to projects that provide detailed data analysis and investigations on specific business problems
3. Contribute to the development of systems for the extraction, linkage, management, monitoring, analysis and reporting of relevant data.
4. Provide subject matter expertise on data analysis and reporting, and the use of data for risk profiling and compliance with Commission rules.
5. Undertake statistical analyses of NDIS Quality and Safeguards data and associated datasets.
6. Provide analytical expertise to support the evaluation and reporting of NDIS Quality and Safeguards data and associated datasets.
7. Contribute to the development and implementation of the data and analytics function, including the development and tracking of key indicators.
8. Provide support and guidance to stakeholders in the interpretation of analytical results
9. Contribute to good documentation practices that enable replicable processes for analysis, evaluation, monitoring and quality improvement.

Eligibility

Capability of our ideal candidate
The occupant of the position has:

1. Demonstrated proficiency with analytics and reporting software, including R, SQL, and Data Visualisation tooling
2. Demonstrated ability to design and deliver data products
3. Demonstrated ability to develop collaborative and productive working relationships with a wide range of internal and external stakeholders on data analytics projects.
4. High-level knowledge and skills across a range of data-related functions such as the statistical analysis of large datasets, systems design, data linkage and data management.
5. Effective written and verbal communications skills, including reporting, presentation and negotiation abilities.
6. Highly developed organisational skills and the capacity to manage competing demands and to meet deadlines.

Other Requirements

The occupant of this role requires:

1. Lived experience of disability or demonstrated understanding of disability services in a State or Territory Government context would be an advantage
2. Experience in a fast paced, customer focused data and analytics environment
3. Qualifications in and/or equivalent experience in a discipline such as statistics, information technology or data analytics.

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 RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Tomi Adejoro, (07) 3237 6584
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0751579

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 04 December 2024

Regulatory Policy, Insights and Review
Data and Insights Reporting and Insights

Job Title	Lead Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Penrith NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Parramatta NSW
Salary	\$115,903 - \$131,563
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Parramatta, Penrith
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 1
Position Number	282_11/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Duties

Key duties of the role
Duties may include, but are not limited to, the following:

1. Lead projects that provide detailed data analysis and investigation into specific business problems, and provide data solutions to resolve them
2. Develop systems, policies, and protocols for the extraction, linkage, management, monitoring, analysis and reporting of data.
3. Co-ordinate the development and implementation of indicators to inform Commission priorities, particularly to identify systemic issues and emerging trends

4. Provide expert advice on information systems and analytical tools to achieve a whole-of-Commission approach
5. Manage competing issues to ensure deliverables, including dashboards, reports, and ministerial briefings, are completed on time and to high standards
6. Provide leadership and supervision to staff within the section, including setting work priorities and ensuring responsive delivery of data analytics and reporting.
7. Provide support and guidance to others and contribute to a learning culture where expertise can be appropriately shared.

Eligibility

Capability of our ideal candidate

The occupant of the position has:

1. Demonstrated proficiency with analytics and reporting software, including R, SQL, and Data Visualisation tooling
2. Expert knowledge and skills across a range of data-related functions, including the statistical analysis of large datasets, systems design, data linkage and management
3. Demonstrated ability to develop collaborative and productive working relationships to elicit requirements and deliver reporting and analytics solutions using recognised data warehousing, data management, analysis, business intelligence and reporting tools
4. Experience in designing analytics projects which address issues around data collection, analysis and reporting
5. Proven ability to support and mentor junior staff including the ability to maintain high levels of motivation and productivity, give feedback and provide support for improvement
6. Highly developed organisational skills and demonstrated experience in successfully.

Other Requirements

The occupant of this role requires:

1. Lived experience of disability or demonstrated understanding of disability services in a State or Territory Government context would be an advantage
2. Experience in a fast paced, customer focused data and analytics environment
3. Qualifications in and/or equivalent experience in a discipline such as statistics, information technology or data analytics.

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 RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website [Definition of Disability](#).

To Apply

Position Contact	Joshua Warren, (02) 4722 7298
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0751606

Australian Office of Financial Management

Closing Date:Thursday 05 December 2024

Enterprise Risk and Assurance

Job Title	Manager - Risk
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	\$144,710 - \$180,888
Future Merit Locations	Canberra, Parkes
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	AO137
Agency Website	https://www.aofm.gov.au/

Job Description

<https://www.aofm.gov.au/about/careers/current-opportunities>

Salary: \$144,710 to \$180,888 per annum plus 15.4% superannuation

The Manager – Risk is a strategic and technical leadership role within the Enterprise Risk and Assurance Unit. This is a senior position with shared responsibility for the overall performance of the unit and for mentoring and supervising junior staff. Responsible for maintaining the AOFM's enterprise risk management and business resiliency frameworks, systems and tools in line with business requirements and better practice. This includes integration with related risk frameworks (such as the financial risk framework, fraud control framework, privacy framework and protective security framework). The role provides strategic support to the Executive Leadership Group on the management of entity resources within risk appetite. The Manager - Risk will enable the AOFM to demonstrate and maintain an appropriate level of risk maturity.

The Manager – Risk is required to draw on experience and knowledge of international and Commonwealth risk management frameworks and standards, as well as those deployed in financial markets, to help support delivery of fit-for-purpose frameworks. The role is also responsible for coordinating the ERA Group's input to the AOFM's corporate planning processes.

The Manager – Risk is the AOFM's Privacy Officer and is the primary point of contact for privacy matters.

Duties

Key Activities:

The Manager - Risk will work proactively and collaboratively to achieve the Enterprise Risk team's business plan activities. Core responsibilities include:

- maintaining and enhancing the AOFM's Enterprise Risk Management framework and supporting systems;
- maintaining and enhancing the AOFM's Business Resiliency framework, including the Business Continuity Plan, business impact analysis, and related testing;
- supporting the Executive Leadership Group and AOFM staff to make risk-informed decisions, mindful of the AOFM's appetite for risk;
- supporting the implementation of the governance, assurance and security frameworks, including providing guidance on risk management and control practices;
- implementing the Privacy Management Plan and providing periodic reporting to governance committees;
- providing leadership, guidance, advice and targeted training to AOFM staff to enhance their understanding and capability with regard to risk management and privacy; supporting the Executive Leadership Group and AOFM staff in corporate planning and business planning activities;
- maintaining currency with relevant AOFM or other government legislative or reporting requirements, Australian and international standards and better practice models related to risk management and risk governance;
- preparing a range of written materials and presenting on their contents (e.g. reports, briefings and presentations for the CEO, Executive Leadership Group, Audit and Risk Committee, and Minister); and
- managing junior staff including providing direction, performance feedback and encouraging learning and development.

