



**Australian Government**

**Commonwealth of Australia  
APSJobs - Vacancies Daily  
PS47 Daily Gazette Wednesday - 20 November  
2024.pdf**

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**APSJobs - Vacancies Daily**

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

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

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

**Gazette Lodgement Inquiries**

Phone: (02) 6202 3559

Email: [contact@apsjobs.gov.au](mailto:contact@apsjobs.gov.au)

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## Vacancies

Vacancy VN-0751458

Australian Electoral Commission

Closing Date:Tuesday 03 December 2024

Electoral Integrity & Operations  
State Operations Victoria

|                            |                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Project Officer, VIC Operations                                                                                                                                                                     |
| Job Type                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| Location                   | Grovedale VIC                                                                                                                                                                                       |
| 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 support flexible workplace arrangements as per operational requirements.                                                                                                                    |
| Classification             | APS Level 4                                                                                                                                                                                         |
| Position Number            | 2024-412 15125                                                                                                                                                                                      |
| Agency Website             | <a href="https://www.aec.gov.au/">https://www.aec.gov.au/</a>                                                                                                                                       |

Job Description

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

You will join a team of staff across the country that ensures the proper conduct of the election and upholds the Electoral Integrity Framework. You will work across a diverse and dispersed network, working closely with our State Office, National Office and the other states and territories.

### Duties

You will join a team of staff across the country that ensures the proper conduct of the election and upholds the Electoral Integrity Framework. You will work across a diverse and dispersed network, working closely with our State Office, National Office and the other states and territories.

The Opportunity

The AEC is seeking a motivated and resilient person with the demonstrated ability to contribute to organisational outcomes and work collaboratively, supporting the Team Leader and working within a small team. A demonstrated commitment to building sustainable relationships with internal and external stakeholders whilst working collaboratively with peers and staff is also required.

The Project Officer will be responsible for general administrative tasks, project management, team leadership, and delivery of staff training. At the direction of the Team Leader, you will also assist with other duties as required to support the successful delivery of the election.

During the non-election period the focus is firmly on enrolment management, comprehensive election planning and other ongoing projects leading up to the announcement of the election. The Project Officer will actively train and mentor staff to ensure they are undertaking their work according to legislation, policy, and procedure, whilst also making broader contributions to the review and refinement of internal policies and procedures.

When an election is announced the workload for all divisional staff increases substantially for a period of 8-12 weeks. The Project Officer is responsible for managing projects during the election, as advised by the Team Leader. Some of these projects may be high risk and large-scale, with pressure to complete work within short and immutable timeframes and may be subject to public and media scrutiny.

To excel you'll have:

- Resilience and positivity, with the ability to respond and adapt to changing operational environments, being a self-starter and using initiative.
- Confidence and the ability to effectively communicate, collaborate and negotiate with team members, business areas and external stakeholders at all levels of seniority.
- A high level of integrity and motivation with the ability to make evidence-based and effective decisions.
- 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

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

## To Apply

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|                         |                                                                                                             |
|-------------------------|-------------------------------------------------------------------------------------------------------------|
| Position Contact        | Jacinta Bock, (03) 8584 1528                                                                                |
| Agency Recruitment Site | <a href="https://candidate.aurion.cloud/aec/production/">https://candidate.aurion.cloud/aec/production/</a> |

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Vacancy VN-0751494

Australian Electoral Commission

Closing Date:Sunday 08 December 2024

Electoral Integrity and Operations Group  
State Operations QLD Operations

|                            |                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Electoral Service Support Officer, QLD Operations                                                                                                                                                   |
| Job Type                   | Part-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| Location                   | Dalby QLD                                                                                                                                                                                           |
| Salary                     | \$58,150 - \$64,484                                                                                                                                                                                 |
| 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 2                                                                                                                                                                                         |
| Position Number            | 2024-407 10986                                                                                                                                                                                      |
| Agency Website             | <a href="https://www.aec.gov.au/">https://www.aec.gov.au/</a>                                                                                                                                       |

Job Description

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

The AEC has a dispersed network of 151 electoral divisions, 30 of which are located across Queensland including a State Office in the Brisbane CBD and several single and multi-divisional office sites across the state.

There are currently Electoral Service Support Officer vacancies in various locations across the state. The Service Support Officers

support the Team Leader and work alongside a small dynamic team.

For the delivery of federal elections or other federal electoral events, staffing rapidly expands to help manage the increased workload around risk management, fast-moving project work and logistical activities, media and public scrutiny.

## Duties

We are seeking versatile and energetic people to undertake a range of administrative functions in enrolment and election management, and project management and delivery.

You will provide frontline client services to members of the public, including answering enquiries on, and assisting with, electoral enrolment. The Electoral Service Support Officer is responsible for undertaking work that is of low to moderate complexity and, during an election, may be required to supervise a small team and provide training to aid in the delivery of planned activities.

Duties may also include processing special categories of enrolment and contributing to the planning and project management of key election activities, leading the delivery of several projects, ensuring communication flows seamlessly and accurately to the Team Leader.

The Electoral Service Support Officer positions (APS 2) are part time during core business periods and move to full time for an electoral event.

To excel you'll have:

- Resilience and positivity with the ability to respond and adapt to changing operational environments, being a self-starter and using initiative.
- Confidence and the ability to communicate, collaborate and sustain productive relationships with team members and key stakeholders.
- A strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.
- A high level of integrity and motivation with the ability to make evidence-based and effective decisions.
- Ability to exercise independent judgement and resolve workplace issues with a degree of guidance and monitoring from more senior staff or a supervisor.

## 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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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        | Kristy-Lee Dun, 0407 034 957                                                                                |
| Agency Recruitment Site | <a href="https://candidate.aurion.cloud/aec/production/">https://candidate.aurion.cloud/aec/production/</a> |

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Vacancy VN-0751564

Department of Finance

Closing Date:Sunday 01 December 2024

Procurement

|                            |                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Executive Assistant                                                                                                                                                                                 |
| Job Type                   | Full-Time, Ongoing                                                                                                                                                                                  |
| Location                   | Canberra ACT                                                                                                                                                                                        |
| Salary                     | \$76,972 - \$96,313                                                                                                                                                                                 |
| Future Merit Locations     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| Office Arrangement         | On Site                                                                                                                                                                                             |
| Office Arrangement Details | On Site                                                                                                                                                                                             |
| Classification             | APS Level 4;APS Level 5                                                                                                                                                                             |
| Position Number            | 2024/284                                                                                                                                                                                            |
| Agency Website             | <a href="http://www.finance.gov.au">www.finance.gov.au</a>                                                                                                                                          |

## Job Description

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

### ABOUT THE DIVISION

The Department of Finance's Procurement Division is responsible for developing, implementing and maintaining Whole of Government systems and policies to support a fair, efficient, and transparent procurement framework for the Australian Government and its suppliers.

The Division:

- Provides advice and guidance to Government on the procurement policy framework
- Maintains AusTender, the Government's centralised procurement information and e-tendering system, and GrantConnect the Government's centralised grant information system.
- Coordinate procurement and contracting arrangements for Whole of Government procurement including consultants, contractors, travel, motor vehicle leasing, advertising and stationery and office supplies.
- Coordination of the Government's procurement reform program, the Buy Australian Plan

### Duties

#### THE OPPORTUNITY

An Executive Assistant (EA) provides high-level administrative support to the Division's Assistant Secretaries (AS) and the First Assistant Secretary (FAS). EAs also work closely with other Executive Support teams to ensure the Division, and broader Department, is managed effectively and in a coordinated manner. An EA acts as the first point of contact for the relevant the AS or FAS and their work area.

An APS4 EA's key duties and responsibilities include, but are not limited to:

- liaising with a variety of internal and external stakeholders
- deliver executive support including managing the inbox and diary/meeting arrangements of relevant AS'.
- tracking and coordinating incoming and outgoing tasks for the relevant Branch, consolidating weekly reports, drafting meeting agendas and recording meeting minutes
- managing telephone calls and referring matters to relevant business areas
- arranging travel bookings and approvals for relevant AS and divisional staff as required
- conducting quality assurance checks of documents that require clearance
- financial management activities (e.g. credit card reconciliation and stationery orders)
- Maintain work area's records management systems
- assisting with any divisional tasks as required (e.g. urgent administrative tasks to support branch priorities)
- Build and sustain relationships in order to work collaboratively within the work area and other areas of the Department
- ad-hoc administrative tasks.

An APS5 EA's key duties and responsibilities include, but are not limited to:

- liaising with a variety of internal and external stakeholders
- deliver executive support including managing the inbox and diary/meeting arrangements of the Procurement Division's FAS.
- tracking and coordinating incoming and outgoing tasks for the Division, consolidating weekly reports, drafting meeting agendas and recording meeting minutes
- managing telephone calls and referring matters to relevant business areas
- arranging travel bookings and approvals for the FAS and divisional staff as required
- conducting quality assurance checks of documents that require clearance
- financial management activities (e.g. credit card reconciliation and stationery orders)

- Maintain work area's records management systems
- assisting with any divisional tasks as required (e.g. urgent administrative tasks to support divisional priorities)
- Build and sustain relationships in order to work collaboratively within the work area and other areas of the Department
- ad-hoc administrative tasks.

Previous experience in the Australian Public Service is not mandatory, and we welcome candidates from different work backgrounds. In your application please outline which APS level you wish to be considered for. Please note that interviews for these roles will be conducted in December 2025.

**The Department of Finance intends to hold interviews for these roles in early December.**

## **DETAILED VACANCY INFORMATION**

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

### **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

### **Notes**

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 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 Finance**

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

## **To Apply**

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|                         |                                                                                     |
|-------------------------|-------------------------------------------------------------------------------------|
| Position Contact        | Ellie Blake, 02 6215 2038                                                           |
| Agency Recruitment Site | <a href="https://financejobs.nga.net.au/cp/">https://financejobs.nga.net.au/cp/</a> |

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Vacancy VN-0751245

Department of Home Affairs

Closing Date:Tuesday 03 December 2024

Strategic Policy  
Strategy and Budget

|                            |                                                                    |
|----------------------------|--------------------------------------------------------------------|
| Job Title                  | Assistant Directors                                                |
| Job Type                   | Full-Time;Part-Time, Ongoing                                       |
| Location                   | Various locations - ACT ACT                                        |
| Salary                     | \$110,788 - \$129,928                                              |
| Future Merit Locations     | Various locations - ACT                                            |
| Office Arrangement         | Flexible                                                           |
| Office Arrangement Details | Flexible                                                           |
| Classification             | Executive Level 1                                                  |
| Position Number            | JR 135705                                                          |
| Agency Website             | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/135705/>

About our team

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

long-term strategic challenges and seizes emerging opportunities for the Portfolio.

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

Our dynamic, rewarding work provides a strategic view of Government priorities and a deep understanding of core processes, offering valuable experience that can be leveraged across the public service. We foster a supportive, resilient team culture where collaboration is key.

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

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

### **Our ideal candidate**

- Strong analytical and critical thinking skills, with the ability to identify, analyse and synthesize information on a diverse range of issues to devise potential solutions to strategic problems
- Experience in drafting policy documents, briefs, and reports, demonstrating clear and concise written communication and the ability to make recommendations to address policy positions
- Ability to support policy implementation and evaluation by analysing and interpreting policy performance to ensure alignment with Departmental and Portfolio priorities
- Ability to work under pressure on complex policy issues in unpredictable environments, demonstrating agility
- Ability to develop policy capability in themselves and others, providing advice, guidance and constructive feedback to team members on career and professional development.

## **Duties**

### **Duties and responsibilities**

- Support the development of strategic policy, including undertaking research and analysis to identify trends and emerging issues
- Identify, engage and collaborate with a broad range of stakeholders, including consultation with internal and external stakeholders across all stages of the policy development process
- Draft and develop policy documents, briefings and submissions for senior executive and ministers
- Coordinate meetings, workshops, and inter-departmental activities to facilitate the development and implementation of policies
- Apply knowledge of government policies, priorities, and processes to achieve strategic policy outcomes.

## **Eligibility**

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

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

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

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

## **Notes**

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

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

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

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

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

### About the Department of Home Affairs

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

### To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Jason Flanagan, 02 6256 5392                                                                                        |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/135705/">https://jobs.homeaffairs.gov.au/job-invite/135705/</a> |

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Vacancy VN-0751467

|                                   |                                                                                                                                                                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Inspector - ABF International                                                                                                                                                                                                    |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                                               |
| <b>Location</b>                   | Various locations - TAS TAS, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA |
| <b>Salary</b>                     | \$110,788 - \$129,928                                                                                                                                                                                                            |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA                              |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                                                         |
| <b>Office Arrangement Details</b> | Flexible                                                                                                                                                                                                                         |
| <b>Classification</b>             | Executive Level 1                                                                                                                                                                                                                |
| <b>Position Number</b>            | 134000                                                                                                                                                                                                                           |
| <b>Agency Website</b>             | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>                                                                                                                                                               |

## Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134000/>

### About our team

DC National Operations | Operational Coordination & Planning | ABF International Ops & Coord | International Desks. Strategy, Coordination & Governance

Australian Border Force (ABF) International Strategy, Coordination and Governance

The ABF International Strategy, Coordination and Governance Section is responsible for servicing ABF International's governance structure through secretariat support and coordination, overseeing the prioritization and coordination of investments and effort and engagement with international multi-lateral forums such as the Border 5 and World Customs Organisation in accordance with ABFs International Strategy. The section works across ABF International to ensure the branch is governed, supported, coordinated, and strategically aligned. The team is also responsible for management and coordination of high level international visits, supporting the ABF Commissioner and their Deputies in delivering professional events and visit programs.

#### Region desks

ABF International Desk Officers provide support to ABF's offshore Counsellor and First Secretary network across the Pacific, Asia, Europe and North America. Desk officers provide direction to the work of Counsellors and First Secretary's, ensuring country and forward work plans are aligned with ABF's priorities and strategic objectives and that the agency is making best use of its offshore network. They provide strategic advice to the executive in prosecuting ABF interests in highly contested geostrategic regions across the globe. Desks work with other ABF business areas, Home Affairs, Whole of Government (WofG) and international agencies to ensure the ABF is well positioned to influence international border policy and operations and to deepen strategic relationships with priority partners. They leverage relationships to pursue opportunities and to defend our interests in respect to the Australian border. Desk officers require good representational, writing and communication skills, have effective stakeholder management skills and have well developed organisational skills.

Please visit our website for more information about the [Department of Home Affairs](http://www.homeaffairs.gov.au) or [Australian Border Force](http://www.border.gov.au)

### Our ideal candidate

- Strong attention to detail, written and verbal communication.

- Ability to understand and communicate an agencies, international strategic priorities and how to build relationships and align efforts with national and international partners.
  - An understanding of the current global geostrategic environment and events and ability to communicate in written and verbal form the influence and impact on their agencies remit.
- Achieves results by identifying and aligning operational tasks and engagements with organisational strategic goals and their relationship to performance reporting.
- Ability to build and lead a collaborative team environment based on supportiveness, development, knowledge sharing and effective communication in line with the Australian Governments Respect@Work guidelines.

## Duties

### Duties and responsibilities

- Lead high performing teams to triage and assess requests for international assistance, incidents and operational plans and provide advice and response in line with ABF's International Strategy.
- Ensure quality briefings are drafted and provided across the ABF, Home Affairs and to relevant external stakeholders.
- Identify, analyse and manage emerging international risks and issues as they pertain to the border environment, providing support and communication to internal and external stakeholders.
- Represent and support ABF Senior Executives interests across a number of international forums and other Government departments, as well as Canberra-based foreign missions.
- Secretariat and support functions for various Senior Executive forums, ensuring ABF priorities and strategies are coordinated, aligned and tracked across each engagement. This includes the coordination of Senior Executive's offshore travel as well as high-profile visits to Australia, delivering appropriate visits and protocol responses.

## Eligibility

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

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

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

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

## Notes

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

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

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

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

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

## About the Department of Home Affairs

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## To Apply

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|                                |                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Scott Tozer, 02 6275 6812                                                                                           |
| <b>Agency Recruitment Site</b> | <a href="https://jobs.homeaffairs.gov.au/job-invite/134000/">https://jobs.homeaffairs.gov.au/job-invite/134000/</a> |

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Vacancy VN-0751480

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Integrity Security & Assurance  
Audit & Assurance Various

|                            |                                                                                                                                                                                                                                  |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Assistant Director - Audit and Assurance Branch                                                                                                                                                                                  |
| Job Type                   | Full-Time;Part-Time, Ongoing                                                                                                                                                                                                     |
| Location                   | Various locations - WA WA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC |
| Salary                     | \$110,788 - \$129,928                                                                                                                                                                                                            |
| Future Merit Locations     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA                              |
| Office Arrangement         | Flexible                                                                                                                                                                                                                         |
| Office Arrangement Details | Flexible                                                                                                                                                                                                                         |
| Classification             | Executive Level 1                                                                                                                                                                                                                |
| Position Number            | 134340                                                                                                                                                                                                                           |
| Agency Website             | www.homeaffairs.gov.au                                                                                                                                                                                                           |

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134340/>

About our team

Chief Operating Officer Group | Integrity Security & Assurance | Audit & Assurance | various

The Audit and Assurance Branch (AAB) provides independent audit and assurance services, supporting the Department in identifying opportunities for improvement working to develop and measure appropriate action, and is the central liaison point with external scrutiny bodies.

As part of this AAB is responsible for managing a range of internal and external scrutiny functions including, but not limited to:

- Overseeing the Internal Assurance Framework
- Managing relationships with external scrutiny bodies
- Providing advice and administrative support to the Department's Audit and Risk Committee (ARC)
- Managing internal audit services including monitoring corrective action relating to audit recommendations,
- Administrative compliance activity including administration of the Policy and Procedure Control Framework (and Register)
- Oversight of the Department's fraud and corruption control practices

- Developing the Annual Compliance Performance Statement
- Administration of the Departments and ABFs Fraud and Corruption Control Plans and associated fraud related functions.

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

## **Our ideal candidate**

- Experience in leading and managing diverse teams in a challenging, complex and fast paced environment.
- Proven internal and external engagement experience with a demonstrated ability to contribute to business and continuous improvement strategies and work with governance, risk, compliance and audit specialist and technical staff.
- Excellent written and oral communication and interpersonal skills to facilitate collaboration including preparation of verbal and written advice and reporting, with demonstrated ability to exercise discretion and confidentiality.
- Exceptional stakeholder engagement skills with the ability to lead staff and manage relationships including providing high quality, timely, advice to stakeholders and senior executives.

