



Commonwealth of Australia
APSJobs - Vacancies Daily
PS47 Daily Gazette Friday - 22 November 2024.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS48 Weekly Gazette Thursday - 28 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 PS48 Weekly Gazette Thursday - 28 November 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0751326

Australian Antarctic Division

Closing Date:Wednesday 18 December 2024

Australian Antarctic Division
Various Various

Job Title	Various Expeditioner positions
Job Type	Full-Time, Non-Ongoing
Location	Kingston TAS
Salary	\$73,911 - \$142,191
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	

Job Description

https://jobs.antarctica.gov.au/jobs-in-antarctica/?mtm_campaign=jobs&mtm_kwd=aps-gazette&mtm_source=apsjc

Duties

We are looking for highly skilled and passionate people to support Australia's activities on the icy continent where we undertake world-class scientific research to deliver national priorities and answer key questions of global significance.

Australia maintains three permanent research stations on the Antarctic continent (Casey, Davis and Mawson) and one on sub-Antarctic Macquarie Island. Each station is like a small town with a diverse and dedicated workforce, comprising station leaders, tradespeople, scientists, doctors and telecommunications experts. Expeditioners are supported by head office staff based in Kingston Tasmania, and experienced in Antarctic policy, law, operations, medicine, technology, science and media.

We are currently recruiting approx. 200 trades and support roles including but not limited to the following:

- Antarctic Refueller

- Boilermaker/Welder
- Camp Manager
- Electronics Engineer
- Field Camp Liaison Officer
- Field Leader
- Fitter and Turner
- Information Technology Officer
- Mechanical Services Balancing Technician
- Refrigeration Mechanic
- Rigger
- Station Support Officer (please note this role will be open for 2 weeks only - 20 November 2024 to 4 December 2024)
- Watercraft Coordinator/Operator

Eligibility
Notes

Classifications: Expeditioner Band 1 (APS Level 3-4), Expeditioner Band 2 (APS Level 5-6), Expeditioner Band 3 (Executive Level 1), Expeditioner Band 4 (Executive Level 2)

About the Australian Antarctic Division

To Apply

Position Contact	Hays Recruitment, 03 8602 9896
Agency Recruitment Site	https://jobs.antarctica.gov.au/jobs-in-antarctica/?mtm_campaign=jobs&mtm_kwd=aps-gazette&mtm_s

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Vacancy VN-0751346

Job Title	Various Expeditioner positions
Job Type	Full-Time, Non-Ongoing
Location	Kingston TAS
Salary	\$73,911 - \$221,815
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2;Antarctic Medical Practitioner Level 1;Antarctic Medical Practitioner Level 2
Position Number	Various
Agency Website	

Job Description https://jobs.antarctica.gov.au/jobs-in-antarctica/?mtm_campaign=jobs&mtm_kwd=aps-gazette&mtm_source=apsjo

Duties

We are looking for highly skilled and passionate people to support Australia's activities on the icy continent where we undertake world-class scientific research to deliver national priorities and answer key questions of global significance.

Australia maintains three permanent research stations on the Antarctic continent (Casey, Davis and Mawson) and one on sub-Antarctic Macquarie Island. Each station is like a small town with a diverse and dedicated workforce, comprising station leaders, tradespeople, scientists, doctors and telecommunications experts. Expeditioners are supported by head office staff based in Kingston Tasmania, and experienced in Antarctic policy, law, operations, medicine, technology, science and media.

We are currently recruiting approx. 200 trades and support roles including but not limited to the following:

- Aerodrome Plant Operator
- Aircraft Ground Support Officer
- Antarctic Medical Practitioner
- Carpenter
- Chef
- Communications Operator
- Communications Technical Officer
- Deputy Wilkins Aerodrome Manager / Winter Wilkins Aerodrome Manager
- Drilling Engineer and Operator
- Electrician
- Engineering Services Supervisor
- Field Training Officer
- Mechanic / Senior Mechanic

- Mobile Crane Operator
- Operations Coordinator
- Plumber
- Senior Aircraft Ground Support Officer
- Senior Communications Operator
- Senior Communications Technical Officer
- Senior Field Training Officer
- Plant Operator / Senior Plant Operator
- Station Leader
- Station Mechanical Supervisor
- Station Supply Officer

Eligibility

Notes

Classifications: Expeditioner Band 1 (APS Level 3-4), Expeditioner Band 2 (APS Level 5-6), Expeditioner Band 3 (Executive Level 1), Expeditioner Band 4 (Executive Level 2), Expeditioner Antarctic Medical Practitioner Level 1/2

About the Australian Antarctic Division

To Apply

Position Contact	Hays Recruitment, 03 8602 9896
Agency Recruitment Site	https://jobs.antarctica.gov.au/jobs-in-antarctica/?mtm_campaign=jobs&mtm_kwd=aps-gazette&mtm_s

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Vacancy VN-0751673

Job Title	Divisional Materials Manager and Logistics, NT Operations
Job Type	Casual, Non-Ongoing
Location	Darwin NT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	The AEC supports flexible working arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2024-416 13664
Agency Website	https://www.aec.gov.au/

Job Description

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

You will be joining a network of Divisional Materials Manager (DMM) and Divisional Materials Manager Logistics (DMML) across the country, responsible for managing your work unit to ensure the successful delivery of our federal elections and referendums. You will work closely with our State Office, National Office and the other States and Territories.

These roles are based at the Out-posted Centre (OPC), a warehouse which is used as the centre of electoral activities for the AEC for the duration of the election period. The OPC is where election materials are receipted, prepared, processed, stored and dispatched, as well as the location where all ballot papers are counted, and other major activities occur.

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

Duties

As a member of the OPC site management team, the Divisional Materials Manager (DMM) is responsible for managing election materials at the OPC. They manage the packaging, movement and storage of over 600 individual products within the OPC as well as materials being delivered to, and dispatched from the OPC, with a particular responsibility for sensitive materials - including managing and ensuring the security of ballot papers, declaration envelopes and certified lists.

In addition to the above, the Divisional Materials Manager Logistics (DMML) will also be responsible for undertaking logistics functions and managing the movement of all material entering and leaving the OPC.

The roles will report directly to the Divisional Returning Officer (DRO) or OPC Project Manager and work collaboratively to achieve operational efficiency and deliver outcomes across all aspects of the OPC.

The roles will also involve supervising and coordinating work of temporary staff as required to achieve specified objectives in accordance with strict timelines.

These roles require the ability to repeatedly manually handle supplies weighing up to 20 kilograms. These roles are offered on a casual basis, working up to 500 hours throughout the engagement period. There will also be periods where the work roster will include evening and weekend work and/or periods of overtime hours including public holidays. The roles

involve periods of extended daily hours and continuous days of duty.

To excel you'll have:

- **Project Delivery Experience:** Proven ability to deliver and manage projects, whilst making sound decisions in line with internal policies and procedures, in a fast-paced environment.
- **Team Leadership:** Skilled in managing and developing productive teams, including identifying training needs and providing feedback. Whilst escalating relevant issues to next level manager as required.
- **Inventory Management:** Demonstrated knowledge and experience in inventory management.
- **Organizational Skills:** Highly organized and able to independently complete tasks as part of a team and contribute to process improvement.
- **WHS Commitment:** General knowledge of WHS principles and a commitment to providing a safe workplace, adhering to legislative and policy requirements.
- **Communication and Collaboration:** Proven ability to communicate effectively and collaborate with internal and external stakeholders, represent the AEC, and engage with diverse individuals and communities

Other Essential Requirements

- Have and willing to use own mobile phone.
- Your own access to a registered and comprehensively insured Personal Motor Vehicle suitable for transporting polling equipment if required.
- Full unrestricted and current (motor vehicle) driver's licence.
- Have or be willing to obtain a First Aid Certificate.

Other Desirable Requirements

- Current First Aid Certificate.
- Experience or qualifications as a fire/emergency warden.
- Qualifications, training or experience in Work Health Safety procedures.
- Knowledge and experience in using Microsoft Suites.

Eligibility

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

Notes

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the

agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC’s statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Amanda Dempsey, 08 7924 7526
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0751668

Job Title	APS 6 Senior Property and Security Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$97,004 - \$107,269
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	C00865
Agency Website	

Job Description

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

Duties

ONGOING VACANCY

APS 6 Senior Property and Security Officer C00865

People, Capability and Engagement Section, Corporate Services, Canberra

AFMA is seeking suitably qualified individuals to fill the role of Senior Property and Security Officer.

The Senior Property and Security Officer is an APS 6 role within the People, Capability and Engagement (PCE) team.

The Senior Property and Security Officer is responsible for:

- providing support on a range of property management and security issues
- assisting with the management of AFMA commercial and residential properties in Canberra, Darwin, Lakes Entrance and Thursday Island
- building and maintaining strong working relationships with external and internal stakeholders
- providing advice on security matters relating to each AFMA office
- handling sensitive information appropriately and promoting physical and personnel security within the agency
- managing security requirements for new and existing staff, contractors, and consultants, including issuing passes, providing induction and cessation briefings and undertaking security checks
- management of internal and external reporting requirements and personnel security functions for the agency

Please refer to the position description for more information.

Eligibility

- AFMA staff are employed under the *Australian Public Service Act 1999*. All applicants must be Australian citizens.
- Applicant must hold or have the ability to obtain and maintain a Negative Vetting Level 2 security clearance.
- The successful applicant must be able to undertake interstate travel as required.
- The successful applicant will have experience and qualifications related to Facilities and Property Management and/or Security Management.

Notes

Please note interviews for this position are anticipated to be held in mid-late January 2025.

AFMA’s method of submission for applications is via our online Recruitment system. Please check our website <http://afmacareers.nga.net.au/cp/index.cfm> for more information on how to apply.

Before applying for this vacancy we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the APS classification of this vacancy.

About the Australian Fisheries Management Authority

To Apply

Position Contact	Brendan Kearney, 02 6225 5511
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0751670

Job Title	APS 4 Finance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,711 - \$84,156
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4
Position Number	C00045
Agency Website	

Job Description

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

Duties

ONGOING

APS 4 Finance Officer

Business Partnership and Strategy, Corporate Services Branch, Canberra (C00045)

AFMA is seeking a suitably qualified and experienced candidate to fill the role of Finance Officer in the Corporate Services Branch, located in the Majura Park office in Canberra.

The Finance Officer works closely with others in the Financial Operations team to deliver a range of financial transaction processing, reconciliation and assurance activities.

The primary focus of this position is to:

- deliver effective and efficient accounts payable, accounts receivable and banking functions
- ensure timely and accurate processing of routine financial transactions
- provide debtor management capability
- process credit cards
- support the levy and procurement process; and
- assist in month-end duties

Please refer to the position description for further information.

Eligibility

- AFMA staff are employed under the Australian Public Service Act 1999. All applicants must be Australian citizens.

- The preferred applicant will be required to hold or be able to obtain and maintain a Baseline security clearance.
- Experience in financial processing and proficiency in Microsoft Excel are essential for this role.

Notes

- AFMA’s method of submission for applications is via our online Recruitment system. Please check our website <http://afmacareers.nga.net.au/cp/index.cfm> for more information on how to apply.
- Before applying for this vacancy, we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the APS classification of this vacancy.

About the Australian Fisheries Management Authority

To Apply

Position Contact	Pat Khamphengphet, 02 6225 5510
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0751672

Job Title	APS 6 Financial Operations Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$97,004 - \$107,269
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	C00917
Agency Website	

Job Description

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

Duties

ONGOING VACANCY

APS 6 Financial Operations Team Leader

Business Partnership and Strategy, Corporate Services Branch, Canberra (C00917)

AFMA is seeking a suitably qualified and experienced candidate to fill the role of Financial Operations Team Leader in the Corporate Services Branch, located in the Majura Park office in Canberra. Reporting to the Financial Operations Manager, this position is suitable for an experienced finance officer who is detail driven and enjoys problem-solving. This position will support the management of AFMA's financial transaction processing function, including accounts payable, accounts receivable, credit cards, contracts and procurement.

This position works within a small team and therefore will work closely to build transferable skills and provide support to other finance areas where required.

Please refer to the position description for further information.

Eligibility

- AFMA staff are employed under the Australian Public Service Act 1999. All applicants must be Australian citizens.
- The preferred applicant will be required to hold or be able to obtain and maintain a Baseline security clearance.
- Experience with Technology One and proficiency in Microsoft Excel is essential.

Notes

- AFMA’s method of submission for applications is via our online Recruitment system. Please check our website <http://afmacareers.nga.net.au/cp/index.cfm> for more information on how to apply.
- Before applying for this vacancy, we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the APS classification of this vacancy.

About the Australian Fisheries Management Authority

To Apply

Position Contact	Jo Hobson, 02 6225 5400
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0751527

Job Title	Senior Legal Assistant
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 5
Position Number	TBC
Agency Website	

Job Description

<http://www.ag.s.gov.au/employment/current-vacancies.html>

Duties

Senior Legal Assistant

- Senior Legal Assistant (APS5)
- Full-time, 12 months non-ongoing
- Sydney

An opportunity exists for a Senior Legal Assistant to join our Commercial Support team in Sydney.

About us

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

AGS is unique. AGS is dedicated to the national interest and is a trusted advisor to Government. It is a center of excellence and expertise in areas of law of importance to the Commonwealth and in managing complex, systemic and precedential issues for the Commonwealth.

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

AGS is diverse. With offices in every capital city and a team of 715 staff, including over 550 lawyers, we work in more than 40 different areas of law related to government.

About the role

We are seeking a Senior Legal Assistant to join our Commercial Practice area and play a key role in reducing the administrative workload of our lawyers. This is an administrative focused position, ideally suited for a career legal secretary or someone with extensive experience in legal support.

In this position, you will work closely with other support staff to manage routine administrative tasks, assist in the preparation of legal documents, and ensure that key tasks are completed accurately and on time. By providing vital support to lawyers, you will help reduce their administrative workload, allowing them to focus on complex legal matters for Commonwealth agencies and the Australian Government.

Your key duties will include, but are not limited to:

- assisting with the preparation, formatting, and proofreading of legal documents and correspondence
- organising and maintaining filing systems, both physical and electronic
- managing calendars, scheduling meetings, and assisting with travel arrangements for lawyers
- drafting and maintaining correspondence
- handling administrative tasks such as billing support, scanning and filing of documents.

About you

This role will suit an experienced legal secretary who ideally possesses the following characteristics:

- at least 3 years of legal administrative experience, preferably within a law firm or similar legal environment
- strong judgment and decision-making skills, with the ability to assess situations and take appropriate action
- excellent written and verbal communication skills, with the ability to convey information clearly and professionally
- a deep understanding of legal administrative processes and the ability to quickly gain knowledge of AGS's work, structure, and procedures (or those of a similar organisation)
- advanced technical skills, including proficiency with legal document templates, tools, and style guidelines
- a collaborative mindset, with the ability to work effectively across multiple teams and adapt to shifting priorities
- a proactive approach to identifying opportunities for process improvement and driving more efficient workflows
- a positive and approachable demeanor, with a willingness to share knowledge, assist colleagues, and contribute to a supportive team environment.

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

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

AGS is a supportive organisation which embraces diversity. We understand that work is only part

of your life and while our workplace can be demanding at times, we also provide access to a range of flexible working options, generous leave entitlements and wellbeing benefits to support your needs throughout your career.

To apply

To apply, please click the ‘Apply’ button and ensure that you upload a maximum 2 page cover letter along with a copy of your CV.

Applications close at 5:00pm (AEDT) on Friday, 6 December 2024.

Further enquiries

Further information can be obtained by contacting Sammy Davidson, National Coordinator Commercial on 03 9242 1255 or Kim Da Pozzo, HR Business Partner Commercial on 02 6253 7272.

Eligibility

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

Notes

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

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 715 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

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

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Vacancy VN-0751660

Job Title	AE4 Security Officer
Job Type	Full-Time;Casual, Ongoing
Location	Canberra ACT
Salary	\$85,271 - \$91,487
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	05520242025
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

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

The opportunity

ASIO is seeking people who want a career that makes a difference to join the mission as Security Force Officer. This position is more than your typical security guarding role; ASIO's Security Force are responsible for protecting ASIO, its people, and its information. We are seeking highly motivated individuals with a strong history of providing high level customer service who are looking to start or progress a career in security.

Most positions work a regular shift work arrangement covering a mix of day, night, weekend and public holiday shifts. Full time shift work positions attract a salary loading, with rosters providing a regular pattern of work that allows members to balance their work with other priorities. Casual positions attract shift penalties.

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

Duties

Role responsibilities

Working under the direction of the Security Shift Supervisor, Security Force Officers provide physical and administrative security

services to ASIO. Security Force Officers respond to emergency situations, suspicious incidents and threats to ASIO premises for the protection of our staff, information and assets.

As a Security Force Officer in ASIO, you will:

- Operate and monitor security alarm systems and closed circuit television systems.
- Manage and escort visitors to ASIO facilities including high office holders and dignitaries.
- Answer telephone calls from members of the public.
- Respond to security incidents and emergencies such as fire alarms and medical incidents (including providing first aid).
- Promote positive working relationships with police and emergency services.
- Conduct carried item searches of visitors and staff.
- Inspect items, including mail entering ASIO facilities.
- Respond to telephone, email and in person inquiries from staff and visitors.
- Provide advice as it relates to physical and administrative security.
- Provide accurate and timely reports on matters impacting the organisation's security.
- Promote a positive security culture by enforcing organisational policy.

What you will bring

We invite applications from people with the following attributes:

- The ability to operate as a member of a team.
- Demonstrated experience delivering exceptional customer service to a range of stakeholders.
- The ability to solve problems, use good judgment and operate under pressure.
- Excellent interpersonal and communication skills.
- The ability and willingness to learn to use a complex security system and emergency management system.
- Willingness to work a shift work roster including days, nights, weekends and public holidays.
- Candidates do not require any specific qualifications for these roles, as training will be provided on commencement. Individuals with a background in security or customer service are encouraged to apply.

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply. **Notes**

Reasonable adjustments

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

We will seek to provide any reasonable adjustments within the recruitment and vetting process where possible and when required. We encourage you to contact ASIO Recruitment to discuss any specific adjustments to the process you may need.

Location

These positions are located in Canberra and applicants must be willing to relocate. Relocation assistance is provided to successful candidates where ASIO requires you to relocate.

How to apply

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

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
- Details of 2 referees, which must include a current or previous manager.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date and time

Monday 6 January 2025, 5:00pm AEDST

No extensions will be granted and late applications will not be accepted.

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

The quoted shift work allowance on page 2 of this document is subject to change.

Australian Workplace Equality Index (AWEI)

In 2024, ASIO achieved the AWEI Gold Standard, recognising ASIO's inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status.

The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6263 7888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0751662

Australian Security Intelligence Organisation

Closing Date:Monday 06 January 2025

Job Title	AE5 Security Supervisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$93,566 - \$100,431
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	05820242025
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

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

The opportunity

ASIO is seeking people who want a career that makes a difference to join the mission as Security Supervisor within the Security Force team. This position is more than your typical security guarding role; ASIO's Security Force are responsible for protecting ASIO its people and its information.

We are seeking highly motivated individuals with a strong history of providing security services who are progress their career in security.

Most positions work a regular shift work arrangement covering a mix of day, night, weekend and public holiday shifts. Full time shift work positions attract a salary loading, with rosters providing a regular pattern of work that allows members to balance their work with other priorities.

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

Duties

Role responsibilities

Working under the direction of the Assistant Director Security Force (AD/SF), Security Supervisors support Security Officers in the provision of physical and administrative security services to ASIO. Security Supervisors respond to emergency situations, suspicious incidents and threats to ASIO premises for the protections of our staff information and assets.

Security Supervisors perform the following functions:

- Lead a Security Force (SF) shift in compliance with ASIO policy and procedures, values and local standard operating procedures.
- Assist AD/SF to ensure systems are in place that provide a safe work environment for SF staff.
- Facilitate and provide a shift environment that encourages, motivates and promotes professionalism, accountability and ethical behaviour amongst SF staff.
- Provide a supportive work environment for SF staff by identifying opportunities for growth and development.
- Provide shift briefings and encouraging participation and discussion.
- Review and challenge existing operational practices and approaches and make suggestions for improvement.
- Assist AD/SF to review, exercise, and practice incident response.
- Build and maintain productive working relationships between SF and internal and external stakeholders, including AFP Protective Services.
- Ensure the efficient use of resources and management of the roster to ensure critical SF shift functions to maintain the safety and security of staff and the facility.
- Train, coach and mentor SF staff.
- Draft and deliver quality reports on issues and incidents.
- As the end user of the security system, provide advice and input to AD/Security Systems to enhance the monitoring and response capability of the security system.
- Review and update security policy and procedure.

Security Supervisors must be willing and able to perform the duties of the Security Officers they supervise, mentor and train, including:

- Operate and monitor security alarm systems and closed circuit television systems.
- Manage and escort visitors to ASIO facilities including high office holders and dignitaries.
- Answer telephone calls from members of the public.
- Respond to security incidents and emergencies such as fire alarms and medical incidents (including providing first aid).
- Promote positive working relationships with police and emergency services.

- Conduct carried item searches of visitors and staff.
- Inspect items, including mail entering ASIO facilities.
- Respond to telephone, email and in person inquiries from staff and visitors.
- Provide advice as it relates to physical and administrative security.
- Provide accurate and timely reports on matters impacting the organisation's security.
- Promote a positive security culture by enforcing organisational policy.

What you will bring

We invite applications from people with the following attributes:

- Demonstrated ability to successfully lead a shift and foster a supportive team environment.
- Demonstrated ability to manage and prioritise competing tasks and resources.
- Demonstrated skills and experience in security management.
- Sound knowledge of Australian Government protective security and its application to ASIO.
- Demonstrated experience operating in a high security environment.
- Ability to build networks and liaise with internal and external stakeholders.
- Well-developed verbal and written communication skills, including the ability to present security briefings to staff.
- An understanding of, and ability to operate security systems.

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Reasonable adjustments

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

We will seek to provide any reasonable adjustments within the recruitment and vetting process where possible and when required. We encourage you to contact ASIO Recruitment to discuss any specific adjustments to the process you may need. **Notes**

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.
- Employer superannuation contributions of 15.4%.
- A variety of leave options, including 4 weeks annual leave and additional annual leave for 24/7 shift workers.
- For shift workers, an attractive shift roster to assist you to maintain your work-life balance and shift penalties.

- Flexible working arrangements to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are not available.)
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Mentoring opportunities.
- Access to an Employee Assistance Program (EAP).

Location

These positions are located in Canberra and applicants must be willing to relocate. Relocation assistance is provided to successful candidates where ASIO requires you to relocate.

How to apply

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

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
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About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6263 7888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0751631

Job Title	Assistant Secretary Migration, Citizenship and International Law
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible Working Arrangements
Classification	Senior Executive Service Band 1
Position Number	60071733
Agency Website	www.homeaffairs.gov.au

Job Description

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

About the Department

The Department of Home Affairs is responsible for coordination and strategic policy leadership in relation to cyber and critical infrastructure resilience and security, counter-terrorism and the protection of our sovereignty. The Department also regulates Australia's borders and facilitates legitimate trade and travel and contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes community cohesion through cross-cutting policy, multicultural programs, providing settlement services and managing and conferring citizenship.

Be part of something bigger and make a difference to the nation. Join a supportive and diverse environment that encourages innovation and creativity. Contribute to building a prosperous, secure and united Australia – work in a challenging but rewarding role that touches many parts of Australian life.

The Department of Home Affairs has a strong culture of performance and delivery across a wide range of functions and we want you to be a part of our team. Our people have a deep commitment to protecting and enhancing the lives of Australians and you can too.

Duties

The Assistant Secretary Migration, Citizenship and International Law (AS MC&IL) leads a branch of lawyers, providing independent and impartial provide legal advice focused on migration and citizenship law, including in relation to the Department's domestic and international obligations, consistently with the Legal Services Directions 2017.

The AS MC&IL requires excellent legal skills and knowledge. A highly desirable candidate would have a keen understanding of migration and citizenship legislation and related jurisprudence.

In addition, the AS M&CL must be a people focused leader, focused on strengthening the culture, capability and sustainability of the branch, to attract and retain high performing team members, who are supported to deliver quality legal advice.

The AS M&CL identifies, establishes, and maintains relationships with key stakeholders both within and outside the Department to maximise the Branch's ability to advise and influence. This includes relationships with the Australian Government Solicitor, the Office of Legal Services Coordination and other departments who work closely with the Department of Home Affairs.

Eligibility

The successful candidate must:

- hold a law degree or equivalent and be admitted to practice in an Australian jurisdiction.
- be an Australian Citizen
- obtain and maintain a security clearance at a minimum of Negative Vetting 2.

Notes

This role is currently based in Canberra ACT, other locations may be considered by exception.

This advertisement will be used to fill a current vacancy and to create a merit list for future vacancies arising over the next 18 months.

Please email GCLegal.executive.support@homeaffairs.gov.au to request a copy of the Application Form, Privacy Notice and Candidate Pack.

How to Apply

As part of your application you will need to provide:

- A completed application form
- A resume that outlines your career history, qualifications and achievements
- 1,000 words outlining your background, skills and experience and how they relate to the requirements of the role
- Details of two referees.

All application requirements are to be emailed to GCLegal.executive.support@homeaffairs.gov.au by **no later than 11:59 PM AEDT Sunday, 8 December 2024.**

If you have any queries or need assistance with the application process, or if you would like to discuss your application, please contact **Clare Sharp** on 02 6264 3058 or clare.sharp@homeaffairs.gov.au. Enquiries will be kept in strict confidence.

RecruitAbility Scheme

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

For more information see: www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability.

To opt-in to the RecruitAbility Scheme, please indicate 'yes' on the application form.

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To Apply

Position Contact	Clare Sharp, 02 6264 3058
Agency Recruitment Site	https://www.homeaffairs.gov.au/about-us/careers

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Vacancy VN-0751669

Job Title	Policy and Program coordination
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC
Salary	\$110,788 - \$129,928
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	135163
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/135163/>

About our team

Strategy & Capability | Strategy & Policy | Customs & Border Modernisation | Cargo Reform

The Cargo Reform team is leading the Streamlining the Cargo Intervention Model (SCIM) initiative, in collaboration with the Department of Agriculture, Fisheries and Forestry. SCIM will develop new cargo intervention models at Australia's major sea and airports. It is anticipated that SCIM will improve the scalability, adaptability and security of intervention by embedding improved business processes and contemporary technology earlier in the supply chain. SCIM will enable the ABF to seamlessly facilitate legitimate trade and increase community protection.

Over 3 years, the ABF will co-design, test and evaluate the new cargo intervention models before seeking funding from government for implementation. We will partner with a sea cargo container terminal operator to conduct a sea cargo model trial at a seaport and conduct other trial activities to refine the air cargo model. Our team will also explore emerging technologies to inform ABF officers to make cargo intervention decisions.

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

Our ideal candidate

Our ideal candidate is excited about the work we do and the policy challenges we face. They are a strong team leader with excellent communication skills. They can deliver large-scale, complex programs or projects in an ambiguous environment. They bring to the Branch an interest or background in policy development or program delivery - as well as fresh ideas. Our ideal candidate can collaborate with colleagues and stakeholders across multiple groups to achieve outcomes, often to challenging deadlines. These may include the ABF, Department of Home Affairs, external partner agencies, international counterparts and industry stakeholders.

Our ideal operational program delivery candidate would:

- have significant experience in air or sea cargo or a similar operational environment.

- be committed to delivering the sea cargo trials securely and safely within defined timeframes.
- be adept at managing program risks and issues within an operational environment.
- have good experience in stakeholder management and a desire to contribute to reform that will genuinely benefit the ABF's operations on the ground.

Duties

Duties and responsibilities

- Lead a small team through complex project activities to achieve results in a complex environment, while managing multiple high-profile priorities. This may include facilitating stakeholder input, and monitoring and documenting progress against timeframes and key performance metrics.
- Work closely with stakeholders and operational colleagues to gather and document trial data for a future funding submission.
- Build and maintain productive working relationships with internal and external stakeholders to advance the ABF's reform agenda, policy interests and program delivery.
- Communicate clearly through high quality written products tailored to the audience and confidently deliver messages verbally.
- Exercise judgement and seek guidance and advice when required.

Additional information

While there are no required skills for this role, we would receive any experience in sea cargo operations and border operation and detection methods favourably. **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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RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	George Nattey, 0416 270 167
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/135163/

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Vacancy VN-0751678

ABF Workforce
ABF College Foundational Capability Faculty

Job Title	Inspector Foundational Capability Faculty NSW
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - VIC VIC
Salary	\$110,788 - \$129,928
Future Merit Locations	Various locations - NSW, Various locations - VIC
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	134879
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134879/>

About our team

Strategy & Capability | ABF Workforce | ABF College | Foundational Capability Faculty

The ABF College designs, develops and delivers specialist vocational training to ensure that officers have the skills, knowledge and confidence to undertake their roles safely, legally and professionally. Be part of an exciting and dynamic team where you can make a difference to the future of the Australian Border Force (ABF) and grow your career while making time for all parts of your life.

The Foundational Capability Faculty of the ABF College responsibilities include:

- Delivery of Border Force Officer Recruit Trainee (BFORT) courses
- Delivery of Foundational vocational training, including accreditation and re-accreditation training of core skills for operational Border Force Officers.

Strategies to deliver include:

- Formal face to face training and accreditation

- Development and delivery of training using non-traditional techniques that maximise the use of technology and support adult based learning.

The ABF College is responsible for all facets of delivering training modules from the suite of training programs managed by the ABF College. This includes (but is not limited to), performance management, engagement with key stakeholders, the delivery of training programs and subsequent evaluation and continuous improvement of training products. The Inspector role leads, manages and coordinates staff, providing administrative and logistical leadership to ensure the efficient and effective delivery of training.

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

Our ideal candidate

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

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

The ABF College is looking for a skilled and communicative leader who:

- Has a positive outlook and is committed to driving and modelling a positive workplace culture
- Has a background in training and facilitation
- Is experienced in actively managing performance and behaviour matters
- Has the ability to develop and manage stakeholder relationships and can provide expert advice to support these when required
- Is effective in their time management and in prioritising competing priorities.

Duties

Duties and responsibilities

Inspectors lead and support a team responsible for BFORT delivery, foundational training delivery, and quality assurance programs.

Specific responsibilities include:

- Management, delivery and continual improvement of ABF training programs, more specifically BFORT training in the NSW region, and supporting BFORTs in their transition from the training environment to the operating environment.
- Manage work area planning and provide expert advice to senior officers in the development of national training schedules and demand planning.
- Undertake a leadership and quality assurance role in the design, development, review and continual improvement of specialist training material, curriculum content, learning outcomes and improvement procedures for competency-based training and assessment specific to foundational capabilities and skills.
- Build, support and maintain complex relationships with internal and external stakeholders while effectively managing competing priorities.

- Lead and inspire positive and effective teams, driving a positive workplace culture, providing direction and guidance, addressing staffing matters early and managing performance and behaviour issues with both staff and recruits.

Additional information

- Experience in supervising and leading teams
- Certificate IV in Training Assessment and Evaluation (TAE) OR the ability/willingness to obtain if successful through this process
- Ability to obtain and maintain a current driver's licence
- Skills and knowledge in the ABF operating environment
- Meet relevant medical, fitness, aptitude and psychometric requirements and standards (if role required).

Eligibility

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

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

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To Apply

Position Contact	Tracy Chiles, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/134879/

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Vacancy VN-0751682

Job Title	LISa Technical System Developer / Administrator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$131,272 - \$170,827
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	134684
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134684/>

About our team

Group Manager Legal | Group Manager Legal | Legal Strategy & Services | Legal Systems & Tribunal Liaison

The Legal Systems and Tribunal Liaison Section supports Legal Group through development and delivery of Legal Information System advanced (LISa) and Legal Information System (LIS) and by supporting Legal's litigation management and reporting capability. The section is the Department's key liaison point with the Migration and Refugee Division (MRD) of the Administrative Appeals Tribunal (AAT) and the Immigration Assessment Authority (IAA). We also support visa decision-makers and ABF officers by maintaining the LEGEND database of Portfolio legislation, policy and procedural instructions.

The position entails collaborating with software developers, business analysts, software architects, IT professionals, business stakeholders, and end users to support and assist in the development, testing, deployment and configuration of solutions in connection with the Legal in-house developed system, LISa. This will also involve the support and maintenance of the Legal in-house developed legacy system, LIS. The position occupant will need to be flexible in terms of duties and provide a positive attitude in an environment where priorities evolve quickly.

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

Our ideal candidate

Mandatory Role Requirements/Qualifications

- A working knowledge of Microsoft SQL (formal Microsoft SQL certification will be considered favourably)
- High level of skill with PowerShell to streamline procedures, provide customer support, and troubleshoot problems
- Familiarity with planning and developing software solutions and web applications to support and maintain LISa and associated digital products
- Ability to create utilities and tools for automating tasks, server management and patching

- Ability to develop and manage web services
- Develop technical specifications and other system documentation as required
- Excellent written and oral communication and interpersonal skills
- Ability to adapt to deliver changing priorities, maintain team cohesion, and ensure quality of output; and
- Ability to work independently or within a team environment and manage specific activities and processes.

Preferred Role Requirements/Qualifications

- Familiarity with K2, SharePoint and .NET technologies or an ability to attain these skills
- Past experience and familiarity in configuring Lotus Notes\Domino and Microsoft SQL applications considered an advantage
- A working knowledge of Lotus Notes\Domino application (formal Lotus Notes\Domino certification considered favourably)
- Past experience in developing Lotus Notes\Domino applications for business (prior Commonwealth Government experience will be considered favourably).

Duties

Duties and responsibilities

- Manage the lower environment platforms for LISa including all patching, issue resolution etc
- Manage the build and deploy process for LISa in lower environments
- Manage release implementation in lower environments
- Develop and maintain artefacts for K2, including custom service brokers, integrations, workflows etc
- Develop and maintain SharePoint components, including features, UI etc
- Develop and maintain SQL artefacts where needed
- Liaise with relevant resources in IT for support of the entire LISa platform stack
- Develop and implement data migration from Lotus Notes to LISa (or other platform)
- Responsible for building and documenting platform upgrade in the lower environments
- Engage with relevant IT areas in relation to building new LISa platform in higher environments
- Build release packages for implementation of LISa enhancements
- Responsible for compliance with IT Change Management, including raising changes, attending CAB meetings etc
- Provide 2nd and 3rd level support for LIS and LISa BAU activities
- Provide expert assistance with development of reports
- Provide support for Lotus Notes
- Engage with vendors (eg K2, Data#3) and others for technical support
- Provide ad-hoc assistance when required.