Qualifications: Degree qualification in commerce, communications, risk management or a related discipline from a recognised tertiary institution.

Experience: Extensive experience in the fields of corporate strategy, governance or risk management. Along with demonstrated leadership, interpersonal and people management skills. Exposure to Australian capital markets as they pertain to sovereign debt management would be well regarded.

Other desirable qualities:

- Skills in developing or applying risk management frameworks.
- Working knowledge of the Commonwealth Risk Management Policy and framework.

- Well-developed relationship management capabilities and highly developed communication and organisation skills.
- A high degree of initiative, judgement and discretion.

Behavioural attributes:

- Works collaboratively to achieve results.
- Builds capability and knowledge.
- Fosters a culture of innovation and continuous improvement.
- Demonstrates leadership.
- Acts with respect and integrity.

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 adjustments for people with disabilities to assist in the application and interview process. **Notes**

The AOFM's values are Trust, Excellence and Diversity. We are committed to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

About the Australian Office of Financial Management

The Australian Office of Financial Management (AOFM) is 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	Erin Martin, 02 6263 1111
Agency Recruitment Site	https://www.aofm.gov.au/about/careers/current-opportunities

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0751098

Department of Veterans' Affairs

Closing Date:Thursday 05 December 2024

Veteran Experience and Transition
Commemorations

Job Title	Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$148,277 - \$166,893
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 2
Position Number	EXT-2024-0206
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

We are seeking a Director to lead the Community Engagement Team within the Commemorations Branch. The Community Engagement Team manages projects and develops products to acknowledge and commemorate the service and sacrifice of veterans. The team aims to raise awareness of and understanding of the diverse experiences of Australian military service through veteran stories and historical content.

The Director is responsible for leading a team that provides specialist support, advice and products across the department. Through this role you will be responsible for the strategic direction of the team within the wider Commemorations Branch to ensure that the work aligns with the commemorative strategy, commemorative calendar and the goals and outcomes of DVA. You will be required to liaise with DVA staff, ex-service organisations, veterans and their families. Our ideal candidate will be able to demonstrate strong leadership skills, excellent verbal and written communication, high level research skills and be able to manage

a variety of competing demands.

Duties

- Be a visible leader and contribute to the broader branch fostering a culture of continuous improvement
- Provide strategic direction to the section, including the development of education products and projects, development of the Anzac Portal, strategies, budgets and priorities as well as to monitor workflow and performance
- Develop and manage key strategic relationships with a broad range of internal and external stakeholders, including representing the department internally and externally in high level workplace relations discussions and negotiations
- Develop, coach and mentor employees, manage performance and conflict, and identify and act on training needs
- Provide oversight and management of high level, complex projects and be responsible for the achievement of specified project outcomes and policy development in relation to a range of related topics
- Contribute to the department's strategic reform and operational business transformation to ensure quick and appropriate responses to a variety of competing priorities within assigned resources
- Role model behaviours which are inclusive and collaborative, and encourage curiosity and innovation
- Lead and mentor a team of specialists within the APS
- Represent the department at meetings, conferences, events and public forums
- Ensure projects meet all financial and administrative regulations (eg. procurement is in accordance with appropriate requirements).

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

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.

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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>

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To Apply

Position Contact	Donna Thomas, donna.thomas@dva.gov.au
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0751461

Department of Veterans' Affairs

Closing Date:Thursday 05 December 2024

Chief Health Officer
Deputy Chief Health Officer

Job Title	Senior Allied Health Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD, Adelaide SA
Salary	\$148,277 - \$166,893
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 2
Position Number	EXT-2024-0211
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

We are seeking a highly experienced and energetic allied health practitioner with an interest in veterans' health. The ideal candidate will have at least seven years' experience as a practicing practitioner as well as significant leadership and policy experience. You need to possess highly developed leadership skills with demonstrated ability to lead high performing teams that include diverse allied health disciplines, excellent organisational skills, ability to drive clinical governance, quality improvement and change management within the various teams, ability to manage competing priorities with fluctuating workloads, and demonstrated ability to support and operationalise strategic goals. The successful candidate will have the ability to develop, analyse, interpret and provide high level strategic advice on allied health principles and practices.

You will promote workplace practices consistent with the APS Values and have excellent interpersonal skills. Executive Level 2 employees are strong managers and create an environment that empowers their staff to give their best.

Duties

- Provide clinical leadership and management at an executive level to the contracted clinical adviser workforce within the allied health, physical therapies, occupational therapy and nursing teams.
- Lead and direct clinical governance, clinical risk management and continuous clinical improvement management strategies within the allied and nursing adviser workforce.
- Be the advice and escalation point for complex, urgent, ambiguous or sensitive requests for funding of allied health services.
- Establish and oversee training and development programs for clinical advisers within the respective teams in collaboration with the Senior Adviser of the team.
- Provide advice to DVA / CHO senior leadership regarding the impact of policy and procedural changes, as they relate to allied health. Including preparing briefs for Senior Executives or Ministerial representations as required.

- Contribute to the development and implementation of the DVA integrity framework and oversee/monitor integrity activities relating to allied health providers.
- Support/lead initiatives in the allied health environment to support programs or policy projects which may include government agreed recommendations from the Royal Commission.
- Establish principles, standards and procedures for the conduct of service delivery to DVA business areas for allied health and nursing functions. This includes overseeing team compliance with DVA and Health Branch policy and procedures.
- Responsible for establishing positive team culture, monitoring team workloads, and conducting performance reviews for the contracted senior advisers of the respective teams.
- Provide insight to industry trends, standards of care and current clinical practise within the allied and nursing environment (in conjunction with the respective senior advisers).
- Act as DVA Allied Health representative on departmental (internal or external) committees, working groups or advisory boards as required.
- Collaborate with the Provider Engagement Team on DVA provider education activities.
- Provide assistance to the Deputy Chief Health Officer (DCHO) and the Chief Health Officer (CHO) as required.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
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- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory

- Current unrestricted registration as an allied health practitioner with AHPRA with additional relevant experience and training.
- Experience in clinical leadership and management including quality improvement.
- Significant (at least 7 years) clinical experience.
- Experience in medical or policy writing

Notes

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To Apply

Position Contact	Anna Colwell, Anna.Colwell@dva.gov.au
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0751464

Job Title	Intake Allocator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$97,735 - \$110,982
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2024-0210
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

Intake Allocators (APS 6) work within the Open Arms Branch of the Department of Veterans' Affairs (DVA), Mental Health and Wellbeing Services Division, providing operational support to ensure timely allocation of current and formerly serving Australian Defence Force (ADF) personnel, their partners and families to services. Reporting to the Assistant Director, the Intake Allocator is responsible for the management of the regional allocations queue. This involves reviewing intake assessments, liaising with clients as required, management of client expectations in line with organisational capacity, and liaising with clinicians and other key staff to facilitate the referral process.

