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APSJobs - Weekly Vacancy Notices

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The date of publication of this Gazette is PS48 Weekly Gazette Thursday (Vacancy Notices) - 04 December 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

For gazette lodgement inquiries email: contact@apsjobs.gov.au

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Public Service Gazette - Vacancy Notices

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0765492

Australian Security Intelligence Organisation

Closing Date:Monday 22 December 2025

Job Title	ITE1/2 - SITEC Audio Visual Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,122 - $152,454
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	019202562026
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 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

Audio Visual Officers are responsible for the development and support of ASIO's audio visual (AV) capabilities (meeting, conference and training rooms, specialised operational spaces, video and audio studios), and ensuring the service offering is fit for purpose; as well as maintaining and installing technical hardware and providing technical support for high profile stakeholder events. You will be responsible for the installation, configuration, routine maintenance, and troubleshooting of AV equipment, ensuring that every AV facility is ready, reliable, and userfriendly. In addition, you will provide handson guidance and training to staff and external visitors, helping them to operate the technology confidently and efficiently.

As an Audio Visual Officer, you will be a self-starter and excellent team player, you will have a confident and approachable manner with excellent people skills and an ability to build rapport. Your attention to detail will ensure you are successful in this role and organisational priorities are met.

We are seeking an enthusiastic team player with ability to prioritise and manage multiple tasks, work unsupervised and maintain composure in a high-tempo environment.

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.

This role may attract an additional technical skills allowance of up to 10% of base salary.

Duties

Role responsibilities

As an AE5 or AE6 Audio Visual Officer in ASIO, you will:

· Assist users in the operation of AV facilities as necessary through advice, direct operation or training.

· Install, commission, and configure AV equipment (displays, speakers, microphones, control panels, codecs, cameras, touchscreens, etc.).

· Assist with VIP events and deliver support to senior executives within tight time constraints.

· Perform scheduled inspections, firmware updates, and calibrations to keep equipment at peak performance.

· Actively manage incidents and respond to equipment faults in an efficient manner to maintain a high standard of customer service.

· Assist in the management and operation of the Organisation’s video conferencing facilities.

· Manage roombooking system integrations to reflect AV availability and configuration.

· Manage and maintain the Organisations IPTV system.

· Assist in the production of user guides and standard operating procedures to provide support to end users in the operation of AV capabilities.

In addition to the above responsibilities, as an AEE1 Audio Visual Officer in ASIO, you will:

· Provide day-to-day line management and support for technical staff, ensuring they have visibility of strategic objectives and a shared willingness to achieve results.

· Balance resource allocation to business-as-usual tasks and project deliverables.

· Maintain an uptodate inventory of all AV assets, accessories, and consumables.

· Engage with a variety of stakeholders, including business owners, vendors and governance bodies in delivery of critical capability.

· Provide input into team financial forecasts, budget bids and management.

· Lead procurement activities in support of team objectives.

· Foster close working relationships with key partners, internally and externally.

· Provide training, guidance, and bestpractice documentation to junior staff or external vendors on AV workflows and standards.

Eligibility

What you will bring

At the AE5 and AE6 level, we invite applications from people with the following attributes:

· A high level of attention to detail.

· An ability to prioritise and manage multiple competing tasks.

· An ability to work autonomously in a fast paced and agile environment.

· Collaborative team player who drives collective outcomes by facilitating open communications.

· An aptitude to learn requisite skills through on-the-job training.

At the AEE1 level, we invite applications from people with the following attributes:

· Highly developed communication and administration skills and the ability to manage multiple competing priorities.

· A demonstrated ability to lead, manage, and build technical teams (in person and remotely) – or a willingness to develop these skills.

· The ability to strategically analyse issues from a management perspective, and suggest improvements.

· A willingness to develop and sustain professional relationships with internal and external stakeholders to deliver business outcomes.

· Experience with government procurement processes, budget development and management - or a willingness to develop these skills.

· AVIXA certification preferred but not required.

· Familiarity with one of the following is desirable but not essential:

o Project management or business analyst principles.

o Audio visual technologies and practices.

o Telephony/video conferencing Infrastructure.

o CISCO technology stack.

o ICT/data-related methods.

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

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, in addition to the standard 4 weeks annual leave to ensure your work-life balance.

· Flexible working arrangements. (Please note that due to our unique working environment, work from home options are generally not available).