Eligibility

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

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

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

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Notes

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To Apply

Position Contact	Alanna Orbell, (02) 6198 7120
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/134684/

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Vacancy VN-0751687

Department of Home Affairs

Closing Date:Thursday 05 December 2024

ICT Division
Visa Citizenship & Digital Systems Client Digital Systems

Job Title	Senior Systems Analyst (Client Digital Systems)
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD
Salary	\$110,788 - \$129,928
Future Merit Locations	Various locations - ACT, Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	134854
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134854/>

About our team

GM Technology & Major Cap Group | ICT Division | Visa Citizenship & Digital Systems | Client Digital Systems

The Visa, Citizenship & Digital Systems (VC&DS) Branch provides the digital environment to enable the effective and efficient delivery of Visa and Citizenship programs.

We do this by providing high quality expertise and knowledge in digital system design, development of lodgement and decision-making systems, and support for business needs.

We also provide enterprise services for system-to-system integration, system quality assurance and testing.

VCDS has undergone a large transformation to deliver projects using the Scaled Agile Framework (SAFe) methodology. The Scale Agile Release Train launched in 2023, consists of 11 ICT delivery teams which are comprised of ICT and business staff. The composition of the teams has been carefully constructed to provide the most reliable delivery with a balance of senior and junior staff. Client Digital Systems (CDS) is one of these 11 ICT delivery teams.

The Client Digital Systems (CDS) Section develops and supports the applications used by clients to lodge applications and requests with the Department.

The Section also develops and supports presentation systems to display information to clients about their applications, requests or outcomes.

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

Our ideal candidate

The Department is looking for people who enjoy working in a rapidly evolving and forward-thinking environment. With a focus on innovation and progression, our ideal candidate will help to maintain and further develop our innovative processes. Whilst working in the Department you will be exposed to cutting edge technology as well as training resources that can fast track your professional development, allowing you to excel within and outside of the Department. The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

Duties

Duties and responsibilities

The Senior Systems Analyst will undertake either senior and/or lead role in the execution of a range of activities and tasks related to:

- Producing technical requirement and technical design documents that match functional requirements to technical solution.
- Undertaking review and feedback of complex technical solutions and design, considering broader architectural and strategic direction.
- Prioritising and managing work packages to deliver on time, to expected quality standards and as per scope, within a highly integrated and fast paced environment.
- Interrogate, investigate and troubleshoot existing systems identifying opportunities for value creation.
- Contributing to staff capability development and review the quality of work undertaken by others, exercising initiative to inform change, coaching and quality assurance

Additional information

- Must have professional skills and experience working in a systems analyst role (minimum three years); and/or
- Previous experience working within an IT project environment (minimum three years)
- Excellent communication skills both verbal and written
- Excellent stakeholder engagement, consultation, coaching and liaison skills
- Excellent problem solving skills
- Strong understanding of the ICT functions
- Previous sound understanding and experience working on medium to large scale ICT projects
- Previous experience working in Agile projects including experience in and/or exposure to SAFE and Kanban. - Desirable.

- Experience and knowledge of the following tools desirable: ADO, SQL, Visio, XML, SharePoint (or similar).

Eligibility

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

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

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To Apply

Position Contact	Kelly Tomkies, 07 3136 7284
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/134854/

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Vacancy VN-0751689

Job Title	Director, IT Service Intergration
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$131,272 - \$170,827
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	135173
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/135173/>

About our team

GM Technology & Major Cap Group | ICT Division | ICT Service Management | IT Service Intergration

The IT Service Management section is responsible for the overall user experience of the Department's ICT services. We are responsible for ensuring that the Department's ICT Service Management policy, processes and procedures are delivered in accordance with industry best practice and services standards.

We manage any major service disruptions with our external service providers.

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

Our ideal candidate

We are seeking an experienced leader at the EL2 level for our IT Service Integration role who aspires to contribute to an amazing team environment and successful delivery of Service Integration and Management to achieve business outcomes.

You will have:

- Demonstrated ability to make a significant contribution to strategic direction, or in a specialist technical area, and provide leadership on key priorities of the branch, as part of the leadership team.
- Demonstrated ability to lead and coordinate collaborative teams, manage work priorities and budgets, mentor staff, promote, and build a positive team culture of collaboration.
- Strong vendor relationship skills and the ability to represent the department's interests in vendor management services.

- Strong communication skills and demonstrated experience managing and influencing diverse stakeholders.
- Excellent interpersonal and representational skills, with the ability to build and maintain strong relationships and undertake complex negotiations across internal and external stakeholders.

Duties

Duties and responsibilities

The key duties of the position include:

- Provide accountable leadership and undertake management of a section of technical staff including APS, contractors, and services providers. This includes managing and delivery a complex program of ICT work, supporting production systems, workforce planning, building a positive culture and investing in staff capability to ensure a supportive and high performing environment.

This role will be expected to:

- Manage vendor relationships and represent the department's interests in vendor managed services.
- Provide timely and accurate advice both verbally and in writing, responding to tasking and enquiries and managing due dates.
- Actively lead and participate as a member of the Branch Leadership Team to foster diversity, flexibility, staff well-being, collaboration, and continuous learning as a foundation for success.
- Build and maintain long term strategic and collaborative relationships with diverse stakeholders to ensure successful outcomes for the department.

Additional information

The following is also considered highly beneficial:

Industry-recognised qualifications in SIAM and ITIL and/or in-depth professional experience over a significant period of time.

Experience working with ITIL, Prince and/or SAFE methodologies, including Change Management, Incident and Problem Management process, and project management. **Eligibility**

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

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

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To Apply

Position Contact	Kerry McKinnon, 0466 091 349
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/135173/

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Vacancy VN-0751692

Department of Home Affairs

Closing Date:Thursday 05 December 2024

ICT Division
Risk, Data & Insight Systems Intelligence Systems Section

Job Title	PEGA System Architect
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$131,272 - \$170,827
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 2
Position Number	135128
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/135128/>

About our team

GM Technology & Major Cap Group | ICT Division | Risk, Data & Insight Systems | Intelligence Systems Section

The key objective of the Threat Risk & Intervention Systems Section is to work with key stakeholders to facilitate the establishment of an intelligence led; risk based layered capability to enable border risk assessments to support the identification of persons and goods that require intervention while facilitating legitimate trade and travel.

The programme will enable earlier and better informed responses to all border threats. A secondary objective of the programme is to work with stakeholders across the portfolio on the consolidation of risk tools, with an initial focus on rules engines.

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

Our ideal candidate

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The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

Duties

Duties and responsibilities

- Writing and maintaining program code to meet system requirements, system designs and technical specifications in accordance with quality accredited standards
- Writing, updating and maintaining technical program, end user documentation and operational procedures
- Undertake researching, consulting, analysing and evaluating system program needs
- Providing technical advice, guidance and expertise in developing proposals and strategies for software design activities such as financial evaluation and costing for recommending software purchases and upgrades
- Coach and mentor team members providing timely, ongoing and constructive feedback to staff on performance.

Additional information

- Ability to think critically and analytically to convert requirements / specifications into quality system code
- Ability to lead a team of developers, including planning and assignment of tasks, ensuring the work is to the required standard and regularly reporting on the progress of work to stakeholders
- Ability to develop and maintain technical documentation
- A successful EL 2 PEGA Systems Architect will be able to demonstrate high level skills and experience (extensive) in application development within the PEGA platform
- Relevant ICT tertiary Qualifications in Systems / Applications Development or equivalent work experience
- Experience as a PEGA Systems Architect is highly desirable.

Eligibility

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

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

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
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To Apply

Position Contact	Michael Krege, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/135128/

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Vacancy VN-0751696

Department of Home Affairs

Closing Date:Sunday 01 December 2024

Finance Division
Management Accounting Capital Investment Program

Job Title	Director of Capital Investment Program
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$131,272 - \$170,827
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	135497
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/135497/>

About our team

Chief Operating Officer | Finance Division | Management Accounting | Capital Investment Program

The Capital Investment Program team manages the Capital Investment Program (CIP) for Home Affairs and acts as the strategic link between Finance Division and Groups, including the Australian Border Force (ABF) for capability development.

The team provides financial support throughout the capability lifecycle, from investment proposal, through delivery, to eventual decommissioning. The team manages the annual CIP process which informs the allocation of Departmental Capital Budget, New Policy Proposal funding and section 74 funding to projects (approximately \$320m per annum).

The team is also heavily involved in project governance and assurance mechanisms, providing financial analysis to aid in the successful delivery of capital projects. It works in close collaboration with key stakeholders across Home Affairs to deliver on outcomes and to continually improve capital investment in the department.

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

Our ideal candidate

You will be:

- A leader of people who will work with and develop their team to proactively uplift capability and deliver on departmental outcomes. Ability to mentor and coach staff (as required by the role).
- Focused on continuous business improvement with an ability to identify process efficiencies. Ability to exercise sound judgement and to work quickly when required.
- A resolver of issues, with an ability to bring together stakeholders to deliver timely outcomes. Collaborative, with the ability to work well in a team and with internal and external stakeholders to build relationships. An influential communicator, leading and facilitating productive discussions with staff and stakeholders.
- Solutions driven and able to apply your business acumen to achieve outcomes through best fit solutions for the Department. Strong attention to detail, ability to manage multiple tasks and work within deadlines.
- Credible with an ability to operate with integrity, in an ethical and trustworthy manner, and provide consistent advice in line with relevant legislation.

Duties

Duties and responsibilities

Key responsibilities in the Director, Capital Investment Program role includes (but is not limited to):

- Manage and lead the delivery of the CIP for Home Affairs, comprising of:
 - Leading and coordinating the annual CIP process, including assessment and prioritisation of project proposals, coordination of stakeholder review workshops, project approval recommendations to senior executives, allocation of budgets to projects.
 - In-year management of projects including monthly financial performance reporting, budget update exercises, assurance activities to assess project financial performance, and recommend actions to senior management.
 - End of financial year acquittals and appropriation management activities, such as project performance reporting to external agencies ensuring consistent application of government frameworks.
- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Advise and support senior management on a broad range of complex and diverse issues associated with the management and delivery of the CIP, using expertise to identify and recommend courses of action.
- Deliver high-level submissions for senior committees, such as issues briefs, talking points for the Chief Finance Officer, budget recommendation papers, and Senate Estimates Briefs.
- Build and sustain collaborative working relationships and networks with colleagues and stakeholders. Work with other Home Affairs governance areas, especially where

responsibilities are shared, to ensure consistent application of the CIP financial management policies to the project management framework.

- Take a leading role in the transformation of the Home Affairs' capital investment plan, including the underpinning processes, procedures, and frameworks.

Additional information

The following skills, knowledge and experience is highly desirable:

- Relevant qualifications and/or extensive experience working within the Commonwealth Government financial framework (or equivalent). Knowledge of various Financial Legislation and policies, including the Public, Governance Performance and Accountability Act 2013 (PGPA Act), delegations, etc.
- Demonstrated experience of strategic financial planning, budgeting, forecasting, analysis, evaluation and/or decision making.
- An understanding of capital budget and asset management in government, and the capability requirements of a large, diverse department.
- Superior level written and verbal communication skills, including the ability to prepare and present information to large groups and Senior Executives.
- Experience with the use of SAP and/or TM1.
- Experience in supervising and managing staff.
- You enjoy working in a rapidly evolving and forward thinking environment. This role requires a high degree of analytical skills and critical thinking.

Eligibility

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To Apply

Position Contact	Therese Anderson, 02 6196 0215
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/135497/

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Vacancy VN-0751712

ICT Division
Traveller Cargo & Trade Systems Enterprise Business Solutions

Job Title	Enterprise Business Solutions Pega Business Analyst & Pega System Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$80,748 - \$87,572
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	134579
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134579/>

About our team

GM Technology & Major Cap Group | ICT Division | Traveller Cargo & Trade Systems | Enterprise Business Solutions

The Enterprise Business Solutions (EBS) Section supports the automation of business process management (BPM) for the Department of Home Affairs via the delivery of ICT business solutions on enterprise-wide strategic platforms. These strategic Pega Platforms for Home Affairs, facilitate the streamlining and automation of repeatable business activities, allowing staff to re allocate their time to perform more valuable tasks.

The Section achieves its goals and deliver on its objectives through:

- The establishment and ongoing management of strategic enterprise-wide platforms for the Department
- The delivery of enterprise capability (applications) to support strategic business solutions along with the provision of technical support for the applications and platforms
- The promotion of enterprise-wide quality engineering through Pega Best Practice design guidance and Pega Design and Development reviews via the Pega Quality & Enablement Centre of Excellence
- The development of internal capability and provision of training and enablement for the Pega community across the Department - building a network of skilled APS Pega resources internally and supporting overall capability across government.

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

Our ideal candidate

Enterprise Business Solutions (EBS) Pega Business Analyst

Working within the EBS Pega delivery team, the EBS Pega Business Analyst assists with the development of applications in the EBS Pega Platform and Cloud Pega Platform (CPP). They define requirements and assist with workflow design, including inter-application interactions between the platform and other systems. They also assist with the design of structured Pega applications that meet business requirements.

This role reports to the EBS Director, they will also be mentored by a Senior Business Analyst, who will play a key role in their ongoing Pega skills development.

On-call work will be required for this role in addition to Business hours coverage.

Enterprise Business Solutions (EBS) Pega System Developer

Working within the EBS Pega delivery team, the EBS Pega System Developer assists with the development of applications in the EBS Pega Platform and Cloud Pega Platform (CPP). They design and build the technical components of Pega applications and provide the technical expertise to validate specifications developed by Business Architects, using these to design and build the applications used by other areas of the Department.

This role reports to the EBS Director, they will also be mentored by a Senior Pega System Developer, who will play a key role in their ongoing Pega skills development.

On-call work will be required for this role in addition to Business hours coverage. **Duties**

Duties and responsibilities

EBS Pega Business Analyst

- Assists with organising meetings with Managers and Stakeholders to gather and document business processes and requirements to meet the needs of both.
- Identify and document business requirements (of application functionality), user stories, user cases and process design in Pega as required. Assist with the completion of any documentation remediation as required.
- Understand and apply Pega best practice design standards to deliver robust applications.
- Perform Design activities to understand and elaborate on business requirements under guidance from more senior members of the team.
- Ensure that the system design balances functional, service quality and systems management requirements and review others' systems design to ensure selection of appropriate technology, efficient use of resources, and integration of multiple systems and technology.
- Assist in the planning and execution of business stakeholder user workshops.
- Author and develop user specification that outline how end users will use the application.
- Link specifications to implementation artefacts, requirements and objectives within Pega.
- Provide guidance and assistance to testers to ensure understanding of specifications and answering design enquiries.
- Assist with the design of workflows that meet operational objectives as required.
- Work with delivery teams to elaborate on technical artefacts needed in Pega.
- Interpret and apply findings of research and analysis to problems and provide contextualised practical solutions to work issues.

- Receive, resolve or escalate incidents and requests for support, following agreed procedures.
- Maintain network and application support processes, and check that all requests for support are dealt with according to agreed procedures.
- Assist in the investigation and resolution of network problems and issues, assist with specified maintenance procedures for networks and applications.
- Monitor actions to investigate and resolves incidents and problems in systems and services; assist with the implementation of agreed remedies and preventative measures.
- Provides advice and recommendations on how the business would like the application to function to developers building the application.
- Provides advice and recommendations to the team based on knowledge of existing policies and procedures for Pega application design.

EBS Pega System Developer

- Use Pega system capabilities to develop and deliver Pega application components addressing business requirements.
- Undertake regular and timely unit testing on built application units as needed.
- Work with Pega Business Analyst to understand and validate business requirements and specifications using the Pega tool.
- Attend user design workshops.
- Apply best practice in system development
- Document and review design approaches with the team.
- Remediate defects and issues, implement design recommendations for application components.
- Conduct build review self-assessments and peer assessments.
- Support transition to service artefacts and activities as required.
- Provide advice and recommendations on the development of Pega applications to the team based on knowledge of existing policies and procedures for Pega application design and build.
- Apply project management methodologies to plan, organise and control resources to deliver specific goals or objectives.
- Develops work plans for short-term team objectives.
- Undertake research to identify, analyse and review requirements, issues and problems.
- Apply knowledge to recognise and comprehend potential issues and develop workable solutions.
- Modifying and creating routine and non-routine messages to diverse audiences.
- Involve stakeholders in decision-making processes, developing agreement or understanding on issues of concern.
- Interpret and apply findings of research and analysis to problems and provide contextualised practical solutions to work issues.

Additional information

Enterprise Business Solutions (EBS) Pega Business Analyst

Formal qualification in one or more of the following areas, or equivalent Pega experience:

- Business
- Business Management
- ICT
- Engineering
- Mathematics
- Fostering a culture of continuous improvement

- Willingness to learn new skills on the Pega platform
- Ability to work well as part of a team
- Existing Pega Business Analyst Certification and Pega System Developer Certification, or willingness to become certified within 6 months of commencement
- Undertake research to identify, analyse and review requirements, issues and problems
- Apply knowledge to recognise and comprehend potential issues and develop workable solutions
- Written and verbal communication
- Attention to detail
- Provide guidance and mentorship to more junior team members
- Modifying and creating routine and non-routine messages to diverse audiences
- Involve stakeholders in decision-making processes, developing agreement or understanding on issues of concern
- Interpret and apply findings of research and analysis to problems and provide contextualised practical solutions to work issues
- Understanding of applications development
- Understanding of Agile delivery methods
- Experience in gathering and recording user requirements and specifications
- Ability to investigate operational needs and problems and contribute to the recommendation of improvements
- Ability to specify and document business requirements.

Enterprise Business Solutions Pega System Developer

Certificate, or equivalent experience, in any of the following areas, or 12 months experience at the Junior Pega System Developer level:

- Business
- Business Management
- ICT
- Engineering
- Mathematics
- Existing Pega System Developer Certification and Pega Business Analyst Certification, or willingness to become certified within 6 months of commencement
- Work towards a Senior Pega System Developer Certification within 12 months of achieving base certification
- Undertake research to identify, analyse and review requirements, issues and problems
- Apply knowledge to recognise and comprehend potential issues and develop workable solutions
- Written and verbal communication
- Attention to detail
- Fostering a culture of continuous improvement
- Willingness to learn new skills on the Pega platform
- Ability to work well as part of a team
- Provide guidance and mentorship to more junior team members
- Supervise junior members of the team, provide guidance and/or quality assurance
- Modifying and creating routine and non-routine messages to diverse audiences
- Involve stakeholders in decision-making processes, developing agreement or understanding on issues of concern
- Interpret and apply findings of research and analysis to problems and provide contextualised practical solutions to work issues
- Understanding of quality assurance in design and development
- Knowledge relating to Pega and its use in the Department
- Understanding of object oriented design principles
- Experience in using the Pega platform for application development

- Ability to design applications and application components for larger systems
- Ability to design, code, test, resolve defects, and document simple programs.

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>

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our

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

To Apply

Position Contact	Lisa Barresi, 0435 657 051
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/134579/

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Vacancy VN-0751727

Job Title	Enterprise Business Solutions Jnr Pega Business Analyst & Jnr Pega System Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$74,049 - \$79,871
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4
Position Number	134602
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134602/>

About our team

GM Technology & Major Cap Group | ICT Division | Traveller Cargo & Trade Systems | Enterprise Business Solutions

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- The development of internal capability and provision of training and enablement for the Pega community across the Department - building a network of skilled APS Pega resources internally and supporting overall capability across government.

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

Our ideal candidate

EBS Junior Pega Business Analyst

Working within the EBS delivery team, the EBS Junior Pega Business Analyst assists with the development of applications in the EBS Pega Platform and Cloud Pega Platform (CPP). They follow instructions to define business requirements and process workflows, including application interactions between the platform and other systems. They also assist with the design of structured Pega applications that meet business requirements.

This role reports to the EBS Director, they will also be mentored by a Senior Business Analyst, who will play a key role in their ongoing Pega skills development.

On-call work will be required for this role in addition to Business hours coverage.

EBS Junior Pega System Developer

Working within the EBS Pega delivery team, the EBS Junior Pega System Developer assists with the development of applications in the EBS Pega Platform and Cloud Pega Platform (CPP). They follow instructions to define business requirements and process workflows, including application interactions between the platform and other systems. They also assist with the design of structured Pega applications that meet business requirements.

This role reports to the EBS Director, they will also be mentored by a Senior Pega System Developer, who will play a key role in their ongoing Pega skills development.

On-call work will be required for this role in addition to Business hours coverage. **Duties**

Duties and responsibilities

EBS Junior Pega Business Analyst

Under guidance from their direct supervisor or others, the Junior Pega Business Analyst will assist in the following activities:

- Attend meetings with Managers and Stakeholders to gather and document business processes and requirements to meet the needs of both.
- Identify and document business requirements (of application functionality), user stories, user cases and process design in Pega as required. Assist with the completion of any documentation remediation as required.
- Understand and apply Pega best practice design standards to deliver robust applications.
- Assist in performing Design activities to understand and elaborate on business requirements under guidance from more senior members of the team.
- Author and develop user specifications that outline how end users will use the application.
- Link specifications to implementation artefacts, requirements and objectives within Pega.
- Provide guidance and assistance to testers to ensure understanding of specifications and answering design enquiries.
- Provides advice and recommendations on how the business would like the application to function to developers building the application.
- Provides advice and recommendations to the team based on knowledge of existing policies and procedures for Pega application design.
- Assist with the design workflows that meet operational objectives as required.
- Work with delivery teams to assist in elaborating on technical artefacts needed in Pega.
- Receive, resolve or escalate incidents and requests for support, following agreed procedures.
- Maintain network and application support processes, and check that all requests for support are dealt with according to agreed procedures.
- Assist in the investigation and resolution of network problems and issues and assist with specified maintenance procedures for networks and applications.
- Monitor actions to investigate and resolves incidents and problems in systems and services; assist with the implementation of agreed remedies and preventative measures.
- Attention to detail.

EBS Junior Pega System Developer

Under guidance from the EBS Pega System Developer, assist in the following activities:

- Use Pega system capabilities to develop and deliver application components that address business requirements.
- Undertake regular and timely unit testing on built application units as needed.
- Work with Pega Business Analyst to understand and validate business requirements and specifications using the Pega tool.
- Attend user design workshops.
- Remediate defects and issues.
- Implement design recommendations for application components.
- Conduct build review self-assessments.
- Assist with ad hoc activities as required to support team.
- Support transition to service artefacts and activities as required.
- Other duties as directed.
- Ability to design simple applications or assist in design of components of larger systems.
- Willingness to learn new skills on the Pega platform.
- Ability to work well as part of a team.
- Assist with ad hoc activities as required to support team.
- Fostering a culture of continuous improvement.
- Willingness to learn new skills on the Pega platform.
- Ability to work well as part of a team.

Eligibility

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

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

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To Apply

Position Contact	Lisa Barresi, 0435 657 051
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/134602/

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Vacancy VN-0751738

Job Title	Commissioner (Social Policy), Productivity Commission
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	-
Future Merit Locations	Canberra, Melbourne
Office Arrangement	On Site
Office Arrangement Details	Commissioners are expected to base themselves in either the Commission's Canberra or Melbourne office.
Classification	Statutory Appointment
Position Number	107-2024
Agency Website	www.treasury.gov.au

Job Description

<https://candidate.aurion.cloud/trea/production/portal1/>

The Productivity Commission (the Commission) is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians.

The Government is seeking applications for the role of social policy Commissioner, fulfilling the requirements of subsection 24(4) of the Productivity Commission Act 1998.

Duties

All appointees to the Commission must have qualifications and experience relevant to the Commission's functions. In addition, applicants for this role must have extensive skills and experience in dealing with the social effects of economic adjustment and social welfare service delivery.

Qualifications and/or experience in one or more of the following are also desirable: social policy development, evaluation and implementation; microeconomic policy/reform; economic growth; government service delivery; legislative and/or regulatory frameworks; energy and other essential infrastructure; econometrics and economic modelling.

Commissioners conduct inquiries with public hearings, oversee research and preparation of reports, which involves making recommendations on major public policy issues, and represent the

Commission's work in public forums. Applicants should be of high standing in their profession and the community and have a strong basis for appointment based on knowledge of, or relevant interest in, good public policy design and process.

The successful applicant will demonstrate leadership; including being able to manage complex operations; work with others to meet objectives and demonstrate a high level of judgment; have a high level of proficiency in research and analysis; demonstrate superior communications skills; and demonstrate a high standard of professional and personal integrity as well as capacity to promote these in an organisation (consistent with the APS Integrated Leadership System).

Appointments may be made on a full-time or part-time basis, for an initial term of up to five years. Commissioners are expected to base themselves in either the Commission's Canberra or Melbourne office. The terms and conditions are subject to determinations made by the Remuneration Tribunal. The total remuneration package for a full-time Commissioner is currently set at \$429,100 per year.

Commissioners are subject to the requirements of the Productivity Commission Act 1998, including (but not limited to) provisions relating to appointment (section 24), concurrent employment (section 26), termination (section 35), and disclosure of interests (section 43). Applicants should ensure they would be eligible for appointment, prior to submitting an application.

If you wish to discuss details please contact Dr Shane Johnson, First Assistant Secretary, Macroeconomic Analysis and Policy Division at Shane.Johnson@treasury.gov.au

Applications are sought by **11:59pm (AEDT) on Sunday, 8 December 2024.**

Eligibility

Required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.

Notes

Statutory appointment for a period of up to five years.

About the Department of the Treasury

The Treasury is a respected and influential central economic agency. We provide authoritative advice and analysis to the Australian Government on a broad range of economic, fiscal, structural, financial and tax policy issues. We also monitor global economic conditions to make sure Australia is well placed to respond to emerging trends. Treasury provides some of the best opportunities in the public service. Treasury presents a challenging and rewarding career with the opportunity to contribute substantially to Government policy that affects all Australians. The Treasury's staff are drawn from many professions representing diversity in experience and skills. We seek passionate staff who will work collaboratively to deliver the ideas and advice that will help Australia meet the challenges of the coming years. Treasury offers attractive salaries and employer superannuation as well as a range of other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth.

To Apply

Position Contact	Shane Johnson, Shane.Johnson@treasury.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/trea/production/portal1/

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Vacancy VN-0751746

Murray-Darling Basin Authority

Closing Date:Thursday 05 December 2024

Basin Science & Knowledge
Basin Plan Review Ecohydrology

Job Title	APS 4 Project Officer – Ecohydrology Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Goondiwindi QLD, Griffith NSW, Mildura VIC, Wodonga VIC
Salary	\$77,266 - \$83,939
Future Merit Locations	Canberra, Goondiwindi, Griffith, Mildura, Wodonga
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4
Position Number	tbc
Agency Website	

Job Description

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

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

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

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

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

Duties

The Position

The Project Officer – Ecohydrology Analyst.

This is an exciting opportunity to put your analytical skills towards contributing to the sustainable use of the Murray – Darling Basin's water resources. The Project Officer – Ecohydrology Analyst supports the Basin Plan Review Ecohydrology Team by providing analytical support and technical expertise for tool development and information synthesis. The tool development and information synthesis done in this role will go towards informing sustainable management of the Basin's water resources through several key programs of work, including towards informing the Basin Plan Review environmentally sustainable level of take program. The role will involve development of new ecohydrology models as well as working with research agencies and experts from Basin state water agencies to harness existing ecohydrology models.

The role works closely with other parts of the Basin Strategy and Knowledge Portfolio and the Murray-Darling Basin Authority, other agencies of the Australian Government, the Basin States and Territories and wider stakeholders.

Your key responsibilities in this role are to:

- Contribute to the ecohydrology information base that will be used to help inform decision making for the Basin Plan Review
- Work within a team to analyse data, create integrated tools and convert results into findings
- Provide technical expertise to assist in creating new methodologies
- Be involved in communication of work through report writing, presentations and stakeholder meetings
- Support scientific investigations to inform water planning, particularly in the context of environmental sustainability
- Willingness to learn new skills and adapt to changing technologies and work environments

Successful candidates will also possess the following capabilities and attributes:

- The ability to build and sustain positive relationships with team members and stakeholders. You will be responsive to changes in stakeholder needs and expectations
- The ability to work collaboratively and operate as an effective team member

Eligibility

To be eligible for a position, you must be:

- an Australian citizen
- be willing to obtain, or currently possess a baseline security clearance
- satisfy all other MDBA engagement requirements, including health and character clearance.

Essential requirements

- A degree in Science, Engineering, Computer Science or a related field
- Coding experience with a preference for experience with Python or R
- An ability to think critically, assess data and develop tools and/or methodologies

Notes

What we offer you

- You will have the opportunity to work on projects where you contribute to shaping the future of one of Australia's greatest natural assets and protect it for future generations.
- At the MDBA you will undertake a variety of interesting and challenging work.
- You will have the opportunity to apply your knowledge and expertise, and work with the Australian community to support a critical resource management initiative.
- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- Generous leave provisions (four weeks annual leave) and additional Non-attendance days between Christmas and New Year provided.

- Being part of a smaller agency with a strong focus on its connection with people.
- Being part of a professional, committed, and friendly team of people.
- Being part of an organisation that recognises and values First Nations people, and their contribution to our work. We have an innovative Reconciliation Action Plan (RAP) aimed at improving relationships, showing respect, and increasing opportunities to deliver outcome for First Nations peoples as part of our business-as-usual activities.
- Competitive Flexible Working Arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.
- Opportunities for professional development, and career progression across a variety of roles and work locations.

Tell me more

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

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About the Murray-Darling Basin Authority

To Apply

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

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Vacancy VN-0751747

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

Job Description

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

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

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

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

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

Duties

The Position

This is an exciting opportunity to put your analytical skills towards contributing to the sustainable use of the Murray – Darling Basin's water resources. The Project Officer – Ecohydrology Analyst supports the Basin Plan Review Ecohydrology Team by providing analytical support and technical expertise for tool development and information synthesis. The tool development and information synthesis done in this role will go towards informing sustainable management of the Basin's water resources through several key programs of work, including towards informing the Basin Plan Review environmentally sustainable level of take program. The role will involve development of new ecohydrology models as well as working with research agencies and experts from Basin state water agencies to harness existing ecohydrology models.

The role works closely with other parts of the Basin Strategy and Knowledge Portfolio and the Murray-Darling Basin Authority, other agencies of the Australian Government, the Basin States and Territories and wider stakeholders.

Your key responsibilities in this role are to:

- Contribute to the ecohydrology information base that will be used to help inform decision making for the Basin Plan Review
- Work within a team to analyse data, create integrated tools and convert results into findings
- Provide technical expertise to assist in creating new methodologies
- Be involved in communication of work through report writing, presentations and stakeholder meetings
- Support scientific investigations to inform water planning, particularly in the context of environmental sustainability
- Willingness to learn new skills and adapt to changing technologies and work environments

Successful candidates will also possess the following capabilities and attributes:

- The ability to build and sustain positive relationships with team members, stakeholders and clients. Is responsive to changes in client and stakeholder needs and expectations
- Involves others and recognises their contributions. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member
- The ability to provide impartial and forthright advice. Justifies own position when challenged. Acknowledges mistakes and learns from them, and seeks guidance and advice when required

Eligibility

To be eligible for a position, you must be:

- an Australian citizen
- be willing to obtain, or currently possess a baseline security clearance
- satisfy all other MDBA engagement requirements, including health and character clearance.

Essential requirements

- A degree in Science, Engineering, Computer Science or a related field
- Coding experience with a preference for experience with Python or R
- An ability to think critically, assess data and develop tools and/or methodologies

Notes

What we offer you

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

Tell me more

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

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

About the Murray-Darling Basin Authority

To Apply

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

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Vacancy VN-0751748

Murray-Darling Basin Authority

Closing Date:Thursday 05 December 2024

Basin Science & Knowledge
Basin Plan Review Ecohydrology

Job Title	APS 6 Senior Project Officer – Senior Ecohydrology Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Goondiwindi QLD, Griffith NSW, Mildura VIC, Wodonga VIC
Salary	\$98,575 - \$108,492
Future Merit Locations	Canberra, Goondiwindi, Griffith, Mildura, Wodonga
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	100102
Agency Website	

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

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

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Duties

The Position

This is an exciting opportunity to put your analytical skills towards contributing to the sustainable use of the Murray – Darling Basin's water resources. The Senior Project Officer – Senior Ecohydrology Analyst supports the Basin Plan Review Ecohydrology Team by providing analytical and technical expertise for tool development and information synthesis. The tool development and information synthesis done in this role will go towards informing sustainable management of the Basin's water resources through several key programs of work, including towards informing the Basin Plan Review environmentally sustainable level of take program. The role will involve development of new ecohydrology models as well as working with research agencies and experts from Basin state water agencies to harness existing ecohydrology models.

The role works closely with other parts of the Basin Strategy and Knowledge Portfolio and the Murray-Darling Basin Authority, other agencies of the Australian Government, the Basin States and Territories and wider stakeholders.

Your key responsibilities in this role are to:

- Contribute to the ecohydrology information base that will be used to help inform decision making for the Basin Plan Review
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- Provide technical expertise to assist in creating new methodologies
- Be involved in communication of work through report writing, presentations and stakeholder meetings
- Support scientific investigations to inform water planning, particularly in the context of environmental sustainability
- Willingness to learn new skills and adapt to changing technologies and work environments
- Lead other staff by providing guidance and direction where needed.

Successful candidates will also possess the following capabilities and attributes:

- The ability to build and sustain positive relationships with team members, stakeholders and clients. You will proactively offer assistance for mutually beneficial relationships. You will also anticipate and be responsive to client and stakeholder needs and expectations.
- Involves others and recognises their contributions. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.
- Approaches negotiations with a clear understanding of key issues. Understands the desired outcomes. Anticipates and identifies relevant stakeholders' expectations and concerns. Discusses issues credibly and thoughtfully and presents persuasive counter-arguments. Encourages the support of relevant stakeholders.