Intake Allocators conduct intake assessments to inform suitability for couples and family counselling, including Family and Domestic Violence screening. On occasion, they may conduct counselling intake assessment for internal referrals from Community and Peer Advisors and Clinical Care Coordinators.

Duties

- Collaboratively manage the regional allocation queue through liaison and consultation with Open Arms In-Centre Clinicians, Outreach Program Clinicians (OPCs) and administrative staff through:
 - Daily oversight of the regional allocations queue.
 - Review of intake assessments.
 - Liaison with either Client Assist Contact Centre or the client directly to obtain further information as appropriate.
 - Matching of clients to appropriate OPCs or In-Centre staff based on client need.
 - Escalating and prioritising clients in consultation with an Assistant Director or delegate.
 - Establishing and building positive relationships with regional OPCs
 - Contacting clients on the waiting list when required.
- Conduct intake assessments to inform suitability for couples and family counselling, including Family and Domestic Violence screening.

- Conduct counselling intake assessment for internal referral from Community and Peer Advisors and Clinical Care Coordinators, as required.
- Maintain a small clinical workload of clients as negotiated with the Assistant Director.
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department's mission, vision, approach and values.
- Participate in community development and service promotion activities, as required.
- Participate in Open Arms program evaluation and research activities, contributing to project management activities that implement strategic directions and quality improvement recommendations, and provide feedback for ongoing development of clinical policies and procedures, as required.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
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- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory

- Qualifications as an AHPRA registered Psychologist or Psychologist with Provisional Registration / Mental Health Occupational Therapist / Mental Health Registered Nurse with full AHPRA registration, OR
- Qualification as a Social Worker eligible for membership of the Australian Association Social Workers (AASW) and eligible to apply for Mental Health accreditation, OR
- Qualifications as a Counsellor with a minimum Level 4 Australian Counselling Association registration.
- Working with Children (WWC) and/or Vulnerable People Checks/Clearance must be obtained prior to commencing in the position.

Notes

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To Apply

Position Contact	Peter Sheils, 0499633413
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0751469

Department of Veterans' Affairs

Closing Date:Thursday 05 December 2024

Ministerial Engagement & Communications
Client and Information Access

Job Title	Client Contact Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$70,632 - \$75,875
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	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 3
Position Number	EXT-2024-0212
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Department's Veterans' Access Network (VAN) is the Departments first point of contact for general client enquiries and interactions. VAN offices are located in all capital cities and in regional locations across the country, and form part of a national work unit to provide high quality and professional client services to the veteran community.

This primarily consists of veterans and current serving members, their families and representatives of ex-service organisations.

Client Contact Officers assist members of the veteran community by answering enquiries via the telephone, face to face and electronic access channels. Officers make referrals if needed and undertake processing and system entry activities related to client needs.

Information is provided in relation to a wide range of enquiries regarding eligibility for services, claims processes and how clients can access ongoing payments, health care and other eligible services.

To be successful in this rewarding role, Client Contact Officers need high levels of personal resilience to address sometimes emotional and challenging client circumstances and high workload demands.

Duties

- Undertake telephone and front counter shifts rostered in Work Force Manager (WFM) to support the VAN team during its business hours
- Work within legislative and policy guidelines to respond to incoming enquiries from members, veterans and their families (including their advocates and representatives) or third parties via telephone, email and the front counter, including:
 - Conducting Proof of Identity (POI) and alert checks in line with DVA policies (e.g., Privacy Policy)
 - Providing general information regarding DVA benefits and services, including information about the DVA website and registration for online services

- Escalating more complex enquiries to a more senior Officer
- Providing updates to existing DVA clients on the status of claims
- Scanning, printing and mailing client documentation as required
- Refer enquiries requiring specialist input to relevant internal business areas (including Triage & Connect or Open Arms) for mental health-related matters
- In line with operational reporting requirements, and using DVA's records management systems (e.g., Process Direct and legacy systems) or other databases:
 - Register all conversations held with members, veterans and their families, and third parties
 - Enter relevant and contemporary data pertaining to clients' claims, assessments and entitlements in collaboration with the Income Support team
- Manage time and resources effectively to meet agreed Key Performance Indicators (KPIs)
- Collaborate with colleagues and other teams across the organisation to verify and share information, provide updates and seek advice to support effective service delivery and team improvements
- Maintain a detailed understanding of DVA benefits and services, as well as the functions of the VAN team, including systems, tools and processes used to assist callers
- Participate in formal and on the job training, including e-learning, peer mentoring, team briefs and workshops
- Provide feedback to new staff to assist them to understand their role and develop familiarity with DVA's systems, processes and relevant legislation
- Contribute to and support the development and implementation of improvements and best practice in systems, processes and procedures.

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).
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Notes

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To Apply

Position Contact	Scott Adkin, 08 8290 0414
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0751475

Department of Veterans' Affairs

Closing Date:Thursday 19 December 2024

Chief People Officer
Portfolio Management Internal Governance

Job Title	Governance Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$79,764 - \$85,074
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 4
Position Number	EXT-2024-0214
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Internal Governance Section is responsible for high-level oversight of planning, coordination, event management and the delivery of end to end secretariat support for DVA's Tier 1 and Tier 2 internal governance committees and forums, including:

- Executive Board
- Investment Committee
- People and Culture Committee
- Service Delivery Committee
- Strategic Leadership Group

The section also provides advice to internal stakeholders, including senior management, in relation to responsible governance policy and processes. This includes conducting reviews of existing processes or frameworks and providing recommendations on changes to the Department's governance framework to increase business efficiency.

Duties

- Mailbox coordination and management;
- Meeting preparation;
- Event management and IT/technical services;
- Post-meeting administrative tasks;
- Undertaking coordination responsibilities for the Section;
- Prepare meeting packs (hard and electronic copy)
- Liaise with program areas and other key stakeholders, both internal and external to DVA regarding inputs to and outcomes from the various meetings;
- Monitor workload to meet timeframes and processes;

- Prepare correspondence, reports, briefing and other material as required;
- Provide assistance to other secretariat teams in undertaking their roles;
- Undertake proactive continuous improvement and learning and development; and
- Other duties as determined to support business operations outcomes.