## **Duties**

### **Duties and responsibilities**

- Ensure in-depth knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.
- Provide strategic advice to Executive and Senior Executive Staff, contributing to and supporting the strategic direction in area of specialisation.
- Collaborate across the Department, Government and with external stakeholders including building strong stakeholder relationships with external bodies and key business areas.
- Maintain expert knowledge in relevant areas and provide advice and technical expertise to guide and oversee activities including managing complex cases and projects of a detailed and specialised nature.
- Preparation of high quality correspondence, briefing material and recommendations.

## **Eligibility**

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

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

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

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

## **Notes**

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

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

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

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

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

About the Department of Home Affairs

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To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Marion Donnelly, 0417 288 656                                                                                       |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/134340/">https://jobs.homeaffairs.gov.au/job-invite/134340/</a> |

Vacancy VN-0751575

Department of Home Affairs

Closing Date:Tuesday 03 December 2024

West  
Operations West Various

|                            |                                |
|----------------------------|--------------------------------|
| Job Title                  | Administrative Support Officer |
| Job Type                   | Full-Time;Part-Time, Ongoing   |
| Location                   | Various locations - WA WA      |
| Salary                     | \$56,774 - \$63,695            |
| Future Merit Locations     | Various locations - WA         |
| Office Arrangement         | On Site                        |
| Office Arrangement Details | Onsite                         |
| Classification             | APS Level 2                    |
| Position Number            | 134559                         |
| Agency Website             | www.homeaffairs.gov.au         |

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134559/>

About our team

Regional Operations | West | Operations West | Various

The Australian Border Force (ABF) is an operationally independent body under the Home Affairs Portfolio. The ABF is responsible for operational border, investigations, compliance, detention (facilities and centres) and enforcement functions. In a rapidly evolving global environment, we perform to the highest standards while remaining agile to anticipate and respond to emerging threats, and capitalise on opportunities to partner with domestic and international border, customs, immigration, intelligence and law enforcement agencies.

Operations West is responsible for the effective facilitation of people and goods (travel and trade) across the international border in Western Australia (WA), while protecting government revenue and ensuring compliance with Australia's Customs and Immigration laws. Operations West consists of Aviation, Aviation Goods and Maritime along with District Operations, Operations & Planning, Investigations, Intelligence and Chief of Staff. Some locations may not have access to public transport options.

APS2 Administrative Support Officers are employed by the ABF to assist non-operational and operational teams.

Non-operational APS2 officers' duties may involve undertaking routine procedural, clerical, administrative support tasks. They are responsible for completing allocated tasks within required timeframes and producing work that is subject to close monitoring and

checking by more senior staff.

Operational APS2 officers' duties may involve processing passengers through the international airport/seaports, directing passengers, administrative tasks and other general office duties.

Operational roles require officers to wear the ABF uniform and represent the ABF professionally in the public domain. Officers must be capable of interacting with members of the community and foreign visitors.

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

### **Our ideal candidate**

- Flexible, adaptable and reliable
- Highly effective communication skills
- Have diverse skills, be agile and able to adapt to changing priorities
- Be accountable and transparent
- Promote our values and behaviours
- Work effectively as a member of an agile and deployable team.

You will receive appropriate training in order to undertake requisite functions, such as passenger clearances. Training is currently around four (4) weeks in duration.

Successful completion of training is a condition of employment. **Duties**

### **Duties and responsibilities**

In the ABF we are looking for Officers who can:

- Demonstrate ethical behaviour and integrity to enhance team culture and contribute to a positive workplace
- Commit to developing their skills and knowledge
- Exercise delegations in accordance with legislation and guidelines
- Commit to community engagement and protection as well as client service
- Work collaboratively as an effective team member to achieve work area objectives.

### **Additional information**

As a successful candidate, you will:

- Possess well-developed written and verbal communication skills
- Use judgement to escalate issues
- Maintain productive working relationships across internal and external networks
- Under supervision, perform basic clerical tasks according to established and well-defined procedures, protocols and processes
- Conduct routine searches and update basic information using computer-based tools
- Draft basic correspondence and documents using Microsoft Office software
- Perform simple data entry, retrieval and maintenance activities
- Confidently perform at the APS2 Work Level Standards
- Engage in appropriate behaviour and manage obligations under the Department's Integrity and Professional Standards Framework
- Be required to wear a uniform and comply with ABF Uniform standards
- Uphold the APS Values and Code of Conduct at all times.

Note: Some positions may be shift which attract penalty rates. Employees are entitled to a penalty rate when working weekends, public holidays, overtime, late night shifts or early morning shifts. The majority of the positions will be in the Perth Metro area. **Eligibility**

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

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

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

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

## Notes

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

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

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

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## About the Department of Home Affairs

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and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information [www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity](http://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity)

To Apply

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|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | ABFWA Recruitment Team, N/A                                                                                         |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/134559/">https://jobs.homeaffairs.gov.au/job-invite/134559/</a> |

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Vacancy VN-0751455

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | APS 5 - Applications Developer                                                                                                                                                                      |
| <b>Job Type</b>                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| <b>Location</b>                   | Parkes ACT                                                                                                                                                                                          |
| <b>Salary</b>                     | \$81,407 - \$87,572                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Flexible to be negotiated with the suitable candidate                                                                                                                                               |
| <b>Classification</b>             | APS Level 5                                                                                                                                                                                         |
| <b>Position Number</b>            | 105105                                                                                                                                                                                              |
| <b>Agency Website</b>             |                                                                                                                                                                                                     |

## Job Description

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

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

## Duties

The Library is seeking to fill an ongoing **Applications Developer (APS5)** role in the Applications Delivery Section of the Digital Branch.

The Applications Developer role is required to undertake work that is moderately complex in nature and be able to work under limited direction. They will provide their expertise and knowledge for the delivery of:

- Activities to support the ongoing maintenance and enhancement of web based digital library systems.
- The functions of the Section and Branch.

The Applications Developer, Applications Delivery Section role has responsibilities relevant to:

- Undertaking day to day software development activities.
- Assisting with planning and prioritisation of development work.
- Collaborating and combining knowledge with Senior Developers to develop approaches for solving software maintenance and enhancement tasks.
- Software programming.

This role will have a sound general knowledge and will provide their technical expertise on complex issues, working across a broad range of activities that potentially relate to the work of different program areas and/or stakeholders.

This may necessitate the effective management of competing allocated priorities and may include activities relevant to working with:

- Operational, business and project teams to maintain, fix and enhance web-based library systems.
- Business owners and development teams to provide software development advice.

This role liaises with internal and external stakeholder relationships and internal and external networks on operational and administrative matters. **Eligibility**

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

The preferred applicants will be required to successfully undergo a police record check and be willing to disclose all relevant and required information.

Notes

We encourage and welcome applications from people with disability, First Nations Peoples, those from the LGBTIQ+ community, people from culturally and linguistically diverse backgrounds, those in the veteran community and mature age people.

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at the Library.

About the National Library of Australia

To Apply

|                         |                                                                     |
|-------------------------|---------------------------------------------------------------------|
| Position Contact        | Jonathan Green Shaw, (02) 6262 1546                                 |
| Agency Recruitment Site | <a href="https://nla.nga.net.au/cp/">https://nla.nga.net.au/cp/</a> |

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Agriculture, Water and the Environment

Vacancy VN-0751434

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

Closing Date:Sunday 01 December 2024

Australian Antarctic  
Assets & Technology Polar Technology

|                                   |                                                                     |
|-----------------------------------|---------------------------------------------------------------------|
| <b>Job Title</b>                  | Science Systems Engineer                                            |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                  |
| <b>Location</b>                   | Kingston TAS                                                        |
| <b>Salary</b>                     | \$81,690 - \$89,615                                                 |
| <b>Future Merit Locations</b>     | Kingston                                                            |
| <b>Office Arrangement</b>         | On Site                                                             |
| <b>Office Arrangement Details</b> | A flexible working arrangement may be negotiated                    |
| <b>Classification</b>             | APS Level 5                                                         |
| <b>Position Number</b>            | 2024/2993                                                           |
| <b>Agency Website</b>             | <a href="https://www.dcceew.gov.au/">https://www.dcceew.gov.au/</a> |

## Job Description

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

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to: -maintain the Antarctic Treaty System and enhance Australia's influence within it -protect the Antarctic environment -understand the role of Antarctica in the global climate system -undertake scientific work of practical, economic and national significance. The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Assets and Technology (A&T) Branch provides and maintains the equipment and infrastructure to support the AAP. A&T Branch activities range from the maintenance of existing Antarctic stations and equipment through to the design, manufacture, testing, operation and procurement of advanced scientific equipment and systems. The Branch manages major infrastructure projects in support of AAP outcomes.

The Polar Technology section supports the advancement of Australia's strategic, scientific, environmental and economic interests in the Antarctic by providing and managing technical support to the Australian Antarctic Science program in areas including data collection, acoustics, computing, instrumentation and electronics.

## Duties

The Science Systems Engineer reports directly to the Technical Services Manager who will provide broad guidance on the tasks to be performed. From time to time, they will be directed to work under the supervision of other senior team members. Based at the Head Office of the Australian Antarctic Division in Kingston, the Science Systems Engineer will join the Polar Technology section to provide technical support across the Australian Antarctic Program. The Science Systems Engineer will also support the activities of the general Antarctic Science program and will have responsibility for specialised computer systems, electronic instrumentation and marine science equipment associated with the Australian Antarctic Division's (AAD) Marine Science program.

Under direction from the Technical Services Manager, the Science Systems Engineer is required to:

- Provide electronic and computing support in preparation for, and during marine science voyage(s) or other expeditions. This may include constructing, calibrating, modifying, fault find/repairing, maintaining and operating modern electronic instrumentation and systems,

data collection and storage systems, instrumentation, marine, laboratory, IT, and mechanical gear.

- Produce and maintain high quality technical documentation and drawings within a formal engineering documentation management system.
- Support the operation and maintenance of scientific infrastructure, and implement and promote improved associated work practices. This includes asset and hazardous goods management as well as maintenance of training programs and records in addition to managing safety documentation/systems for all personnel.
- Work productively and effectively as a team member to develop innovative solutions to meet technical or operational problems. This may be in remote areas without immediate technical or logistical support.
- Maintain underway data collection systems utilising modern computing techniques such as
  - Linux and Windows system administration;
  - Programming in languages such as Python and/or JavaScript;
  - Software revision control systems such as GIT;
  - SQL database management.

The successful applicant will be required to travel to the Antarctic and sub-Antarctic regions therefore they will be expected to meet specific medical, adaptability and personal qualities requirements appropriate to working in those environments.

They will need to:

- demonstrate the range of personal qualities and interpersonal skills necessary to perform as a successful team member within isolated Antarctic and sub-Antarctic environments
- demonstrate an ability to effectively adapt and respond to the demands of living and working in an isolated and confined environment as determined by a psychological (adaptability) assessment
- be certified as fit for Antarctic service by the AAD's Polar Medicine Unit.

**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

The successful applicant must:

- note that the ability to perform shift work is a requirement when applying for this position
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- note that you may be required to perform occasional out-of-hours and weekend work

- note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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        | Michael Santarossa, 03 6232 3316                                                                    |
| Agency Recruitment Site | <a href="https://www.dcceew.gov.au/about/jobs/apply">https://www.dcceew.gov.au/about/jobs/apply</a> |

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Attorney-General's

Vacancy VN-0751499

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 27 November 2024

Intelligence  
Intelligence Operations Operational Strategy

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Governance and Reporting Support Officer                                                                                                                                                            |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Canberra ACT, Sydney NSW, Melbourne VIC                                                                                                                                                             |
| <b>Salary</b>                     | \$82,403 - \$87,572                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Hybrid                                                                                                                                                                                              |
| <b>Office Arrangement Details</b> | To be negotiated                                                                                                                                                                                    |
| <b>Classification</b>             | APS Level 5                                                                                                                                                                                         |
| <b>Position Number</b>            | 5697_11/24_IO                                                                                                                                                                                       |
| <b>Agency Website</b>             | <a href="https://www.acic.gov.au/">https://www.acic.gov.au/</a>                                                                                                                                     |

## Job Description

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

The Operational Strategy Branch is seeking motivated people to fill APS5 positions to support the Intelligence Group SES, and the CEO to effectively deliver on the ACIC's priorities, operational goals and legislative requirements through informed decision-making and group wide support.

As the Executive Hub Support Officer you will provide support to the Intelligence Group through delivery and coordination of key documentation that aids in high-level decisions making, and fulfilling reporting and governance obligations. You will work closely with a range of stakeholders across the agency and Intelligence Group, the Ministerial and Governance Team, Executive Branch and our partner agencies. Your team is responsible for the strategic coordination of a number of key enterprise performance functions for Intelligence Group, including governance, risk management, external inquiries, performance reporting and evaluation, drafting ministerial correspondence, Senate Estimates and media enquiries.

## Duties

- Coordinate, quality assure and provide support to Intelligence Group ministerial submissions and correspondence to the Attorney-General's Office
- Coordination of the Intelligence Group's participation in Parliamentary committees and hearings and responses to Government inquiries
- Provide support to Intelligence Group governance committees, including the management, and coordination of papers
- Support Intelligence Group business areas with internal policy updates
- Monitor the quality of products and processes and adjust as necessary
- Provide support to the Intelligence Group to manage a high volume of public interest immunity claims in criminal and administrative tribunal hearings, third party disclosure requests and workload associated with the legacy destruction of telephone intercept, surveillance device materials and exhibit items, complex in nature.

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Demonstrated coordination skill and the ability to operate in a fast-paced environment, achieve results in tight timeframes
- Strong writing skills and excellent attention to detail in managing day to day tasks and ensuring that briefs and documents are delivered in a timely manner and are of high quality
- An ability to communicate effectively, and where appropriate tailor messages according to difference audiences
- Develop and maintain internal and external relationships
- Develop innovation initiatives and contributes to the improvement in quality and efficiency of services

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC

Notes

The ACIC is committed to [diversity and inclusion](#). We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our [website](#).

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

|                         |                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------|
| Position Contact        | Kate, 02 6268 7855                                                                              |
| Agency Recruitment Site | <a href="https://www.acic.gov.au/about-us/careers">https://www.acic.gov.au/about-us/careers</a> |

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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Attorney-General's

Vacancy VN-0751509

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 27 November 2024

Intelligence  
Intelligence Operations Operational Strategy

|                            |                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Assistant Director and Senior Officer, Governance and Reporting                                                                                                                                     |
| Job Type                   | Full-Time, Ongoing                                                                                                                                                                                  |
| Location                   | Canberra ACT, Melbourne VIC, Sydney NSW                                                                                                                                                             |
| Salary                     | \$90,199 - \$136,660                                                                                                                                                                                |
| 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 | To be negotiated                                                                                                                                                                                    |
| Classification             | APS Level 6;Executive Level 1                                                                                                                                                                       |
| Position Number            | 5707_11/24_IO                                                                                                                                                                                       |
| Agency Website             | <a href="https://www.acic.gov.au/">https://www.acic.gov.au/</a>                                                                                                                                     |

Job Description

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

The Operational Strategy Branch is seeking motivated people to fill APS6/EL1 positions to support the Intelligence Group SES, and the CEO to effectively deliver on the ACIC's priorities, operational goals and legislative requirements through informed decision-making and group wide support.

As the Assistant Director Governance and Reporting, and working to an EL2 and as the Senior Governance and Reporting Officer, working to an EL1, you will provide support to the Intelligence Group through delivery and coordination of key documentation that aids in high-level decisions making, and fulfilling reporting and governance obligations. You will work closely with a range of stakeholders across the agency and Intelligence Group, the Ministerial and Governance Team, Executive Branch and our partner agencies. Your team is responsible for the strategic coordination of a number of key enterprise performance functions for Intelligence Group, including governance, risk management, external inquiries, performance reporting and evaluation, drafting ministerial correspondence, Senate Estimates and media enquiries.

Duties

EL1 Assistant Director

- Lead and manage a small team who provide high-level support to Intelligence Group committees, including the management, coordination and preparation of agenda and papers, and recording meeting outcomes
- Oversight, quality assure and support Intelligence Group ministerial submissions and correspondence to the Attorney-General's Office
- Leading a team to coordinate the Intelligence Group's participation in Parliamentary committees and hearings and responses to Government inquiries
- Leading Intelligence Group's strategic planning processes (business planning and Corporate Plan)
- Building and maintaining strong stakeholder relationships and working collaboratively to achieve business outcomes
- Report on Intelligence Group performance, including legislated reporting (such as annual reports)
- Providing and developing a corporate knowledge library and expertise across a broad range of activities potentially relating to the work of different program areas.
- Provide expert advice on policy, and undertake complex problem solving and issues management for internal and external stakeholders across the Intelligence Group.
- Provide strategic advice to the Intelligence Group Senior Executive, contributing to and supporting its strategic direction.

### APS6 Senior Officers

- Provide high-level support to external committees, including the management, coordination and preparation of agenda and papers, and recording meeting outcomes
- Oversight, quality assurance and support in the preparation of intelligence group ministerial submissions and correspondence to the Attorney-General's Office
- Coordination and development of briefings for the Intelligence Group's participation in Parliamentary committees and hearings and responses to Government inquiries
- Coordinate the Intelligence Group's strategic planning processes (business planning and Corporate Plan)
- Measure and report on the Intelligence Group's performance, including legislated reporting (such as annual reports)
- Provide high-level support to Intelligence Group internal governance committees, including the management, coordination and preparation of agenda and papers, and recording meeting outcomes
- Support Intelligence Group business areas with internal policy updates and reviews

### **Our ideal candidate**

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Demonstrated coordination skill and the ability to operate in a fast-paced environment, achieve results in tight timeframes while managing competing priorities
- Strong writing skills and excellent attention to detail in managing day to day tasks and ensuring that briefs and documents are delivered in a timely manner and are of high quality
- An ability to communicate effectively and will influence, and where appropriate tailor messages according to difference audiences
- Demonstrated stakeholder engagement skills and working effectively cross teams and building processional and collaborative networks.
- Experience in policy and legislation environments or ministerial, parliamentary, Cabinet or government relations roles.
- Experience delivering governance and secretariat support/and or policy outcomes.
- The ability to exercise autonomy and initiative in team management and allocation of resources to meet objectives.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
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To Apply

|                         |                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------|
| Position Contact        | Kate, 02 6268 7855                                                                              |
| Agency Recruitment Site | <a href="https://www.acic.gov.au/about-us/careers">https://www.acic.gov.au/about-us/careers</a> |

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|                            |                                                                              |
|----------------------------|------------------------------------------------------------------------------|
| Job Title                  | Data Analyst - Digital Forensics                                             |
| Job Type                   | Full-Time, Ongoing                                                           |
| Location                   | Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Perth WA |
| Salary                     | \$102,927 - \$113,563                                                        |
| Future Merit Locations     | Canberra, Melbourne, Sydney, Brisbane, Adelaide, Perth                       |
| Office Arrangement         | On Site                                                                      |
| Office Arrangement Details | On Site                                                                      |
| Classification             | APS Level 6                                                                  |
| Position Number            | 13775                                                                        |
| Agency Website             | <a href="https://careers.afp.gov.au">https://careers.afp.gov.au</a>          |

Job Description

<https://careers.afp.gov.au/job-invite/13775/>

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year

- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

## Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Data Analyst (Band 6) within the AFP, Digital Forensics (DF) Complex Evidence Review and Enrichment Team (CERET).