Eligibility

To be eligible for a position, you must be:

- an Australian citizen
- be willing to obtain, or currently possess a baseline security clearance
- satisfy all other MDBA engagement requirements, including health and character clearance.

Essential requirements

- A degree in Science, Engineering, Computer Science or a related field
- Coding experience with a preference for experience with Python or R
- An ability to think critically, assess data and develop tools and/or methodologies

Notes

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Tell me more

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About the Murray-Darling Basin Authority

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0751536

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 08 December 2024

Biosecurity Strategy & Reform
Risk, Intelligence & Strategy Biosecurity Education and Engagement

Job Title	Senior Program Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,944 - \$104,393
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2024/4457
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Biosecurity Strategy and Reform Division's** focus is on protecting Australia from increasing biosecurity risks to agriculture, the environment and our way of life by continuously improving the national biosecurity system, providing quality, evidence-based policy advice and reform agendas to the department executive, Minister and Australian Government and working closely with our internal and external stakeholders. The division supports the operation and improvement of the biosecurity system by providing innovation, data, reporting, policy reform, coordination, intelligence, risk modelling and strategic advice.

The **Risk, Intelligence and Strategy Branch** is responsible for supporting and enhancing strategic decision-making through intelligence analysis, risk modelling and analysis, governance practices and modern biosecurity legislation. This branch is responsible for supporting the Biosecurity and Compliance Group to identify the next horizon of risks, threats and disruptions. It is also developing frameworks to enable strategic thinking to be embedded within line areas.

The **Biosecurity Education and Engagement** section is responsible for delivering targeted education and awareness activities aimed at improving base-level compliance and reducing inadvertent and opportunistic non-compliance across cargo, travellers, mail and related service providers. The section:

- Manages the National Biosecurity Forum and the Australian Biosecurity Awards programs.
- Engages directly with key cohorts using targeted messaging, undertakes advertising and sponsors key cohort events.
- Develops a range of biosecurity awareness material including publications, social media and online content, signage, passenger messages (including incoming passenger video and announcement) and merchandise.
- Engages with e-commerce platforms to reduce the number of listings containing biosecurity risk material available to Australian consumers.
- Manages the Biosecurity Business Network and Junior Biosecurity Officer programs.

Duties

The Job

As a Senior Program Officer, the duties of the role may include:

- Coordinating aspects of the National Biosecurity Forum and the Australian Biosecurity Awards program including event, stakeholder and program management activities.
- Planning and developing content for a variety of internal and external platforms including the intranet and departmental newsletters.
- Engaging directly with stakeholders and building and sustaining positive relationships.
- Coordinating aspects of the Junior Biosecurity Officer education program, including development of materials and engagement with teachers and schools.
- Assisting in the delivery of the Biosecurity Business Network including program materials and resources.
- Support for internal and external awareness and engagement activities for the various projects and programs.

Eligibility

Knowledge and experience

- Well-developed project and/or event management experience.
- Knowledge of Australia’s biosecurity system is desirable but not mandatory.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Damien Jeffs, damien.jeffs@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Biosecurity Plant and Science Services
Science & Surveillance Northern Australia Biosecurity Strategy

Job Title	NABS Senior Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Cairns QLD, Darwin NT
Salary	\$91,944 - \$104,393
Future Merit Locations	Cairns, Canberra, Darwin
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2024/4614
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in the Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

The Northern Australia Biosecurity Strategy (NABS) seeks to minimise the threat and impact of plant, animal and aquatic and environmental pests and disease in northern Australia through building an integrated, strong, and coordinated northern Australia biosecurity system. The objectives of the strategy are to:

- Strengthen collaborative partnerships between all system participants and build enhanced coordination of biosecurity actions across northern Australia – for better biosecurity outcomes.
- Implement proactive and forward-looking approaches to surveillance and prevention activities in northern Australia.
- Leverage and invest in Australia’s system wide capability, for the benefit of northern Australia biosecurity. Implementation of the strategic framework/vision for the NABS requires prioritisation of actions around five key themes:
 - o stakeholder engagement,

- o preparedness and response,
- o improved data/information sharing,
- o implementation of relevant biosecurity technologies/research outcomes,
- o diagnostics and surveillance capability and capacity.

Duties

The Job

This position will work closely with the NABS Director, the NABS Implementation Officer, other NABS team members, the NAQS science team, and the broader NAQS program to deliver project outcomes under the Northern Australia Biosecurity Strategy and the NABS Implementation Plan. This will include working as part of a team and independently subject to limited direction as necessary. Key duties include all or some of the following:

- Undertake the preparation and maintenance of project documentation, including financial and budget documents, for forecasting, monitoring and reporting purposes.
- Provide a range of project management and contracting support services, including preparation of grants, procurements, and subsequent monitoring of progress to ensure project outcomes are achieved to a high standard.
- Provide secretariat services for the Northern Australia Biosecurity Framework Reference Group and NABS Technical Working Groups (plant, animal, and aquatic health) as required, including scheduling of meetings, preparation of high-quality written correspondence, development of agenda papers, briefs, discussion papers and reports.
- Undertake research and analysis as required and support the preparation of project briefs for informed decision-making and planning.
- Source, collate and compile data and information to support the identification of emerging issues and report on project progress against established milestones and deliverables.
- Contribute to communication with key internal and external stakeholders to facilitate exchange of information and support project coordination as required.

Eligibility

What we are looking for

Knowledge and experience

- Demonstrated high level experience and expertise in the use of TechnologyOne for budget management including forecasting, expenditure monitoring and financial reporting.
- Experience in preparation and administering grants and/or procurement contracts.
- Experience in preparing high quality written communication including correspondence, agenda papers, briefs, discussion papers, meeting minutes and reports.
- Experience in project management and/or program design.
- Capacity to build and maintain effective working relationships with a range of government and non-government stakeholders.
- Knowledge of the biosecurity system and northern Australia is desirable but not essential.
- Experience building and maintaining effective working relationships with a range of government and non-government stakeholders.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Nigel Young, 0481053389
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0751635

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 08 December 2024

Plant Protection & Environmental Biosecurity
Several FAS Office

Job Title	Director - Executive Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$141,563 - \$164,475
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 2
Position Number	2024/4730
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The Executive Officer will work directly with the **First Assistant Secretary** (who is also the Australian Chief Plant Protection

Officer) to support a range of integration and strategic coordination functions. The position will build on the collaborative culture within the division and enhance relationships with key internal and external stakeholders.

The position is responsible for supporting the **First Assistant Secretary (and Australian Chief Plant Protection Officer)** for oversight of activities within the division and provide support and advice to the executive. The Executive Officer will do this by coordinating reporting, monitoring briefing and communications material, and by liaising directly with divisional staff.

Duties

The Job

The Executive Officer will have an impact by streamlining the coordination of strategic initiatives for the division, providing timely advice and monitoring areas of risk and strategic priorities to the First Assistant Secretary, and communicating with the branch heads, line areas, and internal and external stakeholders. Duties will include:

- Prepare, manage and review high-level communications and correspondence including briefings, reports, submissions and notes to a high standard that includes timely and considered advice.
- Work with the Executive Assistant and leadership team and key stakeholders to ensure emerging issues are identified, and requests are actioned in a proactive and coordinated way, to deadlines and quality standards, liaise with key stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines.
- Provide issues management and support, responding to emerging issues to ensure effective resolution with minimal risk to the Division.
- Lead and contribute to projects to support the achievement of strategic and operational objectives.
- Support the team members in the FAS office team, including providing back up for divisional coordination and the executive assistant during periods of leave.

Eligibility

What we are looking for

Knowledge and experience

The ideal candidate will have:

- Experience in working across varied, dynamic and complex work areas.
- Understanding of divisional budget processes, procurement and human resources.
- A track record in establishing and maintaining strong internal and external stakeholder relationships- know how to anticipate issues and act proactively.
- Confidence in maintaining a strong attention to detail and quality of written material and communications when working in a fast-paced environment.
- A sound understanding of the biosecurity environment and national biosecurity system.
- Experience in developing and maintaining stakeholder relationships to achieve positive outcomes.
- Experience in policy development, program implementation, new policy proposal development and Cabinet processes.
- Experience in working under pressure and ability to work to critical deadlines, take initiative and exercise sound judgment.

Notes

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To Apply

Position Contact	Gabrielle Vivian-Smith, gabrielle.vivian-smith@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0751683

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 06 December 2024

Biosecurity Plant and Science Services
Science & Surveillance Science Surveillance Group

Job Title	Asset Manager - Administration Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$81,690 - \$89,615
Future Merit Locations	Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2024/4198
Agency Website	https://www.agriculture.gov.au

Who we are

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

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in the Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

Duties

The Job

The key duties will include:

- Manage the laboratory infrastructure, facilities and equipment resources throughout the asset lifecycle. This will include:
 - o acquisition,
 - o registration,
 - o monitoring,
 - o disposal of assets on the national network of department laboratories.
- Contribute to technical tasks within the policy and operational work areas.
- Prepare work orders, maintaining records, and working with stakeholders (eg. suppliers and laboratory users) to ensure assets are fit for purpose, calibrated, maintained to relevant laboratory and department standards.
- As a team player, you will contribute by providing administrative and secretariat support to the laboratory reform team:
 - o planning work schedules,
 - o organising travel and meetings,
 - o assisting with agenda and minutes,
 - o tracking action items,
 - o assist with procurement activities.

Eligibility

What we are looking for:

Knowledge and experience

- Experience with relevant management systems, including finance (e.g.: TechnologyOne CiA), project management (e.g.: Azure DevOps) and laboratory information or asset management (e.g.: LIMS).
- A previous role in technical or scientific administration or asset lifecycle management.
- Application of a standard, for example AS ISO 550XX:2024 or ISO/IEC 17025.
- Procurement of low value and capital items, contract management for service providers.

Notes

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To Apply

Position Contact	Stacey Azzopardi, 02 8805 1079
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0751704

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 08 December 2024

Plant Protection & Environmental Biosecurity
Diagnostics

Job Title	Molecular Biologist/Diagnostician
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Cairns QLD
Salary	\$81,690 - \$89,615
Future Merit Locations	Cairns, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2024/4387
Agency Website	https://www.agriculture.gov.au

Who we are

The Plant Protection and Environmental Biosecurity Division (PPEBD) provides policy leadership and support for plant health and environmental biosecurity. PPEBD is the home of the Australian Chief Plant Protection Officer (ACPPPO) and Australian Chief Environmental Biosecurity Officer (ACEBO). The division: aims to improve Australia's plant health and environmental biosecurity systems and outcomes; helps meet relevant national and international obligations; and works to minimise the impacts of current and emerging biosecurity risks to Australia's agricultural production and trade, environment, Indigenous and cultural heritage and associated amenities. The division is comprised of two branches: the Plant Health Policy Branch and the Environmental Biosecurity Office, which also oversees the Australian Plague Locust Commission's activities.

The Plant Health Policy Branch provides a national focal point for plant biosecurity issues within Australia and has responsibility for the national leadership in managing Australia's plant health. The work of the branch underpins biosecurity and helps to open new, and maintain existing, domestic and international markets for Australian plant industries. This is achieved by; providing focus for national and international plant biosecurity activities; preparing for and coordinating national responses to plant pests and exotic weeds; promoting reform of the plant biosecurity system; improving plant health capacity and capabilities in near-neighbour countries and trading partners; domestically improving national surveillance and diagnostic capability and capacity; and assisting the department to meet national and international obligations and influencing plant health policies.

The Diagnostic section provides national leadership in the management of policies and procedures relating to plant health diagnostics.

Duties

The Job

The role conducts DNA testing for biosecurity plant health in the department's laboratory at Brisbane. Under the general direction of the Senior Molecular Biologist, the Molecular Biologist/Diagnostician will undertake duties that include, but are not limited to:

- working effectively with other staff in the laboratory to ensure timely delivery of diagnostic activities, quality controls and technical advice
- conducting a range of procedures and molecular tests of entomology and/or plant pathology samples
- conducting genomic analysis for the determination of population assignment or functional characteristics of an organism.
- contributing to engagement with internal stakeholders to resolve complex molecular diagnostic issues in support of biosecurity decisions
- contributing to the implementation of strategic initiatives for the section nationally
- reporting, recording and analysing diagnostic results and verifying data, preparing formal reports and providing technical input to work instructions, guidelines and requests for operational policy advice
- complying with WHS requirements in the laboratory including contributing to a positive WHS culture, the identification and assessment of hazards and the development of safety controls
- contributing to the development and delivery of technical training to internal stakeholders
- contributing to operational and strategic initiatives in the section and SSG
- promoting and adhering to the Australian Public Sector (APS) Values, Employment Principles and Code of Conduct.

Eligibility

What we are looking for

Knowledge and experience

- Demonstrated experience in delivery of molecular diagnostics utilising conventional and emerging technologies as well as experience in troubleshooting and transferring skills to technical staff.
- Knowledge of the techniques used in analysis of DNA sequence data for the taxonomic assignment of plant pathogen and/or entomology samples
- Knowledge of the processes used in functional and/or population level genomic applications
- Demonstrated experience in the accurate reporting of diagnostic data.

Mandatory qualifications

The successful applicants will have either tertiary qualifications in science (minimum bachelor's degree) with a specialisation in molecular biology or the equivalent based on demonstrated

experience and with graduate qualifications.

Eligibility and other requirements

The successful applicant must:

- note that relocation assistance is subject to negotiation
- note that you may be required to perform occasional out-of-hours and weekend work

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Bradley Pease, 0466 356 734
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General’s

Vacancy VN-0751603

Attorney-General's Department

Closing Date:Tuesday 17 December 2024

Job Title	Counsel Assisting, Office of the Solicitor General
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$114,780 - \$159,067
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be supported where possible.
Classification	Executive Level 1;Executive Level 2
Position Number	0481/24_OSG-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=3B686CB9-C499-B3F5-46E4-DB4C2635BB75>

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

Duties

Employment Opportunity

The Office of the Solicitor-General was established under the *Law Officers Act 1964*. The Solicitor-General is the second law officer of the Commonwealth.

The Solicitor-General has an office based within the Attorney-General's Department in Canberra along with chambers in Melbourne. This position (together with the other Counsel Assisting position) is to be based in the Canberra office, although some limited travel may be required.

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

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

How you can help us make a difference

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

Our ideal candidate will be able to demonstrate:

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

Eligibility

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

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

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

Notes

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

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

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Attorney-General's Department

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

To Apply

Position Contact	Christine Moy, (02) 6141 4139
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=3B686CB9-C499-B3F5-46E4-DB4C2635BB75

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Attorney-General’s

Vacancy VN-0751652

Australian Federal Police

Closing Date:Friday 06 December 2024

Job Title	Security Project Officer - Security Command
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$102,927 - \$113,563
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	This role is located in ACT and applicants are expected to be based in ACT
Classification	APS Level 6
Position Number	13799
Agency Website	https://careers.afp.gov.au

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 suitable applicants wishing to be considered for a Project Officer role within the Physical Security Capability team in Security Command.

The Physical Security Capability team is responsible for developing and delivering security capabilities and projects associated with the physical security of the AFP, including implementation, management, and sustainment of strategic and operational security outcomes in accordance with the Protective Security Policy Framework (PSPF).

This role works within a small team to manage procurement and delivery to support Security Command, and the AFP ensure compliance with Australian governance. This role will be responsible for security related project deliveries across a range of security-based areas. An understanding of CCTV systems, analytic technologies, access control, security alarms and other security management and control systems would be desirable.

As a team member in the AFP, you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position while maintaining confidentiality, exercising sound judgement, and possessing strong analytical skills to evaluate complex information and make timely decisions.

Employees are to be assigned the Support Working Pattern and required to work to the requirements of this assignment.

What will you do?

Project Officers are responsible for gathering, analysing, and interpreting information to produce project management and procurement activities, to support, manage and sustain national security systems and technical controls that mitigate security risk.

As a Project Officer, you will:

- Assist in the development and maintenance of project plans, delivery, implementation and coordination of security projects and procurements while meeting objectives and deadlines.
- Function as a primary point of contact for stakeholders ensuring timely and clear communication of project progress risks and issues.
- Cultivate productive working relationships and maintain effective liaison with partners and stakeholders both internally and externally.
- Management of security system such as high security alarm, electronic access control, key management, CCTV and both off-site and on-site alarm monitoring and response capabilities.
- Maintaining currency in security technologies and project management methodology through ongoing professional development and learning opportunities outside the formal education process.
- Assist in risk identification and mitigation efforts, including tracking and reporting risks and maintain accurate records for all activities that adhere to organisational policies, regulations, and standards.
- Collaborate closely with other key stakeholders and teams across Security Command and the AFP to assist in other projects as needed.

Eligibility

Essential Requirements

- You must be an Australian Citizen
- Hold a Negative Vetting 1 Security Clearance or the ability to obtain one.
- Relevant qualifications or experience in project management and procurement activities is desirable but not essential.
- Relevant qualifications or experience in Security Systems / Security Technology is desirable but not essential.
- A proven ability to communicate effectively, both written and verbally
- Demonstrated ability to work flexibly and achieve intelligence outcomes in a dynamic environment.

Notes

- This role is an AFP Band 6 level role
- This role is located in ACT and applicants are expected to be based in ACT
- 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	Brendan Cundy, (02) 5126 5223
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13799/

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Attorney-General’s

Vacancy VN-0751697

Job Title	Recruitment Manager (Senior Executive Level)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	\$221,450 - \$221,450
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	Senior Executive Service Band 1
Position Number	13858
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13858/>

Did you know?

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

We:

- Pride our self on demonstrating leadership and agility in a dynamic operating environment;
- Are intelligence-led, ethically and values-driven, embracing diversity and inclusion;
- Value trust, respect, accountability, integrity;
- Are committed to excellence in service to the Australian community and in working with each other; and
- Have the brightest minds to play a critical role in protecting Australia and Australians by outsmarting serious, complex, international and organised crime.

To continue as one of the most adaptive, effective and advanced police forces in the world, the

AFP is seeking a suitably qualified professional for the role of **Recruitment Manager at the SES Band 1 level**.

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 of service which will be negotiated with the successful applicant, under an AFP Senior Executive employment contract, including salary, airline lounge membership, fitness/health allowance, annual health assessments and employer superannuation benefits.

Duties

Reporting to the National Manager People, and in collaboration with stakeholders across the enterprise, the Recruitment Manager is responsible for leading and driving the talent acquisition and workforce planning functions across AFP to deliver strategic end-to-end recruitment and onboarding that is efficient, contemporary and business outcome focussed.

The Recruitment Manager is a strategic role with responsibility for:

- Sworn Recruitment;
- Talent Acquisition Services;
- Emerging Talent and Entry Pathway Programs;
- Workforce Planning;
- Workforce Analytics; and
- Strategic People Insights.

The Recruitment Manager brings together efforts across the AFP's planning and recruitment services to effectively and efficiently meet AFPs recruitment targets and enable Commands to achieve their current and future talent needs.

Working closely with the senior executive, the Recruitment Manager delivers effective and efficient recruitment services, drives recruitment and workforce planning reforms, and implements changes to practices and processes that align with current and future workforce objectives.

Potential candidates for the Recruitment Manager role demonstrate exceptional leadership, stakeholder engagement and communication skills and have experience in recruitment, service delivery and/or workforce planning. Demonstrated understanding of best practice recruitment and workforce planning, along with emerging issues and trends, will support success in this role.

Potential candidates will have a proven ability in building and maintaining relationships with multiple stakeholders, including across government, and an ability to deliver results in a dynamic environment.

What will you do?

- Have oversight and overall accountability for recruitment services and onboarding, including external candidate management, onboarding, induction, end to end sworn recruitment, sworn campaign program recruitment, programmatic recruitment and skilled officer recruitment;
- Workforce Planning and People Insights, reporting and analytics through the provision of statistics and information to support data informed decision making;
- Lead internal career management including promotion and placement and career assessments;
- Drive reforms and implement best practice end to end recruitment and workforce planning services, policies and systems that support and enable the AFP to achieve its operational objectives and priorities;
- Utilise technology to modernise practices to attract and retain talent, to identify, select and support development of current and future talent;
- Effectively engage executives to integrate succession planning, talent management and, career transition to meet their current and future workforce planning requirements;
- Lead, develop and maintain the relevant frameworks, systems, processes and reforms for recruitment and workforce planning;
- Represent the AFP on a range of internal and external committees, boards and working groups aligned with the role; and
- Manage budget and resource planning to ensure efficient and effective delivery of the branch.
- Travel may be required.

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

Our Ideal applicant

As a Senior Executive Leader within the AFP you will:

- Be a strong leader with behaviours that demonstrate courage, collaboration, a focus on people and a commitment to identifying and addressing emerging challenges and risks;
- Balance short-term priorities with continued focus on long-term strategic priorities;
- Deliver on AFP corporate strategic direction;
- Promote diversity in your decisions and inclusion in your actions;
- Be an excellent leader, taking an active interest in the growth and wellbeing, behaviours and capabilities of your people;
- Harness an enterprise-focussed approach to strategic and operational issues;
- Be committed to excellence, fostering an environment that encourages innovation and continuous learning, and have a strong record of achievement in leading people and managing resources;

- Have excellent stakeholder relationship skills, including the ability to provide insightful, persuasive and trusted advice to a diverse range of senior stakeholders; including across government;
- Be forward thinking and self-motivated, driving operational and service delivery excellence, modelling the AFP's leadership behaviours; and
- Demonstrate capability in-line with the SES Band 1 Work Level Standards.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 2 security clearance or the ability to obtain one.
- Demonstrated experience leading teams at a senior executive level.
- Tertiary qualifications in related field and/or extensive HR experience.
- Exceptional strategic stakeholder management skills.
- Demonstrated capability in line with [SES Band 1 Work Level Standards](#).

Notes

- This position has been advertised in multiple locations however, the role is located in Canberra, ACT. Successful applicants must be willing to relocate to the ACT.
- This role is Full time - Temporary for a period of five years
- The AFP is part of the Attorney-General's portfolio and works closely with a range of other law enforcement and government agencies at state, territory, Commonwealth and international levels, outsmarting crime, enhancing safety and providing a secure regional and global environment. The [Corporate Plan](#) is a legislative requirement under the *Public Governance, Performance and Accountability Act 2013*. It sets out the AFP's purpose, priorities, environmental context, the activities it undertakes, how performance is measured and the management approach to risk. The plan is a rolling four-year plan and is updated annually. It is aligned with the outcome statements, program and performance information presented in the [AFP Portfolio Budget Statements](#). Performance against the plan and the PBS is reported in the [Annual Report](#).

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	Brooke Everett, 0447 978 790
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13858/

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Attorney-General’s

Vacancy VN-0751735

Australian Human Rights Commission

Closing Date:Friday 29 August 2025

Job Title	2024-2025 - Australian Human Rights Commission – Temporary Talent Register - Australian Public Service Classification Levels EL1 to EL2
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1;Executive Level 2
Position Number	TBA
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs/job-details?nPostingId=294&nPostingTargetId=337&id=Q7FFK026203F3VE>

About us

Join Us in advancing Human Rights for all.

Location – Sydney NSW

Are you passionate about achieving human rights outcomes? Do you want to be part of an agency that has human rights and equality front of mind to build an Australian society where every person is free and equal in dignity and rights?

The Australian Human Rights Commission (AHRC/the Commission) invites you to register your interest for non-ongoing employment opportunities that may arise, across a broad range of classifications, business areas and locations across Australia.

The register will be utilised to fill non-ongoing (temporary) vacancies, which may include full-time or part-time roles, depending on our business needs.

About Us

The Commission is Australia's national human rights institution. Together we work towards an Australian society in which human rights are respected, protected and promoted – where every person is free and equal in dignity and rights.

Our purpose is to ensure that all Australians have access to effective, independent complaints handling and public inquiry processes on human rights and discrimination matters, and benefit from our human rights education, advocacy, monitoring and compliance activities.

Come join us!

Be at the heart of transformative change and influence policy that affects lives across Australia. Join us in our mission to create a society where every individual's rights are respected and protected. Come join us and make a difference.

At the Commission, you will be respected, supported and encouraged to be your authentic self. We take pride in enabling our people to bring their unique perspectives and strive to create a safe space to work to build an Australian society where every person is free and equal in dignity and rights.

You will be able to help to ensure the Commission's purpose is fulfilled and influence the experiences of our clients when they are in the process of resolving their grievances.

You will receive many benefits such as:

- generous remuneration and working conditions including access to flexible working arrangements.
- professional career engagement: Enjoy opportunities for professional engagement, supportive learning and development and be part of a leading institution in the field of human rights.
- be part of an inclusive, diverse and collaborative work environment: work alongside passionate professionals who share your dedication to human rights, equality and stay connected with the community.

Duties

Skills & Experience

About the positions

The types of positions that may be filled from this register include, but are not limited to:

EL1 (Business Analyst, Team Leader, Senior Advisor, Senior Project Officer, Senior Policy Officer, Campaign Manager, Media Advisor, Community Engagement Manager, Senior Lawyer)

- An Executive Level 1 employee would generally be required to undertake work that is very complex or sensitive and operate under broad direction.
- Exercise a considerable degree of independence and perform a leadership role.
- Exercise sound decision making and judgement to produce high level policy advice.
- Engage in complex problem solving and issues management and may coordinate and undertake detailed or sensitive projects that impact on strategic, political or operational outcomes for the agency.
- Responsible for actively managing key stakeholder relationships within and outside the agency and may manage one or more work teams.

EL2 (Director – Projects, Study Director, Principal Investigator, Senior Project Research Officer, Senior Project Lead, Senior Director)

- An Executive Level 1 employee would generally be required to undertake work with a high level of complexity or sensitivity and operate under broad direction.
- Exercise a significant degree of independence and perform an important leadership role.
- Responsible for influencing and developing strategy, policies, priorities and operational practices in support of agency objectives based on high level decision-making and judgement.
- Provide a high level of advice to senior management and Ministers as well as coordinating and assuming responsibility for highly complex or sensitive projects or work programs that have strategic, political and/or operational significance.
- Responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders and may lead a work team or teams.

AHRC are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds.

Positions available through this register vary in duration, noting you can be initially engaged for periods up to 12 months (with one contract extension or subsequent contract up to 6 months, with a total duration of 18 months).

We encourage you to submit your interest in temporary employment with the Commission.

Eligibility

Additional Information

To Apply

To apply, please click on the '*Apply Online*' button to the left of this advertisement.

Please provide your resume and a statement (maximum of 2 pages) outlining your interest in these APS levels your experience that would lead to impactful outcomes in the positions, identifying the skills and capabilities you bring.

Please identify which levels – EL1 or EL2 you wish to be considered for in your statement.

You are not required to address each selection criterion individually in your pitch, however, you should provide sufficient information to demonstrate how your skills, knowledge and experience

are the right fit for the classification(s) you are expressing interest for. Please be accurate, succinct and show a clear connection with the positions that will become available within the Commission.

The successful candidate will demonstrate the ability to fulfill the requirements of the roles in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the AHRC.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For further information about this register, please email: jobs@humanrights.gov.au, using the subject line: Temporary Talent Register – EL1 - EL2 enquiry.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AHRC offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate may be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

Notes

This register is an expression of interest only. Registering your interest does not guarantee an offer of employment will be made.

AHRC value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQ+ and people with disability.

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

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

About the Australian Human Rights Commission

To Apply

Position Contact	Leigh Stanley, Leigh.stanley@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/job-details?nPostingId=294&nPostingTargetId=337&id=Q7FFK0

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Attorney-General’s

Vacancy VN-0751574

Federal Court of Australia

Closing Date:Wednesday 04 December 2024

Federal Court of Australia
Corporate Services

Job Title	Assistant Property Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$80,341 - \$87,572
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements available
Classification	APS Level 5
Position Number	0797-10-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

Supporting the Director of Court Services Vic & Tas & FCA Senior Property Officer, the Assistant Property Officer will undertake administrative functions within the team, liaise with the FCA Entity's Property Manager - Evolve FM around issues and work closely with appropriate Building Managers. This position will provide advice and support to stakeholders within the Commonwealth Law Courts (CLC) on property matters, including in the context of facilities management.

Duties

Key Responsibilities and Duties

- Undertake contract administration functions including preparation of simple contracts, official orders, variations and related correspondence.
- Manage internal stakeholder relations, interpreting requests throughout the courts and resolving issues.
- Foster and maintain positive working relationships with clients, client sub-contractors, suppliers and consultants.
- Assist in the preparation and provision of data for monthly or annual reports and information as required.
- Work with the Courts Property Service Provider and Building Managers to coordinate facilities management works within the specified CLC.
- Proactively follow up outstanding facilities management tasks.
- Participate in client meetings including the preparation of the meeting agenda and minutes as required.
- Assist with minor projects within the capital works programme where required.
- Monitor and report on property service provider and subcontractor performance in the management and delivery of services to support the delivery outcomes of the department.

Eligibility

Selection Criteria

1. Experience and understanding of: facilities management, coordination of facilities management related disciplines; and contract management.
2. Demonstrated sense of timeliness and an ability to balance competing priorities, maintain high work standards and meet deadlines.
3. Demonstrated understanding/experience with Commonwealth Procurement Rules and Public Governance, Performance and Accountability Act.
4. Demonstrated client service background and the ability to develop strong relationships with internal and external stakeholders.
5. Well-developed written and oral communication skills, including negotiation and representational skills, together with an ability to prepare comprehensive business cases, technical reports and briefing material.

Notes

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.

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

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

Diversity and Inclusion

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

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

RecruitAbility

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

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

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	Chad Crompton, (02) 91845107
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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National Collection
National Collection Photographs, Film and Sound

Job Title	Motion Picture Image Operator
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$71,560 - \$78,001
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Working from home arrangements may be requested by successful candidate and will be considered based on AWM policies.
Classification	APS Level 4
Position Number	60000240
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

<https://www.awm.gov.au/get-involved/employment>

The Motion Picture Image Operator works within the Photographs, Film and Sound Production Team of the National Collections Branch. The role performs a number of specialised tasks in fulfilment of the preservation of National Collection photographic film assets, and, the fulfilment of internal and external client orders. The ability to apply a strong working understanding of conventional motion picture film and photographic images to digital media is essential. The position requires both sales and preservation outputs delivered within agreed production schedules and timeframes. The role also undertakes ad hoc videography as required.

Their primary role is the digitisation, to AWM preservation standards, of National Collection content, and the production of suitable delivery formats of film and photographic assets for preservation of and provision of access to, archival collection material. Approximately 60% of their work fulfils external client requests as directed by the Memorial's eSales team.

Responsibilities include image interpretation, print production from digital files for public sales using professional equipment, maintenance and calibration of capture equipment, cleaning and basic preparation of films before digitisation.

Duties

Under the general direction of the PFS Manager Digital Preservation the role will:

- Undertake the digitisation of motion picture film to the Memorial's preservation standard, produce production masters and client deliverables from preservation scans, in both motion picture and still image formats;
- Perform high-level digital correction and manipulation of digital images associated with the collection preservation and access programs using professional equipment.

- Maintain collection image integrity in accordance to the Memorial's established guidelines and practices governing preservation and handling of archival audiovisual and image assets.
- Support the ongoing maintenance and calibration of equipment such as multi-gauge motion picture film scanner, film cleaner, and high-grade graphic monitors and associated equipment.
- Undertake digital colour management and workflow procedures associated with the preservation and access programs to Memorial standards.
- Maintain preservation and technical metadata requirements within Memorial's Collection Management Systems.
- Adhere to proscribed handling procedures of National Collection items to minimise risk of damage to originals.
- Assist the PFS Production team in a variety of activities as directed.
- Assist with the development of staff, providing strong technical capability, and promoting open communication and initiative within the team
- Abide by and further the principles and practices of Work health and Safety as outlined in the WPS Act, taking reasonable care for personal health and safety and ensuring that acts or omissions do not adversely affect the health and safety of other persons.

Additional notes:

- Tertiary qualifications or industry experience in motion picture film scanning and image editing, and, tertiary qualifications or industry experience in video recording and production work.
- Demonstrated experience in the use of video/stills camera equipment and lighting to produce professional video productions. Perform image editing and associated file management tasks using Adobe CC.

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

Eligibility

Notes

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

To Apply

Position Contact	Bob McKendry, (02) 6243 4807
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0751148

Department of Defence

Closing Date:Sunday 08 December 2024

Defence People Group
People Services and Wellbeing

Job Title	Senior Case Officer/Senior Investigator
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Melbourne VIC, Various locations - NSW NSW, Various locations - QLD QLD
Salary	\$91,702 - \$104,753
Future Merit Locations	Brindabella Business Park, Melbourne, Various locations - NSW, Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/10000/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=BC54A645-6124-58C8-A214-DB4A4882E3A5>

Duties

The Role
As an APS 6 Case Officer:

- Your primary role will be to conduct complex inquiries and analysis into Code of Conduct matters, alongside conducting performance and attendance based matters including Right Track Plans and Probations.
- You will work under limited direction, with reasonable autonomy and accountability.
- You will have a considerable level of stakeholder engagement across the department with senior management, supervisors and employees particularly in relation to difficult and sensitive matters, whilst ensuring positive outcomes.
- Prepare correspondence and notices for senior leadership of a high standard.
- You will have sound judgement, exceptional attention to detail and maintain sufficient record keeping whilst facing competing priorities and a demanding caseload.
- You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures consistent with the Australian Public Service (APS) Code of Conduct and adherence to the APS and Defence Values.
- You will have a responsibility towards supporting and guiding lower level employees and contributing to managing change and uncertainty in the workplace.

About our Team

The Directorate of Conduct and Performance (DCP) provides advice and guidance on conduct and performance management issues. DCP's primary function is to investigate suspected breaches of the APS Code of Conduct; and administer and facilitate the management of poor performance of APS employees in accordance with current legislation, policies, business rules and Agency best practice.