Eligibility

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To Apply

Position Contact	Anna Lu, 0430 092 107
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0751476

Department of Veterans' Affairs

Closing Date:Thursday 05 December 2024

Ministerial Engagement and Communications
Client and Information Access

Job Title	Senior Service Delivery Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	\$88,923 - \$92,670
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	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	EXT-2024-0213
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Department's Veterans' Access Network is the Department's first point of contact for general client enquiries and interactions. Offices are located in state and territory capitals and other locations across regional and rural Australia. The Veterans' Access

Network is a national work unit, providing high quality and professional services to the veteran community, which primarily consists of veterans and their families, current serving members and representatives of ex-service organisations.

The Senior Service Delivery Officer based in Darwin will be responsible for providing support to staff located across the national network. Reporting to the APS 6 Veterans' Access Network Manager, the APS 5 Senior Service Delivery Officer is responsible for providing technical support to a team of APS 3 and APS 4 Client Contact Officers working in a call centre environment. They are primarily responsible for ensuring team members are adequately trained, supervised, and receive ongoing performance development and feedback so that external clients have a positive experience when contacting the Department. This occurs through active call monitoring, conducting quality assurance evaluations, and ongoing performance management.

The Senior Service Delivery Officer develops and delivers onboarding and training materials, ensuring they are nationally consistent. They also act as a first point of contact for any escalated issues, which may include more complex or sensitive calls received by Client Contact Officers, or less routine enquiries from external stakeholders. The role identifies systemic issues and knowledge gaps and seeks to address these. The role applies significant technical and corporate knowledge and builds the capability of staff through feedback, coaching, and on-the-job training.

Duties

- Provide learning and development support to APS 3 and APS 4 staff who may be geographically dispersed, working in a call centre environment
- Communicate with, and provide advice to a wide variety of clients and external stakeholders e.g. advocates / representatives, Department of Defence staff, ex-service organisations, health providers etc.
- Manage staff performance, allocate work, monitor workflow, and provide feedback
- Onboard new staff and identify opportunities for on-the-job training
- Develop and deliver learning materials for new and updated systems and processes, ensuring clarity and consistency
- Conduct quality assurance activities for team members, specifically call listening and monitoring
- Provide a point of escalation for team members, for example, in relation to difficult, sensitive or complex calls
- Assist in troubleshooting and resolving technical issues e.g. issues with access to relevant systems such as Windows, Outlook, Microsoft Teams etc., acting as a first point of contact before IT assistance, where possible
- Provide coverage for other Senior Service Delivery Officers as necessary
- Assist with responses to ministerial / media enquiries
- Maintain and communicate an understanding of relevant legislation, frameworks, policies and procedures
- Contribute to the development of guidelines and processes to improve their efficiency, clarity and effectiveness.

Eligibility

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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	Meilani Tiatia, 08 8935 1471
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0751481

Department of Veterans' Affairs

Closing Date:Thursday 05 December 2024

Technology and Finance
Housing Programs & Approved Accounts Defence Service Homes Insurance

Job Title	Insurance Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$70,632 - \$75,875
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 3
Position Number	EXT-2024-0215
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Defence Service Homes (DSH) Insurance Scheme is a national scheme providing home building insurance to eligible veterans, war widows and Australian Defence Force (ADF) personnel. The team consists of five core business areas that include Products, Pricing and Underwriting, Sales and Policy, Claims, Marketing and Communications and Finance and Accounts.

The Sales & Policy team are responsible for providing general advice to clients on their home and other insurance needs.

They respond to enquiries from clients, both written and over the phone, provide quotes and sell policies for a range of general insurance products. This includes the DSH Insurance home building residential insurance policy, which is exclusively for those who have served in the Australian Defence Force.

As an Insurance Assistant, you will use attention to detail and data entry skills to maintain policy administration together with your communication and interpersonal skills to help DSH Insurance deliver on its goals.

In the role, you will be required to manage administrative functions. You will be required to collaborate with internal and external stakeholders to work on process efficiencies and data validation.

Duties

- Focus on providing general advice to clients on their home and other insurance needs and respond to enquiries from clients and providers, via all correspondence methods.
- Provide quotes and processing insurance policies on all product lines within authority levels and service and underwriting standards.
- Complete follow up tasks and reviews and manage existing policies and claims (if required).
- Participate in a roster to ensure national phone coverage is provided during operating hours of 8.00am to 7.00pm.
- Prepare written responses on insurance matters as required.

- Complete follow up tasks and reviews and manage existing policies, claims and sales with required time frames.
- Participate in agreed projects which seek to improve the effectiveness and efficiency of DSH Insurance's business operations as required.
- Contribute to setting team goals and work practices.
- Monitor own performance against team goals.
- Actively represent DSH Insurance and promote the benefits provided.
- Provide support to the Senior Insurance Adviser/management as required.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

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.

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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>

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To Apply

Position Contact	Victor Cheng, 0423 422 627
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0751488

Department of Veterans' Affairs

Closing Date:Thursday 05 December 2024

Ministerial Engagement & Communications
Ministerial, International & Stakeholder Relations

Job Title	Assistant Director - Parliamentary Support Unit
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$122,949 - \$135,013
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	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	EXT-2024-0216
Agency Website	https://www.dva.gov.au/

The Parliamentary Support unit provides administrative support between the Department of Veterans Affairs and the Minister Office. The Parliamentary Support Unit ensures the department meets its obligations to the Minister, Senate and House of Reps. The team supports the quality assurance and movement of briefs and submissions, question Time Briefs, responses to Questions and Notice and provide secretariat support for the departments officials at Senate Estimates. We are a small supportive team who relies on each other for expertise and knowledge.

The ideal candidate should have an understanding of Parliament and its processes and how these relate to DVA as a government department, possess excellent organisational and interpersonal skills and be able to work under tight timeframes with competing priorities while leading the strategic direction of the team.

The ideal candidate has experience in parliamentary and Cabinet processes and procedures and demonstrate a strategic understanding of the impact and implications of these to DVA and the whole-of-government. They are process driven and outcomes focussed, preferably with a sound working knowledge of PDMS. The ideal candidates will have spent time in a Department Liaison Officer role or Cabinet Liaison Officer role. Time in these roles will be highly valued in this recruitment round.