DF CERET is a growing team who use forensic, legal technology and data analysis software to manage, analyse, review and gain critical insights into large volumes of Electronically Stored Information (ESI) in support of AFP investigations and other internal stakeholders. We have a team of high-performing talented people who are passionate about what they do.

The successful candidate(s) will be working alongside Data Scientists, DF Examiners and other DF specialists. You will be providing operational support to active investigations by preparing, enriching and delivering ESI material to multiple stakeholders including investigators, lawyers and partner agencies through Forensic and Legal Technology software.

The role is varied in the day-to-day activities and may involve assisting stakeholders with the usage of Legal Technology software, processing and performing quality assurance on ESI etc.

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.

## What will you do?

- Assist internal stakeholders with the usage of Legal Technology software (eg. Nuix)
- Consult with stakeholders on workflows and processing options
- Assist with establishing data review strategies, including negotiating, establishing and executing protocols to manage privileged material
- Engineer bespoke processes to meet stakeholder needs
- Execute data ingestion and processing for stakeholder review
- Perform enrichments on data to improve review effectiveness
- Seek new ways to enhance and maximise the probative value of data
- Perform quality assurance over data at the beginning and end of investigative review
- Assist the brief preparation of active investigations and attend court when required

## **Eligibility**

### **Essential Requirements**

- You must be an Australian Citizen at the time of application
- A Negative Vetting 2 (Top Secret) security clearance or the ability to obtain one
- Ability to plan, drive and deliver on multiple concurrent tasks
- Strong analytical and problem-solving skills
- Ability to demonstrate initiative and self-management
- Strong attention to detail
- Excellent communication skills, both written and verbal
- Experience using Legal Technology software such as Nuix or Relativity

### **Desirable Requirements**

- Demonstrate ability to solve complex problems
- Can work independently
- An inquisitive mind
- Experience with scripting languages
- Intermediate skill using Microsoft Excel
- Familiarity with eDiscovery and the Electronic Discovery Reference Model (EDRM)
- An understanding of an investigations workflow
- Interest in data and data science
- Knowledge of Digital Forensics tools, processes and methodology

### **Notes**

- This position is an AFP Band Level 6
- This role has been advertised in multiple locations and can be performed from any of the main AFP offices in those states/territories, with the exception of Canberra where the preference would be for applicants to be located in the Majura Forensic Facility.
- Candidates will be required to successfully complete a Psychological Assessment to be able to progress through this process.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement 2017- 2020, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their Base Salary which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

### **Commitment to Diversity & Inclusion**

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQI community and people with a disability.

About the Australian Federal Police

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

To Apply

|                         |                                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------|
| Position Contact        | Casey Scott, (02) 5126 2456                                                                             |
| Agency Recruitment Site | <a href="https://careers.afp.gov.au/job-invite/13775/">https://careers.afp.gov.au/job-invite/13775/</a> |

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Attorney-General’s

Vacancy VN-0750902

Federal Court of Australia

Closing Date:Wednesday 04 December 2024

Corporate Services  
Information Technology

|                                   |                                                                                                         |
|-----------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Senior Developmer                                                                                       |
| <b>Job Type</b>                   | Full-Time, Ongoing;Non-Ongoing                                                                          |
| <b>Location</b>                   | Perth WA, Canberra ACT, Melbourne VIC, Sydney NSW                                                       |
| <b>Salary</b>                     | \$110,115 - \$120,025                                                                                   |
| <b>Future Merit Locations</b>     | Canberra, Melbourne, Perth, Sydney                                                                      |
| <b>Office Arrangement</b>         | On Site;Flexible;Hybrid                                                                                 |
| <b>Office Arrangement Details</b> | Positions may be offered for working from home, split offering under hybrid, or may be flexible         |
| <b>Classification</b>             | Executive Level 1                                                                                       |
| <b>Position Number</b>            | 0628-08-24                                                                                              |
| <b>Agency Website</b>             | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

## Job Description

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

**Salary:** A competitive remuneration package will be negotiated for the successful candidate based on qualifications, skills and experience.

### Position Overview

The Federal Court of Australia are seeking a Senior .NET Developer to join our dynamic team and be part of a significant modernisation of the courts business applications being delivered through the Digital Court Program.

The ideal candidate will be an experienced C# .NET Developer with a proven track record developing and enhancing complex systems. The role will work alongside other Developers and Designers to ensure transformation of legacy systems into well integrated, modern and efficient cloud-based solutions.

### Duties

Reporting to the Development Lead – Digital Court Program, the Senior Developer is responsible for development of quality software solutions to support the needs of the courts. Development activity will include C# .NET Core web applications and Asp.net web API's working with Oracle and MSSQL databases.

They will also contribute to continued improvement and maintenance of the courts' software applications.

As part of an agile delivery team, the Senior Developer will collaborate with other team members to analyse the inner workings of legacy systems as input to the design of new solutions.

*Responsibilities include:*

- Development and maintenance of software solutions using C# .NET Core and related technologies;
- Working within project team(s) to design, develop, integrate and support applications and components in line with court requirements;
- Analysis of upgrade paths, enhancements and effort estimates;
- Implement best practices for code quality, performance, security, and maintainability.

- Participate in code reviews and mentor junior developers where required
- Troubleshoot and resolve technical issues
- Coordination of changes with relevant test, security, development, vendor and other teams.
- Adhere to the Court's change management, security, release, maintenance policies and procedure including ITIL framework.

*Preferred skills and experience:*

- Proven experience in C# .NET development (5+ years) with a strong command of C# .NET Core and related frameworks.
- Proficiency in web development technologies such as HTML, CSS, JavaScript, and AJAX.
- Experience with cloud platforms like Azure or AWS.
- Knowledge of microservices architecture and containerization technologies
- Experience with automated testing frameworks and continuous integration/continuous deployment (CI/CD) pipelines.
- Experience with database design and development (Oracle and/or SQL Server).
- Familiarity with agile methodologies and DevOps practices.
- Strong problem-solving and analytical skills.
- Excellent communication and collaboration abilities.

## **Eligibility**

### **Selection Criteria**

1. Experience as a senior C# .NET Core developer with demonstrated skills in:
2. C# .NET Core web application development
3. Applying software design patterns
4. Creating C# .NET Core web API 's and integrating services in a cloud environment
5. Experience working with databases, ideally Oracle and/or Microsoft SQL
6. High-level ability to understand complex technical environments and work to design robust, practical and supportable solutions.
7. Demonstrated ability to work collaboratively to meet business and technical objectives.
8. The IT Division is geographically dispersed and experience in working in such teams is essential.

## **Other Requirements**

Relevant industry or tertiary qualifications in IT would be well regarded.

## **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.

## **Notes**

### **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.

How to apply

To apply, please complete the application form on the Court's careers portal. If you have any issues with applying, please email [recruitment@fedcourt.gov.au](mailto:recruitment@fedcourt.gov.au)

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

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        | Jen Spearman, (02) 8099 8417                                                                            |
| Agency Recruitment Site | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

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Attorney-General's

Vacancy VN-0751453

|                                   |                                                                                                         |
|-----------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Business Intelligence Developer (Digital Court Program)                                                 |
| <b>Job Type</b>                   | Full-Time, Ongoing;Non-Ongoing                                                                          |
| <b>Location</b>                   | Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW                            |
| <b>Salary</b>                     | \$110,115 - \$120,025                                                                                   |
| <b>Future Merit Locations</b>     | Adelaide, Brisbane, Canberra, Melbourne, Perth, Sydney                                                  |
| <b>Office Arrangement</b>         | Work From Home;On Site;Flexible                                                                         |
| <b>Office Arrangement Details</b> | Positions may be offered for working from home, split offering under hybrid, or may be flexible         |
| <b>Classification</b>             | Executive Level 1                                                                                       |
| <b>Position Number</b>            | 0850-11-24                                                                                              |
| <b>Agency Website</b>             | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

## Job Description

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

### Position Overview

The Business Intelligence Developer (Digital Court Program) will provide technical expertise for the creation of strategic and operational reports within the Courts' Digital Court Program (DCP). The role will involve working closely with a range of stakeholders and project team members to build user centric, accurate and integrated reporting products within the Program.

Using industry-standard principles and methodologies, and working in accordance with established team processes, the role is critical to Program goals of ensuring that technical solutions meet a range of strategic objectives including an uplift in the way the Courts manage, analyse and use our data.

This advertisement is for an ongoing position; however, a merit list may be created to fill an additional non-ongoing position for an initial period of 12 months.

### Duties

- Working as part of a multi-disciplinary project team, design and develop high-quality reporting products that meet strategic and operational objectives.
- Liaise and negotiate with stakeholders, including operational stakeholders, subject-matter experts and technical teams to ensure that report development is undertaken in line with business expectations and requirements.
- Contribute to the consistency of processes used to ensure that products are developed, tested and improved in line with program objectives and best-practice standards.
- Actively participate in cross-skilling within the team to build report development capacity and gain a deep understanding of our operating environment.
- Ensure that reports comprise consistent and clear information, with data quality issues proactively managed through agreed processes.

## Eligibility

### Selection Criteria

1. Demonstrated technical experience in the development of reports using Microsoft SQL Server Reporting Services and Visual Studio against Oracle and Microsoft SQL databases.
2. Experience working within project teams to design, develop, integrate and maintain business intelligence products and components in the context of a complex strategic and technical environment.
3. High-level communications skills, including the ability to engage constructively with stakeholders and transform requirements into clear, accurate code.
4. Sound judgement and ability to strategically coordinate the design and delivery of business intelligence initiatives and changes.
5. Proven ability to work effectively as part of a geographically dispersed team.

## Other Requirements

Relevant industry or tertiary qualifications would be well regarded.

## Eligibility

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

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## Notes

### 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.

### 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](mailto:recruitment@fedcourt.gov.au)

**Application Close:** Tuesday 3 December 2024 at 11:30 pm (AEDT)

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

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

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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        | Melanie Jozsa, (03) 8638 6665                                                                           |
| Agency Recruitment Site | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

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Defence

Vacancy VN-0751288

Department of Defence

Closing Date:Wednesday 11 December 2024

Guided Weapons and Explosive Ordnance  
GWEO Systems

|                            |                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Project Support Officer                                                                                           |
| Job Type                   | Full-Time, Ongoing                                                                                                |
| Location                   | Rockingham WA                                                                                                     |
| Salary                     | \$83,706 - \$89,659                                                                                               |
| 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             | APS Level 5                                                                                                       |
| Position Number            | GWEO/09842/24                                                                                                     |
| Agency Website             |                                                                                                                   |

Job Description

<https://defencecareers.nga.net.au/?jati=FC597206-23F3-4C3D-9CDB-DB4A891D250E>

Duties

**The Role**  
Are you looking to apply your support skills to ensure the ongoing sustainment of Materiel assets managed by the Explosive Materiel Branch for the Department of Defence?  
As an APS 5 Project Support Officer, working for the Explosive Ordnance Maintenance Directorate (EOMD), you will be given the opportunity to work with a diverse team to deliver Australian Defence Force systems. This is a fast paced and dynamic environment requiring much stakeholder engagement and attention to detail.

Every day will be different as you embrace opportunities to:

- Apply your administration and/or project management skills and experience across a diverse range of activities
- Support the Maintenance team including scribe for meetings, document control, archiving and various administration tasks
- Manage the training information including data entry of maintenance authority reports, allocate awareness training, maintaining personnel training files, registers and workbooks
- Prepare or provide input for plans, procedures, presentations and reports
- Exercise sound initiative and judgment in applying appropriate practices and procedures; and
- Follow defined policy, processes and procedures in a highly regulated environment including participating in regular audits and quality assurance activities
- Strong written and oral communication skills are an integral aspect of these roles. You must be able to network/communicate at all levels including engaging with outside

About our Team

Explosive Ordnance Maintenance Directorate (EOMD) is an integral part of Explosive Materiel Branch (EMB), which is part of the Guided Weapons Explosive Ordnance (GWEO) Systems Division and our focus is to maintain Guided Weapons for the Australian Defence Force in accordance with business activities policies and procedures. EOMD comprises of approximately 120 dedicated employees of various disciplines, including EO Maintenance personnel, planners, stores persons, quality, document control and support personnel. We are located in Canberra, Penrith, Ipswich, RAAF Amberley and Rockingham (HMAS Stirling).

EOMD is dedicated to providing our staff with a diverse, manageable a favourable work-life balance. 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, which 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 Systems Division, 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; and
- Salary sacrifice opportunities.

### **Our Ideal Candidate**

Our ideal candidate will possess the following skills and capabilities:

- Strong verbal and written communication skills.
- Ability to build and sustain relationships and manage stakeholder engagement.
- Flexibility to adapt to a highly dynamic work environment.
- Time management skills to appropriately meet deadlines.
- Ability to be organised and multi-task in a high-pressure environment.
- Have the ability to work independently with limited direction
- Have the ability to work to strict regulations and processes

**If you are someone who:**

- Enjoys supporting challenging and highly complex activities.
- Is creative, pragmatic and solutions focused.
- Applies a high attention to detail, along with a strong sense of self-management, the ability to manage tasks and prioritise appropriately.
- Has personal drive and the ability to prioritise competing demands to meet deadlines and display initiative;
- Enjoys working in a paperwork and process driven environment
- Enjoys variety in their 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>

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        | Catherine Stephens, 08 9553 2987                                                                                                                                        |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=FC597206-23F3-4C3D-9CDB-DB4A891D250E">https://defencecareers.nga.net.au/?jati=FC597206-23F3-4C3D-9CDB-DB4A891D250E</a> |

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Defence

Vacancy VN-0751436

Department of Defence

Closing Date:Wednesday 04 December 2024

Joint Capabilities Group  
National Support Division

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | National Support Policies                                                                                         |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Russell ACT                                                                                                       |
| <b>Salary</b>                     | \$115,899 - \$130,733                                                                                             |
| <b>Future Merit Locations</b>     | Russell                                                                                                           |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | Executive Level 1                                                                                                 |
| <b>Position Number</b>            | JCG/10115/24                                                                                                      |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=33965EA7-65CD-CBCA-F7AD-DB4AC4A09DD7>

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## 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.

### 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 peers in Joint Logistics Command (JLC), JCG and the other Groups within Defence to contribute to NSD and Defence wide outcomes. SD is 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 with peers in JLC, JCG, across Defence and as required across Whole of Government and industry.

### Our Ideal Candidate

An ideal National Support Division Deputy Director Policies 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 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>

## About the Department of Defence

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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

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Anne Fuller, 02 5108 9582                                                                                                                                               |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=33965EA7-65CD-CBCA-F7AD-DB4AC4A09DD7">https://defencecareers.nga.net.au/?jati=33965EA7-65CD-CBCA-F7AD-DB4AC4A09DD7</a> |

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Education

Vacancy VN-0751537

Tertiary Education Quality and Standards Agency

Closing Date:Wednesday 27 November 2024

Policy, Research and Engagement Policy and Research

|                            |                                                 |
|----------------------------|-------------------------------------------------|
| Job Title                  | Assistant Director, Policy and Research         |
| Job Type                   | Full-Time, Ongoing                              |
| Location                   | Melbourne VIC                                   |
| Salary                     | \$116,167 - \$128,393                           |
| Future Merit Locations     | Melbourne                                       |
| Office Arrangement         | Flexible                                        |
| Office Arrangement Details | Hybrid and flexible work options are available. |
| Classification             | Executive Level 1                               |
| Position Number            | 19344                                           |
| Agency Website             | www.teqsa.gov.au                                |

Job Description

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

About you

- are you passionate about contributing to the excellence of Australian higher education?
- are you a strategic thinker with a drive for innovation and collaboration?
- do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?

About the position

The Assistant Director, Policy and Research will work under broad direction and is accountable for

drawing on significant higher education and/or public sector policy and research experience to influence outcomes in relation to TEQSA's regulatory functions. They will perform a strategic role and be responsible for leading a team in the proactive gathering of intelligence and insights, undertaking complex data gathering and analysis, providing briefs and reports and collaborating widely with internal and external stakeholders to deliver quality outcomes.

The Assistant Director, Policy and Research will also lead TEQSA's submissions to government consultations, and the research and drafting of guidance to the sector in relation to the Education Services for Overseas Students (ESOS) and TEQSA legislative frameworks. **Duties**

- Lead, coordinate and monitor implementation of Policy and Research projects; coordinate and prepare plans and strategies, set, and monitor budget controls.
- Facilitate interpretation of emerging policy and ensure this informs TEQSA's regulatory functions and business improvement strategies.
- Work collaboratively across TEQSA to ensure guidance to providers reflects regulatory expectations and operational practices.
- Coordinate and provide expert advice on TEQSA's use of regulatory data to inform risk-based policy and practice.
- Build team capabilities by providing leadership to team members, including setting the strategic direction of work priorities, monitoring workflows and resources, developing, coaching, and mentoring staff, resolving conflict, and managing performance.
- Develop and maintain strong relationships with internal and external stakeholders, including other government bodies, peak body associations, providers, external experts, and professional accreditation bodies and represent the Agency in established relationships and networks.
- Proactively perform high-quality research and analysis on key sector and risk topics to improve understanding, using results to inform the preparation of reports and briefs on relevant program activities and/or project milestones for key stakeholders.
- Report on project/program deliverables and outcomes and present updates to internal and external stakeholders, including the CEO and Commissioners.
- Liaise and consult with other teams across TEQSA, other agencies and external stakeholders to influence and facilitate cross-agency or multi-agency planning of program delivery.
- Evaluate a range of consultation papers and prepare high quality submissions on behalf of TEQSA and lead the review and development of critical TEQSA resources, ensuring relevant consultation and an evidence-based approach occurs at all times.
- Perform other duties as directed.

## **Qualifications and experience**

- A relevant tertiary qualification(s) and/or extensive senior experience in the Australian Higher Education Sector or in a relevant role within government is preferred.