Our Ideal Candidate

In addition to the skills mentioned in our role description, we are seeking a self-motivated, proactive and organised individual who has a strong work ethic and attention to detail. The individual will enjoy working in a fast-paced environment, and have the ability to manage multiple tasks at once.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Vikki Howard, 07 5361 7191
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BC54A645-6124-58C8-A214-DB4A4882E3A5

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Defence

Vacancy VN-0751167

Department of Defence

Closing Date:Sunday 08 December 2024

NAVY
Navy Engineering

Job Title	Deputy Director Materiel Assurance
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	\$115,899 - \$130,733
Future Merit Locations	Henderson
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NAVY/09989/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=9041A7A2-EADA-5A14-06E0-DB4A49D33903>

Duties

The Role
The Naval Materiel Seaworthiness Assurance Agency (NMSwAA) works across the depth and breadth of Navy Capability from

program inception all the way through to retirement. The Deputy Director Materiel Assurance – West leads a dispersed and motivated team who are responsible for the management and provision of materiel seaworthiness surveillance and assurance activities spanning Surface vessel and Submarine program offices.

About our Team

NMSwAA provides the Chief of Navy with justified confidence that Navy's maritime platforms are materially seaworthy and that they can deliver the required capability to government. In broad terms, a significant part of our role is appreciating that Navy offers an extensive range of assets in some of the most rapidly developing areas in Defence.

Our team, consisting of members from diverse backgrounds and experience, bring together an extensive knowledge and ability base from which we can drive forward our mission. NMSwAA offers the opportunity to work, contribute and provides the Chief of Navy with risk-based assurance that Seaworthy Materiel is being delivered throughout a mission system's Capability Lifecycle.

We offer competitive salary, flexible hours, generous leave, and flexible working arrangements to support work-life balance. We foster a culture of continual career development through professionalisation and training programs. This is an integrated team of Military, APS, and contracted employees, with staff currently based in Sydney, Perth, Adelaide and Canberra.

Our Ideal Candidate

We are looking for someone who enjoys leading a small team to undertake a diverse range of tasks, can manage conflicting priorities, and is genuinely willing to assist others.

You need to be passionate about leadership and collaboration, working with people, governance, strengthening accountability and transparency. You are someone who provides evidence-based advice and recommendations.

Strong candidates will have a number of the following attributes:

- Developed interpersonal skills to liaise, collaborate, and build productive stakeholder relationships across reporting lines.
- Strong leadership and interpersonal skills to lead, manage, guide and develop staff effectively.
- An ability to produce quality work within short timeframes and with competing priorities under limited direction.
- Versatility and agility to work across a range of topics.
- Experience in maritime material/technical conformance or compliance frameworks.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jacob Hepner, 02 9537 7060
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9041A7A2-EADA-5A14-06E0-DB4A49D33903

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Defence

Vacancy VN-0751203

Department of Defence

Closing Date:Sunday 08 December 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Commercial Manager
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	\$115,899 - \$130,733
Future Merit Locations	Williamtown
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/09814/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=0191A697-1206-8CBF-685E-DB4A8383BD64>

Duties

The Role
Airborne Surveillance Control & Intelligence Systems Program Office (ASCISPO), located at Royal Australian Air Force (RAAF)

Base Williamtown, NSW and RAAF Base Edinburgh, SA, performs sustainment and major capability upgrades for Air Force's fleet of E-7A Wedgetail and MC-55A Peregrine systems.

The role will support AIR7002 project, which will introduce a Replacement AEW&C Capability, the Advanced E-7, through collaboration with United States Air Force (USAF).

The position is accountable under broad direction to:

- Develop complex to very complex procurement planning, contract development and management work within an integrated workforce.
- Coordinate engagement of specialist advice from within and outside Defence, including price and cost analysis, probity advice and legal services as required.
- Draft and review complex to very complex contracting correspondence and provide advice in relation to commercially sensitive documents as required.
- Address complex contracting issues, including negotiation and conflict resolution through the application of legal and commercial risk strategies.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

ASCISPO is an integrated team of Australian Public Servants, Military and Contractor personnel and is committed to:

- Empowering personnel to make informed risk-based decisions.
- Supports flexible, collaborative and creative thinking in order to deliver solutions in a timely manner.
- Embraces work-life balance, promotes personal well-being, and ensures that our outputs are sustainable.
- Invests in learning and development and values diversity.

ASCISPO is located at RAAF Base Williamtown in the beautiful Port Stephens region and offers access to flexible working conditions to support work life balance and an attractive remuneration package including a generous superannuation contribution of 15.4%.

Defence provides 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.

Our Ideal Candidate

The successful candidate will demonstrate:

- Experience in complex to very complex procurement and contracting activities including ability to interpret and apply policy, legislation and understand critical commercial risks and performance requirements related to procurement and contract management.
- Experience in international cooperative contract arrangements.
- In-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.
- Excellent interpersonal, time-management, written and communication skills, including strong emotional intelligence, resilience and adaptability, tailoring your approach when targeting audiences,
- The ability to influence, negotiate and collaborate with stakeholders at all levels to identify best-fit organisational solutions.

- The ability to flexibly adapt to changing situations, including using sound judgement under pressure, to ensure the success of key deliverables.

Eligibility

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

Notes

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

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To Apply

Position Contact	Brian Harrison, 02 4077 9504
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0191A697-1206-8CBF-685E-DB4A8383BD64

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Defence

Vacancy VN-0751216

Department of Defence

Closing Date:Sunday 08 December 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$91,702 - \$104,753
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/10084/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=4DEFB2B6-D36A-0794-8EA3-DB4A84BFF0D7>

Duties

The Role
The Business Support Officer is a crucial customer-facing role, providing comprehensive administrative support and enhancing business processes. They lead a team to ensure effective task coordination and process improvement with a focus on proactive governance and performance reporting. They will utilise SharePoint and data analysis skills to streamline operations while managing personnel and recruitment administration, travel coordination and facilities support.

Other responsibilities include:

- Deliver comprehensive governance/administrative support to enhance business operations.
- Primary contact for personnel inquiries, including on-boarding and performance tracking, in line with HR policies.
- Develop and maintain SharePoint sites for efficient document management, team collaboration and implementing workflows for operational efficiency.
- Coordinate tasks to meet deadlines and achieve deliverables.
- Manage the organisational calendar, ensuring effective scheduling of meetings/events.
- Collaborate with stakeholders to gather insights for reporting and process improvement.
- Maintain documentation of processes to ensure continuity and compliance.
- Leverage Power BI to create impactful dashboards/reports.

About our Team

Surveillance and Response Systems Program Office (SRSPo) ensures the availability and performance of highly complex surveillance and response airborne and related systems for the Royal Australian Air Force (RAAF) – including the P-8A Poseidon. SRSPo also acquires and supports common Aeronautical Life Support Equipment (ALSE) used on air vehicles operated by

the RAAF, Navy and Army. We also support the MQ-4C Triton, a new remotely piloted high altitude long endurance aircraft system.

At SRSPo we are passionate about working collaboratively with our stakeholders and industry partners to ensure the necessary acquisition, sustainment and regulatory requirements are fulfilled. We do this to support the war fighter and achieve the Department of Defence's strategic and operational objectives.

This position reports to the Business Operations Manager and works closely with our Executive Leadership group. The position also manages a small team providing a range of business and personnel support activities.

Our Ideal Candidate

Our Ideal Candidate will have/be:

- Exceptional organisational and time management skills, with the ability to work independently.
- Strong interpersonal skills to foster positive relationships and engage effectively with customers.
- Adaptable and resourceful, with a proactive approach to learning policies and processes.
- Proficient in Microsoft Suite and SharePoint, able to effectively leverage these tools for productivity and collaboration.
- Committed to driving continuous improvement and efficiency.
- High level of discretion and professionalism aligned with Defence's values.
- Proven ability to lead and develop teams, motivating others effectively.
- Self-motivated, taking initiative to anticipate needs and drive results.
- Strong analytical and problem-solving skills, capable of interpreting data to make informed decisions.
- Collaborative team player, engaging with stakeholders at all levels.
- Detail-oriented.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Kara Beinke, 08 7374 4401
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4DEFB2B6-D36A-0794-8EA3-DB4A84BFF0D7

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Defence

Vacancy VN-0751253

Department of Defence

Closing Date:Sunday 08 December 2024

Defence Finance Group
Financial Performance & Management

Job Title	Capability Costing Manager, Cost Recovery Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DFG/09347/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=4EBF4B75-B802-43BE-86C5-DB4A8723B889>

Duties

The Role
Capability Costing Manager

The APS 6 Capability Costing Manager will contribute to various functions of the branch, including cost assurance and cost estimation.

The APS 6 Capability Costing Manager will form part of a high performing and inclusive team, providing subject matter expertise across the spectrum of capability costing within Defence.

Under the direction of senior team members, the APS 6 Capability Costing Manager will:

- Respond to general enquiries about cost estimation, the application of Defence costing; standards, policy and processes and cost estimation tools used in Defence;
- Review cost estimates to ensure they comply with the Defence Cost Estimation Standards;
- Provide advice and recommendations to improve the quality of cost estimates;
- Support senior CCB team members in the preparation of briefs for senior decision makers;
- Build cost estimates to support capability gate review and investment committee decisions;
- Work through tender submissions to extract the relevant cost data;
- Work with project managers, schedulers and risk managers to understand the cost implications of schedule, uncertainty and risk;
- Present the models for capability gate review, investment committee and external stakeholder reviews; and
- Work closely with financial and portfolio stakeholders to convey high-level summaries of the estimates.

Cost Recovery Manager

The APS 6 Cost Recovery Manager will manage cost recovery models and clear international agreements.

Under the direction of senior team members, the APS 6 Cost Recovery Manager will:

- Develop and update Cost Recovery Models and associated guides and manuals;
- Respond to general queries about Cost Recovery Models;
- Engage with stakeholders to obtain data and information to develop Cost Recovery Models;
- Review Other Defence Cost Models for compliance with standard best practice and policy;
- Facilitate and collate the Portfolio Charging Survey and Portfolio Charging Review;
- Review and provide feedback on financial risks and policy compliance of International Agreements; and
- Provide clearance for International Agreements with financial considerations following feedback and consultations.

About our Team

The Capability Costing Branch works in partnership with the Defence community to drive better practice and transform capability costing. The Branch connects and supports a professional costing community by developing policy and technical solutions, providing strategic and technical costing advice, and building a sustainable costing workforce.

Our Ideal Candidate

Our ideal candidate will be a positive team player that thrives in a dynamic environment.

They will display initiative, have strong attention to detail and be committed to providing consistent, high-quality support, as well as a demonstrated ability to:

- Display strong numeracy, written and verbal communication skills;
- Build and maintain effective working relationships across the Department including liaising with internal and external stakeholders;
- Adjust to shifting strategic priorities in a fast-paced environment; and
- Work effectively both independently and as part of a large team.

Eligibility

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

Notes

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To Apply

Position Contact	Sofija Brown, 0498 470 620
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4EBF4B75-B802-43BE-86C5-DB4A8723B889

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Defence

Vacancy VN-0751293

Department of Defence

Closing Date:Sunday 08 December 2024

Associate Secretary Group
Office of Associate Secretary

Job Title	Information Compliance Officer - Royal Commission into Defence and Veteran Suicide Implementation Taskforce
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,706 - \$89,659
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ASG/10133/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C52AD65B-AD62-95E9-46A8-DB4ABF29D586>

Duties

The Role

This is an exciting opportunity to work in a dynamic environment supporting the Royal Commission into Defence and Veteran Suicide Implementation Taskforce (the Taskforce), which has been established to lead Defence's response to the Royal Commission into Defence and Veteran Suicide Final Report and recommendations. This role is part of the Information Compliance Directorate, responsible for the management of Taskforce information through a collection of capabilities delivered through people, processes and technology to ensure the confidentiality, integrity, availability, quality and security of our information and data assets throughout their lifecycle.

We are looking for a highly motivated Information Compliance Administration Officer to coordinate training sessions, understand how systems support achieving organisational objectives and capturing process improvements. This role requires consistent application of procedures and drafting of documentation, with understanding of record management systems.

The Information Compliance Officer will be responsible for the following deliverables:

- Providing general administrative support and assistance.
- Managing and maintenance of inbox/s
- Providing secretariat support as required, and produces well-structured documents that are fit for purpose.
- Managing correspondence with internal and external stakeholders
- Coordination of training, information sessions and stakeholder engagement activities.
- Developing and maintaining stakeholder relationships.
- Knowledge of government processes and procedures (highly desirable)
- Strong attention to detail.
- Support other high priority Taskforce wide activities, as required.

About our Team

An enabling function within the Taskforce, Information Compliance supports across three main lines of effort:

- Security, Risk and Assurance enables Taskforce compliance, risk management, reporting obligations and represents the Taskforce at broader Defence working groups.
- Information Management develops and maintains system function to support operations, engages with stakeholders to understand and ensure data capture requirements to deliver efficient reporting.
- Business Management ensures process mapping, capturing continuous improvement, whilst providing internal and external stakeholders with a user centric platform for information.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- High standard of persuasive oral skills to communicate effectively with a wide range of people including Service, APS and contracted personnel.
- Highly developed writing skills, ability to communicate through email to senior levels across the taskforce, internal and external stakeholders, and provide clear expectations for external training providers.
- Ability to develop procedures and supporting compliance documentation.
- Ability to work effectively as a team member to accomplish organisational goals.
- Capacity to manage and liaise with both internal and external stakeholders..
- Good analytical and problem-solving skills.
- Consults and shares information, and ensures others are kept informed of issues.
- Understanding of compliance and the importance of risk management.
- Business process mapping.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Aaron Simonds, 02 5130 1871
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C52AD65B-AD62-95E9-46A8-DB4ABF29D586

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Defence

Vacancy VN-0751297

Department of Defence

Closing Date:Sunday 08 December 2024

Associate Secretary Group
Office of Associate Secretary

Job Title	System Support Officer - Royal Commission into Defence and Veteran Suicide Implementation Taskforce
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/10138/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=36B7F9E0-F646-34B1-9F90-DB4ABF716363>

Duties

The Role

This is an exciting opportunity to work in a dynamic environment supporting the Royal Commission into Defence and Veteran

Suicide Implementation Taskforce (the Taskforce), which has been established to lead Defence's response to the Royal Commission into Defence and Veteran Suicide Final Report and recommendations. This role is part of the Information Compliance Directorate, responsible for the management of Taskforce information through a collection of capabilities delivered through people, processes and technology to ensure the confidentiality, integrity, availability, quality and security of our information and data assets throughout their lifecycle.

The System Support Officer Information Compliance will have a considerable level of stakeholder engagement and will need to understand how to capture and translate workflows into business process maps. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

They will exercise both initiative judgement in the application of work practices and procedures, whilst having an in-depth understanding of multiple system platforms. High-level writing skills are required, whilst being capable of drafting documents for the Assistant Director, with minimal change required. The System Support Officer will work as a team to achieve the work unit outcomes.

Within Royal Commission into Defence and Veteran Suicide Implementation Taskforce APS 6 System Support Officer will be responsible for following deliverables:

- Ability to obtain, or formulate business rules and requirements from Taskforce members and convert them into process artefacts.
- Be accountable for the effective coordination of work-flows in and across the Taskforce.
- Require an in-depth knowledge of business modelling concepts, tools, and techniques, such as Microsoft CRM Dynamics, Visio, PowerBi, and BMS.
- Experience with electronic management systems, sentencing and records management processes.
- Exercise strong stakeholder engagement skills to provide clear communication and provide understanding of process mapping.
- Ability to understand importance of datasets to measure business performance focusing on identifying opportunities.
- Have the ability to be adaptive to shifting work priorities as the Taskforce environment requires.
- Be responsible for actively managing key stakeholder relationships.
- Be accountable to contribute towards ongoing self-improvement and professional development of their work area.

About our Team

Information Compliance is responsible for undertaking planning to ensure the Royal Commission into Defence and Veteran Suicide Implementation Taskforce remains fit for purpose and Defence has options beyond the delivery of the Royal Commission final report.

The Taskforce continues to capture observations, identify lessons and apply a continual improvement approach, in addition to reporting on performance metrics and the effectiveness of the Royal Commission into Defence and Veteran Suicide Implementation Taskforce.

The Directorate also manages security, risk and business continuity for the Royal Commission into Defence and Veteran Suicide Implementation Taskforce assurance activities to ensure compliance with legislation and Defence policy.

Our Ideal Candidate

The System Support Officer should have experience in Microsoft Visio, Customer Relationship Management Dynamics, Electronic Management Systems and Business Management Systems would be highly regarded.

Other Essential Requirements include:

- Critical thinking and analysis skills.
- Stakeholder engagement skills.

- High standard of persuasive oral skills to communicate effectively with a wide range of people including Service, APS and contracted personnel.
- Tailor communication style and language according to the audience’s level of knowledge, skill and experience to educate, promote and encourage compliant behaviour.
- High level to articulate IT fault rectification requirements, complete business mapping activities, report writing, and interpretation of business processes.
- Knowledge of compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements.

Eligibility

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

Notes

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

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To Apply

Position Contact	Aaron Simonds, 02 5130 1871
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=36B7F9E0-F646-34B1-9F90-DB4ABF716363

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Defence

Vacancy VN-0751308

Job Title	Strategic and International Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SPI/10005/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D75C71C8-4992-766C-7469-DB4AC07F7DD3>

Duties

The Role

As an APS 6 Strategic and International Policy Officer in the team, you will be responsible for leading the delivery of international industrial collaboration policy advice and engagements. Highly-developed communication and critical thinking skills, and a strong understanding of the strategic environment are essential.

The role will involve the ability to lead short-turn around international engagement tasks as well as long-term strategic policy thinking. This is a policy development area requiring staff to explore innovative ideas that develop strategically-aligned opportunities for Defence industrial collaboration. You will need to understand how your work contributes to Defence's policy priorities and take a leading role to promote this across the Defence enterprise.

You will have opportunities to contribute to and attend briefings for senior managers and foreign Government officials. You will lead the development of international trade missions and gain exposure to a wide range of stakeholders across Australian Government, industry, and our international partners. You will be responsible for mentoring and supervising junior members of the team.

We also know that sometimes it's hard to know what a job will be like from reading this position description alone. Please feel free to reach out to the contact officer to help you understand if this role is the right fit.

About our Team

The Defence Industry International Collaboration and Engagement Team (DIICE) is a high-performing section that drives industrial collaboration with key international partners (excluding the US and the UK) to support Defence's National Defence Strategy. It provides a leading policy function for Defence Trade, Regulation and Industrial Collaboration Division.

DIICE is responsible for developing Defence's international industrial collaboration strategy and country prioritisation framework. We drive industrial collaboration projects across the Defence enterprise and contribute to various international policy, industry and materiel dialogues.

We engage closely across Government, in particular Austrade, to identify barriers to international industrial collaboration and work to find effective and innovative policy solutions.

We deliver engagements with our international counterparts to further industrial collaboration – in particular international dialogues and targeted trade missions globally that contribute to the National Defence Strategy while supporting Australian industry.

We also lead on the development of policy advice relating to proposed transactions on the Defence Export Facility, a key government-owned funding source for industry.

Our Ideal Candidate

The APS 6 Strategic and International Policy Officer will have the ability to lead the development of high-level briefs such as Ministerial submissions, senior officer decision briefs and talking points on policy matters.

They will be able to understand, condense and align disparate briefing material into clear and concise briefs and talking points for senior officials. There will be a requirement to evaluate industry policy issues and recommend courses of action.

Highly-developed liaison and networking skills are required – with the ability to clearly convey expectations from a wide set of Defence stakeholders and engage with international counterparts.

Our ideal candidate has:

- A collaborative, team-oriented approach to supporting and promoting organisational outcomes;
- Sound judgement and a proactive, innovative and solution-oriented approach to problem solving;
- Highly-developed written and verbal communication skills and the ability to understand and tailor their messaging to suit their audience;
- A self-reflective approach to work so they can identify opportunities for improvement, capitalise on knowledge and skills across the organisation and gather new ideas and viewpoints;
- Developed interpersonal skills to liaise, collaborate and build productive stakeholder relationships – including anticipating stakeholder's expectations and concerns;
- The personal responsibility, pride in their work, and resilience to achieve goals, even when priorities shift.

We welcome candidates with diverse life experiences and perspectives. If you have not worked previously in Defence or Government, but have transferrable skills that meet the above characteristics, we encourage you to apply.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Name Withheld, 02 6265 1652
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D75C71C8-4992-766C-7469-DB4AC07F7DD3

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Defence

Vacancy VN-0751337

Department of Defence

Closing Date:Sunday 08 December 2024

Strategy Policy & Industry
Defence Trade Regulation and Industrial Collaboration

Job Title	Strategic and International Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,706 - \$89,659
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To discuss working arrangement please reach out to contact officer
Classification	APS Level 5
Position Number	SPI/09503/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=C515AE4C-A810-B71E-EB6A-DB4AC268F577>

Duties

The Role
As an APS 5 Strategic and International Policy Officer in the team, you will be responsible for supporting the delivery of

international industrial collaboration policy advice and engagements. Strong communication and critical thinking skills, and an understanding of the strategic environment are essential.

The role will involve the ability to support both short-turn around international engagement tasks as well as long-term strategic policy. This is a policy development area requiring staff to explore innovative ideas and support strategically-aligned opportunities for defence industrial collaboration. You will need to understand how your work contributes to Defence's policy priorities and assist with communicating this across the Defence Enterprise.

You will have opportunities to contribute to and attend briefings for senior managers and foreign Government officials. You will support in the development of international trade missions including briefing material and logistics support. You will gain exposure to a wide range of stakeholders across Australian Government, industry, and our international partners.

We also know that sometimes it's hard to know what a job will be like from reading this position description alone. Please feel free to reach out to the contact officer to help you understand if this role is the right fit.

About our Team

The Defence Industry International Collaboration and Engagement Team (DIICE) is a high-performing section that drives industrial collaboration with key international partners (excluding the US and the UK) to support Defence's National Defence Strategy. It provides a leading policy function for Defence Trade, Regulation and Industrial Collaboration Division. DIICE is responsible for developing Defence's international industrial collaboration strategy and country prioritisation framework.

We drive industrial collaboration projects across the Defence enterprise and contribute to various international policy, industry and materiel dialogues. We engage closely across Government, in particular Austrade, to identify barriers to international industrial collaboration and work to find effective and innovative policy solutions.

We deliver engagements with our international counterparts to further industrial collaboration – in particular international dialogues and targeted trade missions globally that contribute to the National Defence Strategy while supporting Australian industry. We also lead on the development of policy advice relating to proposed transactions on the Defence Export Facility, a key government-owned funding source for industry.

Our Ideal Candidate

The APS 5 Strategic and International Policy Officer will have the ability to support the development of high-level briefs such as Ministerial submissions, senior officer decision briefs and talking points on policy matters. They will be able to understand, condense and align disparate briefing material to support the development of clear and concise briefs and talking points for senior officials.

Strong liaison and networking skills are required – with the ability to clearly convey expectations from a wide set of Defence stakeholders and engage with international counterparts. Our ideal candidate has:

- A collaborative, team-oriented approach to supporting organisational outcomes;
- Sound judgement and an innovative, solution-oriented approach to problem solving;
- Strong written and verbal communication skills and the ability to understand and tailor their messaging to suit their audience;
- A self-reflective approach to work so they can identify opportunities for improvement and capitalise on the knowledge and skills across the organisation;
- Developed interpersonal skills to liaise, collaborate and build productive stakeholder relationships;
- The personal responsibility, pride in their work, and resilience to achieve goals, even when priorities shift.

We welcome candidates with diverse life experiences and perspectives. If you have not worked previously in Defence or Government, but have transferrable skills that meet the above characteristics, we encourage you to apply.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Marie Laurie, 02 6265 1652
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C515AE4C-A810-B71E-EB6A-DB4AC268F577

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Defence

Vacancy VN-0751388

Department of Defence

Closing Date:Sunday 05 January 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Waverton NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Waverton
Office Arrangement	Flexible
Office Arrangement Details	Please reach out to contact officer to discuss working arrangement
Classification	APS Level 6
Position Number	NSSG/10189/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E87244A2-96AD-5CC5-295C-DB4BEDE7FE6E>

Duties

The Role

The Contract Management Officers will work closely with other team members in the Diving, Autonomous and Signatures Systems Program Office (DAS SPO) in undertaking contract management, administrative and other support tasks associated with contracts managed by DAS SPO. Specifically this may include the following:

- Assisting with strategy development and planning;
- Developing and issuing tenders and requests for quotation;
- Managing contract negotiations;
- Developing and implementing contract changes;
- Raising and/or amending contract change proposals and purchase orders;
- Conducting contract performance reviews;
- Reviewing and approving payment of invoices; and
- Conducting contract governance and reporting activities.

The APS 6 Contract Management Officers may also supervise other APS, ADF and contracted service provider personnel involved in the performance of these and similar tasks. The APS 6 Contract Management Officers will be assigned specific responsibilities that may include any of the projects, platforms, systems and equipment supported by DSA SPO.

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

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

About our Team

Diving, Autonomous and Signatures Systems Program Office (DAS SPO) is located on the lower North Shore of Sydney, NSW and provides capability support to the Royal Australian Navy, Army and Special forces from HMAS Waterhen, Waverton. The focus of DAS SPO is on continuous delivery to meet capability sustainment demands across a broad range of projects, platforms, systems and equipment.

The key objective of the DAS SPO is to acquire and sustain Mine Warfare, Clearance Diving, Hyperbaric, Autonomous and Maritime Ranges assets so the Australian Defence Force can fight and win in the Maritime environment. The DAS SPO is responsible for the sustainment and through-life support of the Mine Hunter Coastal vessels, Deployable Autonomous and Robotic Mine Warfare Systems, Sail Training Ship Young Endeavour, Mine Clearance Diving and Hyperbaric Systems, General & Specialist Dive Equipment as well as Autonomous Maritime Ranges.

Working as part of the commercial team within the Systems Program Office (SPO), you will be part of a team of APS and contracted staff to provide key enabling services to Product Managers in a matrixed organisation. This role also regularly interacts with our industry partners and will have reporting responsibility to the broader Commercial and Maritime Sustainment Division.

Our Ideal Candidate

The Contract Management Officer will be highly motivated self-starting and competent with a successful track record performing in similar role(s). They will have a strong background in commercial and/or business management and administration. In particular, the successful candidate will be a clear thinker, an effective communicator and have a strong ability to resolve competing priorities and advising stakeholders accordingly. They will have leadership and effective communication skills, and be able to develop and maintain effective interpersonal relationships with a wide range of key stakeholders. They will:

- Have solid commercial acumen with a demonstrated understanding of contract fundamentals and supplier relationship management;
- Have experience in procurement and well developed administrative skills;
- Able to manage competing priorities in a work environment, often under time pressures;
- Be effective in communicating and managing stakeholder in achieving outcomes.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Tiffany Chung, 02 6212 0314
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E87244A2-96AD-5CC5-295C-DB4BEDE7FE6E

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Defence

Vacancy VN-0751441

Department of Defence

Closing Date:Thursday 05 December 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Logistics Governance Officer
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	\$91,702 - \$104,753
Future Merit Locations	Brisbane, Cairns
Office Arrangement	On Site
Office Arrangement Details	On Site based work
Classification	APS Level 6
Position Number	NSSG/08613/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=0242EA0B-2067-5B09-E254-DB4AFF955FDE>

Duties

The Role
The APS 6 Logistics Governance Officer is accountable under limited direction to perform and achieve complex materiel logistics inventory and asset governance and management work within an integrated workforce, focusing on the delivery of supply procurement services to optimise supply preparedness in support of Navy Hydrographic Fleet operations. They are accountable to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks and government decision-making requirements.

The APS 6 Logistics Governance Officer will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will undertake specialist research and analysis, conduct assessments and perform policy-directed procedural work to achieve results.

The APS 6 Logistics Governance Officer will coordinate and contribute to the work of a diverse and integrated team. The APS 6 Logistics Governance Officer will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve prescribed outcomes.

About our Team
The Minor Vessel Systems Program Office (MVSPPO) operates within the Naval Shipbuilding and Sustainment Group (NSSG). MVSPPO supports Navy Minor Vessels and Army Amphibious capabilities, and operates from offices in Henderson (WA), Darwin and Cairns. As part of NSSG, MVSPPO is evolving into the Maritime Sustainment Model (MSM) being progressed under Plan Galileo. The MSM will be a national integrated approach to ensure the significantly larger and more complex fleet that results from Continuous Naval Shipbuilding can be effectively sustained.

Our Location: HMAS Cairns is the primary Defence establishment in the Cairns Region. It is a Royal Australian Navy base with 900 Australian Defence Force and civilian personnel. Cairns is considered a 'remote' location and Defence employees who work in Cairns are eligible for locality benefits. Defence provides relocation assistance to eligible APS employees required to relocate. The level of assistance will be subject to negotiation and Delegate approval.

Our Ideal Candidate

- Ability to perform critical analysis and synthesis of supply information to determine optimal inventory stocking levels of Minor Vessel Fleet unique items of supply
- Ability to govern and manage the delivery of contracted procurement services to meet prescribed supply preparedness requirements
- Ability to govern and manage the processing of repairable items to sustain a ‘fit for purpose’ assets pool
- Ability to develop and maintain the upkeep of inventory-related budgets and associated procurement plans
- Ability to report, advise, and resolve complex emergent supply chain risks and issues

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Glen Macpherson, 07 4042 0145
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0242EA0B-2067-5B09-E254-DB4AFF955FDE

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ARMY
Forces Command

Job Title	Work Health and Safety (WHS) Officer
Job Type	Full-Time, Ongoing
Location	Randwick NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Randwick
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ARMY/10288/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=36654FEC-4FFC-647C-382B-DB4BB00E3C41>

Duties

The Role
Headquarters 17 Sustainment Brigade (HQ 17 Bde) - Army is seeking a Specialist APS6 Work, Health and Safety (WHS) Officer to provide oversight and advice as part of Army's WHS Management System.

The position is responsible for providing WHS subject matter expertise and advice to the command chain and specifically to subordinate 17 Bde units in their day to day management of health and safety performance and outcomes. Your knowledge and experience of WHS will support the generation of reports and time sensitive data analysis that will inform decision making across 17 Bde and assist Army in a wider sense to meeting its due diligence obligations under the WHS Act 2011.

The APS 6 WHS reports to an Admin Commanding Officer, a LTCOL / O-5 (Executive Level 1 equivalent) at the HQ 17 Bde. You will use your knowledge and experience of WHS and risk management to develop and sustain WHS risk management frameworks that directly support Army's force preservation and assurance. Contribute to the maintenance of internal WHS governance arrangements for HQ 17 Bde and be required to work closely with other staff functions within the HQ to facilitate a 'compliance culture'.

Given the continual requirement for collaboration on sensitive issues and WHS incident management, this means that the work pattern is office based at Randwick Barracks – Randwick NSW. Working remotely from time to time can be facilitated but must be negotiated based on applicable tasking and work deadlines that require collaborative products to be delivered. Working remotely is not to be considered the 'norm' for this role.

The successful applicant requires an in depth knowledge of the WHS Act 2011 and the associated Regulations. A sound working knowledge of relevant WHS Codes of Practice is desirable. A sound working knowledge of incident reporting and notification requirements to Regulators such as Comcare is essential. A knowledge of or qualification in Radiation safety is also considered desirable.

About our Team

You are a key member of the Commander 17 Bde advisory team. You will be mentored and guided by an experienced team of WHS specialists as part of the technical WHS chain that reaches into the Headquarters 1st (Australian) Division (HQ 1 (AS) DIV) in Brisbane. You also have peer support from another WHS member fulfilling a similar role at the other Brigades.

Our team is focused on a range of activities to assist all levels of the organisation to:

- Identify and manage risk for their context for the safe execution of work.
- Remove un-necessary administrative, governance and other activities that do not support functional safety.
- Supporting command in the event of a notifiable incident.

Located at Randwick Barracks Sydney, HQ 17 Bde provides a location and environment that is unique in Sydney, with free on-site parking available and public transport to the front gate.

Our Ideal Candidate

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

- Knowledge and understanding of Commonwealth and WHS Act and regulations together with a sound knowledge of how interactions with regulators such as COMCARE are progressed.
- The ability to provide WHS advice and subject matter expertise including occupational health and hygiene, critical risk management, WHS auditing, and a sound knowledge of WHS management systems.
- Superior people management skills and a demonstrated ability to mentor, lead and motivate within a team of specialists.
- Demonstrated analytical skills and an ability to problem solve and develop practical solutions based on extant WHS policy and procedures.
- Excellent stakeholder management and engagement skills and a sound ability to communicate effectively in writing and verbally.
- Demonstrated experience with IT based WHS reporting and management systems and a willingness to undertake further development and skills acquisition in emerging WHS data analysis and reporting methodologies/tools.
- An appropriate WHS qualification is desirable unless relevant job experience in a WHS role can be demonstrated. Preferably a Graduate Diploma or Certificate in WHS but as a minimum, a Certificate 3 in WHS management.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Valentina Nikiforova, 0490 821 288
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=36654FEC-4FFC-647C-382B-DB4BB00E3C41

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Defence

Vacancy VN-0751513

Department of Defence

Closing Date:Sunday 08 December 2024

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Records, Security and Information Management Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/09953/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=159CF6CA-85ED-7768-FAB8-DB4BE8CDCF10>

Duties

The Role

As the Maritime Integrated Warfare Systems (MIWS) Branch Records, Security and Information Management Team Leader you will lead in support of your Executive Level 1, a small multi-disciplinary team responsible for a variety of Branch activities, including:

- Records and information management for the Branch.
- Branch compliance with security regulations and legislation.

This role will give the successful candidate the opportunity to work within high profile maritime projects that will provide excellent development opportunities and exposure to multiple stakeholders across Defence. The role will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's mission and business objectives. This role provides matrix support functions of security, records and information management across the MIWS Business Team.

About our Team

MIWS Branch under Major Surface Combatants and Combat Systems Division is an exciting and complex environment to work in, offering a rewarding career in one of the most dynamic organisations within NSSG. We work across both Acquisition and Sustainment environments to develop and deliver products into new shipbuilding programs and to provide update/upgrade products to the existing RAN fleet, giving staff exposure to a wide variety of high profile maritime projects.

The position sits within the Business Directorate and is made up of four distinct teams – security, records and export control; governance; workforce; and finance. The Business Directorate is a supportive team and we want you to join the positive culture we have created.

We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team.

Our Ideal Candidate

MIWS are looking for a candidate with a high level of knowledge in security, records and information management. Our ideal candidate will enjoy working in a dynamic workplace across a wide variety of projects and products; have strong communication skills; and have the ability to build and maintain relationships with a wide range of stakeholders.