Duties

- Manage, lead and coach a team that is responsible for the timely and efficient flow of information and documents between DVA and the offices of the Ministers for Veterans' Affairs
- Manage, lead and coach a team responsible for the delivery of timely, high quality documents that meet DVA's parliamentary and cabinet, including Submissions, Briefs, Question Time Briefs Parliamentary Inquiries, all Senate Estimates related processes and responses to Questions on Notice.
- Providing high level, balanced and timely advice on policy, administrative, technical or professional advice and assisting departmental staff in relation to parliamentary and Cabinet procedures and processes
- Liaising with Executive, departmental staff, portfolio agencies, external departments and the MO
- Supervise the preparation for Departmental appearance before Senate Estimates, and coordination and tracking of responses to Questions taken on Notice
- Supervise and monitor the submission of Cabinet documents and the coordination of departmental comments on Cabinet products
- Managing regular reporting via PDMS for key stakeholders
- Representing the Section or Branch at internal and external meetings and develop and maintaining productive relationships with key stakeholders
- Contributing to business improvement activities
- Other duties as directed.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

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About the Department of Veterans' Affairs

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To Apply

Position Contact	Sharon Mulligan, 0476 208 143
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Climate Change, Energy, the Environment and Water

Vacancy VN-0751638

Job Title	Senior Meteorologist
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC
Salary	\$110,115 - \$120,760
Future Merit Locations	Melbourne, Brisbane
Office Arrangement	On Site
Office Arrangement Details	Roles are to be performed in one of the Bureau's on-site Aviation Forecasting Centres
Classification	Executive Level 1
Position Number	Multiple
Agency Website	

Job Description

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

The Aviation, Land and Maritime Transport Program provides specialised, high value meteorological services that contribute to the efficient and effective operation of aviation activities within the Australian Flight Information Region and the Asia-Pacific Region.

We are seeking experienced and motivated senior forecasters/team leaders to join our meteorological teams within the Aviation Operations section, these include:

- Brisbane Aviation Forecasting Centre (AFC);
- Melbourne Aviation Forecasting Centre (AFC);
- Hazardous Weather Unit (HWU) in Melbourne; and
- The National Operations Management Centre - Meteorology team (NOMC-MET) in Melbourne.

These teams work 24/7 shifts and provide aviation professionals with high-quality meteorological products designed specifically for the aviation sector.

These roles require experience in operational meteorology and deep familiarity with forecast centres and how operational teams run. The successful candidates will need to maintain an Aeronautical Meteorological Forecaster Competency, in keeping with current Quality Management requirements. Aviation specific training and certification will be provided to successful applicants if required.

These roles also require strong leadership skills. As a Senior Meteorologist, you will manage a team of forecasters on shift and provide them with technical advice and guidance to ensure products being issued are high-quality and meet legislative requirements and customer expectations. You will also play a key role in supporting staff development, leading performance

conversations and identifying training and upskilling opportunities.

You will also be the key contact point while on shift for the Forecast Centre Managers, aviation customers and other Bureau teams. **Duties**

Brisbane & Melbourne AFC and the Hazardous Weather Unit

The Senior Aviation Meteorologist acts as the shift supervisor, leading and coordinating the preparation of aviation forecasts and warnings from the forecasting centre. The duties of the role include managing shift resources (ensuring adequate coverage, filling shifts, coordinating breaks etc.), managing workload allocations, providing technical guidance and expertise, coordinating policy and approach with other forecasting centres and escalating issues to the Operations Centre Manager as required.

The Senior Aviation Meteorologist works alongside the forecasters to develop aviation forecast policies for their areas of responsibility and ensure these are maintained and updated across the shift. These roles also issue aviation products when required, depending on the weather conditions and resourcing.

National Operations Management Centre - Meteorology team (NOMC-MET)

The NOMC-MET team works in partnership with Airservices Australia network and airport traffic managers, with major airline meteorologists and operational staff in National Operations Management Centre. The NOMC-MET meteorologist provides continuous national meteorological situational awareness at Airservices and is a focal point for enhancing operational situational awareness between the Bureau, Airservices and the broader aviation industry. The NOMC-MET meteorologist provides meteorological services, including Meteorological Collaborative Decision Making (MET-CDM), a process of considering aviation-related weather criteria in forecasts to assess the potential impact on airport capacity and its consequences for Air Traffic Flow Management.

Eligibility

- A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties:
- Basic Instruction Package for Meteorologists (BIP-M) qualification.
- The ability to attain and maintain a current Aeronautical Meteorological Forecaster competency (or capacity and capability to acquire it).
- ASIC Card (or capacity and capability to acquire it). (NOMC-MET position only)

Notes

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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	Pauline Vokes, 0417 625 797
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Employment and Workplace Relations

Vacancy VN-0751456

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Thursday 05 December 2024

Digital Solutions Division
Platform Architecture and Cyber Digital Delivery Capability

Job Title	APS5 Associate Software Engineer (Azure Cloud)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$87,264 - \$93,294
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 5
Position Number	24/3044
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the **Team Leader**, the **Associate Software Engineer (Azure Cloud)** will work as member of software engineering team doing a range of IT work including delivering new or improved enterprise IT systems and platforms. You will work with your team using agile delivery approaches.

In a predominantly Microsoft and Azure hybrid cloud technology environment, you will work closely under supervision and with support and guidance of a Senior Software Engineer to do a range of straightforward and routine tasks relating to enterprise IT work and software engineering.

You will work closely with a range of stakeholders to contribute to the development of technical specifications and other artefacts for enterprise-class IT systems/technology capabilities. You will work with other technology related staff supporting technical design work and to deliver the agreed and approved technology solutions.

You will be supported by senior colleagues, working collaboratively in a team environment.

You will have experience working in a technical role working with enterprise IT systems such as IT administration, IT Software Engineering, or similar where your role has included developing software or scripting for production systems. You will have an interest in computers and software engineering. You will undertake a range of formal training and on the job development activities.

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 APS.

Duties

Responsibilities of the APS Level 5 may include:

- Undertake installation, testing, operation or maintenance tasks on IT systems.
- Write readable, testable code that adheres to the department's coding standards.
- Develop moderately complex enterprise-class software to specification and quality expectations.
- Maintain records, catalogues and systems for capturing technical information.
- Develop and maintain relevant knowledge in relation to IT procedures and equipment.
- Undertake straightforward planning in relation to technical work.
- Collaborate with delivery team members to produce quality work.
- Provide support to stakeholders to identify requirements and to resolve application issues.
- Work within the department's delivery framework.
- Participate in agile ceremonies.
- Participate in design, planning, and estimation sessions.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

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	Ebony Ford, (02) 6121 5639
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751460

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Thursday 05 December 2024

Digital Solutions Division
Platform Architecture and Cyber Digital Delivery Capability

Job Title	APS4 Associate Software Engineer (Azure Cloud)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$79,036 - \$84,525
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 4
Position Number	24/3043
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Team Leader, the Associate Software Engineer will work as member of software engineering team doing a range of IT work including delivering new or improved enterprise IT systems and platforms. You will work with your team using agile delivery approaches.