## **Eligibility**

The successful applicant must:

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

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

Notes

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

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

About the Tertiary Education Quality and Standards Agency

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

To Apply

|                         |                                                                                           |
|-------------------------|-------------------------------------------------------------------------------------------|
| Position Contact        | Bryan Allchin, 03 8306 2567                                                               |
| Agency Recruitment Site | <a href="https://teqsa.bigredsky.com/page.php?">https://teqsa.bigredsky.com/page.php?</a> |

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Finance

Vacancy VN-0751517

Parliamentary Workplace Support Service (PWSS)

Closing Date:Wednesday 11 December 2024

Chief Operating Officer Communications and Media

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Assistant Director, Communications and Media                                                                                                                                                        |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing                                                                                                                                                                        |
| <b>Location</b>                   | Canberra ACT                                                                                                                                                                                        |
| <b>Salary</b>                     | \$122,240 - \$157,701                                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Positions may be offered for working from home                                                                                                                                                      |
| <b>Classification</b>             | Executive Level 1                                                                                                                                                                                   |
| <b>Position Number</b>            | 24_03                                                                                                                                                                                               |
| <b>Agency Website</b>             |                                                                                                                                                                                                     |

## Job Description

[https://www.pwss.gov.au/pwss\\_careers](https://www.pwss.gov.au/pwss_careers)

### About the team

The PWSS is seeking a motivated, experienced communications and media professional to join our team. In this role, you will be instrumental in shaping our communications strategy in a complex, fast paced environment and will work collaboratively to achieve our objectives. If you're looking for a challenging and impactful role within a unique and high-profile brand, this role could be the ideal next step in your career.

### Duties

#### Key responsibilities:

- support a small team to achieve high-quality outcomes and drive continuous improvement across all communications activities;
- develop and implement strategic internal and external communication and media plans, including innovative strategies and associated products;
- monitor and evaluate communication effectiveness through social media analytics, stakeholder feedback, and other tools;
- oversee communications and media monitoring to stay aligned with trends, issues and opportunities;
- lead the development and management of digital content, including intranet and website enhancement;
- strengthen PWSS brand management through consistent and impactful messaging;
- coordinate the preparation of complex written material, such as business cases, Senate Estimates briefs, Ministerial and agency briefs, publication articles, and media releases; and
- perform other duties as required to support the team's objectives.

Eligibility

- This role is being advertised as both ongoing and non-ongoing. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 18 months.
- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All PWSS staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Criminal History check.

Notes

About the Parliamentary Workplace Support Service (PWSS)

Getting to know the PWSS The Parliamentary Workplace Support Service (PWSS) is an independent, trusted HR and support service. We partner with Parliamentarians and their employees to achieve cultural change within Commonwealth Parliamentary Workplaces (CPW). With us, you will undertake meaningful and rewarding work. The PWSS provides a wide range of human resource services for Parliamentarians and their staff including work health and safety services, recruitment support and advice on general employment matters, development, and delivery of bespoke training, coaching and education. In addition, the PWSS provides 24 hour independent and confidential support services, for all Commonwealth parliamentary workplace participants.

To Apply

|                         |                                                                                         |
|-------------------------|-----------------------------------------------------------------------------------------|
| Position Contact        | Kathleen Sweetapple, 02 6277 9879                                                       |
| Agency Recruitment Site | <a href="https://www.pwss.gov.au/pwss_careers">https://www.pwss.gov.au/pwss_careers</a> |

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Finance

Vacancy VN-0751533

Parliamentary Workplace Support Service (PWSS)

Closing Date:Wednesday 11 December 2024

Chief Operating Office Data Analytics

|                            |                                               |
|----------------------------|-----------------------------------------------|
| Job Title                  | Director Data Analytics                       |
| Job Type                   | Full-Time;Part-Time, Ongoing                  |
| Location                   | Canberra ACT                                  |
| Salary                     | \$149,239 - \$185,909                         |
| Future Merit Locations     | Canberra                                      |
| Office Arrangement         | Flexible                                      |
| Office Arrangement Details | Position may be offered for working from home |
| Classification             | Executive Level 2                             |
| Position Number            | 24_04                                         |
| Agency Website             |                                               |

Job Description

[https://www.pwss.gov.au/pwss\\_careers](https://www.pwss.gov.au/pwss_careers)

**About the team**

The Data Analytics team plays a critical role within the PWSS, delivering comprehensive annual PWSS public reports, managing internal data initiatives, and conducting in-depth research that supports the organisation’s mission. The team is integral to understanding and enhancing workforce insights and operational performance across the PWSS. Our data experts collaborate closely with both internal teams and external stakeholders, providing valuable support and guidance on various data-driven projects, workforce analytics, and research programs. The team fosters a culture of analytical excellence, ensuring that insights are not only data-rich but also actionable. By joining this team, you will lead and contribute to projects that drive meaningful change, improve workplace support services, and influence strategic decision-making across the organisation and Commonwealth Parliamentary workplaces.

**Duties**

Under the guidance of the Chief Operating Officer, the Director leads and manages the Data Analytics team. This includes:

- Providing strategic leadership and advice on data collection and analysis to support reporting on PWSS functions.
- Overseeing the development and delivery of annual reports in accordance with PWSS legislative obligations.
- Conducting trend analysis, presenting findings, and preparing briefing materials related to the PWSS annual survey and APS Census.
- Building and managing effective partnerships internal and external to achieve organisational and agency objectives.
- Managing procurement processes and contracts to ensure compliance with our obligations.
- Engaging with stakeholders to offer technical advice, gather data, and deliver meaningful insights.

## Key responsibilities:

Key responsibilities for the Director of the Data Analytics team include:

- Leading and managing a small, high-performing team.
- Developing reports and conducting data analysis to meet the PWSS legislative reporting obligations.
- Designing and implementing the Data Evaluation Framework.
- Engaging with Senior Executives and stakeholders to inform the development of the reports and data collection.
- Managing procurement processes and contracts effectively.
- Delivering presentations on PWSS data analytics function to diverse audiences.

## Eligibility

- This role is being advertised as both ongoing and non-ongoing. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 12 months.
- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All PWSS staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Criminal History check.

## Notes

## About the Parliamentary Workplace Support Service (PWSS)

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Getting to know the PWSS The Parliamentary Workplace Support Service (PWSS) is an independent, trusted HR and support service. We partner with Parliamentarians and their employees to achieve cultural change within Commonwealth Parliamentary Workplaces (CPW). With us, you will undertake meaningful and rewarding work. The PWSS provides a wide range of human resource services for Parliamentarians and their staff including work health and safety services, recruitment support and advice on general employment matters, development, and delivery of bespoke training, coaching and education. In addition, the PWSS provides 24 hour independent and confidential support services, for all Commonwealth parliamentary workplace participants.

## To Apply

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|                                |                                                                                         |
|--------------------------------|-----------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Leanne Martens, 0439 389 546                                                            |
| <b>Agency Recruitment Site</b> | <a href="https://www.pwss.gov.au/pwss_careers">https://www.pwss.gov.au/pwss_careers</a> |

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Health

Vacancy VN-0751529

Aged Care Quality and Safety Commission

Closing Date:Wednesday 04 December 2024

Chief Finance Officer  
Property

|                            |                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Director, Property                                                                                                                                                                                  |
| Job Type                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| Location                   | Sydney NSW, Canberra ACT, Adelaide SA, Melbourne VIC                                                                                                                                                |
| Salary                     | \$136,307 - \$161,381                                                                                                                                                                               |
| 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             | Executive Level 2                                                                                                                                                                                   |
| Position Number            | 20033428                                                                                                                                                                                            |
| Agency Website             |                                                                                                                                                                                                     |

**Job Description** <https://agedcarequalitycareers.nga.net.au/?jati=CA7FDDCA-BC98-2554-68BD-DB4BB1B4F645>

About the Team

The Property Team service charter includes property, facilities, fleet, corporate services and office management nation-wide. On a strategic level, the role of the Property Team is to on a 24/7 and 365 day basis to provide a safe, secure and enjoyable environment for staff, visitors and third parties across the entire property portfolio. By way of example:

1. 'Safe' means absence of 'live' wires, trip hazards, issues with air conditioning or lighting etc.
2. 'Secure' means ongoing and unimpeded access to and from the office, integrity of records, information, assets and data.
3. 'Enjoyable' means absence of noise, dust, lighting issues, bright colours; provision of appropriate indoor air temperatures etc.

About the Role

The Director position has overall responsibility for the Property team and the provision of expert strategic advice in relation to property acquisition, accommodation, and asset management to the senior leadership group of the Commission.

The Director provides strategic direction and guidance to the Property team.

The Director has one direct report, being the Assistant Director EL1.

As the role of the Property team is maturing, the team may take on new responsibilities over time and therefore, flexibility and the ability to engage positively with change is required. **Duties**

- Oversee the strategic operation of the Property team and develop strategic responses, reporting, problem solving and recommendations.
- Provide authoritative expert advice to the senior executive team on complex issues in the area of property and facilities management, leasing transactions, management and acquisition of property and routinely advise senior stakeholders on policy issues and solutions.
- Provide timely, expert advice and develop open and effective communication strategies for highly complex, contentious or sensitive matters.
- Proactively manage the Commission's property portfolio of assets consistent with high level policies and legislative requirements to ensure this strategically significant resource effectively supports Commission service delivery.
- Oversee critical projects, including developing and reviewing policies, professional standards and operating practices that enhance service delivery, budget effectiveness, efficiency and improved property outcomes.
- Deliver organisational objectives in the fulfilment and delivery of the property acquisition program to enable project delivery within required milestones.
- Provide strategic thinking and future planning and oversee change management initiatives and integrated approaches to comply with Commission-wide policies.
- Prepare and manage the Property budget ensuring expenditure is within set parameters and develop appropriate business cases to seek funding for property projects.
- Provide advice and recommendations to internal committees as the subject matter expert on property matters.
- Provide leadership and support individuals to achieve their potential and contribute to organisational goals and outcomes via performance development assessment plans.
- Where relevant, manage and monitor specific improvement objectives in annual improvement plans relating to the area of responsibility.
- Describe how the actions and outcomes of this role and the Property team may impact clients and the Commission's ability to deliver, or facilitate the delivery of, effective support and services.
- Pro-actively build and maintain positive relationships with senior executives, peers and stakeholders across the organisation and externally.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's work health and safety (WHS) policies and procedures.

## Eligibility

- A relevant tertiary qualification and/or a minimum of 10 years of extensive experience in a property related field, preferably within a government context.
- Demonstrated experience working in complex property portfolio management and commercial or government leasing environments, applying statutory requirements.
- Demonstrated experience in successful program delivery and navigating change.

- Demonstrated knowledge of Commonwealth government procurement practices, including administration, budgets, forecasts and reporting and drafting of correspondence.
- Proactive approach with ability to learn on the job.
- Flexibility to travel to interstate locations.
- Valid driver's licence.

## Role Specific Requirements

Minimum of a Baseline security clearance or ability to obtain a minimum of Baseline security clearance. **Notes**

- Salary offered will be between \$136,307 - \$161,381 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](http://www.apsc.gov.au/citizenship-aps)
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

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

Please complete the application and submit by 11:30 PM (AEDT) Wednesday 04 December 2024.

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

Specific questions about the roles can be directed to Naomi Beveridge by emailing [naomi.beveridge@agedcarequality.gov.au](mailto:naomi.beveridge@agedcarequality.gov.au) with Position title in the subject line.

## About the Aged Care Quality and Safety Commission

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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

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|                         |                                                                                                                                                                                         |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Naomi Beveridge, 07 3741 2201                                                                                                                                                           |
| Agency Recruitment Site | <a href="https://agedcarequalitycareers.nga.net.au/?jati=CA7FDDCA-BC98-2554-68BD-DB4BB1B4F645">https://agedcarequalitycareers.nga.net.au/?jati=CA7FDDCA-BC98-2554-68BD-DB4BB1B4F645</a> |

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Health

Vacancy VN-0751570

Aged Care Quality and Safety Commission

Closing Date:Wednesday 04 December 2024

Enterprise Governance and Strategy  
Governance and Risk

|                            |                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Privacy Specialists                                                                                                                                                                                 |
| Job Type                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| Location                   | Brisbane QLD, Sydney NSW, Canberra ACT, Hobart TAS, Adelaide SA, Melbourne VIC, Perth WA                                                                                                            |
| 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            | 897_11/24                                                                                                                                                                                           |
| Agency Website             |                                                                                                                                                                                                     |

Job Description

<https://agedcarequalitycareers.nga.net.au/?jati=4C186632-7926-A9CE-E851-DB4BEC6B8FE7>

### About the Team

The Governance and Risk Section is responsible for leading and co-ordinating the Commission's approach to corporate governance, risk, audit and performance activities.

As an APS 6 Privacy Specialist you will play a critical role in ensuring that Aged Care Quality and Safety Commission meets its obligations under the Privacy Act 1988 (Cth) and other relevant privacy and information security legislation. You will contribute to the design, implementation and maintenance of policies, procedures, and practices that protect the personal information held by the Commission and maintain compliance with privacy requirements.

Working collaboratively across the Commission, you will provide privacy guidance and support to various stakeholders, help manage privacy incidents and participate in the development and delivery of privacy awareness training. This role requires a proactive, solutions-oriented approach, analytical and critical problem-solving skills, and strong interpersonal skills to advise and guide others on complex privacy matters.

### About the Role

To manage privacy compliance under the Privacy Act 1988 and Privacy (Australian Government Agencies – Governance) APP Code 2017.

**\*\* Please note these roles will be initially filled in a non ongoing capacity\*\***

### Duties

- Privacy Compliance and Risk Management
  - Ensure compliance with the Privacy Act 1988, Australian Government Agencies Code and other relevant laws and regulations.
  - Identify, assess and manage privacy risk across various projects, programs, and operational activities.
  - Support the completion of Privacy Impact Assessments (PIAs) as required.
  - Provide guidance to stakeholders on privacy risks, issues and best practices for safeguarding personal information held by the Commission
- Policy Development and Advice
  - Contribute to the development, implementation, and continuous improvement of the Commission's privacy policies, procedures, processes and culture.
  - Interpret privacy legislation and policies and provide clear, concise advice to stakeholders at all levels
  - Support Commission staff working with contracts, agreements and projects to ensure privacy considerations are effectively integrated.
- Incident Management and Investigation
  - Assist in the management and investigation of privacy incidents, including data breaches, and recommend mitigation strategies
  - Manage and resolve privacy complaints
  - Prepare reports on privacy incidents and responses, ensuring accurate documentation and analysis.
  - Liaise with internal stakeholders, including legal, IT, Security and risk management teams to resolve incidents and identify lessons learned.
- Training and Awareness
  - Develop and deliver privacy awareness training and educational materials for staff across the Commission.
  - Promote a culture of privacy awareness by engaging with stakeholders and supporting various initiatives across the Commission and with external stakeholders to enhance privacy compliance.
  - Respond to privacy-related enquiries and educate staff on their responsibilities under the Privacy Act.
- Stakeholder Engagement
  - Build and maintain strong working relationships with internal and external stakeholders, including other government agencies, to promote best practices in privacy management

## Eligibility

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

- Knowledge and expertise in Privacy and Personal Information protection
  - Demonstrated understanding of the Privacy Act 1988, Australian Privacy Principles (APS), Australian Government Agencies Code 2017, and other relevant privacy related laws, regulations and guidelines.
  - Knowledge of privacy risk management practices and experience in conducting Privacy Impact Assessments (PIAs), handling privacy complaints, and conducting privacy training.
  - Understanding of the 2022 Privacy Act review, recommendations and the Privacy and Other Legislation Amendment Bill 2024.
- Analytical and Problem-solving skills
  - Strong analytical and research skills with the ability to assess complex privacy risks and develop effective, practical solutions.
  - Experience managing privacy incidents, investigating interferences with privacy, and implementing remediation measures.
- Communication and Interpersonal Skills
  - High-level written and verbal communication skills, with the ability to explain complex privacy issues in an accessible manner to stakeholders with varying levels of privacy awareness.
  - Proven experience delivering training and promoting privacy-conscious culture within a large organisation.
- Project management and organisational skills
  - Demonstrated ability to work on multiple projects and meet deadlines in a fast-paced environment
  - Strong organisational skills with the ability to prioritise and manage completing tasks effectively
  - Experience with project management software such as MS Project/Planner or Jira used in an agile environment
- Stakeholder Engagement and Collaboration
  - Experience in establishing and maintaining effective working relationships with internal and external stakeholders
  - Ability to collaborate and influence across teams to drive compliance with privacy and personal information security standards.

## Highly Regarded

- Baseline Security Clearance or higher
- Experience in privacy and information security
- IAPP certification (CIPP, CIPM, AIGP, CIPT)

## Notes

**\*\* Please note these roles will be initially filled in a non ongoing capacity\*\***

- 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](http://www.apsc.gov.au/citizenship-aps)
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.

- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

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

Please complete the application and submit by **11:30 PM (AEDT) Wednesday 04 December 2024**.

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

Specific questions about the roles can be directed to Cassandra McCreadie by emailing [privacy@agedcarequality.gov.au](mailto:privacy@agedcarequality.gov.au) with Position title in the subject line.

About the Aged Care Quality and Safety Commission

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To Apply

|                         |                                                                                                                                                                                         |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Cassandra McCreadie, (02) 9633 3262                                                                                                                                                     |
| Agency Recruitment Site | <a href="https://agedcarequalitycareers.nga.net.au/?jati=4C186632-7926-A9CE-E851-DB4BEC6B8FE7">https://agedcarequalitycareers.nga.net.au/?jati=4C186632-7926-A9CE-E851-DB4BEC6B8FE7</a> |

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**Department of Industry, Science and Resources  
(DISR)**

Closing Date: Wednesday 04 December 2024

Chief Information Officer  
ICT Operations ICT Network & Infrastructure Platforms

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Senior Automation and Virtualization Specialist                                                                                                                                                     |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Various locations - ACT ACT                                                                                                                                                                         |
| <b>Salary</b>                     | \$117,760 - \$125,059                                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.                                                                   |
| <b>Classification</b>             | Executive Level 1                                                                                                                                                                                   |
| <b>Position Number</b>            | 2403_11/24                                                                                                                                                                                          |
| <b>Agency Website</b>             | <a href="https://www.industry.gov.au/">https://www.industry.gov.au/</a>                                                                                                                             |

**Job Description** <https://industrycareers.nga.net.au/?jati=81A76BFE-8292-A578-86DF-DB4AFEE2AD49>

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**About the Department**

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the [APSC's APS Employee Value Proposition](#) or more information on the benefits and value of employment within the APS.

## About the team

The ICT Operations Branch provides ICT support and underpinning infrastructure services to the department and the Ministers' Offices (MO), ensuring all staff in the department and MOs have access to stable and secure technology.

The ICT Networks & Infrastructure Platforms section falls within the ICT Operations Branch. The Infrastructure Platforms team is responsible for the management of all data centres, virtualization, automation, storage, backup and restore capability. The team is also responsible for providing after hours on-call support for our infrastructure.