The ideal candidate will have the following attributes and can demonstrate:

- Mature judgement, professionalism and high level interpersonal skills.
- Enthusiasm, drive and initiative.
- An ability to meet deadlines and prioritise workloads.
- Adaptability, resilience and flexibility in the face of changing priorities.
- High-level written and verbal communication skills.
- A very good understanding of legislative, policy and regulatory frameworks.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Alexandra Orr, MIWS.Workforcemanagement@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=159CF6CA-85ED-7768-FAB8-DB4BE8CDCF10

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Defence

Vacancy VN-0751555

Department of Defence

Closing Date: Sunday 08 December 2024

Joint Capabilities Group
National Support Division

Job Title	National Support Capacity Analysis
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Russell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JCG/10067/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=BDADEC58-BD52-1B7C-1D04-DB4BECD56E7E>

Duties

The Role
Joint Capabilities Group (JCG) is seeking a highly motivated Deputy Director National Support Capacity Analysis to provide management and coordination for National Support Analysis in 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 National Support Division enables Defence to plan and coordinate whole-of government and whole-of-nation capabilities to improve Defence and the nation's resilience.

The Deputy Director National Support Capacity Analysis will lead the NSD Capacity Analysis function, and manage and perform analysis, assessments and intelligence activities to:

- Understand national support capacity, capabilities and preparedness;
- Provide a clear comprehension of the national support resources that are required in competition, crisis and conflict, including patterns of escalation; and
- Quantify Defence's requirements for national support as part of whole-of-nation approach.

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

About our Team

National Support teams will work collaboratively to enable Defence to plan and coordinate 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 with Joint Logistics Command (JLC), JCG and the other Groups within Defence to contribute to NSD and Defence wide outcomes.

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

The successful candidate will have the opportunity to contribute advice and expertise at the foundational level for the NSD. Deputy Directors can expect to engage across Defence and as required across Whole of Government and industry.

Our Ideal Candidate

An ideal Deputy Director National Support Capacity Analysis 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. This role will require the ability to work effectively with JCG's Divisions and Commands and external stakeholders in government to achieve nation- wide outcomes.

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

- Strong technical skills in analysis, assessment and reporting;
- 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;
- Experience working in a logistics, stakeholder engagement, national government and/or security context;
- Qualifications in Business Administration, Intelligence, Logistics, Public Administration or related discipline; and
- The interpersonal skills to foster and promote a positive and inclusive workplace culture that aligns with Defence values.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Anne Fuller, 02 5108 9582
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BDAD5C58-BD52-1B7C-1D04-DB4BECD56E7E

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Defence

Vacancy VN-0751595

Department of Defence

Closing Date:Sunday 01 December 2024

Defence People Group
Australian Defence College

Job Title	Defence Registered Training Organisation Issuance
Job Type	Full-Time, Ongoing
Location	Weston Creek ACT
Salary	\$67,339 - \$74,197
Future Merit Locations	Canberra, Weston Creek
Office Arrangement	Flexible
Office Arrangement Details	Please discuss working arrangements with contact officer
Classification	APS Level 3
Position Number	DPG/10381/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A2C4E6F2-4DD2-4BD5-871F-DB4C26815B9C>

Duties

The Role

The APS 3 Defence RTO Issuance Officer is responsible for the processing of issuance requests from Education and Training stakeholders, for outcomes of Defence training and assessment. This role undertakes data administration and processing tasks to support issuance requests for Statements of Attainment or Qualifications as national Vocational Education and Training (VET) accreditation, in accordance with national VET Legislation and Standards for RTOs.

This role is also responsible for maintaining accurate RTO issuance records to meet VET compliance requirements. Experience working in a registered training organisation (RTO) is desirable but not required, and a willingness to undertake study to achieve a Certificate IV in Training and Assessment is preferred.

About our Team

The APS 3 DRTO Issuance Officer will work as part of the Defence RTO Issuance team, within the broader Registered Training Organisation and the National Skills Framework team. They will work collaboratively with the Issuance team to support and quality assure data administration and processing aspects of the teams' issuance, as well as working to maintain compliance with legislated standards. This role will also engage as required with the broader Defence RTO team, to provide limited advice and support to Defence stakeholders on data administration in the Defence HR system and on retrieval and re-issuance of data.

Our Ideal Candidate

Within the Data Officer function, an APS3 DRTO Issuance Officer is accountable under limited direction to undertake straightforward procedural, operational, administrative data processes and data management tasks and activities within an integrated workforce. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence DRTO work instructions.

The APS3 DRTO Issuance Officer will take individual responsibility for accurate completion of work and will apply the skills, knowledge and experience necessary to provide advice and support for a range of straightforward data administration and management activities. These include undertaking various data processing tasks and data quality activities that support the delivery of training and assessment VET issuance and quality assurance activities and the maintenance of accurate training records in the Defence HR system.

An APS3 Administration Officer may have limited stakeholder engagement and will be required to respond under direction to changes in stakeholder needs and expectations to achieve outcomes. They will be accountable to contribute towards ongoing

self-improvement and professional development and will be expected to share information as required. They will also need to be able to work effectively in databases, to add, retrieve and check data from personnel records, in accordance with privacy legislation and Defence guidelines.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Kieran Doery, 02 5131 8155
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A2C4E6F2-4DD2-4BD5-871F-DB4C26815B9C

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Defence

Vacancy VN-0751596

Department of Defence

Closing Date:Sunday 08 December 2024

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Export Control Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,706 - \$89,659
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NSSG/10345/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6591B4AD-4212-A985-49AA-DB4C26041924>

Duties

The Role

The Business Directorate, within Maritime Integrated Warfare Systems (MIWS) is seeking a professional, motivated APS 5 Export Control Officer to learn and provide Export Control services within a fast paced and dynamic working environment. This role is an excellent opportunity for a new enthusiastic, inexperienced individual to embrace a new challenge that will give you the opportunity to excel in your field.

The successful candidate will be required to manage a range of information activities, primarily pertaining to export controls. This role will allow you to participate in the management of information and data requirements within the context of foreign government arrangements and legislative frameworks including US Foreign Military Sales (FMS) and International Traffic and Arms Regulations (ITAR). This role will give the successful applicant the chance to sink their teeth into a wide variety of information management tasks that will provide excellent development opportunities, and push you to be a trusted and respected expert in your field.

About our Team

MIWS Branch under Major Surface Combatants and Combat Systems Division is an exciting and complex environment to work in, offering a rewarding career in one of the most dynamic organisations within NSSG. We work across both Acquisition and Sustainment environments to develop and deliver products into new shipbuilding programs and to provide update/upgrade products to the existing RAN fleet, giving staff exposure to a wide variety of high profile maritime projects.

The Business Directorate is made up of four distinct teams – information, security and export controls; governance; workforce; and finance. The export control function sits within the information, security and export controls team. The Business Directorate is a supportive team and we want you to join the positive culture we have created. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team.

Our Ideal Candidate

Our ideal candidate will have sound analytical skills, be enthusiastic with a willingness to learn, and enjoy a challenging role. They will be flexible, able to work both autonomously and within a team, and able to recommend and/or deliver solutions under pressure within a complex environment. The successful candidate will also be proactive and have demonstrated experience in information management with a focus on export controls. The ideal candidate will have strong communication skills including the ability to build and sustain relationships with a wide range of stakeholders.

Note: The successful candidate may be required to undertake work on and be provided with technical information pertaining to Defence articles of United States of America (US) origin. In accordance with the US International Traffic in Arms Regulations (ITAR), any applicant who holds, or has previously held, citizenship or permanent residency of a country other than Australia will be required to declare and indicate the country or countries of citizenship or permanent residency. Restrictions on access to Defence articles and associated technical data subject to the ITAR by dual national employees may apply.

Eligibility

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

Notes

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

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To Apply

Position Contact	Alexandra Orr, miws.workforcemanagement@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6591B4AD-4212-A985-49AA-DB4C26041924

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Defence

Vacancy VN-0751633

Department of Defence

Closing Date:Sunday 01 December 2024

Defence People Group
Australian Defence College

Job Title	ADF Transition and Civil Recognition Officer
Job Type	Full-Time, Ongoing
Location	Weston Creek ACT
Salary	\$76,277 - \$83,274
Future Merit Locations	Canberra, Weston Creek
Office Arrangement	Flexible
Office Arrangement Details	Please discuss working arrangements with contact officer
Classification	APS Level 4
Position Number	DPG/10382/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1A233447-E7D1-80CB-C8E5-DB4C28E8FF92>

Duties

The Role

The APS 4 ADFTCR Officer is responsible for undertaking the operational activities to support the civil recognition services offered to ADF members as they transition to civilian employment. This position supports members through the Recognition of Prior Learning process leading to civil recognition for transitioning ADF members, in support of legislative compliance of the Defence Registered Training Organisation (DRTTO). The DRTTO issues national qualifications, micro-credentials or units of competency as an outcome of the ADFTCR Civil Recognition process.

This role engages with transitioning ADF members, coordinates their submission and evidence for assessment and works to ensure correct data collection to support reporting of data and trends to senior leadership. The ADFTCR APS 4 Officer, together with team members, provides advice on civil recognition of skills at ADF Transition Seminars, as required.

In addition, the APS 4 ADFTCR Officer will have knowledge in relation to competency assessment for Defence as well as training data contained in the Defence HR database. It is desirable for candidates will hold the TAE Workplace Assessor Skill Set or a willingness to undertake study to achieve this micro-credential.

About our Team

The APS 4 ADFTCR Officer will within the ADFTCR team, and with the Issuance team of the Registered Training Organisation (RTO) and the larger National Skills Framework team. They will undertake agreed processes with the Defence RTO to provide civil recognition services to ADF members on transition. Strong team and collaboration skills are desirable for this role.

Our Ideal Candidate

Within the HR Delivery function an APS 4 Learning and Development Officer (ADFTCR Officer) is accountable under limited direction to perform and achieve moderately complex learning and development work within an integrated workforce. They are accountable to have a good understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

The APS4 Learning and Development Officer will be required to share information, monitor work practices, set work priorities and develop local procedures. They may provide coaching and on-the-job training for newer and less experienced team members.

Eligibility

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

Notes

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

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To Apply

Position Contact	Lynda Douglas, 02 5131 8125
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1A233447-E7D1-80CB-C8E5-DB4C28E8FF92

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Defence

Vacancy VN-0751639

Job Title	ADF Transition and Civil Recognition Officer
Job Type	Full-Time, Ongoing
Location	Weston Creek ACT
Salary	\$83,706 - \$89,659
Future Merit Locations	Canberra, Weston Creek
Office Arrangement	Flexible
Office Arrangement Details	Please discuss working arrangements with contact officer
Classification	APS Level 5
Position Number	DPG/10383/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CA7A22DA-3FB5-A02B-335D-DB4C297DEC82>

Duties

The Role

The APS 5 ADFTCR Officer is responsible for coordinating the operational activities to support the civil recognition services offered to ADF members as they transition to civilian employment. This position coordinates the Recognition of Prior Learning process undertaken to support civil recognition for transitioning ADF members, in support of legislative compliance of the Defence Registered Training Organisation (DRT0).

The DRT0 issues national qualifications, micro-credentials or units of competency as an outcome of the ADFTCR Civil Recognition process. This role engages with transitioning ADF members and works to ensure correct data collection and analysis to support reporting of data and trends to senior leadership. The ADFTCR APS 5 Officer, together with team members, provides advice on civil recognition of skills at ADF Transition Seminars and unit Briefings.

In addition, the APS 5 ADFTCR Officer will have knowledge in relation to competency assessment for Defence as well as training data contained in the Defence HR database. It is desirable for candidates will hold the TAE Workplace Assessor Skill Set or a willingness to undertake study to achieve this micro-credential.

About our Team

The APS 5 ADFTCR Officer will mentor other ADFTCR Officers within the ADFTCR team, and build operational processes with the Defence RTO. The ADFTCR operates within the National Skills Framework Team, and provides civil recognition services to ADF members on transition. Strong team and collaboration skills are desirable for this role.

Our Ideal Candidate

It is desirable that applicants have demonstrated experience with managing employees and have a good understanding of vocational (VET) training and assessment, records management and strong communication skills. Previous experience working with an RTO or within the national vocational education and training system (VET) training system would be an advantage.

Within the HR Delivery function an APS5 Learning and Development Officer is accountable under limited direction to perform and achieve moderately complex to complex learning and development work within an integrated workforce. They are accountable to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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	Lynda Douglas, 02 5131 8125
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CA7A22DA-3FB5-A02B-335D-DB4C297DEC82

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Defence

Vacancy VN-0751659

Department of Defence

Closing Date:Sunday 08 December 2024

Air Force
Air Command

Job Title	Maintenance Commander Technical Team Leader
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Richmond
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	AF/08834/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EE314C39-7982-641B-AF91-DB4BAF7AF807>

Duties

The Role

Within the Communications sub-function an APS 6 Technical Team Leader is accountable under broad direction to undertake complex technical communications activities. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defences mission and business objectives.

You will:

- Work independently having some authority and discretion to investigate information from diverse sources and explore innovative approaches to support the longer-term business objectives.
- Be accountable to lead a mixed team of military and civilian technicians, set the priorities, monitor workflow and resources and exercise the associated people and financial responsibilities to achieve business outcomes.
- Manage the operations and performance of Defence employees in accordance with legislation, APS and Defence policies and procedures.
- Use their initiative and experience to research, analyse, plan, review and adjust priorities and work activities to meet business outcomes.
- Undertake objective, systematic analysis and draw accurate conclusions based on evidence providing detailed technical, professional and procedural advice in relation to complex technical communications activities.
- Have considerable stakeholder engagement and will be required to identify relevant stakeholder's expectations to develop and communicate a clear understanding of the methodology and practices to achieve outcomes.

- Be accountable to contribute towards ongoing self-improvement and professional development.

This role is eligible for an Individual Flexibility Arrangement which allows Defence to provide additional remuneration to the base salary and/or the variation of other conditions provided for in the Defence Enterprise Agreement (DEA). For further information, please contact the contact officer.

About our Team

This position works for the Flight Commander, leading the Maintenance team. The team maintains Communication and Navigation Systems (CNS) to provide Air Traffic Services (ATS) to aircraft utilising the Richmond restricted areas. This includes local civilian traffic, Australian Defence Force military aircraft, and international military aircraft. The team is small and close knit, made up of military and civilian technical staff, supporting ATS up to 7 days a week, and up to 15 hours a day.

Our Ideal Candidate

Our Ideal Candidate will be personable with staff and act independently as the Technical team leader performing the role as outlined above and other relevant duties as directed. This position would suit either a military specialist keen to transfer their skills into a Defence civilian role, or a civilian specialist wishing to work in a military environment. **Eligibility**

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in Communications and Electronics UEE40711 or equivalent technical domain; or alternatively, relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification.

Notes

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About the Department of Defence

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To Apply

Position Contact	SQNLDR Matthew Wadsworth, 02 4077 8694
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EE314C39-7982-641B-AF91-DB4BAF7AF807

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Defence

Vacancy VN-0751661

Department of Defence

Closing Date:Sunday 01 December 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Executive Director - Logistics Capability Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$134,567 - \$192,221
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	JCG/10290/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=4E857201-BDBC-E99D-7DA6-DB4C5FFD065D>

Duties

The Role
Executive Director Logistics Capability Branch (ED LCB) leads a branch within Joint Logistics Command comprising 4 direct reports and a team of 34 staff, and is accountable for the delivery of key Defence capability management functions. As ED LCB you will perform the role of Theatre Logistics Capability Program Sponsor, responsible for leading the development of a critical Defence capability program in response to the National Defence Strategy 2024.

The successful applicant will build and maintain strong working relationships across Defence, other Government agencies, and Industry in support of logistics capability delivery. Strong judgement and communication skills, as well as the ability to work and lead under pressure are essential skills for this role. The position has unique access and exposure to senior level decision making. The Branch's work directly contributes to the National Defence Strategy by rapidly uplifting the capacity and preparedness of

Defence's logistics network to support and sustain of military operations.

Areas of responsibility include:

- Logistics capability program sponsorship;
- Capability development;
- Program management;
- Project management;
- Capability realisation;
- Capability assurance and governance; and
- Organisational growth and development.

This position is classified as having a work value commensurate with EL2.1 and the salary range of \$161,522 - 192,221. Positions with a work value at EL2.1 or EL2.2 are reviewed annually and salary may increase or decrease in accordance with the provisions of the Defence Enterprise Agreement. Applicants should familiarise themselves with the relevant provisions of the Defence Enterprise Agreement if considering applying for this position. Should an annual review determine that work is no longer available at the higher work value, the employee's classification and salary will be decreased to the lower level work value and salary within the EL 2 classification range \$134,567 - \$161,521.

About our Team

Defence's primary role is to defend Australia and its national interests, promote security and stability, and support the Australian community as directed by the Government. Further information about who we are, Defence's mission and our values and behaviours can be found at [Who we are | About | Defence](#).

In Defence, you will be part of Logistics Capability Branch (LCB) within Joint Logistics Command (JLC). The Branch is integral to JLC's mission of enabling Australian Defence Force (ADF) operations and readiness through effective and efficient logistics. Logistics Capability Branch sponsors and manages logistics capability development, delivery and integration through the One Defence Capability System. The Branch is accelerating the development of Theatre Logistics capability in response to the National Defence Strategy and Integrated Investment Program.

In Defence, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. The size, complexity and diversity of work in Defence means that you can have multiple jobs or careers within the same organisation. You are able to undertake interesting, challenging and unique work ranging from intelligence and strategic policy through to human resources, communications, infrastructure and engineering, and information technology.

Our Ideal Candidate

Defence is seeking a dynamic executive to drive the organisation forward and deliver on Defence's mission – to defend Australia and its national interests. As part of Joint Logistics Command's executive leadership team, you will play a key role in promoting and influencing a shared commitment to the strategic direction of Defence, as most recently detailed in the National Defence Strategy 2024.

You will:

- Lead and manage a branch practicing inclusive leadership, collaboration and integrity;
- Demonstrate strong judgement and capitalise on innovative alternatives to resolve complex problems;
- Effectively challenge the status quo when required;

- Demonstrate resilience and personal accountability for the quality of advice and delivery of results; and
- Demonstrate exceptional communication skills, both written and verbal.

The ideal candidate will be a collaborative leader, exemplify the Defence Values and Behaviours, and engender a culture of innovation and agility. They will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others. They will demonstrate the capability to provide timely and accurate advice to senior leaders and Government on complex matters. They will have outstanding judgement, strategic awareness, and parliamentary and media acumen. As part of this selection process, a Merit Pool of highly suitable candidates will be established to fill current vacancies and any similar vacancies that may arise over the next 18 months.

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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To Apply

Position Contact	Teisha, 02 6155 9596
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4E857201-BDBC-E99D-7DA6-DB4C5FFD065D

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Child Care Division
Regulatory Policy and Strategy Branch Early Childhood and Youth Regulatory
Project

Job Title	ECY Regulatory Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Darwin NT, Brisbane QLD, Sydney NSW
Salary	\$120,636 - \$133,328
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Education Enterprise Agreement 2024 - 27
Classification	Executive Level 1
Position Number	24/1746
Agency Website	https://www.education.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU>

All our positions are non-ongoing and up to 12 months to support temporary project work. It is possible ongoing positions may be available in the future.

As an **ECY Regulatory Team Leader** at the Department of Education, you will work in a team of Regulatory Officers to regulate services operating under Minister’s Rules, monitoring compliance with Minister’s Rules to support the delivery of high-quality education and care for children attending these services, many of which are located in remote and very remote areas and delivering services to children experiencing vulnerability and disadvantage.

You will work closely with other areas of the department, including program teams, and build on the significant work already underway to support and improve the quality and safety of these services. This is an exciting new role where you will have the opportunity to contribute to the establishment of a bespoke regulatory system to support quality and compliance in ECEC services, tailored to services operating under Minister’s Rules.

Duties

As an Executive Level 1 **Regulatory Team Leader**, you will be responsible for the following:

- Lead a small regulatory team to deliver activities relating to the department’s regulatory functions to improve the quality and safety of out-of-scope ECEC services.

- Development and review of policies and procedures and guidance materials related to compliance with Minister's Rules, with a focus on their applicability to remote and First Nations' contexts.
- Lead the interaction with stakeholders including child care providers, state and territory government representatives, contract and program partners, and other Commonwealth Government agencies, developing and maintaining productive working relationships.
- Lead and supervise the drafting, preparation, and dissemination of a range of documents, including briefings for Ministers and senior executive.
- Use sound judgement and common sense to interpret and analyse relevant evidence and data and apply findings to policy proposals and program issues.
- Contribute to Cabinet processes including the development of new policy proposals and reviewing and responding to related whole-of-government policy initiatives as required.

Eligibility

- Bachelor's degree in early childhood education, Diploma of Early Childhood Education and Care, or other relevant qualification.
- Ability to obtain Working with Children Clearances in multiple States and Territories.
- Minimum of 3 years' experience in ECEC sector or regulatory compliance, preferably with experience in remote or First Nations communities.

Notes

Please note this role is an Identified position, meaning that part or all of the duties impact on Aboriginal and Torres Strait Islander communities or their representatives. You will need to demonstrate your understanding of the issues affecting Aboriginal and Torres Strait Islander peoples, and an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people.

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

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

About the Department of Education

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Mel Watson, 08 8668 8161
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education

Vacancy VN-0751651

Department of Education

Closing Date:Monday 16 December 2024

Child Care Division
Regulatory Policy and Strategy Branch Early Childhood and Youth Regulatory
Project

Job Title	ECY Regulatory Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Alice Springs NT, Brisbane QLD, Adelaide SA
Salary	\$98,105 - \$107,880
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Education Enterprise Agreement 2024 - 27
Classification	APS Level 6
Position Number	24/1632
Agency Website	https://www.education.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU>

As an **ECY Regulatory Officer** at the Department of Education, you will monitor and guide services to achieve compliance with Minister’s Rules to support the delivery of high-quality education and care for children attending these services, many of which are in remote and very remote areas and delivering services to children experiencing vulnerability and disadvantage.

You will work closely with other areas of the department, including program teams, and build on the significant work already underway to support and improve the quality and safety of these services. This is an exciting new role where you will have the opportunity to contribute to the establishment of a bespoke regulatory system to support quality and compliance in ECEC services, tailored to services operating under Minister's Rules.

We are looking for non-ongoing APS6 Regulatory Officers to join the ECY Regulatory Project.

Duties

In this role, you will be responsible for the following:

1. Monitor and assess services' compliance with Minister's Rules in various service types, locations and contexts including remote and very remote services
2. Conduct site monitoring and compliance visits of services to evaluate adherence to Minister's rules and commitment to quality and safety, demonstrating cultural sensitivity and understanding of First Nations communities.
3. Provide contextually appropriate guidance and support to services on compliance matters, including those serving vulnerable, disadvantaged and First Nations children.
4. Investigate complaints and incidents related to non-compliance, considering the specific challenges faced by remote services.
5. Prepare detailed reports on compliance assessments and investigations, highlighting unique factors affecting remote and First Nations-focused services.
6. Collaborate with Authorised Officers working in scope of the NQF (where relevant) to ensure consistency in regulatory approaches and share insights on working with the various service types and their operational contexts.
7. Contribute to the development and review of policies and procedures related to compliance with Minister's Rules, with a focus on their applicability in various service types, locations and contexts, including First Nations contexts.
8. Maintain accurate records and documentation of all monitoring and compliance activities.
9. Participate in ongoing professional development to stay current with best practices, best practice regulation, and cultural competence.

Knowledge of the IHC and CCCFR program and the departments existing regulatory responsibilities is desirable. **Eligibility**

- Bachelor's degree in early childhood education, Diploma of Early Childhood Education and Care, or other relevant qualification.
- Ability to obtain Working with Children Clearances in multiple States and Territories.
- Minimum of 3 years' experience in ECEC sector or regulatory compliance, preferably with experience in remote or First Nations communities.

Notes

Please note this role is an Identified position, meaning that part or all of the duties impact on Aboriginal and Torres Strait Islander communities or their representatives. You will need to demonstrate your understanding of the issues affecting Aboriginal and Torres Strait Islander peoples, and an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people.

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

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To Apply

Position Contact	Mel Watson, 08 8668 8161
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education

Vacancy VN-0751677

National Gallery of Australia

Closing Date:Sunday 08 December 2024

Artistic Programs
Registration

Job Title	Registration Officer, Collection Storage
Job Type	Full-Time, Ongoing
Location	Hume ACT
Salary	-
Future Merit Locations	Hume
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 3
Position Number	3037
Agency Website	https://nga.gov.au

Job Description

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

This position reports to the Senior Registration Officer, Stores, and is predominantly based at the Gallery's offsite store at Hume. It is part of a small team engaged in providing assistance in the art storage and preventive maintenance of the collection by undertaking the handling, transport, storage, packing, location and documentation of the Gallery's collection and related assets.

Our successful candidate will have a level of physical fitness required to handle and move a wide range of works of art which includes correct manual handling techniques and procedures. It also includes the ability to use a forklift and EWP.

This is a full-time, ongoing employment opportunity available within the Registration Department within the Artistic Programs Portfolio.

Duties

- Assist in handling a variety of works of art within the art storage areas and undertake storage activities associated with the National Gallery Collection, both in-house and off-site, including undertaking the movement of artworks and assets and preparing artworks and assets for transport.
- Update art movement information on the Collections Management System (CMS) and ensure all locations are accurate and updated in a timely manner.
- Assist in the preventive maintenance of the National Gallery Collection by undertaking improved packing/repacking programs for works of art in storage in accordance with accepted Gallery practice.

- In accordance with the National Gallery's collections policy, provide assistance to the annual stocktake of the collection.
- Contribute to the security and safety of personnel, collection and other assets of the fine art store, including the supervision of onsite contractors when required. Observe National Gallery codes of conduct and safety regulations as stipulated by Australian and ACT work health and safety legislation for the wellbeing of yourself and colleagues.
- Contribute to achieving departmental goals including working in a collegiate and supportive team culture.

Eligibility

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check - To be eligible for this role you must complete a police check.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's [Careers portal](#).

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	recruitment@nga.gov.au, +61261202989
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Environment and Energy

Vacancy VN-0751572

Clean Energy Regulator

Closing Date:Sunday 08 December 2024

Corporate Branch Corporate Communications

Job Title	Contact Centre Team Leader - Corporate Communications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$95,284 - \$108,474
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The position is notionally based in Canberra. The agency supports and promotes flexible working, including remote options on negotiation.
Classification	APS Level 6
Position Number	CER 105/24
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

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

About the Branch
The Corporate Branch is responsible for delivering enabling services that support the effective and efficient operation of the agency and facilitates the agency's compliance with legislation, policies and guidelines.

The branch is responsible for the business part of the agency. We provide the critical infrastructure, expertise and assistance like recruitment, finance, security and communications, to enable the agency to meet its business goals and objectives.

About the Section
The Corporate Communications section supports agency outcomes by promoting good work culture, employee value proposition, and by managing our web services and contact centre to keep internal and external clients and stakeholders informed.

We work closely with the Strategic Communications Section to deliver cohesive, considered and impactful communications for the agency, focussed on user experience and engagement. We also work closely with staff and senior executive to provide communication advice and support delivery of agency outcomes.

Duties

The Contact Centre is a small busy team within the Corporate Communications section. Our contact centre provides the first point of contact for people contacting the agency.

Our Contact Centre provides a first point of contact for stakeholders. The Contact Centre Team Leader:

- Manages the day-to-day operations of the Contact Centre.
- Supervises contact centre operators, supporting their wellbeing, and monitoring their attendance, workload and performance through quality assurance framework.
- Handles complex calls when required.
- In collaboration with the leadership team, maintains team cohesion, identify and address staff learning and development needs, and arrange training.
- Supervises the maintenance of contact centre resources.
- Builds and maintain relationships across the agency to ensure the contact centre has the tools it needs to meet service delivery standards.

Qualifications/Experience

Our preferred candidate will have:

- High level communication skills, with demonstrated ability to tailor messaging for different audiences.
- Leadership experience in a contact centre or client service environment, dealing with a high volume of complex enquiries.
- Ability to manage, support and develop staff, and provide quality feedback, demonstrating an understanding of people policies and procedures, including leave and performance management guidelines.

The following experience and qualities are highly desirable, but not essential:

- Ability to work in a changing environment.
- An understanding of the government's renewable energy policies and programs.
- Familiarity with Microsoft Dynamics CRM, and NICE CXOne.

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Kirsty Jongebloed, 02 6159 3253
Agency Recruitment Site	https://cer.gov.au/careers

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Health

Vacancy VN-0751524

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

Closing Date:Wednesday 04 December 2024

ACSQHC
ACSQHC Infection Prevention and Control (IPC)

Job Title	EL1 Senior Project Officer, Infection Prevention and Control (IPC)
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW
Salary	\$116,406 - \$132,763
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and working from home, where operationally feasible
Classification	Executive Level 1
Position Number	20021619
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Infection Prevention and Control (IPC) team is part of the Medicines Safety and Infection Prevention and Control (MSIPC) directorate. The IPC team supports the Commission's work on the National Safety and Quality Health Service Preventing and Controlling Infections Standard, the National Safety and Quality Primary and Community Healthcare Standards (the Primary and Community Standards) and coordination of the National Hand Hygiene Initiative (NHHI). This includes development of national policies, guidelines and strategies to respond to healthcare-associated infections (HAIs) and promote effective use of data for HAI programs, and other patient safety initiatives to prevent and control infections.

The Senior Project Officer is responsible for the development of resources to support implementation of the NSQHS Standards and the Primary and Community Standards, the implementation of the Australian Guidelines for the Prevention and Control of Infection in Healthcare, the NHHI, and contributing to other activities to support the IPC program. This includes undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

Duties

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

1. Work with the Manager on the planning, detailed documentation and consultation on strategies, policy, and national guidance to support infection prevention and control and reduction of IPC and HAI. This includes the development of resources for healthcare workers, health service organisations and the wider community on IPC and HAI, and providing user support and advice with regards to the NHHI and infection prevention and control.
2. Review, analyse and report on published literature, data, policy papers and other published material to inform policy and program direction.
3. Prepare high-quality written reports, briefs and other documents for a range of audiences on complex healthcare issues.

4. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress; providing recommendations about managing risk, and identifying and resolving problems.
5. Keep current their knowledge of relevant strategic and clinical issues and investigate how these may be addressed by the Commission, as appropriate to the role.
6. Provide secretariat support to the work of relevant committees and expert groups managed by the program to produce high quality Agenda Papers and related materials.
7. Consult with consumers, experts and stakeholders, including the development of consultation approaches and coordination of formal consultation processes to achieve the objectives of the Commission.
8. Collaborate with other teams across the Commission to ensure alignment with other work programs and strategic priorities.
9. Liaise, and foster productive working relationships within the Commission and with other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors.
10. Participate in, and present to, committee meetings, forums and workshops on relevant topics.

Eligibility

The successful candidate will have:

- Demonstrated knowledge and understanding of IPC, microbiology, epidemiology and public health, in the context of improving patient safety and quality in health care.
- Demonstrated skills and experience in the timely delivery, implementation and evaluation of projects related to IPC and related healthcare areas.
- Demonstrated policy and guideline development, and project management experience relevant to safety and quality in health care, infection prevention and control, or related areas.
- Demonstrated sound decision-making skills, and sustained record in a high level of productivity, initiative and professional judgement.
- Demonstrated high level research and analytical skills and exceptional writing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
- Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders.

Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

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

Questions about the role can be directed to Kim Stewart (02) 7232 5638.

Closing date for applications is **11.59pm Australian Eastern Daylight Time (AEDT), 4 December 2024.**

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

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

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Kim Stewart, (02) 7232 5638
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0751665

Job Title	EL1 Health Information Officer, MedicineInsight
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$116,406 - \$132,763
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and working from home, where operationally feasible
Classification	Executive Level 1
Position Number	20042592
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Measurement for Improvement (MFI) Program is responsible for a range of projects to support the meaningful use of indicators, analysis and data including clinical quality registries and clinical trials. These projects aim to support the feedback of safety and quality data to multiple levels of the health system including consumers, clinicians, administrators and funders. This work also supports the Commission's national health information role and commitments under the National Health Reform Act 2011, and the National Health Reform and Information Agreements.

MedicineInsight operates within this program area after the transition to the Commission in January 2023 when the Commission became the custodian of a range of Quality Use of Medicines (QUM) functions. The Commission promotes QUM stewardship by collecting data and reporting on the quality use of medicines, developing national guidance, and generating cross sector engagement on the appropriate use of therapeutics, diagnostics and pathology.

MedicineInsight is a quality improvement program which allows general practitioners to reflect on their own patterns of prescribing and patient care and compare these with other GPs in their practice and at a national level. Participating practices are offered customised quality improvement recommendations that support alignment with best practice and identify key areas for improvement which benefit patients.

The Health Information Officer will be expected to work with limited supervision, within a team context and with internal and external stakeholders. The role provides support to the Manager with the end-to-end management, maintenance and preparation of analysis of the MedicineInsight data collection.

The Health Information Officer will have a superior understanding of the Australian health system and have in-depth knowledge of health data coding including knowledge on, data extraction, analysis, cleaning and clinical classification. They must have a high level of experience in:

- Working with data collections and reporting
- Planning and implementing major projects
- Engaging in, developing and managing relationships with stakeholders.

Duties

Duties of the Health Information Officer will include, but are not limited to, the following:

1. Provide expert health informatics (GP systems, workflows, terminologies) advice and support to inform the management, maintenance, review and continuous improvement to the MedicineInsight data collection.
2. Apply sound knowledge of clinical coding to ensure data quality and identify gaps in dataset requirements.
3. Manage the creation of condition flags in the database as required for reports, data extracts and Practice reports. Ensure this is transferred to the associated Condition Flag dictionary.
4. Apply expert health informatics skills to improve data quality in preparation for analysis. Have a good understanding to interpret, classify and report on health data to produce valid and useful information for GPs, practices, policy makers and other stakeholders.
5. Understand relevant legislative requirements, and governance and security frameworks for the MedicineInsight data collection and escalate if required.
6. Demonstrate sound experience in business intelligence tools and the suite of Microsoft products to support report production.
7. Prepare briefs, procurement documents and manage stakeholder relationships through superior writing skills and strong communication skills.
8. Manage delivery of various products including reports and data extracts using MedicineInsight, and other relevant data collections where appropriate.
9. Collaborate with team members and other program teams within the Commission to support the work of the team.
10. Other duties as required by the Commission.