In a predominantly Microsoft and Azure hybrid cloud technology environment, you will work closely under supervision and with support and guidance of a Senior Software Engineer to do a range of straightforward and routine tasks relating to enterprise IT work and software engineering.

You will work closely with a range of stakeholders to contribute to the development of technical specifications and other artefacts for enterprise-class IT systems/technology capabilities. You will work with other technology related staff supporting technical design work and to deliver the agreed and approved technology solutions.

You will be supported by senior colleagues, working collaboratively in a team environment.

You will have experience working in a technical role working with enterprise IT systems such as IT administration, IT Software Engineering, or similar where your role has included developing software or scripting for production systems. You will have an interest in computers and software engineering. You will undertake a range of formal training and on the job development activities.

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 APS.

Duties

Responsibilities of the APS Level 4 may include:

- Undertake installation, testing, operation or maintenance tasks on IT systems.
- Write readable, testable code that adheres to the department's coding standards.
- Develop routine enterprise-class software to specification.
- Maintain records, catalogues and systems for capturing technical information.
- Develop and maintain relevant knowledge in relation to IT procedures and equipment.

- Undertake straightforward planning in relation to technical work.
- Collaborate with delivery team members to produce quality work.
- Provide support to stakeholders to identify requirements and to resolve application issues.
- Work within the department's delivery framework.
- Participate in agile ceremonies.
- Participate in design, planning, and estimation sessions.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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To Apply

Position Contact	Ebony Ford, (02) 6121 5639
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Department of Employment and Workplace Relations
(DEWR)

Closing Date:Thursday 05 December 2024

Digital Solutions Division
Platform Architecture and Cyber Digital Delivery Capability

Job Title	APS 3 Assistant Software Engineer (Azure Cloud)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$72,658 - \$75,678
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 3
Position Number	24/3041
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Team Leader, the Assistant Software Engineer will work as member of software engineering team doing a range of IT work including delivering new or improved enterprise IT systems and platforms. You will work with your team using agile delivery approaches.

In a predominantly Microsoft and Azure hybrid cloud technology environment, you will work closely under supervision and with support and guidance of a Senior Software Engineer to do a range of straightforward and routine tasks relating to enterprise IT work and software engineering.

You will work closely with a range of stakeholders to contribute to the development of technical specifications and other artefacts for enterprise-class IT systems/technology capabilities. You will work with other technology related staff supporting technical design work and to deliver the agreed and approved technology solutions.

You will be supported by senior colleagues, working collaboratively in a team environment.

You will have some experience working in a technical role working with enterprise IT systems such as IT operations, IT administration., IT support, or similar. You will have an interest in computers and software engineering. You will undertake a range of formal training and on the job development activities.

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 APS.

Duties

Responsibilities of the APS Level 3 may include:

- Undertake straightforward installation, testing, operation or maintenance tasks on IT systems.
- Write simple, readable, testable code that adheres to the department's coding standards.
- Contribute to the development of enterprise-class software to specification.
- Maintain records, catalogues and systems for capturing technical information.
- Develop and maintain relevant knowledge in relation to IT procedures and equipment.
- Undertake straightforward planning in relation to technical work.
- Collaborate with delivery team members to produce quality work.
- Provide support to stakeholders to identify requirements and to resolve application issues.
- Work within the department's delivery framework.
- Participate in agile ceremonies.
- Participate in design, planning, and estimation sessions.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

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	Ebony Ford, (02) 6121 5639
Agency Recruitment Site	https://dewr.nga.net.au/cp/

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Employment and Workplace Relations

Vacancy VN-0751473

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Thursday 05 December 2024

Digital Solutions Division
Platform Architecture and Cyber Digital Delivery Capability

Job Title	APS6 Software Engineer (Azure Cloud)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$98,105 - \$107,880
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 6
Position Number	24/3045
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the **Team Leader** or **Delivery Lead**, the **Software Engineer (Azure Cloud)** will work as member of an agile delivery team delivering new or improved enterprise-class IT systems.

In a predominantly Microsoft and Azure hybrid cloud technology environment, you will participate in agile ceremonies, and you will do a range of software engineering tasks working closely with Developers, Testers, Scrum Masters, Subject Matter Experts, Product Owners, Service Designers, System and Business Analysts, and Delivery Managers.

You will work closely with a range of stakeholders to prepare technical specifications and other artefacts for enterprise-class IT systems/technology capabilities. You will lead and/or collaborate with other technology related staff to do technical design work and to deliver the agreed and approved technology solutions.

You will have a good understanding of enterprise-class IT systems and matters relating to design patterns, industry standard approaches, on-prem and Azure cloud design and delivery, cyber and security related considerations, data and data use and management, and knowledge and experience relating to building, tuning, and sustaining IT systems/technology capabilities.

You will work independently under broad direction, and you may be asked to assist junior staff.

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 APS.

Duties

Responsibilities of the APS Level 6 may include:

- Write readable, testable code that adheres to the department’s coding standards.
- Work with a range of stakeholders to develop enterprise-class software to specification.
- Collaborate with delivery team members to produce quality work.
- Work with stakeholders to identify and resolve application issues.
- Work within the department’s delivery framework.
- Guide and support less experienced developers.
- Work under limited supervision.
- Participate in agile ceremonies.
- Participate in design, planning, and estimation sessions.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

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Notes

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To Apply

Position Contact	Ebony Ford, (02) 6121 5639
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751483

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 04 December 2024

Digital Solutions Division
Platform Architecture and Cyber (PAC) Branch Platform Design and
Architecture

Job Title	EL2 Enterprise Architect (Technical)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD, Melbourne VIC
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	24/3004
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Role
Reporting to the Director of Architecture, the Enterprise Architect will work as part of the architecture team. As part of the architecture team, you may be asked to develop architecture standards, consult with relevant stakeholders, and work directly with senior management and 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.

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. 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, document, and manage DEWR's Enterprise Architecture principles, associated reference architectures, roadmaps, and standards - including assessing architectural and business risk.
- Align Enterprise Architecture with DEWR's strategic purpose and outcomes and Whole of Government directions.
- Provide architectural guidance and leadership for sound decision-making by providing expert advice that considers business processes and the longer-term strategic roadmap.
- Assisting solution teams, working with the Solution Architect to understand a project's outcomes and identify reusability opportunities.
- 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

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a **Baseline** security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education Essential

- 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.