## Our ideal candidate

We are seeking applications from candidates who thrive in a dynamic and diverse ICT environment and are passionate about bringing people, business processes and technology together. We currently have a role of Senior Automation and Virtualization Specialist within the CIO Division at the Executive Level 1 classification.

Our ideal candidate:

- Has knowledge or experience in one or more of the following technologies:
  - VMware Aria Automation
  - VMware Aria Orchestrator
  - VMware NSX-T
  - VMware vSphere
  - Site Recovery Manager
  - VMware Aria Operations
  - VMware Aria Operations for Logs
  - Server Hardware.
- Has a sound understanding of ICT concepts, good digital literacy, and an ability to learn new technologies quickly.
- Has strong interpersonal skills, is emotionally intelligent and has experience with stakeholder engagement.
- Be exceptionally organised and can support others with staying on task and juggling conflicting priorities.
- Can balance user needs with divisional objectives and priorities and confidently negotiate outcomes with tact and diplomacy.
- Be able to easily translate ICT and digital concepts into simple terms.
- Be comfortable in a changing ICT environment.
- Has a proven ability to show initiative, think critically and solve problems.
- Possesses a professional and supportive customer service approach.
- Thrives in collaborating within a team environment and working across other teams.

## Duties

Support day-to-day operations and be involved in project work of Infrastructure Platforms team. Infrastructure Platforms team is responsible for managing the Department's virtualization environment, automation, server hardware, storage area network, backup and replication systems and data centres.

Duties include:

- Administer and develop the Department's VMware Aria Automation and Network Virtualization (NSX-T) platforms including Aria Orchestrator, VMware vSphere and server hardware.
- Administer and develop the Department's Aria Operations and Aria Operations for Logs systems.

- Participate in On-Call roster to ensure availability of the Department’s infrastructure after hours.

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Industry House based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

|                         |                                                                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Mohammad Karim, please contact via email                                                                                                                                  |
| Agency Recruitment Site | <a href="https://industrycareers.nga.net.au/?jati=81A76BFE-8292-A578-86DF-DB4AFEE2AD49">https://industrycareers.nga.net.au/?jati=81A76BFE-8292-A578-86DF-DB4AFEE2AD49</a> |

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Industry, Science, Energy and  
Resources

Vacancy VN-0751433

Department of Industry, Science and Resources  
(DISR)

Closing Date:Wednesday 04 December 2024

Oil & Gas  
Northern Endeavour Branch

|                            |                                                                                                                                                                                                              |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Various Opportunities - Northern Endeavour Branch                                                                                                                                                            |
| Job Type                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                               |
| Location                   | Various locations - ACT ACT, Various locations - QLD QLD,<br>Various locations - WA WA                                                                                                                       |
| Salary                     | \$117,760 - \$125,059                                                                                                                                                                                        |
| Future Merit Locations     | Various locations - ACT, Various locations - NSW, Various<br>locations - VIC, Various locations - WA, Various locations - QLD,<br>Various locations - TAS, Various locations - NT, Various locations<br>- SA |
| Office Arrangement         | Flexible                                                                                                                                                                                                     |
| Office Arrangement Details | Flexible work arrangements are supported by the department, for<br>more information on this please reach out to the contact officer.                                                                         |
| Classification             | Executive Level 1                                                                                                                                                                                            |
| Position Number            | 2478_11/24                                                                                                                                                                                                   |
| Agency Website             | <a href="https://www.industry.gov.au/">https://www.industry.gov.au/</a>                                                                                                                                      |

Job Description

<https://industrycareers.nga.net.au/?jati=F25EADE2-BD56-4478-5718-DB4AFF1E7F99>

**About the Department**  
The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people’s lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the [APSC's APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

### **About the team**

Ready to set sail on an extraordinary career journey?

Be part of the ground-breaking Commonwealth program, responsible for the decommissioning of the Northern Endeavour and work with other people committed to tackling this unprecedented challenge for the Australian Government.

Our branch is on a mission to decommission the Northern Endeavour – a 274m long floating production storage and offtake (FPSO) facility that is permanently moored between the Laminaria and Corallina oil fields, approximately 550km northwest of Darwin in the Timor Sea. To decommission the facility safely and effectively and protect the environment, the program of work is broken into three phases.

- Phase 1: decommissioning and disconnecting the FPSO from the subsea equipment, temporarily suspending the wells, and towing and disposal of the FPSO.
- Phase 2: permanent plugging and abandoning the wells.
- Phase 3: removing the subsea infrastructure and remediating the Laminaria and Corallina oil fields.

### **The opportunity**

We are seeking candidates to fill multiple vacancies across a variety of teams within the Northern Endeavour Branch, including:

- Phase 1 and FPSO Recycling Delivery Team
- Regulatory Compliance Team
- Program Management Office (PMO)

### **What's in it for you?**

You will gain first-hand experience working as part of a dynamic branch working on a complex and unique program of work. You will experience a broad range of functions relating to the decommissioning of the Northern Endeavour facility and remediation of the Laminaria and Corallina Oilfields.

Take pride in being one of the pioneers in Government to decommission an important piece of Australia's ageing oil and gas infrastructure. From day one, you will apply your wealth of experience and expertise to help guide the decommissioning of the FPSO to completion. Along the way you will contribute to setting new standards for the decommissioning industry in Australia.

We will support you to develop your career. It is estimated that \$60 billion will be spent on domestic decommissioning over the coming 50 years. This is your chance to utilise your experience to help drive sustainability in this industry, as over half of the infrastructure decommissioning needs will start within the next decade. Future career opportunities span the broader public service and private sectors, including in the Oil and Gas Division within DISR. Example roles include commercial advisor, financial manager, project manager, risk manager, policy officer, governance officer, environmental specialist, regulatory compliance officer, consultant, and research professional.

You will get exposure to cutting-edge technical expertise. You will be provided a supportive learning environment where you are encouraged and exposed to industry leading approaches used to retire one of Australia's unique offshore facilities, including understanding specialised equipment, materials handling, and innovative solutions to the disposal of the decommissioned asset. You will be given the opportunity to acquire expertise in environmental impact assessment, regulatory permitting and compliance, large scale program management, and complex procurement.

You will help to make a lasting impact. By decommissioning the Northern Endeavour, you will safeguard marine ecosystems, prevent potential environmental risks, and ensure a safe and effective decommissioning program. Join the team to make a significant and lasting impact and shape the future of decommissioning for Australia.

### **Our ideal candidate**

We are looking for highly motivated self-starters that thrive in dynamic, fast-paced environments and bring strong teamwork, problem-solving and analytical skills. Candidates with qualifications or work experience in government contract management, regulatory compliance, program management or oil and gas experience will be advantageous.

Our ideal candidates will:

- Exercise a considerable degree of independence and perform a leadership role, which may include providing direction to others, contributing to team planning, and supervising or mentoring staff.
- Have strong analytical and problem-solving skills, with demonstrated ability to lead complex projects of work.
- Have strong stakeholder management and negotiation skills.
- Interpret government legislation and regulations.
- Effectively manage risk and program deliverables.
- Anticipate the needs of stakeholders and build and maintain positive relationships with internal and external networks.
- Have excellent written and oral communication skills, with the ability to convey complex issues.
- Have a proven ability to work as part of a team and be self-directed.
- Be adaptable, resilient and solutions focused, delivering under pressure and managing competing priorities.

### **Duties**

The Northern Endeavour Branch is seeking to fill a variety of roles at the Executive Level 1.

As a **Project Manager**, dependent on team placement, you will:

- Shape strategic thinking by coordinating project activities, including strategic planning, governance, human resources, and problem solving.
- Achieve results by building team capabilities and responsiveness, including supporting team supervision as required.
- Marshall professional project management expertise in a rapidly changing and challenging environment.
- Engage internal and external stakeholders and build relationships (written and verbal).
- Draft written materials including Ministerial briefings and project related documentation.
- Work to ambitious project delivery scope timelines and support project delivery.
- Develop various project/program artefacts (document writing).
- Undertake general administrative duties, including reporting and governance.

- Exercise both initiative and judgement in applying project management practices and procedures.

As a **Senior Regulatory Compliance Officer**, you will:

- Prepare and apply for the relevant regulatory approvals/permits required for the decommissioning activities.
- Monitor and deliver regulatory tasks in accordance with the program schedule, including timeframes and critical path.
- Manage risk assessment and risk management activities for regulatory submissions.
- Provide support to a variety of stakeholder forums, including regulators and subject matter experts.
- Plan and monitor for meeting regulatory obligations and approval conditions.
- Support team supervision including APS Staff and / or contract staff.
- Support the development of branch implementation plans and associated key activities to meet team outcomes.

As an **Assistant Manager in the Commercial Team**, you will:

- Lead procurement planning, tendering and contract management and assurance activities.
- Ensure compliance with Commonwealth procurement requirements, including legislative, financial and administrative frameworks, government decision-making processes and Departmental guidelines and regulations.
- Undertake risk assessment and risk management activities.
- Monitor project outcomes and analyse against budget specifications.
- Undertake data analysis to support responses to very complex procurement and commercial enquiries.
- Review and advise on improvements to policies and procedures to support the program's objectives.
- Build and sustain productive working relationships with a range of internal and external stakeholder groups.
- Assist with the preparation of briefings and senate estimate packs for executive stakeholders.
- Assist with financial management for the Branch.

As an **Assistant Manager in the Program Management Office**, you will:

- Report on program status, outcomes and risks to internal and external stakeholders.
- Draft, review and clear executive briefs.
- Plan and monitor project management work processes within the team, direct and coordinate quality assurance practices and set performance indicators.
- Support Branch governance bodies and assurance processes.
- Support continuous improvement to ensure that resources support the agency.
- Support the development of Branch implementation plans and associated key activities.
- Build capability through coaching team members.
- Providing performance feedback, conflict resolution and encouraging career development.

## Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens. Positions require a Baseline security clearance, and successful candidates will be required to obtain and maintain a clearance at this level.

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Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. These vacancies are based in Canberra, Brisbane and Perth although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

|                         |                                                                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Dearne Mann, please contact via email                                                                                                                                     |
| Agency Recruitment Site | <a href="https://industrycareers.nga.net.au/?jati=F25EADE2-BD56-4478-5718-DB4AFF1E7F99">https://industrycareers.nga.net.au/?jati=F25EADE2-BD56-4478-5718-DB4AFF1E7F99</a> |

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**Department of Industry, Science and Resources  
(DISR)**

Closing Date: Wednesday 04 December 2024

Oil & Gas  
Northern Endeavour Branch

|                                   |                                                                                                                                                                                                              |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Various Opportunities, Northern Endeavour Branch                                                                                                                                                             |
| <b>Job Type</b>                   | Full-Time, Ongoing; Non-Ongoing                                                                                                                                                                              |
| <b>Location</b>                   | Various locations - ACT ACT, Various locations - WA WA,<br>Various locations - QLD QLD                                                                                                                       |
| <b>Salary</b>                     | \$95,102 - \$103,134                                                                                                                                                                                         |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various<br>locations - VIC, Various locations - WA, Various locations - QLD,<br>Various locations - TAS, Various locations - NT, Various locations<br>- SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                                     |
| <b>Office Arrangement Details</b> | Flexible work arrangements are supported by the department, for<br>more information on this please reach out to the contact officer.                                                                         |
| <b>Classification</b>             | APS Level 6                                                                                                                                                                                                  |
| <b>Position Number</b>            | 2477_11/24                                                                                                                                                                                                   |
| <b>Agency Website</b>             | <a href="https://www.industry.gov.au/">https://www.industry.gov.au/</a>                                                                                                                                      |

**Job Description** <https://industrycareers.nga.net.au/?jati=15B923BE-8FE5-5846-366D-DB4AFF786D93>

**About the Department**

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the [APSC's APS Employee Value Proposition](#) for more information on the benefits and

value of employment within the APS.

### **About the team**

Ready to set sail on an extraordinary career journey?

Be part of the ground-breaking Commonwealth program, responsible for the decommissioning of the Northern Endeavour and work with other people committed to tackling this unprecedented challenge for the Australian Government.

Our branch is on a mission to decommission the Northern Endeavour – a 274m long floating production storage and offtake (FPSO) facility that is permanently moored between the Laminaria and Corallina oil fields, approximately 550km northwest of Darwin in the Timor Sea. To decommission the facility safely and effectively and protect the environment, the program of work is broken into three phases:

- Phase 1: decommissioning and disconnecting the FPSO from the subsea equipment, temporarily suspending the wells, and towing and disposal of the FPSO;
- Phase 2: permanent plugging and abandoning the wells; and
- Phase 3: removing the subsea infrastructure and remediating the Laminaria and Corallina oil fields.

### **The opportunity**

We are seeking candidates to fill multiple vacancies across a variety of teams within the Northern Endeavour Branch, including:

- Phase 1 and FPSO Recycling Team
- Phase 2/3 Planning Team
- Regulatory Compliance Team
- Commercial Team
- Program Management Office (PMO).

### **What's in it for you?**

You will gain first-hand experience working as part of a dynamic branch working on a complex and unique program of work. You will experience a broad range of functions relating to the decommissioning of the Northern Endeavour facility and remediation of the Laminaria and Corallina Oilfields.

Take pride in being one of the pioneers in Government to decommission an important piece of Australia's ageing oil and gas infrastructure. From day one, you will apply your wealth of experience and expertise to help guide the decommissioning of the FPSO to completion. Along the way you will contribute to setting new standards for the decommissioning industry in Australia.

We will support you to develop your career. It is estimated that \$60 billion will be spent on domestic decommissioning over the coming 50 years. This is your chance to utilise your experience to help drive sustainability in this industry, as over half of the infrastructure decommissioning needs will start within the next decade. Future career opportunities span the broader public service and private sectors, including in the Oil and Gas Division within DISR. Example roles include commercial advisor, financial manager, project manager, risk manager, policy officer, governance officer, environmental specialist, regulatory compliance officer, consultant, and research professional.

You will get exposure to cutting-edge technical expertise. You will be provided a supportive

learning environment where you are encouraged and exposed to industry leading approaches used to retire one of Australia's unique offshore facilities, including understanding specialised equipment, materials handling, and innovative solutions to the disposal of the decommissioned asset. You will be given the opportunity to acquire expertise in environmental impact assessment, regulatory permitting and compliance, large scale program management, and complex procurement.

You will help to make a lasting impact. By decommissioning the Northern Endeavour, you will safeguard marine ecosystems, prevent potential environmental risks, and ensure a safe and effective decommissioning program. Join the team to make a significant and lasting impact and shape the future of decommissioning for Australia.

### **Our ideal candidate**

We are looking for highly motivated self-starters that thrive in dynamic, fast-paced environments and bring strong teamwork, problem-solving and analytical skills. Candidates with qualifications or work experience in government contract management, regulatory compliance, program management or oil and gas experience will be advantageous.

Our ideal candidates will:

- Have demonstrated analytical and problem-solving skills.
- Be able to develop and maintain positive working relationships with range of stakeholders.
- Have good written and oral communication skills.
- Be team oriented.
- Be capable of working under limited supervision.
- Maintain a well-developed understanding of relevant legislation and policy frameworks.
- Be capable contribute to program management activities including schedule, risk and reporting compliance.

### **Duties**

The Northern Endeavour Branch is seeking to fill a variety of roles at the APS 6 Level.

As a **Project Support Officer** in a project delivery team, dependent on the team placement, you will:

Develop various project/program artefacts as well as reports and executive briefs. (document writing).  
Provide project delivery support and advice.  
Provide governance and reporting services.  
Be responsible for general administrative duties.  
Have the opportunity to exercise both initiative and judgement in applying project management practices and procedures.  
Be responsible for moderate to complex problem solving as issues arise.  
Liaise with internal and external stakeholders.  
Manage projects with limited supervision.  
Provide support in relation to procurement, financial management and general administrative support tasks as required.  
As a Regulatory Compliance Officer, you will:

- Contribute to regulatory and compliance activities including providing support to develop a regulatory compliance strategy.
- Prepare applications for regulatory approvals.
- Support external stakeholder engagement and communication activities and maintain robust record keeping systems.
- Research and identify legal requirements, providing regulatory advice to colleagues and identifying opportunities for improvement.
- Work autonomously under limited supervision while managing changing priorities.

As a **Commercial Officer**, you will:

- Assist with developing sound commercial advice to support improved outcomes for procurement and contracting activities.
- Ensure compliance with Commonwealth procurement frameworks, including legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.
- Ensure quality outputs for a team including the development of specialist, professional and/or technical expertise. Conduct regular quality assurance of work area processes and manage identified risks.
- Perform research and analysis to make decisions that involve complex or escalated issues, longer-term planning and liaison with other sections on policy, project or operational issues.
- Build and maintain working relationships through effective relationship management, including engaging with stakeholders, to help manage expectations and concerns.
- Commit to high quality outcomes on time, thrive in a fast-paced environment and ensure high standards for accuracy and detail.

As a **Program Support Officer** in the Program Management Office, you will:

- Perform secretariat functions for governance bodies, including preparations associated with booking meetings, completing draft agendas and minutes and following up on identified actions.
- Perform and achieve procedural, operational, administrative and business support work in line with the Branch and Departmental frameworks and processes.
- Provide administrative assistance to members of the team.
- Assist in project management including developing reporting requirements and project management reports.
- Support the Assistant Manager and Manager with creation and implementation of governance arrangements.
- Undertake risk assessment and risk management activities for projects and the program including complex risk analysis.
- Assist with schedule management.
- Draft executive briefs.
- Support continuous improvement to ensure that resources support the Branch.
- Engage and consult with broad range of stakeholders across the Branch and Department as required.
- Foster collaborative working relationships with internal and external stakeholders to support members of the Branch to deliver against strategic priorities.
- Provide support to uplift Branch program management maturity and capability.

## Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

## Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. These vacancies are Canberra, Brisbane and Perth based although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

|                         |                                                                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Dearne Mann, 0412 446 566                                                                                                                                                 |
| Agency Recruitment Site | <a href="https://industrycareers.nga.net.au/?jati=15B923BE-8FE5-5846-366D-DB4AFF786D93">https://industrycareers.nga.net.au/?jati=15B923BE-8FE5-5846-366D-DB4AFF786D93</a> |

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Industry, Science, Energy and  
Resources

Vacancy VN-0751465

Department of Industry, Science and Resources  
(DISR)

Closing Date:Wednesday 18 December 2024

Chief Finance Officer  
Financial & Shared Services Shared Services Support & Assurance

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Assistant Manager                                                                                                                                                                                   |
| <b>Job Type</b>                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| <b>Location</b>                   | Various locations - ACT ACT                                                                                                                                                                         |
| <b>Salary</b>                     | \$117,760 - \$125,059                                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | On Site;Flexible                                                                                                                                                                                    |
| <b>Office Arrangement Details</b> | Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.                                                                   |
| <b>Classification</b>             | Executive Level 1                                                                                                                                                                                   |
| <b>Position Number</b>            | 2492_11/24                                                                                                                                                                                          |
| <b>Agency Website</b>             | <a href="https://www.industry.gov.au/">https://www.industry.gov.au/</a>                                                                                                                             |

## Job Description

<https://industrycareers.nga.net.au/?AudienceTypeCode=EXT>

## About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the [APSC's APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

## About the team

Established in 2017, the DISR Shared Services Hub delivers Aurion-based payroll services to 13 Australian Government agencies, and finance system administration services to 4 agencies using TechOne.