Eligibility

The successful candidate will have:

- An extensive and comprehensive understanding of Australia's healthcare system, including sound understanding of current primary health care safety and quality issues, data, and general practice information, systems and standards.
- High-level experience in health data/disease coding including demonstrated hands-on experience in preparing data aligned to primary care indicators for analysis.
- Excellent analytical skills and conceptual ability, with the demonstrated capacity for sound judgement and innovative problem-solving.
- Highly developed oral and written communication skills including demonstrated ability to prepare high quality documents and submissions, present to a range of audiences, and explain complex technical and clinical issues simply.
- A high level of knowledge and comprehensive understanding of key safety and quality issues relevant to primary care.

Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

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

Questions about the role can be directed to Anna Lewis (02) 7232 6059.

Closing date for applications is 11:59pm Australian Eastern Daylight Time (AEDT), Thursday 5 December 2024.

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

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

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Anna Lewis, (02) 7232 6059
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0751655

Australian Digital Health Agency

Closing Date:Friday 28 February 2025

Corporate Services
Privacy & Legals Legal

Job Title	Senior Lawyer - Register of Interest
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	-
Future Merit Locations	Brisbane, Sydney, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible Work Arrangements
Classification	Executive Level 1
Position Number	0695_11/24
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digital enablement of Australia's health system, the Agency has a lead role in coordinating national engagement, delivery and adoption of digital health to enable person-centred, connected healthcare.

Responsible for national digital health services and systems from My Health Record to Electronics Prescriptions and the My Health app, our work directly impacts the lives of all Australians. We're committed to fostering a diverse and inclusive workplace where everyone thrives.

About the Role

We are creating a register of interest for positions within our dynamic legal team, with opportunities anticipated to commence in January 2025. As part of our growing team, you will have the chance to showcase your legal expertise while making a significant impact on the Agency's strategic, political and operational outcomes.

The register will allow you to express your interest in Senior Lawyer (EL1) positions within the Agency. Please note that these positions are only open to eligible ongoing APS employees external to the Agency, who would like to transfer at level.

Duties

Key Duties

The key duties of the role include:

- Providing accurate and practical legal advice on complex commercial law matters, with at times limited supervision, including:

- Reviewing and/or drafting complex contracts with a focus on software agreements;
- Advising on any legal aspects of the Agency's current procurements (including, but not limited to, intellectual property provisions, non-disclosure agreements and probity matters);
- Assisting with requests for advice related to deeds of variation and of assignment and novation; and
- Advising on trademark licences.
- Building and maintaining strong relationships with internal and external stakeholders; and
- Assisting the Principal Lawyer with a wide range of legal matters.

What You'll Bring:

As a Senior Lawyer, you will be pivotal in our legal team, providing clear, concise, and practical legal advice. You will have substantial experience in government legal practice, with the ability to navigate complex legal concepts and present those in a way that meets client needs. Your ability to build positive relationships and manage multiple tasks seamlessly will be essential in this role. **Eligibility**

Eligibility:

To be eligible for this position you must:

- be an Australian citizen;
- be an ongoing APS employee;
- be an admitted legal practitioner in an Australian jurisdiction;
- have a minimum of 5 years of post-admission experience;
- hold a Baseline security clearance, or the ability to obtain one; and
- hold a government restricted practising certificate or be eligible to obtain one

Notes

Why Join Us?

- **Fast-Track Your Career:** Our team is growing rapidly, offering you the opportunity to advance quickly and take on additional responsibilities not typically available in similar roles.
- **Innovative Environment:** Be part of a forward-thinking team where your contributions make a difference.
- **Professional Growth:** Engage in meaningful work that encourages continuous learning and development.
- **Supportive Community:** Join a collaborative environment where your efforts are valued and your professional development is a priority.

Application

If you are interested in this role, please submit the following:

- Resume of no more than 3 pages; and
- An applicant one-page pitch telling us why you are interested in this position and how your specific skill sets align with the role described above.

If you have any questions regarding this role, please contact sara.wilton@digitalhealth.gov.au

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Sara Wilton, sara.wilton@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0751717

Australian Digital Health Agency

Closing Date:Sunday 01 December 2024

Policy Program and Engagement
Strategy and Policy Policy Assurance

Job Title	Policy Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$94,456 - \$106,563
Future Merit Locations	Brisbane, Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

About the Agency

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

At the Australian Digital Health Agency, we celebrate the agility of remote work while fostering collaboration with your colleagues. Join us to grow, develop, and advance your career without the need to relocate or compromise your current lifestyle. We promote an inclusive workplace culture where everyone at the Agency lives our values in pursuit of a healthier future for all Australians. Our passion and commitment to reconciliation demonstrates our dedication to create inclusive environments, and social responsibility, all to support you in seamlessly balancing life and career.

Duties

About the Role

Policy, Programs and Engagement Division: Embark on a career with our Policy Programs and Engagement Division, a hub of excellence that drives national programs and portfolio priorities. We inform policies and manage external stakeholder relationships, fostering a collaborative network based on trust. This is your chance to be a pivotal force in an environment where policy, technology and health outcomes converge.

The Policy Advisor role is located within the Policy Assurance Section which provides policy advice to internal and external stakeholders on a range of digital health programs, such as Aged Care, Electronic Prescribing and My Health Record system.

Within this context the Policy Advisor will provide specialist policy advice to inform the development and implementation of digital health policies and key tasks will include:

- Researching and providing advice to support critical policy decisions
- Identifying and proposing solutions to improve systems and processes
- Working collaboratively to assist in the development of cohesive policies.

If you have an interest and understanding of digital health policy, are a strategic thinker and thrive on problem solving then this is the role for you. **Apply NOW** and join a friendly team and work closely with Senior Policy Advisor to develop policy advice.

For all queries relating to the responsibilities of the position, please contact Donna Alexander at donna.alexander1@digitalhealth.gov.au

What You'll Bring

- An understanding of digital health policy is preferred but is not essential
- Experience in identification of policy priorities, provision of advice relating to complex regulatory environment and risk management will be well regarded.

Eligibility

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- **Work From Home & Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- **Agency Study bank:** Our employees are eligible for financial assistance up to 100% of costs and up to 7.5 hours per week study leave as per our study assistance guidelines.
- **Generous leave opportunities** including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, Half Pay option, and Portability of leave across most State and Federal government agencies.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra, and locations outside of these Agency office centres will also be considered. To apply, submit your resume and a cover letter outlining how your skills and experience align with the responsibilities of the position.

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

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

Closing Date: Sunday 1 December 2024, 11pm (AEST)

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

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Donna Alexander, donna.alexander1@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0751546

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Thursday 05 December 2024

Office for Business Support Facilities and Engineering

Job Title	Assistant Facilities Officer
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	\$69,493 - \$77,724
Future Merit Locations	Yallambie
Office Arrangement	Flexible
Office Arrangement Details	60 office/40 WFH
Classification	APS Level 3
Position Number	13200
Agency Website	https://www.arpsa.gov.au/

Job Description

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

Primary purpose of the role

Under general guidance and direction, you will be responsible for providing high quality administrative support services to the agency’s property management function, administration of the access control system and office services activities within the organisation’s Yallambie premises. You will also provide assistance to other Administrative Support functions as required.

Duties

Key accountabilities

- Provide administrative support services to the agency's Yallambie facilities management function including contractual arrangements, office services and general building maintenance in addition to building and perimeter security services.

- Assist in the development and scheduling of the building's annual refurbishment and repairs and maintenance program; ensure the timely placement of requisitions and follow up outstanding work with contractors and service providers as necessary.
- Maintain and issue proximity security passes to staff, contractors and service providers as necessary and provide regular reports to management on their usage.
- Provide assistance and relief support to the agency's reception, stores and administration areas as well as providing administrative support to the engineering team as required.

Eligibility

Our ideal candidate - job specific capabilities

You should possess well developed communication and interpersonal skills that can be applied to internal and external clients, service providers and contractors in building productive working relationships.

You must be able to demonstrate personal drive and integrity as well as the ability to perform efficiently and effectively at an equivalent or higher classification level particularly during short-term or planned absences of Stores or Administrative Support team members.

You must hold Australian citizenship or possess permanent residency status leading to citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a NV1 security clearance as a condition of engagement.

Selection criteria

There are four selection criteria for this role. If you want to advance your career, please tell us your skills, experiences and achievements that demonstrate all selection criteria in no more than 1000 words in total.

1. Demonstrated ability and understanding of facilities management procedures and processes in a property management and office services environment.
2. Demonstrated capacity to work in an organised and systematic manner, set priorities and meet deadlines either independently or as a member of a small administrative support team working with professional and technical staff.
3. Well-developed communication and interpersonal skills including the ability to liaise and negotiate with internal and external clients, service providers and contractors in the provision of consumable items and contract services.
4. Demonstrated ability and experience in the use of technology including the suite of Microsoft Office programs and electronic document management systems.

Notes

How to apply

Applications can be lodged through [ARPANSA Recruitment Portal](#).

Your application will consist of resume, ARPANSA cover letter to be completed via the portal, contact details for two referees and a '1000-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

For more information, please contact David Gubbels at 0429 394 417.

Application close: 05 December 2024

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	David Gubbels, 0429 394 417
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/

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Industry, Science, Energy and
Resources

Vacancy VN-0751580

Department of Industry, Science and Resources
(DISR)

Closing Date: Sunday 08 December 2024

Oil & Gas
Decommissioning

Job Title	Senior Policy Officers (multiple vacancies)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS, Various locations - WA WA
Salary	\$95,102 - \$103,134
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer
Classification	APS Level 6
Position Number	2497_11/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=1A2DE6DA-11E2-844E-A946-DB4BED7439F0>

About the Department

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

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

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

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

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

About the team

The Decommissioning Branch is leading and shaping the government's offshore oil and gas decommissioning policy and regulatory reforms. The branch plays a key role in the government's Net Zero ambitions ensuring that end of life oil and gas infrastructure is decommissioned appropriately.

The branch:

- provides advice to Government on policy, commercial and regulatory options to ensure oil and gas companies fulfil their decommissioning obligations
- develops policy related to financial assurance, decommissioning regulations, and decommissioning planning
- develops complex policy reform and works with stakeholders to build support for implementation
- engages across industry, states and territories and internationally to progress best practice decommissioning
- provides advice and guidance to support offshore oil and gas decommissioning outcomes.

You can work with your manager to negotiate arrangements such as flexible hours or working from home. The Decommissioning Branch currently has staff based in Canberra, Melbourne, Sydney, Adelaide and Brisbane.

The opportunity

We have multiple current or expected vacancies at the APS 6 level across the branch:

Decommissioning Roadmap Section – supporting finalisation and release of the decommissioning roadmap. Implementation of actions under the roadmap, including through the provision of decommissioning policy advice and guidance and managing engagement with key stakeholders including industry and states and territories.

Insolvency Policy and Response Strategy Section – preparing for and responding to insolvency events in offshore petroleum projects. The team undertakes complex policy analysis, informed by technical, commercial, legal and financial considerations, to mitigate government's exposure and promote increased industry responsibility.

Risk Mitigation Strategy – developing and implementing actions and reforms to reduce the risks from a range of current and future decommissioning challenges, including offshore oil and gas titleholder insolvencies and seeping wells without a titleholder. The team undertakes complex analysis to develop evidence-based policy advice, working with stakeholders, technical experts and learning from international best practice.

Financial Assurance Policy Section – developing and implementing reforms to the decommissioning and financial assurance arrangements for Australian offshore oil and gas activities. The team analyses and develops policy to ensure the risks and liabilities of offshore activities remain the responsibility of industry.

What's in it for you?

You will:

- contribute to high profile work that is driving Australia's forward agenda for offshore oil and gas decommissioning policy and is at the cutting edge of regulatory reform.
- have the opportunity to work closely with stakeholders across government, industry, states and territories and international partners, in support of effective decommissioning policy and regulatory reform.
- help ensure that oil and gas companies fulfil their decommissioning obligations while meeting environmental and safety outcomes.
- drive government actions including through Cabinet processes.

Our ideal candidate

We are looking for motivated, highly curious self-starters.

We welcome applications from candidates with diverse experience and professional and educational backgrounds who can demonstrate strengths in the following areas:

- ability to work as part of a team and produce high quality work to deliver key outcomes.
- critical and strategic thinking skills to support interpreting, understanding and drafting legislative instruments and regulatory frameworks.
- strong analytical skills to apply to research and analysis of policy and legislative issues.
- a commitment to continuous improvement and a demonstrated ability to implement and respond positively to change.
- interpersonal skills with an ability to develop and maintain productive working relationships both within the department and across government.
- influential communication, including written and verbal communication skills.
- ability to act with integrity, and demonstrate personal accountability, professionalism and sound judgement.
- managing complex projects and tasks, including a demonstrated ability to think creatively and with an outcomes-mindset.

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 for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

People from culturally and linguistically diverse backgrounds, Aboriginal and/or Torres Strait Islander people, people with disabilities, and people who identify as LGBTQIA+ are encouraged to apply.

Duties

As an APS 6 Policy Officer, in accordance with the APSC's Work Level Standards for this classification, you will:

- provide detailed policy advice in relation to complex problems.
- interpret policy and apply practices and procedures with initiative and judgement.
- support strategic planning, project management and policy development.
- undertake procurements and manage contracts.
- establish and promote positive working relationships with stakeholders.
- work under limited direction with reasonable autonomy and accountability.

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

It is not necessary to have previously worked for government, we encourage people from all backgrounds and experiences to apply.

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 Australia wide 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 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	Jen Simpson, 02 6213 6676
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=1A2DE6DA-11E2-844E-A946-DB4BED7439F0

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Industry, Science, Energy and
Resources

Vacancy VN-0751602

Department of Industry, Science and Resources
(DISR)

Closing Date:Sunday 08 December 2024

Chief Information Officer
ICT Operations

Job Title	Manager - ICT Operations (multiple vacancies)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$117,760 - \$125,059
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 2
Position Number	2482_11/24
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?jati=374EB7D9-3EBC-21EF-2D78-DB4C261516A9>

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 Chief Information Officer Division is an exciting, diverse, and dynamic division that drives the digital agenda for the department. Leading the delivery of the department's digital offerings and transformation, the CIO Division partners with business areas and stakeholders to:

- Realise the digital policy objectives of the department,
- Define the department's digital landscape,
- Co-design digital experiences making it simpler to innovate, collaborate and communicate, and
- Drive the innovation and transformation of IT services.

The ICT Operations Branch is one of three branches sitting within the Chief Information Officer Division (CIOD) and is instrumental in the delivery of infrastructure and support to the department, running ICT for the enterprise.

The branch is a collaborative, dynamic and exciting part of the CIO portfolio, and the successful applicant will join a team providing key critical services to departmental staff and guiding their digital experience in the workplace. The branch provides underpinning infrastructure and high-quality ICT support ensuring modern, stable and secure technologies.

The branch is made up of 8 sections, including:

- Corporate and Digital Support
- Desktop and Executive Support
- Infrastructure Services
- Cloud Services
- Networks & Infrastructure Platforms
- IT Service Management & NMI ICT Operations
- Digital Delivery & Governance
- ICT Operations Strategy.

The department's Executive are strong advocates for diversity, inclusivity, and accessibility. We provide a flexible working environment which includes remote working options.

The opportunity

The Chief Information Officer Division is looking to fill a number of ongoing Executive Level 2 vacancies. An order of merit will be established to fill upcoming and future vacancies.

Candidates who demonstrate the following generalist capabilities are encouraged to apply:

- Outstanding judgement and a demonstrated ability to think strategically, be risk-focused, and identify opportunities for improvement.
- Experience in effectively managing and leading teams to deliver positive business outcomes, and inspiring staff to bring their best selves to work.
- Exceptional stakeholder management skills, including the ability to influence and work with a broad range of people from a variety of backgrounds and skill levels.
- Effective communication and collaboration skills, the ability to use these to deliver shared outcomes, and contribute to a positive work-place culture.
- Thrive in a fast-paced and dynamic environment, often under tight timeframes.
- Demonstrate exceptional organisational skills, with an attention to detail.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Immediate vacancies to fill include:

- Manager of Infrastructure Services
- Manager of Corporate and Digital Support, and
- Manager of Desktop and Executive Support.

Our ideal candidate

We are looking for enthusiastic and strategic candidates who have a passion for and experience in delivering high quality digital services.

Our ideal candidates will have:

- A demonstrated ability to think strategically and apply a strategic approach to team management and delivery.
- The ability to collaborate and communicate effectively with the leadership group and peers to deliver shared outcomes.
- Exceptional stakeholder management skills, including the ability to influence and work with a broad range of people from a variety of backgrounds and skill levels.
- Experience in leading and managing teams, creating a positive and rewarding work environment in which different perspectives are encouraged and diversity is embraced.
- A demonstrated ability to balance competing priorities and respond flexibly to changing demands.
- Experience in leading change and building organisational capability, focusing on continuous improvement and innovation.
- Experience in producing high quality documentation, reporting and finance management.

Specific skills and experience in one or more of the following ICT areas is highly desirable:

- Operations, including across infrastructure, standard operating environment technologies and cloud.
- Program, project and/ or service delivery.

- Modernisation or transformation.
- Frameworks, process and practice.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. **Duties**

Across all roles Managers will:

- Lead and manage a multi-disciplinary team to deliver high business value in a fast-paced environment.
- Define key digital business challenges and needs and provide solutions to meet them, taking ownership of key issues and risks.
- Provide strategic direction to the team in line with shared divisional priorities.
- Apply appropriate contemporary ICT delivery approaches and technologies – such as agile, DevOps, human-centred design, cloud and use of artificial intelligence.
- Champion staff and your own personal career development and wellbeing.
- Foster and promote a positive and high performing culture with a shared sense of purpose.
- Work collaboratively with other areas within the department and across government to deliver outcomes and share knowledge.
- Ensure digital services and service delivery are continuously improved and innovated.
- Ensure quality and timely delivery of projects and outcomes.
- Produce and contribute to various high-quality reporting, briefs, papers and advice.
- Manage and track budgets and contribute to accurate forecasting.

As the **Manager for Corporate and Digital Support** or **Manager for Desktop and Executive Support** you will:

- Ensure consistent high quality support services for the department, including: First level support for ICT and corporate matters,
- Corporate includes initial triage for property, recruitment, payroll and the switchboard.
- In person first level ICT support in the Canberra Service Hub,
- On site desktop support in the Canberra office, and
- Dedicated executive ICT support.
- Ensure high standards of customer service for executive support, including maintaining productive relationships across the executive team and minister office/s and ensuring rapid responses to requests.
- Drive continuous improvements to the delivery of support services, including knowledge articles for the team, division and users.
- Lead and manage personally issued ICT assets and desktop software.
- Support projects across the country including for video conferencing and office fit outs.
- Proactively contribute to the identification of ICT incidents, support themes and information to support problem resolutions.
- Provide regular reporting on support insights to track performance and inform improvements.

As the **Manager for Infrastructure Services**, you will:

- Oversee the management and support of a range of technologies, including End User Compute, desktop and server operating systems, remote access, and identity and access management in a hybrid environment, ensuring user experience is central.

- Work collaboratively with a wide range of internal and external stakeholders for the delivery of projects, operational outcomes and complex issue resolution.
- Effectively organise and manage a complex team to ensure delivery on project requirements and operational objectives.
- Ensure continuity of subject matter expert skills and knowledge management across relevant technologies.
- Drive efficient remediation of relevant incidents and problems in collaboration with the Incident Management team.
- Proactively manage relevant technology lifecycles, drive future modernisation and improvement discussions.

Eligibility

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

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

Notes

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

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

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

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

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

To Apply

Position Contact	Stewart McGill, 02 6102 8378
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=374EB7D9-3EBC-21EF-2D78-DB4C261516A9

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Industry, Science, Energy and
Resources

Vacancy VN-0751612

Department of Industry, Science and Resources
(DISR)

Closing Date:Friday 06 December 2024

Chief Finance Officer
Financial Management

Job Title	Senior Financial Accountant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW
Salary	\$95,102 - \$103,134
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer
Classification	APS Level 6
Position Number	2248_11/24
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?jati=62121E0A-4AED-A852-220C-DB4C269A1F76>

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government’s economic agenda. Our purpose is to help the government build a better

future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

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

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

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

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

About the team

The Financial Reporting, Taxation and Treasury team within the Financial Management Branch is responsible for the department's external financial reporting obligations, taxation compliance, and cash management functions.

The opportunity

You will have the opportunity to grow your knowledge in fixed-asset and leases management, contribute to the development of the department's asset policies, and to participate in many high-profile asset projects that support the year-end financial reporting.

Our ideal candidate

The ideal candidate will be a highly motivated self-starter that is outcome orientated and has the ability to balance time effectively to deliver on time-critical tasks, with Microsoft Excel and Word skills.

CPA or CA membership is preferred (studying/completed).

Duties

As an APS 6 you will undertake:

- Maintenance of the asset register, policies and processes.
- General financial accounting including technical leases and provisions management principles and standards.
- Contribute to the preparation of financial statements, notes and workings.
- Contribute to the preparation of monthly and annual reporting to the Department of Finance.

- Monitor and analyse accounting records and/or other financial data to assess accuracy, completeness and conformance to reporting, procedural and/or control requirements.
- Conduct research and analysis of less complex financial management and/or accounting issues, in particular assets.
- Build and maintain relationships with key internal and external clients and stakeholders, including Finance Business Partner teams and the Australian National Audit Office.

Eligibility

Undergraduate degree in a relevant field e.g., commerce, accounting, etc. is mandatory.

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

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

Notes

This recruitment process is being used to fill a non-ongoing APS Level 6 position with the potential for ongoing.

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, NSW - Sydney 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)

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To Apply

Position Contact	Luxi Liu, 02 6243 7567
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=62121E0A-4AED-A852-220C-DB4C269A1F76

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Industry, Science, Energy and
Resources

Vacancy VN-0751675

Geoscience Australia

Closing Date:Sunday 08 December 2024

Space

Job Title	Benefits Reporting & Administrative Support Officer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$81,200 - \$90,158
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	18360
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

Our team

The newly created role of Program Benefits Reporting and Administrative Support Officer will provide support and contribute to the delivery 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 join the Digital Earth Value Management Office, building on the work of the previous Program Management Office, and the Engagement and Innovation Directorate. You will work as part of a team to support decision-making, communication, strategy and engagement processes, and manage systems to measure the impact of the work of the Digital Earth programs.

The Program Benefits Reporting and Administrative Support Officer is responsible for delivering administrative and secretariat support to the VMO and the broader DE program including the monitoring and reporting of program benefits through the DEA Benefits Framework. The role reports to the DE Branch Manager and will support the governance, program management and reporting activities across the Digital Earth Branch.

In this role you will:

- Establish collaborative working relationships with external stakeholders to support projects.
- Provide administrative coordination and secretariat support for program meetings and reporting, including finalising and distributing agendas, papers and minutes; scheduling and booking attendees and facilities, maintaining action and decision registers, and maintaining administrative standards and processes.
- Update and report on performance and benefits, including managing the Branch Benefits Register and Benefits Dashboard.
- Create and maintain planning, monitoring and reporting documents, tools and templates, including Excel spreadsheets, SharePoint directories and pages, document filing and retrieval, mailbox management.
- Manage the DE/VMO SharePoint pages including creating and publishing content.

- Track competing priorities, information requests and deadlines within the team and support project delivery as needed.

To be successful in the role you will:

- work as part of a supportive team or independently with limited guidance to produce quality results
- work to develop program knowledge and be able to apply it in the business setting to help inform decisions, support team discussions, and achieve work programs
- effectively build and maintain external and internal stakeholder relationships.

Required skills, knowledge, experience and/or qualifications

- demonstrate strong logistic and organisational skills
- strong communication and writing skills
- experience in an administration support or secretariat role
- an awareness of benefits and performance tracking and reporting

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 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 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

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**

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

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

About the Geoscience Australia

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

To Apply

Position Contact	Leanne McMahon, (02) 6249 9143
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0751681

Job Title	Project & Capability Uplift Manager
Job Type	Full-Time, 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 working arrangements, including some working from home
Classification	Executive Level 1
Position Number	18779
Agency Website	www.ga.gov.au

Job Description

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

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What we can offer you

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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 Australia, African nations and the Antarctic.

The Value Management Office (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 underpin the delivery of the Digital Earth program, its services and products.

A focus of the Governance and Reporting team within the VMO 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 Digital Earth Branch is looking for a leader in program capability uplift in the areas of performance reporting, benefits realisation, project management, and program assurance to work within its VMO.

The role

As Project and Capability Uplift Manager you will be critical in helping uplift our current capabilities, support our core functions and maintain a positive, productive, and collaborative working environment. You will be focused on continuously improving the Branch's governance, planning, reporting, financial and risk management to ensure alignment with government, organisational and Divisional systems and approaches.

The Program has several initiatives and frameworks that are being implementing and your role will support teams across the branch to understand and effectively apply these frameworks to their business activities. These frameworks 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).

In this role, you will:

- Lead and manage VMO program and project management capability uplift initiatives across the Branch.
- Collaborate with key stakeholders to define and implement program best practices and continuous improvement methodologies, including coordinating program and project-level planning and review processes.
- Support the implementation of the DE program governance by guiding program and project teams on program governance, project management, and delivery.
- Develop, implement, and oversee program assurance to ensure quality and compliance and identify areas for improvement in program management processes and reporting,
- Assess and guide the practical implementation of a newly developed Quality Framework in collaboration with technical and project staff.
- Provide strategic advice and guidance in various program working groups and committees, representing the Program.
- Assist in identifying, documenting, and coordinating the management of program risks and issues.

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, the VMO team members, other teams across the Program, 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.

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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 at (02) 6249 9143 or email 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

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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

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To Apply

Position Contact	Leanne McMahon, (02) 6249 9143
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0751686

Job Title	Project & Capability Uplift Manager
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including some working from home
Classification	APS Level 5;APS Level 6
Position Number	18779
Agency Website	www.ga.gov.au

Job Description

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Duties

Our team

The successful candidate will support multiple teams of Earth Observations scientists, data engineers and cloud processes specialists to develop and maintain the documentation of the internal scientific knowledge, product development processes and product governance artefacts to support the development and releases of remotely sensed data products and services. Your work will play a crucial role in Digital Earth Australia (DEA) Program enhancing, updating, monitoring and maintaining transparency of products lifecycle status reporting and tracking. You will coordinate the internal and public knowledge transfer process, ensuring frictionless and sustainable generation and use of DEA's products. This is vital to maintain the quality and reliability of DEA outputs.

The role

In this role you will provide administrative and product support during various stages of the product life cycle from design-build-deliver-maintain-retire, assisting Product Owners across the DEA Program to create, update accompanied documentation and/or artefacts. That supports product design and associated engagements; product and service releases; maintenance, management to retirement. The responsibility of this role is to ensure all documentation is of a high quality and a standard able to support human readable and future machine learning and/or artificial intelligence consumption. As well as continuously improve the business processes, methodologies and systems used across the DEA Program to capture and maintain a product centric focus, in collaboration with teams specialising in EO.

Your role will also support preparation of governance materials for the product development teams in the DEA Program, from executive level reporting documents to project management and change artefacts. As well as set and oversee stakeholder meetings with the oversight of team members within the DEA Research and Product Development, and Services and Support directorates involved in developing and/or maintaining products.

In this role you will:

- Offer support to Product Owners to coordinate and guarantee detailed reporting on product status and proper documentation is maintained for every product, with regular updates to mirror recent changes and advancements, ensuring that the information on products remains current.
- Review and assist in the documentation of new DEA products as well as maintain product documentation as required.
- Assist with reporting key metrics related to product quality and releases for DEA's Program developing frameworks. By keeping track of documentation updates and approvals, and report on progress to management and relevant stakeholders. Prepare various governance documentation in support of the products, such as board papers and product variation documentation
- Assist with the internal approval paperwork, streamlining the process to facilitate timely product progression.
- Collaborate effectively with a business analyst and team leads to collect essential details, standardise documentation practices, and confirm that all content related to product lifecycle reporting and documentation adheres to the requisite levels of quality, compliance, and aligns with the overarching goals of the program.
- Regularly review and audit documentation to maintain high-quality standards and accuracy.
- Develop and provide training materials or sessions for team members on documentation processes and best practices.
- Continuously seek ways to improve the documentation process, making it more efficient and user-friendly for the team members and in accordance with other DEA practices.
- Engage with internal stakeholders to understand their documentation needs and ensure these are met in a timely and efficient manner in collaboration with team leads of various projects run by DEA research and product development and/or service and support teams.
- Identify gaps in policies and/or procedures, including resourcing requirements to maintain an established baseline.

To be successful in the role you will:

- Demonstrate excellent communication, stakeholder engagement and organisational skills.
- Be familiar with documentation best practices and product development cycles and reporting needs in an ICT and/or research organisation.

- Be process-oriented and a proactive learner, adept at understanding and improving documentation processes and eager to learn and teach others about best documentation practices.
- Be eager to leverage your analytical thinking for auditing and reporting on documentation processes.
- Be open and flexible to learning and adapting to new tools, processes, and documentation standards.

Required skills, knowledge, experience and/or qualifications

- Possess excellent communication and organisational skills.
- Familiar with documentation needs and processes in an ICT and/or research organisation.
- Proficiency in creating, managing, and updating technical documentation.
- Knowledge of product governance and the ability to maintain product artifacts.
- Strong interpersonal skills to work effectively with multiple teams and stakeholders

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Industry, Science, Energy and
Resources

Vacancy VN-0751702

Job Title	IT Service Management Coordinator
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$94,177 - \$109,013
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	19091
Agency Website	www.ga.gov.au

Job Description

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Duties

Our team

The newly created role of Program Support 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 Services and Support Section within DEA manages the ongoing operations and maintenance of all production products and services for the Branch. We are additionally accountable for the Data and Digital services and strategy of the Branch, in alignment with corporate ICT practices.

The role

In this newly established role, you will be responsible for implementing and driving the adoption of IT Service Management (ITSM) governance across the organization. You will collaborate closely with a team of scientists and technologists to ensure they understand and adhere to ITSM best practices, particularly focusing on change management, incident management, problem management, and the transition into operational processes.

Working alongside the ITSM Manager, you will help align new and existing ITSM processes with the organization's governance framework. In this role, you will also act as the primary Change and Incident Manager, leading the Change Control Board (CCB) and taking ownership of managing technical incidents to ensure a smooth resolution process. This role requires a proactive approach to championing ITSM practices and ensuring effective communication and coordination across all involved teams.

In this role you will:

- Oversee the IT incident, change, and service request process from identification through to resolution.
- Triage and prioritize incidents based on impact and urgency to ensure timely response.
- Chair and manage our existing Change Control Board processes.
- Collaborate with cross-functional teams to investigate, diagnose, and resolve IT incidents efficiently.
- Escalate critical issues to relevant subject matter experts when necessary.
- Provide regular status updates to stakeholders and ensure incident resolution aligns with agreed service levels.
- Analyse incident trends to identify root causes and recommend preventative actions to reduce future occurrences.
- Continuously refine the IT Service Management processes, incorporating industry best practices.
- Maintain detailed documentation of incident resolutions and ensure accurate record-keeping in the IT service management system.
- 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:

- Ability to collaborate effectively with highly technical and scientific staff to achieve productive outcomes.
- Proven capability to prioritize and manage competing tasks to achieve results.
- Consistently deliver high-quality service to clients.
- Skilled in investigating, analysing, and interpreting information from diverse sources.
- Maintain accurate records and thorough documentation.
- Strong ability to build and sustain positive working relationships with internal and external stakeholders, demonstrating well-developed interpersonal, liaison, and negotiation skills.

Required skills, knowledge, experience and/or qualifications

- At least 3 years of experience in IT incident management or service desk roles.
- Proven technical troubleshooting and problem-solving abilities.
- Strong communication and interpersonal skills for effective collaboration with users and IT teams.
- Experience with IT service management frameworks (e.g., ITIL).
- Proficiency in using incident management tools and processes.
- Ability to prioritize tasks and manage multiple responsibilities in a fast-paced environment.
- Demonstrated commitment to continuous improvement and delivering high-quality customer service.

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If you have any questions regarding the role, please contact Arek Drodzda on (02) 6249 9739 or email Arek.Drodzda@ga.gov.au

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0751716

Job Title	Senior Test Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,188 - \$140,270
Future Merit Locations	Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible Hybrid work arrangement
Classification	Executive Level 1
Position Number	2668
Agency Website	https://www.amsa.gov.au/about

Job Description

<https://careers.amsa.gov.au/en/listing/>

Senior Test Analyst

\$120,188 – \$140,270 + 15% super (AMSA6)

Canberra based or other AMSA locations available

Ongoing position

ABOUT THE ROLE

You will play a lead role in coordinating IT project test teams and ensure the operational suitability and readiness of projects and BAU changes through defined test and change management processes.

You will work with AMSA IT and business users to develop test strategies and plans for all phases of the software development lifecycle including system test, user acceptance testing and production verification testing.

This role will see you engage, negotiate and report on test outcomes with a number of internal and external stakeholders, including vendors to support the successful delivery of projects.

You will be responsible for:

- Planning and strategy involving understanding the project requirements, defining the scope of testing and determining the appropriate test methodologies and techniques to be used.
- Manage the test team including assigning tasks, coordinating resources and monitoring team's progress
- Be integral part of test Preparation and execution of test scripts
- Overseeing the defect management process including documentation, tracking and resolving any defects discovered during testing.
- Manage priorities across testing for BAU activities and projects
- Supporting production support activities
- Providing feedback to the project team resources (e.g. Project Manager, Business Analysts, Developers)
- Identification of test risks and issues
- Assistance with Change Management activities
- Commit to the AMSA Code of Conduct and Values

Duties

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Substantial senior test analyst / test lead experience with a solid understanding of structured test methodologies and processes
- Ability to lead testing and/or be the only tester on a project
- Strong troubleshooting and root cause analysis experience
- Excellent problem-solving abilities
- Ability to prioritize tasks and set realistic deadlines
- Hands on experience with testing enterprise platform solutions (e.g Dynamics 365)
- Experience with using test management tools (e.g. Devops, JIRA)
- Experience with different development methodologies (e.g. Agile, Waterfall)
- Understanding of Software Development Lifecycle (SDLC)

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2024-2027](#).