· Study assistance, including financial support and study leave for tertiary education.

- Access to 7 staff-led diversity and inclusion networks.

- Access to an Employee Assistance Program (EAP).

Reasonable adjustments

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

Location

These positions are located in Canberra. Relocation assistance is provided to successful applicants when relocating.

We advertise positions nationally to reach the broadest audience. Please refer to the above location before applying.

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 of the role.

- 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 supervisor.

Before applying you should familiarise yourself with the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

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 15 December at 11:59pm AEDT

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.

Australian Workplace Equality Index

In 2024, ASIO achieved the Australian Workplace Equality Index (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. ASIO has proudly retained AWEI Gold Standard in 2025.

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.

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6263 7888**.

More information

For more information about ASIO, please visit: www.asio.gov.au.

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-0765493

Australian Security Intelligence Organisation

Closing Date:Monday 22 December 2025

Job Title	AE5 - AEE1 Video Production Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,122 - $152,454
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	02220252026
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

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We seek to reflect 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

Video Production Officers are responsible for developing ASIO's audio visual production and editorial capabilities (filming, producing, editing internal and external products), and ensuring that ASIO products are fit for purpose; maintaining a high level of creativity using latest industry standards and styles when shooting, editing and producing high-quality video and audio products. They work with a team to develop and manage production plans and advise on the end product, target audience, project timeline and artistic direction.

ASIO is seeking an enthusiastic team player with the ability to prioritise and manage multiple tasks, work under minimal supervision and maintain composure in a high-tempo environment. You will be a self-starter with a confident and approachable manner, excellent people skills and an ability to build rapport. Your attention to detail will ensure you are successful in this role and meet organisational 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.

This role may attract an additional technical skills allowance of up to 10% of base salary.

Duties

Role responsibilities

As an AE5 or AE6 Video Production Officer in ASIO, you will:

· Collaborate with internal stakeholders to translate project briefs into creative AV concepts and storyboards.

· Assist senior officers to prepare detailed production schedules, shot lists, and resource plans to meet deadlines and budget constraints.

· Operate professional videocamera, audio, lighting, and grip equipment for studio, field, and liveevent shoots.

· Assist with VIP events and deliver support to senior executives within tight time constraints.

· Ingest, organise, and backup raw footage using industry standard asset management workflows.

· Edit video content (corporate, promotional, training, event, social media) using industry tools such as Premiere Pro.

· Perform colour correction, audio mixing, motion graphics, subtitling, and final mastering to deliver broadcast ready or web optimised files.

· Assist with maintaining a structured digital media library, ensuring proper metadata tagging, version control, and secure storage.

· Oversee inventory, maintenance, and calibration of AV equipment; schedule regular servicing and coordinate repairs or rentals as needed.

· Assist with the production and delivery of digital video and audio content in support of enterprise communication and training.

In addition to the above responsibilities, as an AEE1 Video Production Officer in ASIO, you will:

· Provide training, guidance, and best practice documentation to junior staff or external vendors on AV workflows and standards.

· Balance resource allocation to business and usual tasks and project deliverables.

· Engage with a variety of stakeholders, including business owners, vendors and governance bodies in delivery of critical capability.

· Stay current with emerging AV technologies, software updates, and industry trends; recommend upgrades or new techniques that enhance production quality and efficiency.

· Foster close working relationships with key partners, internally and externally.

· Prepare regular status reports, production metrics, and budget updates for senior management.

· Assist in the development of a strategic direction for ASIO and its capabilities.

Eligibility

What you will bring

At the AE5 and AE6 level, we invite applications from people with the following attributes:

- An ability to work in a high-security environment.

· A high level of attention to detail.

· An ability to prioritise and manage multiple competing tasks.

· An ability to work autonomously in a fast paced and agile environment.

· An aptitude to learn requisite skills through on-the-job training.

At the AEE1 level, we invite applications from people with the following attributes:

· Highly developed communication and administration skills and the ability to manage multiple competing priorities.

· A demonstrated ability to lead, manage, and build technical teams (in person and remotely) – or a willingness to develop these skills.

· The ability to strategically analyse issues from a management perspective, and suggest improvements.

· A willingness to develop and sustain professional relationships with internal and external stakeholders to deliver business outcomes.

· Experience with government procurement processes, budget development and management - or a willingness to develop these skills.