The Hub's reputation for delivering high quality and value for money payroll services is driving its expansion, and it is currently onboarding a further 2 agencies to its payroll service, with further growth expected.

## The opportunity

In this role, you will have the opportunity to collaborate with cross-functional teams to deliver payroll services for a wide range of government agencies. You will also be involved in whole of government initiatives related to shared services.

As the Hub expands it is reviewing its costing methodology and operating model to ensure that it is structured to best deliver on our service offer for our clients, efficiently transition new clients into the Hub, and build capability pathways for staff.

The vacancy is in our support team and encompasses a broad range of financial management activities, including invoicing, budgeting and forecasting through to development of our cost model and pricing arrangements.

Please reach out to the contact officer if any of these areas interest you.

## What's in it for you?

Join our team and experience:

- being part of interesting and progressive projects
- working across a variety of government agencies
- supportive, people-focused leadership
- strong commitment to diversity, equity, and inclusion
- positive and supportive organisational culture
- a collaborative and innovative work environment
- opportunities for professional growth and development
- competitive salary and benefits package
- remote work options and flexible working arrangements

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where every one of us is valued and respected.

We value innovation and encourage creativity. We strive for continuous improvement and provide a supportive environment.

## Our ideal candidate

Our ideal candidate will be:

- appropriately skilled with experience in financial management, including budgeting and cost modelling.
- understanding of Commonwealth government financial requirements.
- excellent analytical and problem-solving abilities\*
- Exceptional communication and interpersonal skills with a focus on collaboration and building partnerships across teams and client agencies.
- proven leadership of high performing teams including remote and/or hybrid teams with a focus on capability uplift.
- strong judgement, and the ability to understand when to escalate complex issues.
- flexibility, with a demonstrated ability to adapt to changing circumstances and priorities.

## Duties

In this role, you will:

- manage invoicing arrangements.
- develop annual budgets.
- complete monthly forecasting.
- undertake monthly accrual processes.
- provide timely and accurate financial performance information, advice and commentary.
- provide strategic and operational financial advice for the Shared Services Hub.
- develop cost modelling and pricing arrangements.
- drive financial process improvement.
- collaborate with Managers on financial matters such as budget development and forecasting.
- build and maintain professional working relationships.

## Eligibility

Tertiary qualifications in Commerce/ Economics/ Accounting or similar.

CA, CPA or equivalent qualification.

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

## Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Industry House based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

|                         |                                                                                                                                 |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Jonathan Wills, 02 6102 9119                                                                                                    |
| Agency Recruitment Site | <a href="https://industrycareers.nga.net.au/?AudienceTypeCode=EXT">https://industrycareers.nga.net.au/?AudienceTypeCode=EXT</a> |

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Industry, Science, Energy and  
Resources

Vacancy VN-0751556

Geoscience Australia

Closing Date:Wednesday 04 December 2024

Space Division

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Branch Support Manager, Digital Earth                                                                                                                                                               |
| <b>Job Type</b>                   | Full-Time, Non-Ongoing                                                                                                                                                                              |
| <b>Location</b>                   | Symonston ACT                                                                                                                                                                                       |
| <b>Salary</b>                     | \$113,361 - \$128,149                                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Flexible work arrangements including some working from home                                                                                                                                         |
| <b>Classification</b>             | Executive Level 1                                                                                                                                                                                   |
| <b>Position Number</b>            | 18276                                                                                                                                                                                               |
| <b>Agency Website</b>             | <a href="http://www.ga.gov.au">www.ga.gov.au</a>                                                                                                                                                    |

## Job Description

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

recognises the continuing connection to lands, waters, and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

### About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure, and our strong partnerships, to the opportunities and challenges that face our nation.

### Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and well-being of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

### What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

## Duties

### Our team

Digital Earth (DE) Branch manages three major programs – Digital Earth Australia, Digital Earth Africa, and Digital Earth Antarctica. DE programs make more than 30 years of landscape imagery and data from US and European satellites freely available for people of Australia, African nations and the Antarctic.

The Digital Earth Branch Support team within the Branch's Value Management Office (VMO) provides program and administrative support to the Branch Head of Digital Earth Branch and the programs. The Branch Support team assists program staff with

reporting, benefits and performance management, risk and issue tracking, secretariat and governance assistance.

The VMO is a newly formed Directorate within the Branch. This is a team of program support, strategy, and engagement professionals working collaboratively to drive the development and management of the processes that give the Digital Earth programs the underpinning functions to empower their success.

Our focus is to produce frameworks and systems that help define the work processes across the Digital Earth Branch, ensuring transparency in decision making, effectiveness in communication with stakeholders and accountability of the Branch to Geoscience Australia and the Australian Government.

### **The role**

In this role, you will:

- Provide management oversight of the Digital Earth Branch governance bodies, ensuring secretariat functions are provided.
- Lead Program and Corporate reporting activities to accurately represent Programs' status.
- Maintain Program-level risk reports, based on inputs from Directorates.
- Engage with the Program Management and Governance Committee to ensure governance and corporate reporting requirements are met.
- Contribute expertise to the development of Branch and Program strategies, frameworks, operating models, roadmaps and work plans.
- Support the Branch Head in financial management of Programs including deriving monthly tracking data and strategic insights.
- Manage a small team undertaking secretariat and administrative functions, and continually improve practices in line with legislation (e.g. records management).

### **To be successful in the role you will:**

- Think laterally; be innovative; identify, implement, and promote improved work practices;
- Identify issues and problems and work to resolve them; select the best option from a range of potential solutions for key problems;
- Deal positively with uncertainty and cope effectively in an environment characterised by change;
- Build and sustain relationships; liaise with a range of stakeholders including Directors, project and team leads, team members, other teams across the Branch, colleagues, and clients;
- Take personal responsibility for accurate completion of work within timeframes and quality requirements; take the initiative to progress work when required;
- Act with independence to deliver quality outcomes and work requiring little or no revision before finalisation; and
- Adhere to the Australian Public Service Values and Code of Conduct and consistently behave in an honest, ethical, and professional way.

### **Required skills, knowledge, experience and/or qualifications**

- A passion for bridging the gap between science and the Australian community.
- Knowledge of government and industry systems and activities.
- Exceptional problem-solving skills to arrive at solutions for system or program improvements.
- Creative and able to think outside the box.
- Strong analytical skills are required to examine systems and processes thoroughly.
- Experience working influentially in an Agile environment.
- The ability to make decisions using good judgement, expertise and knowledge, under limited guidance.

### **Are you unsure about applying?**

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point of what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

### To Apply

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

- Your resume (no more than 3 pages).
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Leanne McMahon on (02) 6249 9143 or email [Leanne.McMahon@ga.gov.au](mailto:Leanne.McMahon@ga.gov.au)

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

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre-employment screening, which includes a police history check.

### Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information, please visit the Australian Public Service Commission website.

Hearing or speech-impaired applicants are invited to use the National Relay Service by contacting 133 677 and requesting to be connected with our Recruitment team on 02 6249 9777 to obtain selection documentation. **Notes**

### Technical Assistance

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

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

## About the Geoscience Australia

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Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone

has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

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|                         |                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Leanne McMahon, 02 6249 9143                                                                                              |
| Agency Recruitment Site | <a href="https://www.ga.gov.au/about/careers/current-vacancies">https://www.ga.gov.au/about/careers/current-vacancies</a> |

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Industry, Science, Energy and  
Resources

Vacancy VN-0751563

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Geoscience Australia

Closing Date:Wednesday 04 December 2024

Space

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Program Delivery Officer                                                                                                                                                                            |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Symonston ACT                                                                                                                                                                                       |
| <b>Salary</b>                     | \$94,177 - \$109,013                                                                                                                                                                                |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Flexible working arrangements, including some working from home                                                                                                                                     |
| <b>Classification</b>             | APS Level 6                                                                                                                                                                                         |
| <b>Position Number</b>            | 18305                                                                                                                                                                                               |
| <b>Agency Website</b>             | <a href="http://www.ga.gov.au">www.ga.gov.au</a>                                                                                                                                                    |

## Job Description

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

recognises the continuing connection to lands, waters, and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

### About us

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### Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and well-being of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

### What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here.](#)

## Duties

### Our team

The newly created role of Program Delivery Officer will provide support and contribute to the management of our programs with the Digital Earth Branch's Value Management Office (VMO), which is a newly formed Directorate within the Digital Earth Branch.

This is a team of program support, strategy, and engagement professionals working collaboratively to drive the development and management of the processes that give the Digital Earth programs the underpinning functions to empower their success.

Our focus is to produce frameworks and systems that help define the work processes across the Digital Earth Branch, ensuring transparency in decision making, effectiveness in communication with stakeholders and accountability of the Branch to Geoscience Australia and the Australian Government.

### **The role**

You will lead the Digital Earth Value Management Office, building on the work of the previous Program Management Office, and the Engagement and Innovation Directorate. You will bring together a team to help coordinate and streamline decision making, communication, strategy and engagement processes, and develop systems to measure the impact of the work of the Digital Earth programs.

### **In this role you will:**

- Establish collaborative working relationships with external stakeholders to support projects.
- Provide program administrative support and monitoring.
- Provide procurement and contract management support.
- Preparing a range of written materials, including briefings, correspondence, reviews and reports, presentations, and minutes.
- Provide policy advice to project teams, monitoring financial milestones throughout the project were required.
- Monitor documentation, maintaining a well-developed understanding of procurement to provide advice to the Director and Manager.
- Assisting new staff and demonstrating flexible cooperative work practices within a small team environment.
- Promote, by personal example and other appropriate means, the APS values, the APS Employment Principles and behave in a manner consistent with the Code of Conduct.

### **To be successful in the role you will:**

- High-level organisational, contractual, financial, and administrative skills.
- Ability to achieve results by prioritising and managing competing tasks.
- Provide high-quality service to clients.
- Investigate, understand and interpret information from a range of sources.
- Maintain accurate records and documentation.
- Ability to develop and maintain positive working relationships with internal and external stakeholders including well-developed interpersonal, liaison and negotiation skills.

### **Required skills, knowledge, experience and/or qualifications**

- 3+ years of experience with program and/or project support roles.
- Experience with working within innovative technology and science streams.
- Relevant Program and/or Project management certifications, specifically Prince2, SAFe or Scrum are highly desirable.

### **Are you unsure about applying?**

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

### **To Apply**

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

- Your resume (no more than 3 pages).

- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Leanne McMahon on (02) 6249 9143 or email [Leanne.McMahon@ga.gov.au](mailto:Leanne.McMahon@ga.gov.au)

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

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

### Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information, please visit the Australian Public Service Commission website.

Hearing or speech-impaired applicants are invited to use the National Relay Service by contacting 133 677 and requesting to be connected with our Recruitment team on 02 6249 9777 to obtain selection documentation. **Notes**

### Technical Assistance

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

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

## About the Geoscience Australia

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

## To Apply

---

|                         |                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Leanne McMahon, (02) 6249 9143                                                                                            |
| Agency Recruitment Site | <a href="https://www.ga.gov.au/about/careers/current-vacancies">https://www.ga.gov.au/about/careers/current-vacancies</a> |

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Industry, Science, Energy and  
Resources

Vacancy VN-0751566

Geoscience Australia

Closing Date:Wednesday 04 December 2024

Space Division  
Digital Earth Research and Product Development (RPD)

|                            |                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Delivery Manager – Space Division                                                                                                                                                                   |
| Job Type                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| Location                   | Symonston ACT                                                                                                                                                                                       |
| Salary                     | \$113,361 - \$128,149                                                                                                                                                                               |
| Future Merit Locations     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| Office Arrangement         | Flexible                                                                                                                                                                                            |
| Office Arrangement Details | Flexible                                                                                                                                                                                            |
| Classification             | Executive Level 1                                                                                                                                                                                   |
| Position Number            | 17793                                                                                                                                                                                               |
| Agency Website             | www.ga.gov.au                                                                                                                                                                                       |

Job Description

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

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

**About us**  
Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure, and our strong partnerships, to the opportunities and challenges that face our nation.

Geoscience Australia has a long history of bringing the benefits of space down to Earth. By providing Australian industries, governments and researchers better access to space data, our Space Division is helping create jobs, drive economic growth, support disaster response and recovery, and sustainably make use of our land and marine environments, to overcome several challenges to meet the needs of the future.

The Australian Government is investing in a world class analysis platform for satellite imagery and other Earth observations. Digital Earth Australia (DEA) delivers a unique capability to process, interrogate, and present Earth observation data in response to these challenges.

### **Our culture**

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

### **What we can offer you**

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [here](#).

### **Duties**

As Delivery Manager in DEA, you are critical in helping uplift our capabilities and maintaining a positive, productive, and collaborative working environment. These include capabilities in project planning, reporting and change management; risk management; product development and delivery; as well as benefits realisation management. Uplift capability focus will be two pronged 1) within the RPD's Directorate and 2) across the Program.

Within the Directorate you will be working with six multidisciplinary teams focused on improving our project management capabilities as well as our product and service delivery. Across the Program you will be interfacing and collaborating with two other Directorates 1) Services and Support and 2) the Value Management Office (VMO). The Program has several initiatives and frameworks that need implementing and championing within the Directorate, which you will help lead and/or assist with. These include the Project Management and Governance Framework (PMGF), Quality Framework; Benefits Realisation Management Framework (BRMF) as well as implementing recommendations endorsed by the Senior Leadership Group (SLG) from the various working groups.

### **In this role you will:**

- Lead implementation of new/improved practices and continuously refine collaboration in our project planning and reporting processes by imbedding the endorsed PMGF; in development Quality Framework and BRMF etc. Use the most appropriate project management practices depending on project being managed, DEA uses a mixture of Prince2 and Agile, with some waterfall projects. This may include partaking and/or leading rituals (ie retro's, showcases, stand-ups etc) where warranted to ensure optimal project delivery.
- Foresee and resolve blockers affecting delivery of our projects and business-as-usual activities led and/or contributed by the RPD Directorate. This means closely collaborating and cooperating with the other Directorates and the VMO as required in all phases of inception, planning, reporting and delivering of our work plan.
- Facilitate and/or participate in exploration workshops to collaboratively and cooperatively solve problems with a diverse team of specialists. These might include Earth observing and spatial scientists, software engineers, project/team leads, and/or subject matter experts. If problems cannot be solved at the team level, work with the RPD Director, and/or wider Program's leadership team via the Senior Leadership Group and/or DEA Management Committee to resolve.
- Ensure we align and assist with continuously improving the governance, planning and reporting expectations of DEA and Geoscience Australia from the RPD Directorate's perspective by working closely with the VMO. This includes contributing to reporting at organisational, program and work (ie project & BaU) levels on risk, benefits and finances, as well as registering lessons learned. Also, developing, maintaining and/or improving documentation and/or templates pertaining to our business process and/or delivering our work plan.

- On the administrative level maintain and continuously refine use of collaborative tools such as JIRA, Miro, and the Office 365 as required.

### **To be successful in the role you will:**

- Understand program objectives and ensure plans are aligned.
- Work collaboratively with DE directorates and teams of diverse specialists to explore and resolve issues. This includes working with the RPD's Director, the SLG and/or DMC depending on the timing of issues needing resolution and/or decisions.
- Explore important issues constructively and stand by own position when required.
- Involve people, encourage them and recognise their contributions.
- Consult and share information to ensure others are kept informed of issues.
- Maintain awareness of best practice in delivery management approaches as well as project management.

### **Required skills, knowledge, experience and/or qualifications**

- Experience working in Agile delivery management and/or Project Management roles using either SAFE, Prince2 and/or Scrum frameworks.
- Experience working under pressure with conflicting priorities in delivering Information and Communication Technologies (ICT) and/or government programs.
- Demonstrated good people skills with ability to work with a diverse range of people with scientific and/or engineering backgrounds.
- Demonstrated planning, organisational, and change management skills.
- Demonstrated ability to work with limited direction and show good judgment.
- Excellent communicate skills both written and oral.

### **Are you unsure about applying?**

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

### **To Apply**

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

- Your resume (no more than 3 pages).
- A brief statement (no more than 500 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Alla Metlenko on (02) 6249 9427 or email [Alla.Metlenko@ga.gov.au](mailto:Alla.Metlenko@ga.gov.au)

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

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

## Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information, please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 to obtain selection documentation. **Notes**

## Technical Assistance

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

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

## About the Geoscience Australia

---

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

## To Apply

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|                         |                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Alla Metlenko, (02) 6249 9427                                                                                             |
| Agency Recruitment Site | <a href="https://www.ga.gov.au/about/careers/current-vacancies">https://www.ga.gov.au/about/careers/current-vacancies</a> |

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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0751430

Civil Aviation Safety Authority Australia

Closing Date:Tuesday 03 December 2024

Legal International and Regulatory Affairs  
Legal Services

|                            |                                                                                                                          |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Freedom of Information Support Officer Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability |
| Job Type                   | Full-Time, Ongoing                                                                                                       |
| Location                   | Canberra ACT                                                                                                             |
| Salary                     | \$88,931 - \$96,514                                                                                                      |
| Future Merit Locations     | Canberra                                                                                                                 |
| Office Arrangement         | Hybrid                                                                                                                   |
| Office Arrangement Details | Candidate may work from home averaging up to 50% of their working hours                                                  |
| Classification             | APS Level 5                                                                                                              |
| Position Number            | 4134                                                                                                                     |
| Agency Website             | <a href="https://www.casa.gov.au/about-us/careers-casa">https://www.casa.gov.au/about-us/careers-casa</a>                |

Job Description

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

About the opportunity

The Freedom of Information (FOI) Support Officer will contribute to the operational objectives of the Legal Services Branch by ensuring CASA fulfills its legislative responsibilities under the FOI Act.

The officer will assist in making decisions under the FOI Act and in responding to information access requests under other legal frameworks, such as the Archives Act 1995 and subpoenas.

The role requires strong communication, organisational, and client liaison skills, with the ability to manage conflicting deadlines and work effectively under pressure. The successful candidate will work independently or under limited supervision to deliver high-quality outcomes and may act as a backup to CASA’s FOI Officer when necessary.