AMSA BENEFITS

We are committed a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements
- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- An ability to work for an organisation charged with protecting our marine environments and saving lives

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit [our website](#).

Eligibility

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by Wednesday 4th December. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Joshua Nixon on 02 6279 5749.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of “ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.

We are proud to have been recognised as an [Inclusive Employer 2022-2023](#) by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don't meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we're looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our [Diversity and Inclusion Strategy](#).

Notes

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – “Safe and clean seas, saving lives”. AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Joshua Nixon, 02 6279 5749
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0751721

Australian Maritime Safety Authority

Closing Date:Wednesday 04 December 2024

Corporate Services
Information Services Enterprise Platforms

Job Title	Front End Developer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,188 - \$140,270
Future Merit Locations	Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	flexible hybrid arrangement
Classification	Executive Level 1
Position Number	2668
Agency Website	https://www.amsa.gov.au/about

Job Description

<https://careers.amsa.gov.au/en/listing/>

Front End Developer

\$120,188 – \$140,270 (AMSA6)

Canberra or other AMSA locations available

Ongoing Role

ABOUT THE ROLE

Reporting to the Senior Advisor Development Practice team, the Front-End Developer will assist with several projects to deliver and enhance public facing applications including new customer portal on Microsoft Power Pages.

You will be responsible for:

- Develop and maintain the front-end of web applications with a strong focus on usability, performance, and responsiveness.
- Implement clean, maintainable, and efficient HTML, CSS, and JavaScript code.
- Collaborate with designers and backend developers to ensure a seamless user experience.
- Build reusable code and libraries for future use.
- Optimize applications for maximum speed and scalability.

- Work with stakeholders to understand and implement requirements, ensuring the technical feasibility of UI/UX designs.

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience.

Demonstrated experience in working with a team including:

- Proven experience in Power Apps Portals/Power Pages, creating an integrated and engaging user experience for customers
- Strong proficiency in Liquid, or equivalent experience in languages such as Vue, Angular, React etc as well as a willingness and ability to learn Liquid quickly
- Very strong skills in client side languages - HTML, CSS and JS
- Bootstrap 5 Experience
- Proven experience working independently to deliver high quality experiences into a production environment
- Microsoft Certifications highly desired

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2024-2027](#).

Duties

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit [our website](#).

AMSA BENEFITS

We are committed a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements
- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- An ability to work for an organisation charged with protecting our marine environments and saving lives

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by Wednesday 4th December. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Joshua Nixon on 02 6279 5749.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

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DIVERSITY AND INCLUSION

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Eligibility Notes

About the Australian Maritime Safety Authority

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To Apply

Position Contact	Joshua Nixon, 02 6279 5749
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0751722

Australian Maritime Safety Authority

Closing Date:Wednesday 04 December 2024

Corporate Services
Information Services Enterprise Platforms

Job Title	M365 Applications Administrator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,188 - \$140,270
Future Merit Locations	Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	flexible hybrid
Classification	Executive Level 1
Position Number	1405
Agency Website	https://www.amsa.gov.au/about

M365 Administrator, Enterprise Platforms

\$120,188 – \$140,270 (AMSA6)

Canberra or other AMSA locations available

Ongoing role

ABOUT THE ROLE

Reporting to the Senior Advisor Development Practice team the Enterprise Platforms Administrator will be responsible for administering key components within Enterprise Platforms section. The Enterprise Platforms Administrator will also support software products built or maintained in-house and lead development initiatives as required.

You will be responsible for:

- Leading the administration of Office 365 E5 in support of AMSA's Dynamics, Power Pages and AMSA Collaboration.
- Working with the Senior Advisor Development practice to administering Azure Dev Ops and ensure continuous improvement in the documentation and application of the software development life cycle at AMSA.
- Utilising PowerShell for automation and configuration of application release activities and core functionality.
- Utilising requisite skills to:
 - Administration of Entra ID configuration and maintenance.
 - Administration understanding of Windows Server, including AD, DNS, Load balancing, networking
 - Administration knowledge of SQL Server
 - Administration of Dynamics 365 / Power Platform
 - Administration of SharePoint Online
 - Administration of Microsoft Intune (Online)
 - Assistant with Administrator inhouse applications on premise running Tomcat.
- Working with the developers to resolve incident and problem tickets in Service Now
- Working with Digital 61 to assist with project delivery for infrastructure projects.
- Representing Enterprise Platforms at Change Advisory Board (CAB) to ensure changes have technical representation to address risk and queries.

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Advanced Experience administering Office 365 tenants
- Advanced Experience with Azure and Entra ID
- Experience with administering and automating Azure Dev Ops including pipelines, releases, workflows and permissions
- Advanced skills with PowerShell to help automate processes and streamline tasks.
- Ability to problem solve complex problems on the fly and adapt to evolving workplace environment.

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2024-2027](#).

Duties

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

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Eligibility
Notes

About the Australian Maritime Safety Authority

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To Apply

Position Contact	joshua Nixon, 026279 5749
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Job Title	Cooks, Housekeeper and Night Attendants
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Broome WA
Salary	\$56,774 - \$61,883
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	On Site
Office Arrangement Details	Broome Hostel, WA
Classification	APS Level 2
Position Number	VN17624
Agency Website	

Job Description

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

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education 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.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people. We offer rewarding experiences and rewarding employment conditions.

AHL is looking for experienced individuals who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents.

Duties

There are multiple vacancies, located at Broome Hostel, WA for the following roles:

- Cook/Kitchenhand
- Housekeeper
- Night Attendant

For further information about the roles and how to apply, please refer to the vacancy information available on our website. **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 Broome, WA.

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Philip Theseira, 0439 000 162
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0751637

Australian Institute of Aboriginal and Torres Strait Islander Studies

Partnerships and Engagement
Communications, Events and Publishing

Closing Date:Wednesday 11 December 2024

Job Title	Director Communications, Media, Publishing and Shop (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$127,226 - \$138,677
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	The successful candidate will work a mix of onsite in Canberra and WFH.
Classification	Executive Level 2
Position Number	244_11/24
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

About the Group

The Partnerships and Engagement group leads and coordinates AIATSIS public engagement and communications works. This includes:

- Providing access to the AIATSIS Collection and support clients undertaking Family History research.
- Marketing, communication, content production, event management services and publishing.
- Facilitating the return of Aboriginal and Torres Strait Islander cultural heritage material held overseas; and
- Developing AIATSIS commercial revenue streams and partnerships to further our mission.

About the Program Area

The Communications, Media, Publishing and Shop (CMPS) team are part of the AIATSIS Partnerships and Engagement Group. The CMPS team is a multi-disciplinary team that manages the communications, media, social media, speechwriting, website, graphic design and publishing activities of the Institute. The team provides strategic advice across the Institute, including but not limited to communications, media and multimedia production, marketing, brand management and design, web content production and publishing.

We place Aboriginal and Torres Strait Islander voices and perspectives as central to everything that we do. The team oversee the AIATSIS brand and website, co-ordinate content production and promotional campaigns across a range of channels, deliver the Australian Aboriginal Studies journal, and publish books through Aboriginal Studies Press.

We are proud to tell the story of Aboriginal and Torres Strait Islander Australia and be part of a nation that has the world's oldest continuing cultures.

We value creativity and are driven to inform, educate and transform.

Role Summary

The Director of Communications, Media, Publishing and Shop (CMPS) leads the team that is responsible for the management of communications, media, publishing and shop activities of the Institute. The Director leads strategic communication activities, is the first point of contact for external stakeholders and builds mutually beneficial relationships with both internal and external stakeholders that centre the voices and perspectives of Aboriginal and Torres Strait Islander peoples. The CMPS team develops content for use across web, corporate documents, marketing and event material. This position reports to the Executive Director, Partnerships and Engagement Group. In collaboration with colleagues across the Institute and client areas, you will have a key role in helping the Institute to elevate its public image. **Duties**

- possess excellent written skills across diverse formats such as, but not limited to, briefs, speaking notes, speeches, letters, media releases and web articles.
- be a trusted adviser to the senior leadership team on strategic communications, media management, and opportunities as they develop, with a focus on building reputation and elevating profile.
- plan, coordinate and implement communication and media activities for the Executive leadership team and other senior leadership team members. Provide support and advice on communication strategies, messaging and positioning.
- work closely with the Executive Director of Partnerships and Engagement Group, and AIATSIS CEO's Office for all media engagement and opportunities.
- work closely with Directors across AIATSIS, to develop, implement and manage communication plans and strategies across all areas of the Institute.
- identify and pursue media opportunities and coverage for AIATSIS and for the AIATSIS publishing arm, Aboriginal Studies Press.
- build positive relationships with media organisations and journalists to maximise the reach and impact of messaging by AIATSIS.
- ensure that external messaging is in line with the strategic objectives and organisational goals of AIATSIS.
- oversee the development, implementation and maintenance of media engagement process for AIATSIS. Work with the team to monitor media for coverage, trends, and public sentiment, escalating issues to management when necessary.
- oversee the production of relevant content of all types and formats including media releases, alerts, social media, talking points, Q&As, briefing documents, speeches and public notices among others, for use across all media: traditional, social, digital media, and the web.
- oversee the production of the Australian Aboriginal Studies journal.
- oversee the AIATSIS brand and website, co-ordinate content production and promotional campaigns across a range of channels.
- oversee the publication of books through Aboriginal Studies Press.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understands Aboriginal and Torres Strait Islander business within the Institute and the outcomes the Institute is responsible for delivering.
- shows respect for the contribution of Aboriginal and Torres Strait Islander culture, knowledge and materials when designing and undertaking projects.
- engages and negotiates in good faith to benefit Aboriginal and Torres Strait Islander peoples and communities.

- has the capability to incorporate Indigenous voices, experiences and perspectives in the work produced.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have well developed stakeholder engagement skills, proven capability to lead a team and exceptional writing and communications experience. You will come with the following skills, experience and attributes:

- highly skilled and experienced communicator, with the ability to support and facilitate Aboriginal and Torres Strait Islander peoples to share and tell their stories.
- skilled and experienced writer who can adapt language and key messages to engage different audiences.
- skilled and experienced manager/ leader, with a demonstrated ability to manage/ lead /mentor a team in a fast-paced environment with rapidly changing work priorities.
- excellent interpersonal skills, with the ability to build positive working relationships with diverse stakeholders, internally and externally.
- well-organised, with the ability to work under pressure, often in a fast-paced environment, and prioritise workloads to meet deadlines.
- work without supervision, be proactive and take responsibility for completing tasks within agreed timeframes.
- strong media experience, including working with external media teams, with a track record of securing impactful media opportunities.
- highly developed research and writing skills, with the ability to use diverse sources to find information and fact check.
- results driven and understand the importance of working within a team.
- demonstrated ability to manage marketing and social media activities.
- ability to create media and communications strategies and content as well as associated resources such as media kits, and corporate material.
- strong work ethic is essential and, as a member of a close-knit team, outstanding teamwork skills, adaptability and collaboration will be key.

Notes

Applications close **11.30pm** Wednesday 11 December 2024.

The successful candidate will be required to undergo

- Police check
- 6 month probation
- Medical clearance

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted

recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies

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.

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia’s only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world’s most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia’s Indigenous peoples. We are Australia’s national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world’s largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Jason Lyons, 0419 630 296
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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**Australian Institute of Aboriginal and Torres Strait
Islander Studies**

Closing Date:Wednesday 11 December 2024

Partnerships and Engagement
Communications, Events and Publishing

Job Title	Director Communications, Media, Publishing and Shop
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$127,226 - \$138,677
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	The successful candidate will work a mix of onsite in Canberra and WFH.
Classification	Executive Level 2
Position Number	250_11/24
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

This is an Identified position open to all Australian Citizens

About the Group

The Partnerships and Engagement group leads and coordinates AIATSIS public engagement and communications works. This includes:

- Providing access to the AIATSIS Collection and support clients undertaking Family History research.
- Marketing, communication, content production, event management services and publishing.
- Facilitating the return of Aboriginal and Torres Strait Islander cultural heritage material held overseas; and
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- possess excellent written skills across diverse formats such as, but not limited to, briefs, speaking notes, speeches, letters, media releases and web articles.
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- oversee the production of relevant content of all types and formats including media releases, alerts, social media, talking points, Q&As, briefing documents, speeches and public notices among others, for use across all media: traditional, social, digital media, and the web.
- oversee the production of the Australian Aboriginal Studies journal.
- oversee the AIATSIS brand and website, co-ordinate content production and promotional campaigns across a range of channels.
- oversee the publication of books through Aboriginal Studies Press.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understands Aboriginal and Torres Strait Islander business within the Institute and the outcomes the Institute is responsible for delivering.
- shows respect for the contribution of Aboriginal and Torres Strait Islander culture, knowledge and materials when designing and undertaking projects.
- engages and negotiates in good faith to benefit Aboriginal and Torres Strait Islander peoples and communities.
- has the capability to incorporate Indigenous voices, experiences and perspectives in the work produced.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have well developed stakeholder engagement skills, proven capability to lead a team and exceptional writing and communications experience. You will come with the following skills, experience and attributes:

- highly skilled and experienced communicator, with the ability to support and facilitate Aboriginal and Torres Strait Islander peoples to share and tell their stories.
- skilled and experienced writer who can adapt language and key messages to engage different audiences.
- skilled and experienced manager/ leader, with a demonstrated ability to manage/ lead /mentor a team in a fast-paced environment with rapidly changing work priorities.
- excellent interpersonal skills, with the ability to build positive working relationships with diverse stakeholders, internally and externally.
- well-organised, with the ability to work under pressure, often in a fast-paced environment, and prioritise workloads to meet deadlines.
- work without supervision, be proactive and take responsibility for completing tasks within agreed timeframes.
- strong media experience, including working with external media teams, with a track record of securing impactful media opportunities.
- highly developed research and writing skills, with the ability to use diverse sources to find information and fact check.
- results driven and understand the importance of working within a team.
- demonstrated ability to manage marketing and social media activities.
- ability to create media and communications strategies and content as well as associated resources such as media kits, and corporate material.
- strong work ethic is essential and, as a member of a close-knit team, outstanding teamwork skills, adaptability and collaboration will be key.

Notes

Applications close **11.30pm** Wednesday 11 December 2024.

The successful candidate will be required to undergo

- Police check
- 6 month probation
- Medical clearance

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Jason Lyons, 0419 630 296
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0751608

Australian Public Service Commission

Closing Date:Sunday 08 December 2024

Integrity, Reform and Enabling Services
Enabling Services IT Services

Job Title	Security Advisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered as flexible working arrangements.
Classification	APS Level 5;APS Level 6
Position Number	24_99
Agency Website	https://www.apsc.gov.au/

Job Description

<https://apsc.nga.net.au/?jati=22B8E339-880E-35DE-0991-DB4C26A1ACAA>

About the branch

When you join the Enabling Services Branch, you will become part of a team that is committed to delivering high-quality enabling services. The Branch ensures efficient corporate services within the APSC and consists of the following teams: Governance, Risk

and Parliamentary; People; Property & Security; Finance; and Information Technology and Procurement.

The Branch provides strategic and operational services to ensure the efficient work of the APSC. They lead and support a culture of continuous improvement, with innovative approaches to business processes that are fit for purpose, create value and improve productivity across the APSC.

Your skills and experience will make a significant contribution to our goals, enhancing our operations and ultimately supports the APSC to fulfil its purpose of positioning the APS workforce for the future to ensure it meets the demands and expectations of the Australian Government, parliament and people.

Duties

The APS 5/6 Security Advisor will support the Assistant Director and Chief Information Officer in delivering the security requirements of the APSC. This includes day to day operational requirements as well as the creation and implementation of fit for purpose security controls.

Some tasks may include (but not limited to):

- Deliver the security clearance process for the APSC;
- Develop procedures and controls to embed security across the APSC;
- Identify research and analyse complex protective security issues, and provide recommendations and advice;
- Management of Security Incidents;
- Support the development and delivery of security awareness training;
- Coordinate and respond to Branch security enquiries and tasking's;
- Collate research and analyse protective security issues to produce high-quality reports, submissions, briefings and discussion papers;
- Promote a customer-focused security culture within the work area and across the agency
- Preparing Executive Briefs and internal policy and procedures documentation
- Coordinating quality assurance activities

Eligibility

For detailed information about this role including what to include in your application, please refer to the downloadable Candidate Information Pack below.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

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

Notes

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime

Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Paul Trumble, 02 6113 6272
Agency Recruitment Site	https://apsc.nga.net.au/?jati=22B8E339-880E-35DE-0991-DB4C26A1ACAA

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Prime Minister and Cabinet

Vacancy VN-0751581

Department of the Prime Minister and Cabinet

Closing Date:Sunday 08 December 2024

Strategy, Projects and Priorities
Behavioural Economics Team of the Australian Government Research Design
and Data Analytics

Job Title	Adviser, Behavioural Economics Team of the Australian Government
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - TAS TAS
Salary	\$121,717 - \$138,722
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	We are pleased to consider remote and hybrid working arrangements
Classification	Executive Level 1
Position Number	PMC/2024/195
Agency Website	

Job Description

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

About your team

We are the Behavioural Economics Team of the Australian Government (BETA).

BETA's mission is to improve the lives of Australians by generating and applying evidence from the behavioural and social sciences to find solutions to complex policy problems. We seek to understand how people make decisions, we develop innovative ideas to support policy solutions, and we test what works best in the real world. Our team has a variety of backgrounds, including policy, behavioural science, psychology, economics, data science and social research. We are united in our passion for understanding human behaviour to inform evidence-based decision-making and deliver public benefit.

BETA engages at different stages in the policy cycle, undertaking primary research to understand the problem, support development of policy solutions and rigorously test policy interventions. We apply our skills to complex policy priorities including meeting our net zero targets, delivering effective preventative health initiatives, building strong workforces and responding to cost of living pressures.

BETA is proud of our collaborative, friendly culture and our ability to work flexibly. While our office is in Canberra, we have team members working from other locations in Australia and are pleased to consider remote and hybrid working arrangements.

Duties

What you'll be doing

BETA is seeking an experienced researcher to join our Research Design and Data Analytics Team. You will work with BETA's project teams, and partners across the APS and in the private sector to design and deliver applied research to inform policy decisions.

In this role you will be responsible for providing advice and technical support across BETA to ensure our research is timely, practical and of high quality. You will:

- Work with project teams as a technical lead on research projects
- Design and analyse quantitative research including surveys, randomised controlled trials and quasi-experimental designs
- Provide advice and leadership across teams in BETA on research design, analysis, coding and research integrity.
- Work in highly constrained research environments, sometimes with very tight timelines.
- Share your skills and knowledge across the team and the wider APS to build capability.

Why you're the ideal candidate

Our ideal candidate will perform at the level in accordance with the PM&C Performance model.

You will be able to demonstrate experience and expertise in some or all of the following:

- Experience in the design and delivery of randomised controlled trials, preferably in a policy setting.
- Experience in the design and delivery of other quantitative research e.g. discrete choice experiments, survey designs, quasi-experimental designs and/or administrative data projects.
- Data cleaning, analysis and programming, preferably using the R language.
- Delivering high-quality work while managing competing priorities.
- Communicating complex scientific concepts in a clear and engaging way to a range of stakeholders.
- Great people skills and an ability to work collaboratively within diverse teams and with stakeholders (e.g. people from different backgrounds, experiences or neurotypes).
- Project management, including delivering to timelines and the management of project related risks.

In line with our dedication to an inclusive and safe workplace culture we are seeking candidates who are respectful of people's unique differences, backgrounds and cultures (including Aboriginal and Torres Strait Islander culture) particularly when communicating and working together.

To demonstrate your fit for this role and put your best self forward, you are encouraged to tailor your resume and pitch to the role and qualities described above. It is strongly recommended that you review the vacancies and applying for jobs section of our website prior to applying.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia’s national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Bethany Jones, (02) 6228 6948
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0751589

Department of the Prime Minister and Cabinet

Closing Date:Sunday 08 December 2024

Corporate
Information Services Cyber Security

Job Title	Cyber Security Adviser, Information Services
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$121,717 - \$138,722
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	PMC/2024/196
Agency Website	

Job Description

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

About your team

The Cyber Security team is responsible for all aspects of cyber security within the department, including policy, technology, projects, architecture and learning. The team encourages cross-pollination across a range of cyber security topics and fields, allowing for a candidate to customise their own role into their preferred position, while at the same time developing and learning new skills.

PM&C is a great place to work. We are proud to offer a flexible, safe and inclusive workplace with competitive employment conditions under our PM&C Enterprise Agreement 2024-2027.

Duties

What you'll be doing

The PM&C Cyber Security team is looking for a dedicated candidate with a technical ICT background to assist in the continued protection, compliance and security of the department.

This role is for a skilled and proactive individual who is keen to put their experience and knowledge into practice to help defend our systems against current and future cyber threats.

The successful candidate will have:

- Established communication skills
- A technical background in ICT
- A willingness to promote a positive security culture
- The ability to embrace new concepts and technology.

While specialised cyber security knowledge is desirable, it is not considered essential provided a demonstrated technical background is available.

Why you're the ideal candidate

Our ideal candidate will perform at the Executive 1 level in accordance with the PM&C Performance model.

Experience with cyber security and the application of Australian government guidelines to systems is considered very desirable. The candidate must be able to write and maintain security documentation, such as security policy and security risk assessments, in accordance with Australian Government, Departmental and international standards.

The occupant must be able to work independently, have an eye for detail and be able to prioritise multiple tasks. The ability to foster working relationships with internal and external stakeholders is a must.

Experience with SIEM or other security-focused products is highly desirable, as is a technical background of some kind.

To be eligible for this position you must be an Australian Citizen. The successful candidate must be able to obtain and maintain a Negative Vetting 1 security clearance or hold a current security clearance of an appropriate level.

In line with our dedication to an inclusive and safe workplace culture we are seeking candidates who are respectful of people's unique differences, backgrounds and cultures (including Aboriginal and Torres Strait Islander culture) particularly when communicating and working together.

To demonstrate your fit for this role and put your best self forward, you are encouraged to tailor your resume and pitch to the role and qualities described above. It is strongly recommended that you review the vacancies and applying for jobs section of our website prior to applying.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Enamul Islam, (02) 6228 6523
Agency Recruitment Site	https://www.pmc.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0751625

Department of the Prime Minister and Cabinet

Closing Date:Sunday 08 December 2024

Ministerial Support Division
Protocol and International Visits Protocol

Job Title	Protocol Officer, Protocol and International Visits
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$94,715 - \$106,438
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	This role will involve extended and varied work times.
Classification	APS Level 6
Position Number	PMC/2024/193
Agency Website	

Job Description

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

Who we are

The Protocol and International Visits Branch is responsible for administering the state occasions and official visits program in a manner which enhances Australia's international relationships, the image of Australia and the Australian Government. The principal activity of this position is to plan, manage and coordinate complex arrangements for a range of events relating to ceremonial and visits activities. The position involves liaison with the Office of the Official Secretary to the Governor-General, Prime Minister's Office, Ministers' offices, diplomatic representatives, other Commonwealth departments and state and territory governments in relation to visits and events.

What you will do

In this role you will be based in Canberra and will work in a team responsible for planning, managing and coordinating a range of event or visit activities for PM&C, undertaking the following duties:

- Manage, coordinate or assist with arrangements for:
 - high-level events or Guest of Government visits to Australia, and accompany as required
 - virtual meetings between the Prime Minister and international leaders
 - national and official events, including meetings, hospitality, ceremonial occasions and state funeral and memorial services
- Support arrangements for Prime Minister's overseas visits, and accompany as required;
- Represent the Department and undertake liaison and negotiation;
- Prepare briefs and programs for a range of visits and events and provide associated advice;
- Coordinate various administrative and logistic tasks such as transit arrangements to Australia by international leaders;
- Prepare responses to routine correspondence, Parliamentary Questions and FOI requests; and

- Provide a range of administrative support relating to the delivery of visits and events, flight and accommodation bookings and database management.

Duties

The position will involve working in a variety of interesting and dynamic areas where you will work independently or as part of a team. Key attributes for this role include:

- The ability to work as a collaborative team member with a strong work ethic, in a professional and discreet manner;
- Personal qualities of confidence, resilience, integrity and sound judgement;
- Ability to quickly develop a positive rapport with people at all levels in an organisation to achieve outcomes and facilitate cooperation;
- Respect and sensitivity, cultural and religious awareness;
- Demonstrated representation and negotiation skills;
- Well-developed program management and organisational skills, including drive, attention to detail and ability to meet tight deadlines;
- Ability to work productively and flexibly in a high-pressure environment;
- Adapt and respond well to change and ambiguity;
- Undertake learning and work activities which develop strong leadership skills and strategic thinking; and
- Possess the ability to acquire the necessary business functions to assist with travel, coordination and administration.

This role will involve extended and varied work times. A willingness to work outside core hours when required, and travel interstate and overseas at short notice is essential. Where additional hours are completed outside of PM&C's ordinary hours of work, employees will be compensated through the Department's Flex Time or Overtime provisions. **Eligibility**

- Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period up to 18 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

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To Apply

Position Contact	Rachel Christou, (02) 6271 5117
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0751644

Department of the Prime Minister and Cabinet

Closing Date:Sunday 08 December 2024

Ministerial Support Division
Protocol and International Visits Protocol

Job Title	Senior Protocol Officer, Protocol and International Visits
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$121,717 - \$138,722
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	This role will involve extended and varied work times.
Classification	Executive Level 1
Position Number	PMC/2024/194
Agency Website	

Job Description

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

Who we are

The Protocol and International Visits Branch is responsible for administering the state occasions and official visits program in a manner which enhances Australia's international relationships, the image of Australia and the Australian Government. The principal activity of this position is to plan, manage and coordinate complex arrangements for a range of events relating to ceremonial and visits activities. The position involves liaison with the Office of the Official Secretary to the Governor-General, Prime Minister's Office, Ministers' offices, diplomatic representatives, other Commonwealth departments and state and territory governments in relation to visits and events.

What you will do

In this role you will be based in Canberra and will be responsible for leading a team to plan, manage and coordinate a range of event or visit activities for PM&C, including (but not limited to):

- Arrangements for high level Guest of Government visits to Australia, and accompany as required.
- Arrangements for the Prime Minister's overseas visits, and accompany as required.
- Implementing Project plans, Risk Assessments and Virtual meetings.
- National and official events, including meetings, hospitality, ceremonial occasions, State Funeral and Memorial Services and other official events.
- Manage, supervise, mentor and train staff engaged in project work relating to visits and events.
- Prepare briefs and programs for a range of complex visits and events, and provide associated advice.
- Represent the Department and undertake high level and complex liaison and negotiation.
- Develop complex briefs and responses to parliamentary questions, FOI requests and ministerial or general correspondence of a sensitive nature.

- Participate, and on occasion, lead the implementation of policies, systems and procedures to improve the delivery of services.
- Demonstrate public service professionalism and probity and adheres to the APS Values and Code of Conduct.

Duties

The role of the Senior Protocol Officer will involve working in a variety of interesting, dynamic and often high-profile environments where you will play a leadership role within a team under broad direction. An understanding of protocol is highly desirable. You will need to:

- Provide expertise across a broad range of activities potentially relating to the work of different, and at times, competing, program areas.
- Demonstrated maturity, confidence and high level organisational skills, including drive, flexibility and attention to detail in undertaking work that is very complex and/or sensitive.
- Operate under broad direction exercising a considerable degree of independence to deliver quality outcomes.
- Ability to work under pressure, display resilience and steer change by dealing with uncertainty in a positive and flexible manner.
- Generate new ideas, approaches and strategies. Implement change and business improvement strategies in the workplace.
- Be responsible for team achievements and contribute to building team capacity through coaching and mentoring of new/current staff, providing performance feedback and encouraging career development.
- Demonstrated personal qualities of integrity, discretion and sound judgement.
- Understand cultural sensitivities and value individual differences and diversity to enhance interactions.

This role will involve extended and varied work times. A willingness to work outside core hours when required, and travel interstate and overseas at short notice is essential. Where additional hours are completed outside of PM&C's ordinary hours of work, employees will be compensated through the Department's Time Off In Lieu or Overtime provisions **Eligibility**

- Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet

and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Melissa McKay, (02) 6271 5017
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0751671

Australian Securities and Investments Commission

Closing Date:Wednesday 04 December 2024

Markets Group
Markets Enforcement

Job Title	Senior Specialist (Investigations)
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	\$165,011 -
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid 50:50
Classification	Executive Level 2
Position Number	ASIC/1830569
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226121704

- Drive impactful investigations on a variety of high-profile market enforcement matters, including continuous disclosure, insider trading, market manipulation, licensing obligations and misconduct by retail OTC derivatives issuers
- Permanent position, Sydney or Melbourne, flexible work arrangement and hybrid working (50:50)
- Salary from \$165,011 (depending on experience) + 15.4 % superannuation

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Duties

The team

Markets Enforcement is part of the Markets Group, responsible for taking enforcement action on matters such as continuous disclosure, insider trading, market manipulation, and misconduct by retail OTC.

Markets Enforcement investigates suspected market misconduct and takes formal enforcement action in response to suspected breaches of the Corporations Act and Market Integrity Rules. This includes commencing civil proceedings, working with the Commonwealth Director of Public Prosecutions (CDPP) to secure criminal convictions and taking administrative action through the Market Disciplinary Panel. Working at the forefront of regulatory enforcement, you will report to the Senior Executive Leader.

The role

As a **Senior Specialist**, you will play a pivotal role in driving high-priority investigations and delivering critical enforcement outcomes. If you are a leader with a passion for tackling complex challenges and shaping the future of market enforcement, this role is for you.

Your key accountabilities include:

- Leading and sponsoring complex investigations to achieve criminal and civil litigation outcomes.
- Providing strategic and technical guidance to investigative teams.
- Challenging case theories to strengthen evidence and outcomes.
- Fostering innovation by embedding cutting-edge investigative techniques and technology.
- Building and maintaining strong relationships with key stakeholders, including regulators, police, and legal experts.
- Mentoring and coaching teams to build capability and deliver impactful results.

Eligibility

About you

- Proven expertise in leading large, complex, and high-profile investigations.
- Strong knowledge of markets investigations and regulatory frameworks.
- Exceptional communication and leadership skills to inspire and develop teams.
- A track record of driving innovation and improving investigative processes.
- Relevant tertiary qualifications and extensive experience in crime or markets investigations.

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 and regulatory 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 financial decision making.

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

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

Applications for this role will close at 11:59pm on 4 December 2024.

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, 0434 801 455
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0751688

Australian Securities and Investments Commission

Closing Date:Tuesday 03 December 2024

Sydney

Job Title	Senior Manager Portfolio Office Services
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$185,637 -
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	1831396
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

- **Sydney or Melbourne location. Other locations considered**
- **Salary from \$185,637 + 15.4% superannuation depending on experience**
- **Hybrid working environment**

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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 capabilities such as change and project management.

We are currently seeking a Senior Manager, Portfolio Office Services.

Duties

As Senior Manager, Portfolio Office Services you will be required to:

- Lead a team that provides 'Centre of Excellence services' in Program and Project Management, including: resource planning, ASIC Project Methodology (APM), project risk, assurance, reporting and governance. Governance secretariat support and coordinating new project pipeline.
- Provide coaching and support to Program and Project Managers ensuring adoption of the ASIC Project Methodology (APM) and agile based ways of working. Ensure all Portfolio Office team members clearly understand their responsibilities and provide the support and guidance required to ensure successful project delivery.
- Assist Managers within the Portfolio office with onboarding of new team members.
- Provide 'Centre of Excellence' services to projects which have a technology component. This will include guidance on position descriptions, methodology, assurance, governance and resource planning.
- Custodian of the ASIC Project Methodology (APM), ensuring regular reviews are undertaken and that methodology is tailorable to project size and complexity.
- Provision of Project Assurance and Risk Services to projects within DD&T. Ensure alignment to the APM and Enterprise Risk frameworks.
- Provide Resource Planning services across the DD&T function, including management of the resourcing tool, forecasting, liaison with Resource Managers to ensure resources are appropriately allocated to projects.
- Ensure all Project Managers upload resourcing requirements into Resource Tool.
- Provide reporting on resource planning and allocation. Liaison with P&D on forecasting resource demand for projects. Ensure resource planning reports to be tabled at Governance committees.
- Provision of secretariat services to the Transformational Program Governance structure: Transformation Portfolio Sub-Committee, Program Steering Committees. Services include planning and scheduling of meetings, preparation of meeting materials and meeting minutes.
- Coordinate the preparation of materials for Portfolio Office updates to other ASIC Governance bodies including EXCO and Commission.
- Liaise with Program and Project Managers, to ensure that status reporting for all projects are completed in a timely manner. This should be inclusive of project progress, budgets, risks, issues and concerns.
- Manage the DD&T new project pipeline – ensuring all initiatives not captured during business planning are documented centrally. These projects will be presented to the Transformation Portfolio Sub-Committee for review and approval.
- Provide insights to DD&T Managers on timesheet completion. Ensuring all team members are accurately recording time to projects.

- Establish and maintain productive working relationships with business stakeholders who are involved in technology related projects.
- Establish 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.
- Ensure key processes/procedures are documented and team members are trained.

Eligibility

About you

Qualifications and experience

- Relevant tertiary qualifications in Information Technology or Business Management and demonstrated experience managing project team members in a complex corporate or government environment. Project Management certifications are preferred (PRINCE2, MSP or Agile).
- Demonstrated experience in Enterprise program and/or project management and provision of 'Centre of Excellence' services.
- Demonstrated 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. Preferred experience in delivering projects in accordance with Commonwealth Government guidelines for procurement, financial management and asset management.
- Well-developed management and leadership skills including the ability to coach and build high functioning teams while positively influencing others to achieve results.
- Demonstrated organisational and time management skills and 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. Experienced in visualising data in reporting.
- Microsoft Office suite including Visio, Project and Azure Dev Ops, Peoplesoft and SharePoint knowledge an advantage. Experienced in reporting tools, such as Power BI.

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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 3 December 2024.