Desirable

- Knowledge and understanding of the Australian Government’s Whole-of-Government architectural direction and standards.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	PAC Business Support team, (02) 6121 6865
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751520

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 04 December 2024

Digital Solutions Division
Digital Solutions Employment Services Employment Systems Pipeline Team

Job Title	Senior Azure DevOps Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA, Brisbane QLD
Salary	\$120,636 - \$133,328
Future Merit Locations	Sydney, Canberra, Melbourne, Adelaide, Perth, Brisbane
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	24/3028
Agency Website	https://www.dewr.gov.au/

Job Description

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

Working to the Director or Team leader in the Employment Systems Pipeline team, the Azure DevOps Administrator is responsible for administration of our Azure DevOps server instances. You will be responsible for the maintenance of a large branching and build codebase (~1000 builds) in Azure DevOps services, using a variety of automation tools including DevOps APIs and PowerShell.

Your work supports and enables the team's ability to use DevOps automated deployment pipelines and push code through the development and test environments and then onto production.

You will work day-to-day with other DevOps staff, Delivery staff, Release and Change staff, Platform and Release Engineering staff. You will provide support to delivery teams as needed on matters related to DevOps.

You will develop and maintain scripts to automate build and deployment work. Where failures occur, you will work as part of a team doing root cause analysis with the objective being sustainable, stable, and scalable work.

You will work independently under broad direction. You will guide the work of less experienced staff, and you will mentor and coach junior staff.

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 APS.

Duties

Responsibilities of the EL1 may include:

- Manage upgrades of Azure DevOps Server.
- Assist in creation of new CI builds.
- Maintain and change existing CI builds, including using automation via PowerShell and DevOps API.

- Support builds that fail, including root cause analysis and guidance to avoid repeat occurrences.
- Manage build agents and associated windows servers.
- Work with stakeholders to identify and resolve issues.
- Work within the department's delivery framework.
- Lead, guide and support less experienced developers.
- Work under limited supervision.
- Lead or participate in agile ceremonies.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

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Notes

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To Apply

Position Contact	Tristen Van Deyk, (02) 6240 2776
Agency Recruitment Site	https://dewr.nga.net.au/cp/

Employment and Workplace Relations

Vacancy VN-0751522

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Thursday 05 December 2024

National Skill Reform Division
Stewardship & Engagement Branch, National Reform Initiatives Branch and
Fee-Free TAFE and Skills Funding Multiple

Job Title	Assistant Directors – Nationals Skills Reform Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Darwin NT, Brisbane QLD, Adelaide SA, Canberra ACT, Hobart TAS, Perth WA, Sydney NSW
Salary	\$120,636 - \$133,328
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	24/3023
Agency Website	https://www.dewr.gov.au/

Job Description

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

The National Skills Reform Division is seeking enthusiastic, curious and committed Assistant Directors at the EL1 level to drive the implementation of the National Skills Agreement (NSA) and develop robust advice on national skills reform to the Government, Minister for Skills and Training, and DEWR’s senior executive.

The NSA was a landmark agreement between all governments to strengthen the vocational education and training (VET) sector and deliver a national VET system that provides high quality, responsive and accessible education and training to boost productivity.

Reporting to the Director, the Assistant Director will support leading work streams to deliver the NSA, jointly with all state and territory governments and in collaboration with policy and program units across the Skills & Training Group within the Department of Employment and Workplace Relations (DEWR). Work may relate to:

- Working with states and territories to design policy initiatives,
- Working within other agencies and different areas in DEWR to release funding,

- Providing secretariat support to the Senior Skills Officials Network and Skills and Workforce Ministerial meetings,
- Developing an outcomes framework and evaluation methodology,
- Delivering on Commonwealth obligations under the NSA including National Skills Plan and the Jurisdictional Action plan; and
- Driving the new stewardship model which will support governments to work collaboratively and purposefully towards national priorities, while preserving flexibility to align local skills supply with demand.

Duties

Responsibilities of the Assistant Director may include:

- Lead the preparation of submissions, briefing and discussion papers and other written products on complex policy and Commonwealth – State issues,
- Lead work streams delivering the broad requirements under the NSA including the balanced scorecard, stewardship review, policy initiatives etc,
- Leading work streams involving working with data areas to elicit useful data programs to provide additional insights into the performance of VET,
- Support the management of relationships between Commonwealth and state and territory government officials, and support governments to purposefully and collectively progress commitments under the NSA,
- Managing and developing more junior staff and supporting the Director to deliver on the priorities of the Section,
- Contributing to building a high-performance culture within their team, and to a broader sense of inclusion and diversity across the Division as a whole.

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.

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Notes

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To Apply

Position Contact	Bhanuka Amarasekera, (02) 6121 8719
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751532

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Thursday 05 December 2024

National Skill Reform Division
Stewardship & Engagement Branch, National Reform Initiatives Branch and
Fee-Free TAFE and Skills Funding Branch Multiple

Job Title	Policy Officers – National Skills Reform Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Darwin NT, Adelaide SA, Sydney NSW
Salary	\$98,105 - \$107,880
Future Merit Locations	Canberra, Brisbane, Hobart, Melbourne, Perth, Darwin, Adelaide, 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	APS Level 6
Position Number	24/3118
Agency Website	https://www.dewr.gov.au/

Job Description

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

The National Skills Reform Division is seeking enthusiastic, curious and committed Policy Officers at the APS 6 level to support the implementation of the National Skills Agreement (NSA), develop robust advice on national skills reform and deliver the Government's key Fee-Free TAFE program.

The NSA is a 5-year landmark agreement between all governments to strengthen the vocational education and training (VET) sector and deliver a national VET system that provides high quality, responsive and accessible education and training to boost productivity.

Fee-Free TAFE is a \$1.5 billion program delivering 500,000 free places across the country, in areas of high demand and skills need, and provides access to priority cohorts.

Policy Officers will support work streams to deliver the NSA and Fee-Free TAFE, and report to Assistant Directors. The NSA and Fee-Free TAFE are being delivered jointly with all state and territory governments and in collaboration with policy and program units across the Skills & Training Group. Work may relate to:

- Working with states and territories to design and implement policy initiatives such as Centres of Excellence and a new National TAFE Network
- Supporting the development of a new outcomes framework and targets to track the performance of the VET system.
- Supporting the development of an evaluation methodology for both the NSA and Fee-Free TAFE to determine what is working and potential areas for improvement.
- Tracking \$30 billion in skills funding, assessing states funding contributions and working with other agencies and across DEWR to release funding.
- Supporting the Skills and Workforce Ministerial Council and Senior Skills Officials Network, including shaping their forward agenda, tracking key streams of work and providing secretariat support.
- Delivering the Government's recent commitment to 100,000 Free TAFE places from 2027, including parameters to negotiate new agreements with all states and territories.
- Delivering the Government's Fee-Free TAFE program, including analysing state and territory data to assess the performance of the program.
- Delivering on the intent of the NSA – to support governments to work collaboratively and purposefully on the joint VET system and deliver national priorities.