The FOI Support Officer is responsible for the following deliverables:

- day to day processing of requests under the FOI Act, ensuring compliance with prescribed timeframes (e.g. acknowledging new requests). Liaise with the FOI Officer and Advisory and Drafting Branch Manager on complex or sensitive issues

- engage with internal staff, the Office of the Australian Information Commissioner (OAIC), and other stakeholders regarding FOI Act matters. Refer clients and stakeholders to the appropriate business area and contribute to resolving information release issues
- draft routine moderately complex decisions under the FOI Act and assist the FOI officer with complex decisions
- maintain accurate and up-to-date files and records, including using the Lex FOI software platform
- assist in ensuring CASA's compliance with its information publication scheme and disclosure log obligations
- with guidance, assist the FOI Officer in producing documents for courts and tribunals in response to subpoenas and notices to produce, including for Coroner's representatives
- provide general support to the FOI Officer and the LIRA Division contributing to functions such as OAIC reporting and CASA's Comcover insurance administration
- promote workplace safety, equity and diversity, including reconciliation with Australia's First Nations peoples, and act in accordance with CASA values and behaviours.

## Duties

### Our ideal candidate

Our ideal candidate must have:

- demonstrated knowledge and experience working with the FOI Act, including the ability to manage compliance processes within prescribed timeframes
- ability to make informed decisions under the FOI Act
- highly developed written and verbal communication skills, with the ability to establish and maintain effective working relationships with a diverse range of internal and external stakeholders
- demonstrated ability to work independently on routine matters, with limited direction, ensuring high-level attention to detail and adherence to established priorities and practices
- enthusiasm and ability to engage with complex tasks for continuous improvement and career development.

## Eligibility

### Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- be an Australian citizen
- undergo pre-employment screening including a Police Check
- currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

## Notes

### Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

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.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

|                         |                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------|
| Position Contact        | Amy George, 02 6217 1662                                                                                  |
| Agency Recruitment Site | <a href="https://www.casa.gov.au/about-us/careers-casa">https://www.casa.gov.au/about-us/careers-casa</a> |

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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0751557

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Content Designer                                                                                                                                                                                    |
| <b>Job Type</b>                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| <b>Location</b>                   | Chester Hill NSW, Cannon Hill QLD, Burwood East VIC, Mitchell ACT, Parkes ACT, North Melbourne VIC, Perth WA, Darwin NT                                                                             |
| <b>Salary</b>                     | \$92,817 - \$102,986                                                                                                                                                                                |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Work From Home;Flexible                                                                                                                                                                             |
| <b>Office Arrangement Details</b> | This position is primarily based in Parkes, ACT however we are willing to consider flexible or remote working arrangements.                                                                         |
| <b>Classification</b>             | APS Level 6                                                                                                                                                                                         |
| <b>Position Number</b>            | 32779 / 496951                                                                                                                                                                                      |
| <b>Agency Website</b>             | <a href="https://www.naa.gov.au/about-us/our-organisation">https://www.naa.gov.au/about-us/our-organisation</a>                                                                                     |

## Job Description

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

The Access and Public Engagement Branch is the public face of National Archives of Australia, delivering reference, description and research services, examination of records for release in the open period, exhibition, education and public programs, digital publishing, marketing, partnerships and events on site at national and state offices, and online. All programs and activities support the key National Archives' role of providing an accessible, visible and interpreted national archival collection.

The Digital Publishing section is responsible for working closely with key business areas across the organisation to develop and publish high-quality, user-friendly and accessible content on [naa.gov.au](http://naa.gov.au) and the staff intranet on SharePoint.

As content designer, you will have strong writing and editing skills, an understanding of content design principles and techniques, and a commitment to advocating for accessible, inclusive and user-friendly digital content.

Experience with online publishing tools, including CMS environments (preferably in Drupal), is essential, as is experience generating and analysing Google Analytics (GA4) reports. Video and image editing skills, and experience publishing on SharePoint intranets, are desirable.

## Duties

- work with stakeholders to plan, develop and review website and intranet content.
- ensure website and intranet content is accessible and user-friendly and meets National Archives and Australian Government style guidelines.
- liaise and communicate with stakeholders and subject matter experts across the organisation to build capability and understanding about user-centred approaches, content governance and what makes great digital content.
- use evidence and data to support recommendations for improving the user experience and digital content.

- contribute to the development of content governance and lifecycle management plans for naa.gov.au and the intranet and take responsibility for ensuring that content is managed accordingly.
- apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- promote and apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#).

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

Notes

This recruitment process will be used to fill an immediate non-ongoing vacancy up to 27 February 2026.

Applicants rated as suitable will be placed in a merit pool that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

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

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

|                         |                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------|
| Position Contact        | Caroline Webber, 02 6212 3933                                                                   |
| Agency Recruitment Site | <a href="http://careers.naa.gov.au/cw/en/listing/">http://careers.naa.gov.au/cw/en/listing/</a> |

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|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Assistant Hostel Manager                                                                                                                                                                            |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                                                                                                            |
| <b>Location</b>                   | Alice Springs NT                                                                                                                                                                                    |
| <b>Salary</b>                     | -                                                                                                                                                                                                   |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | On Site                                                                                                                                                                                             |
| <b>Office Arrangement Details</b> | On site                                                                                                                                                                                             |
| <b>Classification</b>             | APS Level 4                                                                                                                                                                                         |
| <b>Position Number</b>            | VN17524                                                                                                                                                                                             |
| <b>Agency Website</b>             |                                                                                                                                                                                                     |

## Job Description

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

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

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

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

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

## Duties

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

- Leadership and Accountability
- Job Context and Environment
- Stakeholder Engagement
- Service Delivery

- Hostel Operations
- Staff Management
- Professional Service & Community Engagement
- WHS.

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

Prior to engagement:

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

Notes

AHL is seeking to establish a Merit Pool to fill any similar future vacancies that may arise in Alice Springs, NT.

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

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

About the Aboriginal Hostels Limited

To Apply

|                         |                                                                       |
|-------------------------|-----------------------------------------------------------------------|
| Position Contact        | Lorraine Tait, 0474691681                                             |
| Agency Recruitment Site | <a href="https://www.ahl.gov.au/work">https://www.ahl.gov.au/work</a> |

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Social Services

Vacancy VN-0751515

Department of Social Services

Closing Date:Wednesday 04 December 2024

Community Grants Hub  
Health Grants

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Team Leader                                                                                                                                                                                         |
| <b>Job Type</b>                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| <b>Location</b>                   | Brisbane QLD                                                                                                                                                                                        |
| <b>Salary</b>                     | \$94,791 - \$106,546                                                                                                                                                                                |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Hybrid                                                                                                                                                                                              |
| <b>Office Arrangement Details</b> | Hybrid                                                                                                                                                                                              |
| <b>Classification</b>             | APS Level 6                                                                                                                                                                                         |
| <b>Position Number</b>            | EXT-2024-1550                                                                                                                                                                                       |
| <b>Agency Website</b>             | <a href="https://www.dss.gov.au/">https://www.dss.gov.au/</a>                                                                                                                                       |

## Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

We are looking for high performing, experienced leaders to fill Team Leader opportunities in Brisbane. Team Leaders work with the Assistant Directors to manage teams that deliver high quality administration of grants on behalf of the Department of Health.

Our ideal candidate has a positive attitude, curious mindset, strong work ethic, displays cultural competence to work effectively with a range of people and has a commitment to helping achieve outcomes for vulnerable Australians.

## Duties

- actively monitor and manage team performance, quality assurance and compliance with grant terms and conditions
- lead and manage a team of administration staff responsible for analysing grant information and data and completing high volume data entry activities
- maintain knowledge of relevant guidelines, legislation and policy frameworks
- provide guidance and instructions to relevant stakeholders on issues with the submission of grant information data
- create and support on-the-job learning experiences and identify opportunities where team members can expand their individual skills and knowledge
- support the Director and Assistant Directors to champion positivity and a solution focused culture within the team to achieve results
- build capability, participate in section business planning and assist in implementing program and process reforms
- contribute to briefs, advice and messages for Ministers, Parliamentary Secretaries and Departmental Executives
- actively encourage behaviour and activities that promote a safe work environment, the APS Values and Code of Conduct and other ethical and legal frameworks that govern work and guide decision-making.

Please review the job pack for the full position description.

**Eligibility**  
**Notes**

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

**About the Department of Social Services**

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

**To Apply**

|                         |                                                                                                                                       |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Trish Jager, 0499 388 188                                                                                                             |
| Agency Recruitment Site | <a href="https://www.dss.gov.au/careers/vacancies/Pages/default.aspx">https://www.dss.gov.au/careers/vacancies/Pages/default.aspx</a> |

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**Social Services**

Vacancy VN-0751493

**National Disability Insurance Agency**

Closing Date:Wednesday 04 December 2024

Government Division  
PARLIAMENTARY AND MINISTERIAL BRANCH Ministerial and  
Parliamentary

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | APS6 Ministerial and Parliamentary Officer                                                                                                                                                          |
| <b>Job Type</b>                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| <b>Location</b>                   | Deakin ACT                                                                                                                                                                                          |
| <b>Salary</b>                     | \$93,196 - \$103,035                                                                                                                                                                                |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | On Site                                                                                                                                                                                             |
| <b>Office Arrangement Details</b> | Candidate is require to work in the office                                                                                                                                                          |
| <b>Classification</b>             | APS Level 6                                                                                                                                                                                         |
| <b>Position Number</b>            | 2058_10/24_EXT                                                                                                                                                                                      |
| <b>Agency Website</b>             | <a href="https://www.ndis.gov.au">https://www.ndis.gov.au</a>                                                                                                                                       |

## Job Description

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

Looking for an exciting opportunity to showcase your skills and make a real difference? The NDIA is currently seeking a dynamic and driven individual to join us as an APS6 Ministerial and Parliamentary Officer. 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.

The Parliamentary and Ministerial Branch provide coordination and support services as well as advice on ministerial and parliamentary protocols to the ministerial offices, the NDIA Executive and staff.

Parliamentary and Ministerial Branch manage the flow of information between the NDIA and ministerial offices, coordinates responses and input to a range of ministerial and parliamentary documents and, through its quality assurance process, ensures documents prepared by the NDIA are of the highest standard and comply with ministerial and Agency style and preferences

## Duties

The APS6 Ministerial and Parliamentary Officer is responsible for coordinating and project managing parliamentary and ministerial process, including NDIA appearances at senate estimates, Parliamentary committee hearings, Ministerial Briefs and Submissions, and Ministerial Correspondence. The role involves team leadership, setting priorities, and managing workflows. It requires significant contact and liaison for complex or sensitive issues with various internal and external stakeholders on behalf of the NDIA.

Responsibilities of the role include but are not limited to:

- Coordinating, drafting and quality checking Ministerial Briefs and Submissions, Ministerial Correspondence, Question on Notice responses, Senate Estimate Briefs, Parliamentary Committee documents, and input to portfolio and cross portfolio responses via the Parliamentary Document Management System (PDMS), to ensure they meet ministerial and Agency style and preferences.
- Coordinating summaries of parliamentary sittings and hearings, and creating and collating weekly and monthly reporting for internal and external stakeholders, including the Minister's office.

- Identifying opportunities to continuously improve processes and expand knowledge within the Parliamentary and Ministerial Branch and across the NDIA, enhancing the support for the Minister and NDIA Executive.

Our ideal candidate will be highly motivated with a keen desire to learn and continuously improve coupled with a commitment to service and delivering quality work. You will be organised, proactive, and able to exceed in a fast-paced work environment. A high attention to detail and the ability to make decisions and prioritise tasks whilst working independently and proactively are pivotal to success in this role. You will have excellent communication and interpersonal skills to develop and maintain meaningful stakeholder relationships. Additionally, you must be able to manage confidential information, be adaptable to change, and uphold integrity and professionalism to align with our values and mission. Previous experience in ministerial and parliamentary processing, including the use of the PDMS is desirable however not essential. For more information on the Agency including our values, capabilities and behaviours along with the application process, please refer to the NDIS website. **Eligibility**

This role will ideally be performed at the Deakin, ACT office. Parliamentary and Ministerial Branch staff are often required to attend Australian Parliament House. 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) across various locations within the next 18 months.

Successful candidates must have or be able to obtain and maintain a Baseline security clearance and 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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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        | Claire Handley, 0491 220 932                                                                              |
| Agency Recruitment Site | <a href="https://www.ndis.gov.au/about-us/careers-ndia">https://www.ndis.gov.au/about-us/careers-ndia</a> |

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Social Services

Vacancy VN-0751531

National Disability Insurance Agency

Closing Date:Tuesday 03 December 2024

Chief Financial Officer  
Agency Budget and Financial Control Branch Finance Business Partnering

|                            |                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | EL2 Director Finance Business Partner (Professional Stream)                                                                                                                                         |
| Job Type                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| Location                   | Geelong VIC, Richmond VIC, Brisbane QLD, Deakin ACT                                                                                                                                                 |
| Salary                     | \$145,926 - \$159,354                                                                                                                                                                               |
| 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 | Positions may be offered for working from home, split offering under hybrid, or may be flexible                                                                                                     |
| Classification             | Executive Level 2                                                                                                                                                                                   |
| Position Number            | 2275_10/24_EXT                                                                                                                                                                                      |
| Agency Website             | <a href="https://www.ndis.gov.au">https://www.ndis.gov.au</a>                                                                                                                                       |

Job Description

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

A new role awaits

Looking for a rewarding career journey in the field of finance? The Agency Budget and Financial Control Branch is currently seeking to fill an EL2 Director Finance Business Partner position.

The Agency Budget and Financial Control is made up of three portfolios: Projects, Compliance, Analytics and Reporting, Budgets and Costings and Finance Business Partnering. The Finance Business Partnering Portfolio team is responsible for providing finance partnering services to the business as and when required. This is the provision of strategic financial advice to assist with decision making through forecasting and reporting and act as a connection between the business and the broader Finance Branch.

This job is being offered as a Professional Stream role. Mandatory Qualifications apply. For applications within the professional job stream the successful applicant must possess and

maintain relevant academic qualifications with membership of Chartered Accountants Australia and New Zealand (CA), Certified Practising Accountants (CPA) or other equivalent professional finance bodies (or holding equivalent finance related post graduate qualifications).

Our ideal candidate will have a demonstrated understanding of the government financial environment. They should possess highly developed stakeholder engagement and project management skills.

Excellent communication and interpersonal skills are also essential, as you will be working closely with senior leaders and other stakeholders.

You should have prior experience leading teams, as well as strong time management skills.

Experience working with various systems such as SAS Enterprise Guide, SAP Financial systems and Microsoft suite will hold you in good stead.

If you have these skills and experience and are passionate about finance, we encourage you to apply

## **Duties**

### **Where you can add value**

Every day at the NDIA will bring you new challenges and achievements. Your capacity to contribute to the community will afford you a level of satisfaction while also being able to have the opportunity to work on a diverse range of tasks, including, but not limited to:

Partnering with other teams both within and external to the branch to provide technical and general accounting and finance advice.  
Influencing and developing financial strategies, policies, priorities, and operational practices.  
Overseeing and preparing a range of written material including various briefs, reports, discussion papers, and providing significant input to the Agency Financial Strategic Plan.  
Managing highly complex or sensitive finance functions, projects, and work programs, identifying and seeking clarity on emerging problems and risks.  
Providing a strategic and operational level of financial, technical and policy expertise and advice across one or more of the five core functions.

## **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. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position.

## **Notes**

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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        | Joshua Campbell, 0755016536                                                                               |
| Agency Recruitment Site | <a href="https://www.ndis.gov.au/about-us/careers-ndia">https://www.ndis.gov.au/about-us/careers-ndia</a> |

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Treasury

Vacancy VN-0751543

|                            |                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------|
| Job Title                  | Program Manager, Infrastructure Transformation Priorities                                           |
| Job Type                   | Full-Time, Non-Ongoing                                                                              |
| Location                   | Sydney NSW, Canberra ACT, Melbourne VIC                                                             |
| Salary                     | \$170,000 - \$190,000                                                                               |
| Future Merit Locations     | Sydney, Canberra, Melbourne                                                                         |
| Office Arrangement         | Hybrid                                                                                              |
| Office Arrangement Details | Hybrid                                                                                              |
| Classification             | Executive Level 2                                                                                   |
| Position Number            | ASIC/1831397                                                                                        |
| Agency Website             | <a href="https://asic.gov.au/about-asic/what-we-do/">https://asic.gov.au/about-asic/what-we-do/</a> |

Job Description

[https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in\\_jnCounter=226120289&in\\_organid=16529&](https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226120289&in_organid=16529&)

Duties

- Sydney, Melbourne or Canberra locations
- Salary from \$178,498 + 15.4% superannuation (depending on experience)
- 2-year fixed term contract
- Hybrid working environment

A future with ASIC means that your work will contribute to ASIC's vision for a fair, strong and efficient financial system for all Australians. We value what you will bring. We value those with sharp, analytical minds and are open to challenging the way things are done.

The team

The Digital, Data & Technology (DD&T) group is responsible for delivering transformational change and key technology related operational services across ASIC. The DD&T group includes Information Technology, Cyber Security, Data, Digital, Portfolio Office and Registry Connect (modernising ASIC's Business Registers).

The DD&T Portfolio Office supports ASIC to deliver on its vision and strategic priorities through the provision of best-in-class delivery and support services. The team is responsible for governing, facilitating, delivering, assuring, and reporting on strategic programs of work whilst also uplifting the organisation's capability in key areas such as change and project management.

## **The role**

As the Program Manager for Infrastructure Transformation Priorities (ITP), you will lead a team of Project Managers to ensure the successful delivery of all projects. This includes establishing governance through the ITP Steering Committee and managing the program pipeline to integrate all roadmaps and new projects. You will review projects for alignment with ASIC Project Methodology, Corporate Finance and government guidelines.

Key to your success will be managing the Project Manager resource pool and collaborating with other resource managers to allocate resources effectively. You will ensure timely status reporting on project progress, budgets, risks, and issues for governance boards such as the ITP Steering Committee, Transformation Portfolio Sub Committee (TPSC), EXCO, and the Commission.

## **You will be accountable for**

- Leading a team of Project Managers to ensure delivery of all projects within the program.
- Providing coaching and support to project managers ensuring adoption of the ASIC Project Methodology (APM) and agile based ways of working, ensuring team clearly understands their responsibilities and works alongside each team member to provide the support and guidance required to ensure successful project delivery.
- Ensuring appropriate governance is in place for the program, including the establishment and participate in the Infrastructure Transformation Priorities (ITP) Steering Committee.
- Supporting the DD&T leadership team – in particular the relevant Project Sponsor/s to ensure they are across project progress and any escalated risks, issues and concerns.
- Ensuring status reporting for all projects in the program is completed in a timely manner. This should be inclusive of project progress, budgets, risks, issues and concerns.
- Providing status reporting for Governance boards such as Infrastructure Transformation Priorities Steering Committee, Transformation Portfolio Sub Committee (TPSC), EXCO, Commission and other boards as required.
- Establishing productive working relationships with other DD&T Functions: Information Technology, Digital, Data, Cyber Security and corporate functions, in particular: People & Development (Recruitment), Finance, Risk, Property and Protective Security.
- Effectively managing the PM resource pool within the program and work collaboratively with other resource managers to ensure that project resources are appropriately allocated to each project.