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, 0419001808
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Treasury

Vacancy VN-0751690

Job Title	Resource Planning Manager
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	\$140,180 -
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1825281
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

- **Sydney, Canberra or Melbourne location. Other locations considered**
- **Salary from \$140,180 + 15.4% superannuation depending on experience**
- **Two year fixed term contract**
- **Hybrid working environment**

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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 capabilities such as change and project management.

We are seeking a Resource Planning Manager for a two year fixed term contract.

Duties

The role

As Resource Planning Manager you will be required to:

- Provide Resource Planning services across the DD&T function, including management of the resourcing tool, forecasting demand, resource allocation, optimization and tracking.
- Liaison with Resource Managers to ensure resources are appropriately deployed to projects.
- Ensure resourcing requirements are adequately captured into the Resource Planning Tool in collaboration with Project Managers.
- Host the DD&T Group Resource Demand Meetings – with all Resource Managers across all functions.
- Work with DD&T Project teams to ensure resource allocation is optimised to improve capacity and productivity in line with budget parameters. Assist Resource Managers with resource optimisation and deployment, before investing in further headcount.
- Management of Resource Planning tool, including reviewing functionality and implementing enhancements.
- Work with Head of DD&T Portfolio Office, Program & Project Managers to understand and validate the demand for resources for all programs and projects (including projects sponsored outside of DD&T that require technical resources).
- Forecast quarterly and annual resourcing requirements for new project pipeline in collaboration with project teams. Liaise with People and Development (P&D) and provide forecast estimates by quarter and reporting updates on 'new' hiring demand needed to support projects.
- Work with Finance business partners to confirm project funding for resourcing (including proposed new roles).
- Work with the DD&T P&D partner, and provide updates on forecasted new resources. P&D to determine if proposed new roles adhere to organization design principles.
- Document resource planning and allocation and ensure it is incorporated into the ASIC Project Methodology (APM) and agile based ways of working. Ensure all Portfolio Office team members clearly understand their responsibilities and provide the support and guidance required to ensure effective resource allocation.
- Provision of resource (forecasting and allocation) reporting to governance meetings, including bodies within the Transformational Program Governance structure.
- Coordinate the preparation of DD&T project resource planning updates for other ASIC Governance bodies including EXCO and Commission.
- Establish productive working relationships with all DD&T functions (Information Technology, Digital, Data, Cyber Security) and business stakeholders involved in projects, in particular: Program/Project Sponsors, People & Development (Recruitment), Finance, Risk, Property and Protective Security.
- Ensure key processes/procedures are documented and team members are trained.

Eligibility

About you

Qualifications and experience

- Relevant tertiary qualifications in Information Technology or Business Management or equivalent experience.
- Demonstrated experience in project resource planning (forecasting and allocation), in a complex corporate or government environment.
- Demonstrated experience in the optimisation of resource deployment across programs and projects in an Information Technology setting.
- Project Management certifications would be well regarded (PRINCE2, MSP or Agile).
- Demonstrated experience in Enterprise program and/or project management.
- Demonstrated experience in project resource planning, and project financial management.
- Demonstrated experience delivering resource management services in accordance with a Project Management methodology. Preferred experience in delivering projects in accordance with Commonwealth Government guidelines for procurement, financial management and asset management.
- Well-developed management and leadership skills including the ability to coach and build high functioning teams while positively influencing others to achieve results.
- Demonstrated organisational and time management skills and 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. Experienced in visualising data in reporting.
- Microsoft Office suite including Visio, Project and Azure Dev Ops, Peoplesoft and SharePoint knowledge an advantage. Experience with reporting tools, such as Power BI.

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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 3 December 2024.

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, 0419001808
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Parliamentary Department

Vacancy VN-0751462

Department of Parliamentary Services

Closing Date:Friday 06 December 2024

Corporate Services
Parliamentary Engagement

Job Title	Coordinator - Social Media and Digital
Job Type	Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra
Classification	APS Level 5
Position Number	JR32568
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au/job-invite/32568/>

The Department of Parliamentary Services (DPS) is recruiting for suitable applicants to fill a part-time vacancy (three days per week) for a Coordinator – Social Media and Digital at the PSL 5 level for a period of 6 months to support digital content delivery for the Parliament Shop.

The role will be responsible for writing copy for the online shop product listings, product photography and filming video content, social media and assisting with implementing a marketing strategy.

The Parliament Shop and E-commerce section is part of the Parliamentary Engagement Branch, delivering the Parliament Shop business strategy and establishing a destination shop (onsite and online) to enhance the Australian Parliament's status as a building and location of national significance. The branch's business and cultural change strategies are underpinned by extraordinary customer service which will enhance the visitor experience, deepen community engagement, build understanding of the art and architecture, and support the work of the Australian Parliament. The section is committed to being a sustainable, efficient, and collaborative team that embraces innovation and change to deliver exceptional client focus.

The successful applicant will report to the Assistant Director, Digital Engagement & Operations. You will be experienced in creating and delivering engaging content and writing for web and social media.

The ideal candidate will be experienced in the creation of digital content for an online shop, e-marketing (including e-newsletters) and social media platforms and have excellent verbal and written communication skills. A willingness to work in the shop as part of the retail team will be required on an ad-hoc basis.

The role requires you to support the strategic direction of the Parliament Shop business strategy by delivering quality digital content and efficient administrative support to promote the vision to nurture enduring confidence in, and appreciation for, Australia's parliament and democracy.

If you believe that you are a good fit for DPS, are what we are looking for, and have the requisite skills, experience and aptitude to play a part in designing and delivering exceptional customer experiences, we would like to hear from you. The successful applicant will be required to obtain and maintain a Baseline security clearance.

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- A tertiary qualification in marketing, design or related discipline is highly desirable.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Meagan Jones, 02 6277 2918
Agency Recruitment Site	https://jobs.dps.gov.au/job-invite/32568/

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Parliamentary Department

Vacancy VN-0751626

Department of Parliamentary Services

Closing Date:Wednesday 04 December 2024

Security
Security Enabling Services Personnel and Access

Job Title	Personnel Security and Access Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$86,137 - \$92,412
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements may be negotiated with the hiring department at the time of employment
Classification	APS Level 5
Position Number	JR32576
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 5 Personnel Security and Access Officer within Security Enabling Services Branch.

The Security Enabling Services Branch sits within the Security Division which has oversight of security services across the Australian Parliament House (APH) precinct. Security services include Pass Office (access), personnel security (vetting, integrity), physical security (infrastructure, operational response, and security systems), governance (policy, reporting, business continuity and risk management).

Security Enabling Services Branch is seeking a highly motivated, professional and service focused team member to be part of the Personnel Security and Access team. The Personnel Security and Access Officer will report to the Assistant Director, Personnel and Access Security.

The Personnel and Access Security Section services a diverse range of internal and external stakeholders for the Department of Parliamentary Services and for the Australian Parliament House. We are focused on excellence in customer service whilst delivering personnel and access security services in a unique operating environment.

As Personnel Security and Access Officer, you will have strong personnel security experience, interpersonal skills, well developed communication skills, sound judgement and an aptitude to perform in a collaborative and energetic environment. Additional skills in reporting and/or auditing would be advantageous.

Security Division is committed to the professional development and career pathway of its staff.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

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About the Department of Parliamentary Services

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To Apply

Position Contact	David Tricks, (02) 6277 2553
Agency Recruitment Site	https://jobs.dps.gov.au/

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Employment and Workplace Relations

Vacancy VN-0751593

Comcare

Closing Date:Sunday 01 December 2024

Corporate Group
Technology and Information Management Team Cyber Security and Assurance

Job Title	Senior Cyber Security Assurance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Launceston TAS
Salary	\$96,325 - \$106,884
Future Merit Locations	Canberra, Sydney, Melbourne, Launceston
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible and Hybrid work is available and can be negotiated with the business area.
Classification	APS Level 6
Position Number	01226
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

Team Overview
Comcare's Technology and Information Management Team facilitates the development and implementation of organisational Information and Communication Technologies (ICT) equipment, services, and related policies to support the delivery of business outcomes.

Duties

The Senior Cyber Security Assurance Officer will work to deliver ICT outcomes specifically within the fields of Cyber Security Operations while supporting the Governance, Risk and Compliance (GRC) functions.

The Senior Cyber Security Assurance Officer will be responsible for proactive monitoring, detecting, analysing, and responding to security incidents and vulnerabilities and provide assurance to Comcare that its information assets are appropriately protected.

The Senior Cyber Security Assurance Officer will deliver effective and highly competent support for the establishment, management, review and administration of Comcare's ICT by advising stakeholders on cyber security matters and Identification of cybersecurity risks.

The Senior Cyber Security Assurance Officer will be responsible for supporting and managing the APS5 within the unit and will be responsible for the supervision of their day-to-day work. Overall direction and effort of the unit will be developed in conjunction with the ICT Cyber Security and Assurance Manager.

Primary Responsibilities:

1. Conduct security risk assessments of systems, identifying potential cyber threats, vulnerabilities, and their impact on the organisation.
2. Improving security maturity against Essential 8 and provide gap assessments
3. Implement cyber security policies against ISM/PSPF frameworks
4. Provide security risk advice and recommendations to strengthen the organisation's ability to prevent, detect, and respond to cyber threats.
5. Conduct Cyber Security awareness training and assurance reviews.
6. Support the GRC team and build a productive relationship by supporting implementation of best practices.
7. Provide advice, guidance and training to Comcare workers on GRC matters.
8. Monitor, analyse, and respond to cybersecurity alerts from various sources to ensure timely detection, response and mitigation of potential threats.
9. Respond to security events and incidents based on business priority.
10. Ensure the integrity and confidentiality of security processes, particularly with respect to sensitive personal information.
11. Develop and maintain proactive cybersecurity reports to inform and guide management.

Qualifications and Experience

Mandatory:

- Strong technical understanding of information security principles, protocols, and technologies
- A broad understanding of firewalls, proxies, and network topology management.
- Experience with security tools such as SIEM|XDR, DLP, SSE, CASB, EDR and Vulnerability Management.

Desirable:

- Tertiary qualification and/or experience in Cyber Security or relevant appropriate discipline.
- Knowledge of the Australian Government Information Security manual and the Protective Security Policy Framework with demonstrated ability to interpret and apply the above frameworks, legislation, policy, and procedures.

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 NV1 Security Clearance.
6. Specific conditions: Some interstate travel may be required, including overnight absences.

Notes

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

About the Comcare

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

To Apply

Position Contact	Recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0751734

Comcare

Closing Date:Tuesday 03 December 2024

Corporate Group
Technology and Information Management Team ICT Sourcing Unit

Job Title	ICT Service Delivery, Contracts and Vendor Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$119,133 - \$141,953
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible and Hybrid working arrangements may be negotiated with the business area.
Classification	Executive Level 1
Position Number	New
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

Team Overview

The Technology and Information Management team maintain Comcare's Information, Communication and Technology (ICT) infrastructure and provide strategic leadership, governance, solutions and advice for the effective management of information.

The ICT Sourcing Team is a part of the ICT Operations Team, which is under the larger Technology and Information Management (TAIM) team. They are responsible for managing ICT sourcing, contract management, business engagement, and project management functions within TAIM. There is a dedicated team members that sources ICT goods and services, this role is solely focused on the delivery of the procurement outcomes via contract and service management frameworks.

Duties

Role Overview

The ICT Service Delivery, Vendor and Contract Manager is responsible for managing the relationship between internal stakeholders and external ICT service providers. The role ensures that contracts are aligned with Comcare's strategic objectives and deliver cost efficient solutions.

The role will monitor the performance, compliance, and risk of vendors, and resolve any issues or disputes that may arise. They will ensure that performance standards are aligned with internal business needs and expectations.

The responsibilities of this position include providing strategic advice on ICT procurement and contract management issues, developing and maintaining Comcare's ICT vendor and contract management framework, establishing and maintaining effective communication and collaboration with vendors, internal teams, and stakeholders, and managing the vendor risk management and compliance processes.

This position will establish close working relationships with the Technology and Information Management Leadership Team and key stakeholders in the Property, Security, and Procurement team. The position will provide guidance to junior members of the ICT Sourcing Team, though it will not have a direct reporting line.

Primary Responsibilities:

1. Provide strategic advice on ICT contract management issues.
2. Develop and maintain Comcare's ICT vendor and contract management framework
3. Establish and maintain effective communication and collaboration with vendors, internal teams, and stakeholders, to ensure expectations are met by all parties. This includes identifying key stakeholders, their interests, expectations and perspectives and setting reporting obligations.
4. Establish and maintain the ICT Vendor forum that provides visibility to internal stakeholders and executives on vendor performance, costs, and benefits, and make recommendations for improvements.
5. Conduct regular assessments to ensure vendors are compliant to the contractual obligations, service level agreements, and key performance indicators, this includes privacy, security and data protection legislative and policy requirements.
6. Provide assurance that contracts are delivered with intent, risks and issues are identified, and contract performance is effectively managed including the timely resolution of disputes that may arise.
7. Support internal and external stakeholders on the transition of contracts between project delivery and BAU.
8. Manage the vendor risk management and compliance processes, and ensure that the vendors comply with the security, privacy, and data protection legislative and policy requirements.
9. Provide support and specialist advice on all procurement lifecycle activities for TAIM.

Qualifications and Experience

Mandatory:

- Tertiary degree and/or equivalent to the qualification in ICT sourcing, service delivery, and/or ICT business engagement and/or 5 years' experience.

Desirable:

- Bachelor's degree in information technology, Computer Science or a related field.
- 5 years' experience in a government or public sector environment.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations

on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0751542

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Sunday 08 December 2024

Entitlement Safeguards
Fair Entitlement Guarantee Branch FEG Contact and Assessment Team
(FEGCIA)

Job Title	Initial Claim Assessment Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$79,036 - \$84,525
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 4
Position Number	24/3092
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Fair Entitlements Guarantee (FEG) is a safety net scheme of last resort that provides financial assistance to eligible employees for unpaid employee entitlements when they have lost their job due to the liquidation or bankruptcy of their employer.

The FEG Branch administers the Fair Entitlements Guarantee (FEG) program in accordance with the Fair Entitlements Guarantee Act 2012 (FEG Act). The FEG Branch is responsible for receiving claims for payments from former employees who have not been paid their entitlements, assessing their claims and determining the amounts they can be paid. The branch works closely with insolvency practitioners (IPs) managing the affairs of insolvent employers. Our work requires us to make decisions that comply with the requirements of the FEG Act and to provide assistance to claimants in a timely manner. The FEG Contact and Initial Assessment (FEGCIA) Team within the FEG Branch is responsible for handling the initial stages of processing FEG claims and is the main point of contact for the scheme. The role within the Team we are looking to fill has a focus on undertaking the early eligibility checks in the claim process.

The FEG program is a large financial assistance program that offers opportunity to develop strong public sector program management skills and capabilities. Roles in FEG provide a rewarding opportunity where you interact directly with members of the public and experience genuine satisfaction by making a difference in their personal circumstances. We are seeking suitable people to fill APS 4 roles in FEG Contact and Initial Assessment and to develop an order of merit to fill future vacancies.

Duties

Responsibilities of the APS Level 4 officers include:

- assessing the eligibility of claims received to ensure they satisfy the mandatory requirements under the FEG Act,
- interacting directly with the Australian public and working closely with insolvency practitioners managing the affairs of insolvent employers,
- analysing information and make recommendations to a decision maker that comply with the eligibility requirements of the FEG Act,
- producing high quality written reports, letters and documents which are succinct, complete and effectively explain the rationale for the recommended outcome,

- undertaking thorough research and investigation to assign appropriate employment instruments to claims,
- supporting other functions in the Team as required, such as handling phone calls or emails from claimants or insolvency practitioners.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Belle Kosev, (02) 6121 7704
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Department of Employment and Workplace Relations
(DEWR)

Closing Date:Sunday 08 December 2024

USI Registrar
Unique Student Identifier Policy, Data and Compliance Team

Job Title	Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$79,036 - \$84,525
Future Merit Locations	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 4
Position Number	24/2966
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Senior Advisor - Policy & Legislation, the Policy Officer will be expected to perform the following functions:

- Analyse business assurance data, identify trends or gaps, and link them or recommend improvements to USI policies and procedures.
- Recommend strategic business improvements.
- Prepare responses to customers and identify and recommend improvements as part of the customer feedback framework.
- Contribute to the preparation of the USI quarterly customer feedback report.
- Collaborate with and assist the policy team with assigned or ad hoc tasks in line with business priorities. This includes assessment of USI exemption requests and Digital Verification Service Override referrals.

Duties

Responsibilities of the APS Level 4 may include:

- Evaluate and process Digital Verification Service Override referrals.
- Assess and finalise outcomes for USI exemption requests.
- Maintain the Policy, Data and Compliance mailboxes and registers.

- Facilitate responses to less complex enquiries from external stakeholders or other teams within the OSIR.
- Assist the Policy, Legislation and Compliance Officer to research, investigate and make recommendations for the management of data breaches and law enforcement and regulatory agency requests for information.
- Collaborate with the Policy, Legislation and Compliance Officer in the preparation of the quarterly and annual Report to the Registrar.
- Support the team and take direction to action ad-hoc tasks in line with business priorities.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Alex Zivic, 08 8402 9230
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751720

Fair Work Ombudsman

Closing Date:Friday 06 December 2024

Corporate and Engagement
People and Internal Communications

Job Title	Consultation and Change Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT, Canberra ACT, Sydney NSW, Coffs Harbour NSW, Newcastle NSW, Orange NSW, Wagga Wagga NSW, Brisbane QLD, Cairns QLD, Gold Coast Mc QLD, Rockhampton QLD, Toowoomba QLD, Adelaide SA, Mount Gambier SA, Hobart TAS, Launceston TAS, Melbourne VIC, Bendigo VIC, Traralgon VIC, Warrnambool VIC, Perth WA, Bunbury WA
Salary	\$123,114 - \$132,866
Future Merit Locations	Darwin, Canberra, Sydney, Coffs Harbour, Newcastle, Orange, Wagga Wagga, Brisbane, Cairns, Gold Coast Mc, Rockhampton, Toowoomba, Adelaide, Mount Gambier, Hobart, Launceston, Melbourne, Bendigo, Traralgon, Warrnambool, Perth, Bunbury
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	24/111EA
Agency Website	http://www.fairwork.gov.au

Job Description

<https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43>

We are seeking to fill the position of EL1 Change and Consultation Manager to help develop a structured and consistent agency approach to how we handle change and consultation. Full-time and part-time hours are available.

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the Fair Work Act 2009 (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act

- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives.

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

About the Branch

The People and Internal Communications Branch (PICB) is responsible for delivering strategies and services to assist OFWO's business areas in the management of their workforces, drive agency productivity through engagement and collaboration, assist employees with their learning and development, ensure payroll and workplace conditions are met, support internal communication and change management, foster workplace health and wellbeing, and build a diverse and inclusive culture.

About the Team

The Internal Communications team within the PICB manages the FWO's strategic approach to internal communication. This includes managing the FWO's intranet, managing communications with the FWO's staff and leading internal change management and consultation for a range of whole-of-agency issues.

About the opportunity

The OFWO has undergone a significant period of change recently. As part of its ongoing evolution, the OFWO is looking to create a more consistent, effective and streamlined approach to how it handles change and consultation internally. Effective and consistent consultation will be an important, ongoing, feature of the OFWO's culture, to ensure staff have a genuine stake in the decisions affecting their work.

We are seeking to fill the position of EL1 Change and Consultation Manager to help develop a structured and consistent agency approach to how we handle change and consultation. **Duties**

Typical Duties

The duties of this role include, however, are not limited to:

- helping develop a formal change and consultation capability within the OFWO
- developing and delivering change and consultation initiatives relevant to whole-of-agency issues; as well as targeted activities where required
- providing strategic advice to internal teams and work groups within the OFWO on change and consultation needs for whole-of-agency initiatives
- working closely across teams to ensure change and consultation initiatives and communicated clearly and effectively
- preparing a range of content how Internal Communications can assist with consultation and change needs, including the development of change principles
- ensuring engagement and communication content is consistent with the Australian Government Style Manual and the FWO Language Style Guide
- monitoring and reporting on change and consultation data to gauge progress and success of initiatives, and how improvements can be made in the delivery
- working with, and provide strategic advice and recommendations on change and consultation issues to senior FWO staff, including Executive Directors, General Managers and the CEO.

Selection Criteria

- Outstanding written and oral communication skills and experience writing for different audiences and mediums.
- Proven ability to deliver effective change and consultation initiatives of varying sizes and complexity.
- The ability to research, analyse and distil complex information rapidly and translate into clear, inclusive and accessible materials for consumption by different audiences.
- Demonstrated ability to build strong stakeholder relationships and the ability to work closely with senior leaders and staff to deliver successful change and consultation initiatives.
- Competence in tracking, evaluating and reporting on data relevant to change and consultation initiatives, including identifying, making and acting on recommendations to improve the change and consultation function over time into a best practice capability.

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A range of other conditions may be required depending on the role you are applying for. **Notes**

How to Apply

If you are excited about this opportunity, please tell us in **no more than 800 words**:

- Why you want to apply for this role?
- How your skills and experience address the selection criteria for this role.

All applications must be submitted via our [online application system](#) through the OFWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEDT) Friday 6 December 2024.

More Information

- Working with us and tips on applying, visit fairwork.gov.au/about-us/careers
- OFWO’s purpose and functions, visit fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit fairwork.gov.au/about-us/contact-us/offices

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D

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Employment and Workplace Relations

Vacancy VN-0751729

Fair Work Ombudsman

Closing Date:Sunday 08 December 2024

Corporate and Engagement Group
People and Internal Communications Branch

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW
Salary	\$80,267 - \$87,064
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4
Position Number	24/112EA
Agency Website	http://www.fairwork.gov.au

Job Description

<https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43>

We are seeking an Executive Assistant to support our Sydney based Executive Director – People and Internal Communications, Simon Delamont. This opportunity is available in our Sydney CBD office, either full-time or part-time.

About the role

You will play an important role in providing a high level of customer-focussed support and coordination to the Executive Director, People and Internal Communications to ensure work priorities are achieved in a timely manner in a diverse work environment. You will co-ordinate a very busy day-to-day schedule of meetings and deliverables for the Executive Director, whilst also providing administrative support for the Branch. You will report directly to the Executive Director and will be one of the primary contacts that stakeholder will have with the Branch.

To be successful in this role you will have excellent administrative and organisational skills and be a strong communicator. You will have the ability to work both autonomously and as part of a team, demonstrate initiative and respond to changing and competing demands.

You will bring an exceptional level of customer service, professionalism, integrity and discretion to all your interactions with colleagues and our stakeholders.

About the OFWO

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- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people. **Duties**

Typical Duties

The duties of this role include, however, are not limited to:

- Monitoring and managing the Executive's inbox and calendar, and a comprehensive deliverables list, assisting with triaging and identifying delivery risks.
- Building and maintaining strong working relationships and rapport with key stakeholders, including the Senior Leadership group, the People and Internal Communications Branch and other Executive Assistants.
- Exercising exceptional professional judgement and using a common-sense approach when dealing with issues, problems, confidential and sensitive matters, ensuring diplomacy and strong discretion.
- Undertaking administrative tasks to support the Branch, including maintaining organisational charts, mailing lists, leave schedules and other reporting tasks as required.
- Working under limited guidance and acting as a point of contact in liaising with internal and external stakeholders to action requests, coordinating activities and progressing projects.
- Financial management activities (e.g. credit card reconciliations, purchases, assisting with procurement) and arranging domestic travel arrangements

Selection Criteria

The successful candidate will be able to demonstrate:

- excellent organisational skills with the ability to plan and manage your workload, proactively select methods that resolve issues as they arise or seek guidance when required
- excellent communication skills, both oral and written
- the ability to demonstrate to build and maintain productive working relationships with stakeholders

- exceptional attention to detail, with the ability to take responsibility for accurate completion of work
- the ability to prioritise tasks and adjust to meet changing work demands and circumstances
- sound judgement, integrity and discretion; maintaining confidentiality and privacy is an essential requirement
- proficiency with Microsoft 365, to produce documents, presentations and worksheets, and collaborate across the branch and agency.

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A range of other conditions may be required depending on the role you are applying for. **Notes**

How to Apply

If you are excited about the opportunity, please tell us in no more than **500 words**:

- Why you want to apply for this role?
- How your skills and experience address the requirements of this role (with consideration of the selection criteria).

All applications must be submitted via our [online application system](#) through the OFWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEDT) Sunday 8 December 2024

More Information

- Working with us and tips on applying, visit fairwork.gov.au/about-us/careers
- OFWO's purpose and functions, visit fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit fairwork.gov.au/about-us/contact-us/offices

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D

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Employment and Workplace Relations

Vacancy VN-0751725

Safe Work Australia

Closing Date:Sunday 08 December 2024

Corporate and Engagement Group
People, Communications and Evidence Communications

Job Title	Senior Communications Advisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$98,606 - \$108,635
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	39968
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

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

A key function of Safe Work Australia (SWA) is to develop and implement national education and communication strategies and initiatives to support improvements in work health and safety outcomes and workers' compensation arrangements.

In consultation with the Assistant Directors Communications, the Communications Advisor will assist with developing, implementing and evaluating the communications and engagement activities of SWA. They will support internal and external communication, media engagement, social media, and website publishing.

They will assist the senior team on social media content development, daily monitoring of the Agency's social media channels and retrieve data to evaluate the performance of the Agency's internal and external communication channels. Working with the Assistant Director, the Communications Advisor will coordinate the Agency's internal communications. The position will also perform various administrative tasks to support the work of the Communications section.

The position is located within the Communications team which provides high-quality, strategic communication advice and support to the Agency, including:

- national education and communication strategies and initiatives
- media monitoring, media liaison and public affairs services
- social media management, planning and development
- website and intranet management
- graphic design
- coordinating sponsorships
- production of the annual report
- internal communications, and
- production of printed, audio-visual and online communication materials.

Duties

Communication

- Develop and edit content for a wide range of internal and external communication channels including, the Safe Work Australia website, subscriber mail outs and social media.
- Support the development of, implement and evaluate innovative communication strategies and material including creative materials, campaigns, publications, and website and social media content.
- Provide strategic social media advice, social media moderation and develop social media content for publishing.
- Support media monitoring and coordinate media enquiries.
- Develop and maintain effective stakeholder relationships with internal and external stakeholders in industry, government, international partners and other relevant organisations.
- Business-as-usual and ad hoc communication activities as required.

Project management

- Manage and monitor the implementation of communication projects to targeted timeframes and budget and instigate timely and effective troubleshooting as required.
- Develop procurement documentation in line with the Agency and whole-of-government guidelines.
- Contribute to the Agency's broader management processes, including business and operational planning.
- Manage multiple projects and issues effectively within tight timeframes and allocated resources in a constantly changing environment

General

- Maintain current knowledge of Agency and APS processes and relevant policy priorities of the Agency.

Eligibility

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a minimum of a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Education and experience

- Tertiary qualifications in communications or equivalent is highly desirable.
- Significant previous experience in a strategic communications role is highly valued.

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 Safe Work Australia

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities. We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply. Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

To Apply

Position Contact	Marianne Gordon, (02) 6121 6774
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Employment and Workplace Relations

Vacancy VN-0751731

Safe Work Australia

Closing Date: Sunday 08 December 2024

Corporate and Engagement Group
People, Communications and Evidence Communications

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$121,205 - \$134,778
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	12461
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

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

A key function of the Safe Work Australia (SWA) is to develop and implement national education and communication strategies and initiatives to support improvements in work health and safety outcomes and workers' compensation arrangements.

In consultation with the Communications Director and the Agency's policy areas, the Assistant Director, Communications will drive national education and communication strategies and provide strategic direction and advice on Agency communication activities and issues.

They will assist in setting the strategic direction of the Communications section and will, under limited direction, liaise with sections across the Agency to support internal and external communication, media engagement, website publishing and graphic design.

The position will supervise staff to deliver on the section's work plan, and this includes supporting staff to perform at their best as well as developing their capabilities.

The position is located within the Communications section which provides high-quality, strategic communication advice and support to the Agency, including:

- national education and communication strategies and initiatives
- media monitoring, media liaison and public affairs services
- social media management, planning and development

- website and intranet management
- graphic design
- coordinating sponsorships
- production of the annual report
- internal communications, and
- production of printed, audio-visual and online communication materials.

Duties

Communication

- Liaise, consult, negotiate with and support business areas to plan, execute and achieve communication and business objectives.
- Develop, implement and evaluate innovative communication strategies and material including creative materials, campaigns, publications, and website and social media content.
- Provide strategic media advice and develop materials for proactive and reactive media engagement.
- Develop and maintain effective stakeholder relationships with internal and external stakeholders in industry, government, international partners and other relevant organisations.
- Business-as-usual and ad hoc communication activities as required.

Managing employees and teams

- Assist the Communications Director in leading a small team of communication professionals.
- Effectively manage competing priorities and strategic directions to achieve team outcomes.
- Monitor team progress to deliver quality outcomes.
- Assist the Communications Director to lead, manage and develop team members, including providing coaching and mentoring to achieve high levels of performance.

Project management

- Manage and monitor the implementation of communication projects to targeted timeframes and budget and instigate timely and effective troubleshooting as required.
- Contribute to the Agency's broader management processes, including business and operational planning.
- Manage multiple projects and issues effectively within tight timeframes and allocated resources in a constantly changing environment.
- Manage the procurement of various communication related products and services.

General

- Maintain current knowledge of Agency and APS processes and relevant policy priorities impacting the Agency.

Eligibility

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a minimum of a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian](#)

Education and experience

- Tertiary qualifications in communications, journalism or public relations or equivalent work experience is highly desirable.
- Significant previous experience in a strategic communications role, including managing a small team, is highly valued.

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 Safe Work Australia

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities. We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply. Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

To Apply

Position Contact	Marianne Gordon, (02) 6121 6774
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Communications and the Arts

Vacancy VN-0751711

Job Title	Head of Public Affairs
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$133,210 - \$147,985
Future Merit Locations	Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	To be negotiated on commencement
Classification	Executive Level 2
Position Number	150416
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

Role purpose

The Head of Public Affairs is a senior leadership role responsible for providing strategic communications guidance to the Museum’s Director, Executive team, and key stakeholders. This position leads the development and execution of the Museum’s media and social media engagement strategies, ensuring the effective promotion and safeguarding of the organisation’s reputation. A key aspect of the role involves managing reputational risks, developing crisis communication plans, and fostering strong relationships with media outlets to enhance public awareness of the Museum’s initiatives and achievements.

With a deep understanding of the media landscape, the Head of Public Affairs crafts compelling narratives and content that resonate across traditional and digital platforms, ensuring the Museum’s mission and strategic goals are communicated effectively to diverse audiences, including government stakeholders, international partners, and the public. By driving innovative media and social media outreach, this position plays a critical role in shaping perceptions, amplifying the Museum’s influence, and engaging both new and existing audiences on a national and global scale.

Duties

Key accountabilities

Working with the Head of External Relations:

Provide strategic communications advice: Offer trusted, high-level communications guidance to the Director, Executive team, and key stakeholders, ensuring alignment with strategic objectives.

Shape and manage the Museum’s image: Develop and implement strategic communications efforts to shape and maintain the Museum’s public image and the Director’s profile.

Issues and crisis management: Proactively manage potential reputational risks, including developing crisis communications plans and leading issues management efforts.

Lead national communications campaigns: Design and execute complex national campaigns that enhance public understanding of the Museum’s work and cultural contributions.

Oversee media and social media engagement: Manage a high-performing media and social media team to deliver strategic,

coordinated communications campaigns that reinforce the Museum's reputation.

Identify and leverage media opportunities: Proactively identify and pursue media and social media opportunities to promote the Museum's mission, achievements and initiatives.

Content creation and narrative development: Craft compelling narratives and engaging content that influences public perception and resonates with key audiences, including government and international partners.

Media relations and briefings: Write media releases, talking points and background documents for the Director and Executive team, ensuring clarity and consistency in key messaging.

Media training and support: Provide media training for the Director, Executive and staff, ensuring they are prepared for interviews and public appearances.

Collaborate on brand and messaging consistency: Work closely with Marketing and Digital teams to strengthen the Museum's brand identity and ensure consistency across all communication platforms.

Eligibility

Skills, experience, and qualifications

Essential:

- Extensive experience in public affairs and communications (10+ years), with a track record of providing trusted and strategic communications guidance at a senior executive level and successfully shaping the Museum's public image.
- Demonstrated experience in developing and delivering complex communications strategies that align with organisational objectives, enhance public understanding of cultural contributions, and effectively position a national cultural institution within the media and public sphere.
- Proven ability to identify and manage reputational risks, develop crisis management communications strategies, and lead issues management in high-pressure situations, for high profile organisations.
- Extensive experience managing and mentoring high performing multi-disciplinary communications teams, fostering collaboration, and delivering targeted and cohesive campaigns under tight deadlines and competing priorities.
- Demonstrated strong relationships and contacts with national journalists across diverse media organisations, government departments, Ministerial offices, and cultural stakeholders, leveraging these networks to promote and safeguard the Museum's reputation and mission.
- Demonstrated ability to craft and deliver complex, multi-faceted national communications strategies, that enhance public understanding and appreciation of an organisation's work and cultural contributions.
- Exemplary written and verbal communication skills, with experience crafting compelling narratives, media releases, background materials, and talking points for senior executives.
- Proven expertise in leading social media strategies, engaging new and existing audiences, and mitigating associated risks to amplify an organisation's impact nationally and internationally. Experience in the cultural sector is highly valued.
- Self-motivated and results-oriented, with the ability to critically analyse challenges, provide forthright advice, and uphold the highest standards of professionalism. A degree in public relations, communications, journalism, international relations, or equivalent on-the-job experience, is highly regarded.

Desirable:

- Previous experience working in the cultural sector or within government agencies will be highly regarded.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

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

The National Museum of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

To apply
Applicants must include a 2–3 page pitch addressing their suitability for the role against the essential and desirable skills, experience and qualifications (selection criteria). Applicants must also provide a current CV and include contact details for 2 referees.

Applications close 9.00am Monday 9 December 2024

Visit <http://www.nma.gov.au/about/employment> and apply online.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Tracy Sutherland, 02 6208 5040
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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