Duties

Responsibilities of the Policy Officer may include:

- Prepare submissions, briefing and discussion papers and other written products on complex policy and Commonwealth – State issues,
- Support the delivery of the broad requirements under the NSA including the balanced scorecard, stewardship review, policy initiatives etc,
- Support data work streams to elicit useful data programs to provide additional insights into the performance of VET and the impact of the NSA,
- Build and sustain productive relationships between Commonwealth and state and territory government officials, and support governments to purposefully and collectively progress commitments under the NSA and Fee-Free TAFE,
- Support the Assistant Director and Director to deliver on the priorities of the Section,
- Contribute to building a high-performance culture within their team, and to a broader sense of inclusion and diversity across the Division as a whole.
- Supporting drafting of legislative amendments and legislative instruments.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline

security clearance.

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Notes

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To Apply

Position Contact	Bhanuka Amarasekera, (02) 6121 8719
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751549

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 04 December 2024

Digital Solutions Division
Platform Architecture and Cyber (PAC) Branch Platform Design and
Architecture

Job Title	EL2 Senior IT Data 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	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 2
Position Number	24/3003
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Role

Reporting to the Director of Architecture, the Senior Data 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

Duties and Responsibilities
Responsibilities of the EL2 may include:

- Support implementing DEWR's data strategy, plans and roadmaps including governance policies and standards to maintain data quality, security, and compliance.
- Review design requests for use of DEWR's Data Analytics Platform.
- Develop DEWR's data and analytics platform strategy, roadmap and reference architecture.
- Develop and review conceptual, logical, and physical data models to ensure data consistency, integrity, and accuracy.
- Establish data integration patterns and methodologies to ensure seamless data flow across various systems and applications.
- Assist with the implementation of data lifecycle management practices, including data security classification, data retention, archiving, and data purging.
- Providing architectural guidance and leadership for sound decision-making by providing expert advice that considers business processes and the longer-term strategic roadmap.
- Developing and managing data architecture principles, patterns, standards, and roadmaps – including assessing architectural and business risk.
- Assisting solution teams, working with the Solution Architect to understand a project's data requirements and impacts.
- 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

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a **Baseline** security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

Essential

- 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.

Desirable

- Knowledge and understanding of the Australian Government's Whole-of-Government architectural direction and standards.

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

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	PAC Business Support team, (02) 6121 6865
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

Employment and Workplace Relations

Vacancy VN-0751634

Fair Work Ombudsman

Closing Date:Wednesday 04 December 2024

People and Internal Communications Branch Workforce Capability Team

Job Title	Senior Learning and Development Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT, Bunbury WA, Warrnambool East VIC, Canberra ACT, Sydney NSW, Coffs Harbour NSW, Newcastle NSW, Orange NSW, Wagga Wagga NSW, Brisbane QLD, Cairns QLD, Gold Coast Mc QLD, Rockhampton QLD, Toowoomba QLD, Adelaide SA, Mount Gambier SA, Hobart TAS, Launceston TAS, Melbourne VIC, Bendigo VIC, Traralgon VIC, Perth WA
Salary	\$96,814 - \$111,296
Future Merit Locations	Darwin, Bunbury, Warrnambool East, Canberra, Sydney, Coffs Harbour, Newcastle, Orange, Wagga Wagga, Brisbane, Cairns, Gold Coast Mc, Rockhampton, Toowoomba, Adelaide, Mount Gambier, Hobart, Launceston, Melbourne, Bendigo, Traralgon, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	24/110EA
Agency Website	http://www.fairwork.gov.au

Job Description

<https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43>

We are seeking to fill the role of Senior Learning and Development Officer on an ongoing basis in the Workforce Capability Team within the People and Internal Communications Branch. Offers will be based on candidate performance and operational requirements.

The People and Internal Communications Branch is responsible for providing centralised human resource services to the Office of the Fair Work Ombudsman (OFWO). This includes developing and implementing people strategies across the agency that drive high performance and make the OFWO an inclusive and attractive place to work.

The Workforce Capability Team leads the design, development, implementation and evaluation of capability strategies that support the ongoing development of skills, knowledge and capabilities across the agency. Building workforce capability is not just about training and learning, it requires a holistic and integrated approach across the employee lifecycle to ensure the workforce is capable of delivering its requirements today and into the future.

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the Fair Work Act 2009 (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act

- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people. **Duties**

Typical Duties

The duties of the Senior Learning and Development Officer include, but are not limited to:

- Working with stakeholders and subject matter experts to transform business objectives and design concepts into practical and operational learning solutions that suit the context of the OFWO.
- Using instructional design software, such as the Articulate 360 suite, to create engaging and accessible content that achieves the desired learning outcomes and meets stakeholder needs.
- Contributing to the maintenance of the Agency's Learning Management System, Acorn, including updating content to ensure it reflects the OFWO's priorities.
- Managing queries made to the FWO-Learning inbox and following agreed processes and procedures for responding to internal and external customers.
- Assisting with the development and publication of learning resources and materials, including learner guides, handouts, and facilitator resources, as well as data collection, analysis and reporting.
- Liaising with internal and external trainers and presenters, providing information and resources as needed and requested.
- Managing workload, competing priorities and tight timeframes using sound project management techniques.
- Contributing to the Workforce Capability Team, People and Internal Communications Branch, and broader Agency deliverables through positive engagement and active participation where appropriate.

Selection Criteria

- Demonstrated ability to establish productive and collaborative relationships with business stakeholders and subject matter experts across the OFWO.
- Excellent written and oral communication skills, with the ability to distil core messages from complex information and condense into concise terms that support learning.
- Ability to use (or quickly attain the ability to use) instructional design software to create effective and accessible online learning content.
- Effective workload management skills and the ability to deliver quality outcomes in tight timeframes while maintaining high level attention to detail.
- Ability to apply (or quickly attain the ability to apply) adult learning principles and learning theories to design and develop effective learning content, activities and resources.
- Demonstrated resilience under pressure and the ability to pivot across tasks according to changing priorities.

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A range of other conditions may be required depending on the role you are applying for. **Notes**

How to Apply

If you are excited about this opportunity, please tell us in no more than **600 words**:

- Why you want to apply for this role.
- How your skills and experience address the requirements of this role.

All applications must be submitted via our [online application system](#) through the OFWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au .

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEDT) Wednesday 4 December 2024

More Information

- Working with us and tips on applying, visit fairwork.gov.au/about-us/careers
- OFWO's purpose and functions, visit fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit fairwork.gov.au/about-us/contact-us/offices

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D

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