## **About you**

- Extensive demonstrated experience in Technology Infrastructure and/or Enterprise program management.
- Demonstrated experience managing project team members in a complex corporate or government environment, (PRINCE2, MSP or Agile) certifications are preferred.
- Significant previous experience in project and program prioritisation, resource planning, financial management and project-based procurement.
- Demonstrated experience delivering projects in accordance with a Project Management methodology, preferably with experience delivering projects in accordance with Commonwealth Government guidelines for procurement, financial management and asset management.
- High degree of organisational and time management skills with the ability to work to meet deadlines while managing several competing priorities in a fast-paced environment.
- Excellent verbal and written communication skills and ability to articulate complex technical matters to users and able to communicate effectively with internal and external stakeholders.
- Well-developed management and leadership skills including the ability to coach and build high functioning teams while positively influencing others to achieve results.
- Excellent communication skills to and ability to articulate complex technical matters to users.

## About ASIC

ASIC's remit is one of the broadest of regulators across the world.

ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system.

Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

Through Moneysmart, we aim to improve the skills and knowledge of Australians and provide information and tools to help them in their decision making.

A future with ASIC means that your work will contribute to achieving ASIC's vision for a fair, strong, and efficient financial system for all Australians.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

To work with us, you need to be an Australian citizen, and be prepared to complete an ASIC Suitability and Baseline Assessment which is issued ASIC's Security team.

View the position description for more information or click 'apply' to start your application. Please include a brief resume.

Applications for this role will close at 11:59pm on Tuesday, 3 December 2024.

Eligibility  
Notes

About the Australian Securities and Investments Commission

To Apply

|                               |                                                                                                                                                                                                                           |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position<br>Contact           | Simeon Whitelake, 0434711676                                                                                                                                                                                              |
| Agency<br>Recruitment<br>Site | <a href="https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226120289&amp;in_orga">https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226120289&amp;in_orga</a> |

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Treasury

Vacancy VN-0751567

|                                   |                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Practice Lead, Project Management                                                                   |
| <b>Job Type</b>                   | Full-Time, Non-Ongoing                                                                              |
| <b>Location</b>                   | Sydney NSW, Melbourne VIC, Canberra ACT                                                             |
| <b>Salary</b>                     | -                                                                                                   |
| <b>Future Merit Locations</b>     | Sydney, Melbourne, Canberra                                                                         |
| <b>Office Arrangement</b>         | Hybrid                                                                                              |
| <b>Office Arrangement Details</b> | Hybrid                                                                                              |
| <b>Classification</b>             | Executive Level 2                                                                                   |
| <b>Position Number</b>            | ASIC/1831453                                                                                        |
| <b>Agency Website</b>             | <a href="https://asic.gov.au/about-asic/what-we-do/">https://asic.gov.au/about-asic/what-we-do/</a> |

## Job Description

[https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in\\_jnCounter=226120548&in\\_organid=16529&](https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226120548&in_organid=16529&)

## Duties

- **Sydney, Melbourne or Canberra locations**
- **Salary from \$165,011 + 15.4% superannuation (depending on experience)**
- **2-year fixed term contract**
- **Hybrid working environment**

A future with ASIC means that your work will contribute to ASIC's vision for a fair, strong and efficient financial system for all Australians. We value what you will bring. We value those with sharp, analytical minds and are open to challenging the way things are done.

## The team

The Digital, Data & Technology (DD&T) group is responsible for delivering transformational change and key technology related operational services across ASIC. The DD&T group includes Information Technology, Cyber Security, Data, Digital, Portfolio Office and Registry Connect (modernising ASIC's Business Registers).

The DD&T Portfolio Office supports ASIC to deliver on its vision and strategic priorities through the provision of best-in-class delivery and support services. The team is responsible for governing, facilitating, delivering, assuring, and reporting on strategic programs of work whilst also uplifting the organisation's capability in key areas such as change and project management.

## **The role**

As the Practice Lead for Project Management, you will lead a team providing 'Centre of Excellence' services in Program and Project Management. This includes the ASIC Project Methodology (APM), project risk, assurance, reporting, and governance. You will support governance secretariat functions and coordinate the new project pipeline. Additionally, you will onboard and coach Program and Project Managers to ensure they adopt the APM and agile practices, providing necessary support for successful project delivery.

Collaborating with the Portfolio Office Leadership team, you will offer 'Centre of Excellence' services to new programs and projects with a technology component. This includes guidance on position descriptions, methodologies, frameworks, tools, assurance, governance, and resource planning.

Success in this role depends on your ability to establish and maintain productive relationships with business stakeholders involved in technology-related projects and other DD&T functions such as IT, Digital, Data, Cyber Security, and corporate functions like People & Development, Finance, Risk, Property, and Protective Security.

## **You will be accountable for**

- Leading a team that provides 'Centre of Excellence services' in Program and Project Management, including ASIC Project Methodology (APM), project risk, assurance, reporting and governance.
- Governance secretariat support and assist in the coordination of the new project pipeline.
- Providing onboarding and coaching support to Program and Project Managers ensuring adoption of the ASIC Project Methodology (APM) and agile based ways of working. Ensures Project Managers clearly understand their responsibilities and provides the support and guidance required to ensure successful project delivery.
- Working in collaboration with Portfolio Office Leadership team to provide 'Centre of Excellence' services and capabilities to new programs and projects, which have a technology component. Including guidance on position descriptions, methodologies, frameworks, tools, assurance, governance and resource planning.
- Facilitating regular community of practice with all Project Managers across programs, share knowledge on methodology, lessons learnt and showcase project successes.
- Liaising with Program and Project Managers, to ensure that status reporting for all projects are completed in a timely manner.

- Establishing productive working relationships with other DD&T Functions: Information Technology, Digital, Data, Cyber Security and corporate functions, in particular: People & Development (Recruitment), Finance, Risk, Property and Protective Security.
- Assisting in the management of the DD&T new project pipeline – ensuring all initiatives not captured during business planning and documented centrally. These projects will be presented to the Transformation Portfolio Sub-Committee for review and approval.

## About you

- Previous demonstrated experience managing project team members in a complex corporate or government environment. Project Management certifications are preferred (PRINCE2, MSP or Agile).
- Significant previous experience in Enterprise program and/or project management and provision of 'Centre of Excellence' services.
- Substantial demonstrated experience in onboarding and coaching Project Managers and provision of governance bodies secretariat support and reporting for senior level executives.
- Demonstrated experience delivering projects in accordance with a Project Management methodology, preferably with experience delivering projects in accordance with Commonwealth Government guidelines for procurement, financial management and asset management.
- High degree of organisational and time management skills with the ability to work to meet deadlines while managing several competing priorities in a fast-paced environment.
- Excellent verbal and written communication skills and ability to articulate complex technical matters to users and able to communicate effectively with internal and external stakeholders.
- Microsoft Office suite including Visio, Project and Azure Dev Ops, Peoplesoft and SharePoint knowledge an advantage.
- Relevant tertiary qualifications in Information Technology or Business Management.

## About ASIC

ASIC's remit is one of the broadest of regulators across the world.

ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system.

Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

Through Moneysmart, we aim to improve the skills and knowledge of Australians and provide information and tools to help them in their decision making.

A future with ASIC means that your work will contribute to achieving ASIC's vision for a fair, strong, and efficient financial system for all Australians.

ASIC is committed to a providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment which is issued ASIC's Security team.

View the position description for more information or click 'apply' to start your application. Please include a brief resume.

Applications for this role will close at 11:59pm on Tuesday, 3 December 2024.

Eligibility  
Notes

About the Australian Securities and Investments Commission

To Apply

|                         |                                                                                                                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Simeon Whitelake, 0434711676                                                                                                                                                                                              |
| Agency Recruitment Site | <a href="https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226120548&amp;in_orga">https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226120548&amp;in_orga</a> |

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Climate Change, Energy, the  
Environment and Water

Vacancy VN-0751569

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Technical Officers - Antarctica & Sub-Antarctica                                                                                                                                                    |
| <b>Job Type</b>                   | Full-Time, Non-Ongoing                                                                                                                                                                              |
| <b>Location</b>                   | Perth WA, Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA                                                                                                   |
| <b>Salary</b>                     | \$63,907 - \$101,022                                                                                                                                                                                |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | On Site                                                                                                                                                                                             |
| <b>Office Arrangement Details</b> | On site at a remote Antarctic/sub-Antarctic station                                                                                                                                                 |
| <b>Classification</b>             | APS Level 3;APS Level 5;APS Level 6                                                                                                                                                                 |
| <b>Position Number</b>            | Multiple positions                                                                                                                                                                                  |
| <b>Agency Website</b>             |                                                                                                                                                                                                     |

## Job Description

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

### Unique opportunity to live and work in Antarctica

The Bureau of Meteorology are seeking adventurous and suitably qualified people for 12-15 months in a remote posting to Antarctica and Macquarie Island, supporting the Bureau's Surface, and Upper Air Observations programs. The Bureau's National Observing Operations section maintains a year-round presence at Casey, Davis, Mawson Stations and Macquarie Island, with our staff embedded within the Australian Antarctic Program's expeditioner community.

Our work focuses on the provision of raw, high quality meteorological data used in a variety of ways worldwide, including for the production of weather forecasting products and long-term climate research.

Our remote staff undertake manual weather observations and weather balloon releases, and also use real-time data generated by automatic weather stations. In addition, our technicians maintain all of the meteorological instrumentation at their respective station ensuring seamless service performance.

Opportunities are available at the APS Level 3, APS Level 5 & APS Level 6 classifications and duties differ depending on your skills and experience. For a full list of duties, visit our [careers site](#).

## Duties

### APS Level 3

As a Technical Officer Level 2 Weather Observer, you will help deliver the Bureau's highly regarded Surface and Upper Air Observations program at your respective station. You will work according to a seven-day roster with your team, observing and recording various characteristics of the Antarctic or sub-Antarctic meteorology. Depending on which station you are deployed to, you may also support the maintenance or delivery of external parties' programs, such as the CSIRO's Clean Air sampling.

You will play a vital role in supporting Bureau Forecasting services throughout aviation activities. You will be required to perform Aviation Weather Reports which will directly influence the safety and success of fixed wing and helicopter operations at – or in the vicinity of – your station.

As a Weather Observer, you will use the Bureau's asset management system to document and report on any service outages affecting the Bureau's systems at your station.

#### **APS Level 5**

We are seeking adventurous and suitably qualified people for 12-15 months in a remote posting to Antarctica and Macquarie Island, supporting the Bureau's Surface, and Upper Air Observations programs.

The Bureau's National Observing Operations section maintains a year-round presence at Casey, Davis, Mawson stations and Macquarie Island, with our staff embedded within the Australian Antarctic Program's expeditioner community.

Our work focuses on the provision of raw, high quality meteorological data used in a variety of ways worldwide, including for the production of weather forecasting products and long-term climate research.

Our remote staff undertake manual weather observations and weather balloon releases, and also use real-time data generated by automatic weather stations. In addition, our technicians maintain all of the meteorological instrumentation at their respective station ensuring seamless service performance.

#### **APS Level 6**

We are seeking adventurous and suitably qualified people for 12-15 months in a remote posting to Antarctica and Macquarie Island, supporting the Bureau's Surface, and Upper Air Observations programs.

The Bureau's National Observing Operations section maintains a year-round presence at Casey, Davis, Mawson Stations and Macquarie Island, with our staff embedded within the Australian Antarctic Program's expeditioner community.

Our work focuses on the provision of raw, high quality meteorological data used in a variety of ways worldwide, including for the production of weather forecasting products and long-term climate research.

Our remote staff undertake manual weather observations and weather balloon releases, and also use real-time data generated by automatic weather stations. In addition, our technicians maintain all of the meteorological instrumentation at their respective station ensuring seamless service performance.

### **Eligibility**

There are strict eligibility requirements associated with Antarctic recruitment. For detailed information on eligibility, please refer to the position descriptions located on the Bureau's [careers site](#) .

### **Notes**

To apply for roles at the Bureau of Meteorology, you must be an Australian Citizen. We are unable to accept applicants from non-citizens (including permanent residents) at this time.

## **About the Bureau of Meteorology**

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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**

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|                         |                                                                             |
|-------------------------|-----------------------------------------------------------------------------|
| Position Contact        | Meg Lorang, 0484 831 338                                                    |
| Agency Recruitment Site | <a href="https://bomcareers.nga.net.au/">https://bomcareers.nga.net.au/</a> |

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Employment and Workplace Relations

Vacancy VN-0751486

Comcare

Closing Date:Sunday 01 December 2024

Corporate Group  
Finance Team Financial Systems Unit

|                            |                                                                                    |
|----------------------------|------------------------------------------------------------------------------------|
| Job Title                  | Systems Accountant                                                                 |
| Job Type                   | Full-Time, Ongoing                                                                 |
| Location                   | Canberra ACT                                                                       |
| Salary                     | \$96,325 - \$106,884                                                               |
| Future Merit Locations     | Canberra                                                                           |
| Office Arrangement         | Flexible;Hybrid                                                                    |
| Office Arrangement Details | Flexible and Hybrid working arrangements can be negotiated with the business area. |
| Classification             | APS Level 6                                                                        |
| Position Number            | 1683                                                                               |
| Agency Website             |                                                                                    |

Job Description

[https://www.comcare.gov.au/careers/current\\_vacancies](https://www.comcare.gov.au/careers/current_vacancies)

**Team Overview**  
The Finance team aims to strengthen financial and business integrity for sustainability through:

- efficient and reliable accounting services to support business objectives

- effective budget processes to allocate resources in a manner that promotes transparency, equity and accountability
- timely and accurate financial reporting to monitor financial performance
- maintaining sound internal controls that minimise financial risks and meets compliance requirements giving professional financial advice to the Executive to inform and influence decisions and strategies.

## Duties

The Systems Accountant is responsible for ensuring that the TechnologyOne Financial Management Information System (FMIS) effectively supports Comcare's financial processes. This includes providing First and Second Level support to users of the FMIS and identifying improvements and assisting in the configuration of the system.

### Primary Responsibilities:

1. Provide technical systems support to enable Comcare to meet its strategic and operational goals (including those that relate to systems integrations between other Comcare systems).
2. Perform system administration functions within the TechnologyOne FMIS.
3. Respond to enquiries received by the Financial Systems unit and provide excellent customer service by being responsive, consistent and knowledgeable.
4. Proactively investigate and resolve technical issues arising from the operation of the FMIS.
5. Assist collaboratively in month-end, year-end, and management reporting processes.
6. Identify improvements and support changes to business processes that strengthen financial and business integrity.
7. Assist the Finance and Assurance team proactively to deliver high quality and compliant corporate services.

## Desirable Qualifications and Experience

- Finance, Accounting, IT Systems or similar qualification

## Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee health declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a 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 Comcare

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Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

## To Apply

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|                         |                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Recruitment@comcare.gov.au, 1300366979                                                                                  |
| Agency Recruitment Site | <a href="https://www.comcare.gov.au/careers/current_vacancies">https://www.comcare.gov.au/careers/current_vacancies</a> |

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Employment and Workplace Relations

Vacancy VN-0751478

Department of Employment and Workplace Relations  
(DEWR)

Closing Date:Wednesday 04 December 2024

Finance and Budget  
Finance Procurement and Grants Advisory Services

|                            |                                                                                                                                                       |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Multiple Senior Advisors, Procurement and/or Grants                                                                                                   |
| Job Type                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                        |
| Location                   | Canberra ACT, Adelaide SA, Hobart TAS                                                                                                                 |
| Salary                     | \$98,105 - \$107,880                                                                                                                                  |
| Future Merit Locations     | Canberra, Hobart, Adelaide                                                                                                                            |
| 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            | 24/3030                                                                                                                                               |
| Agency Website             | <a href="https://www.dewr.gov.au/">https://www.dewr.gov.au/</a>                                                                                       |

We are seeking to recruit multiple people to join our Procurement and Grants Advisory team to join as either a Senior Advisor Procurement or Senior Advisor Grants. The Procurement & Grants Advisory Services team is a large, dynamic and diverse team with positive leadership and a collaborative culture.

The team is committed to process improvement and is driving a program of change in order to uplift the maturity of procurement and grants practices across the department. The work of the team is strongly supported by our Senior Executives, and we are delivering on priority initiatives with the attention of the Secretary and Ministers. It is an exciting time to join the Procurement & Grants Advisory Services team.

Reporting to one of two Assistant Directors, each Senior Advisor is primarily responsible for providing accurate, timely, and nuanced policy advice and direction to business areas undertaking procurements and/or grant activities.

The successful candidates will be problem solvers with a need to understand the 'why' and the 'so what'. They will look beyond the surface layer to understand not only the question, but also why the question is being asked. Our successful candidates will have the support needed to grow into the role and be successful, but ultimately will work with limited direction with reasonable autonomy and accountability.

Each Senior Advisor will become a subject matter expert in either procurement or grants and will also cross skill sufficiently in the opposite discipline (allowing the management of basic enquiries). With a strong understanding of relevant internal and external policies, the Senior Advisor will provide outstanding customer service, practical advice, and policy guidance to support the achievement of best-practice commissioning activities at DEWR.

## Duties

Responsibilities of the Senior Advisor may include:

- Delivering professional, accurate and actionable advice and guidance on how to deliver and manage compliant and successful procurement and or grants processes.
- Understanding and interpreting complex Commonwealth procurement and/or grants related policies and communicating and or translating them for consumption by business areas and our executive.
- Developing and maintaining user friendly, simple to follow guidance materials in a variety of formats and standard operating procedures.
- Developing and maintaining compliant and useful procurement and or grants templates and standard operating procedures.
- Identifying needs and supporting capability uplift across the department.
- Promoting and tracking compliance with relevant policies.
- Leading and or supporting reporting such as but not limited to reporting to the department's Executive Board, responding to Questions on Notice, Senate Orders and AusTender/GrantConnect reporting.

## 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)

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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

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|                         |                                                                       |
|-------------------------|-----------------------------------------------------------------------|
| Position Contact        | Sandra Korab, 02 6121 6607                                            |
| Agency Recruitment Site | <a href="https://dewr.nga.net.au/cp/">https://dewr.nga.net.au/cp/</a> |

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