· Familiarity with one of the following is desirable but not essential:

o Experience in the media industry (i.e. television or production house)

o Experience in a Government media unit

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.

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· Flexible working arrangements. (Please note that due to our unique working environment, work from home options are generally not available).

· Study assistance, including financial support and study leave for tertiary education.

· Access to 7 staff-led diversity and inclusion networks.

· Access to an Employee Assistance Program (EAP).

Reasonable adjustments

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· A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements of the role.

· 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 supervisor.

· A highlight reel showcasing editing or filming experience (totaling no more than 3 minutes in length) is recommended but not mandatory for submission. Please include a link to the highlight reel in your CV.

Before applying you should familiarise yourself with the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

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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.

Enquiries

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More information

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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-0765425

Australian Signals Directorate

Closing Date:Sunday 11 January 2026

Cyber Security Resilience
Trust & Assurance

Job Title	ASD 5 & 6 Cyber Security Engineers & Specialists
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA
Salary	$92,387 - $116,169
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	On-Site, Flexible
Classification	APS Level 5;APS Level 6
Position Number	ASD/08928/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

ASD is a vital member of Australia’s national Intelligence community. ASD’s Australian Cyber Security Centre (ACSC) has the remit to provide technical advice to whole Australian economy.

ACSC’s Cyber Uplift Branch is responsible for strategies, advice and assistance to enhance cyber security resilience and capability across government services and critical infrastructure.

The Branch manages a multi-disciplinary cyber security advisory team, with reach-back into other ACSC sections. It also coordinates proactive planning for ACSC cyber security support to high

priority critical infrastructure and government agencies, services and events through a collaborative co-assurance partnership model with the relevant stakeholder. This includes arranging advice and assistance, technical systems and threat intelligence monitoring and pre-prepared crisis communications as appropriate.

About the Role

The Australian Signals Directorate is looking for highly motivated technical specialists to fulfil vacancies for ASD5 and ASD6 Cyber Security Engineers & Specialists within the Australian Cyber Security Centre's Cyber Security Resilience Division.

As a Cyber Security Specialist, you will be provided with a unique opportunity to undertake challenging and rewarding work that contributes to maintaining Australia's national security.

Our mission, 'Reveal Their Secrets - Protect Our Own', is exactly what you'll do. As a cyber-security specialist, you will help contribute to building Australia's cyber security resilience by protecting critical assets and information. You will draw upon your technical knowledge and experience in your relevant discipline to assess and improve the security of a wide range of systems and to provide advice on technical matters.

Further information can be found at: I'm changing my career | Australian Signals Directorate

We are recruiting multiple positions in various teams (see below).

Applicants are asked to select their preferred stream in the application form. This will not preclude from roles in other teams.

Each role may also require completion of technical testing unique to that role.

Government Uplift:

Responsible for uplifting the cyber security of government through technical assessments, remediation programs, strategies and advice to build cyber security capability across government entities. As a Cyber Security Specialist, you will provide technical assistance to improve the cyber security posture of government entities. Your skills will be used to ensure the team's projects and initiatives make an impact and improve the cyber security resiliency of Government systems.

As part of your role, you may:

- Use red team techniques to assess a variety of technical systems and advise government entities on their current security posture.
- Use blue team knowledge to provide government entities with effective defensive recommendations.
- Use a combination of custom and open-source tools to perform assessments.
- Use software engineering skills to build new tools and improve existing tools.
- Collaborate and discuss security recommendations with stakeholders.

Critical Infrastructure and Operational Technology Environments:

Responsible for enhancing cyber security resilience for critical infrastructure, with a focus on operational technology. As a Cyber Security Specialist you will work in a team of subject matter experts dedicated to delivering Australia’s most essential critical infrastructure organisations with a holistic evaluation of their current cyber security maturity, along with tailored advice and assistance to identify and remediate security vulnerabilities.

As part of your role, you may:

- Use red team techniques and knowledge to assess a variety of technical systems and advise critical infrastructure entities on their current security posture.
- Use blue team techniques and knowledge to provide critical infrastructure entities with effective defensive recommendations.
- Use a combination of custom and open-source tools to perform assessments.
- Use software engineering skills to build new tools and improve existing tools.
- Collaborate and discuss security recommendations with stakeholders.
- Present technical findings, supported by senior technical staff, in writing and verbally.

Secure Design and Architecture:

Promotes and encourages cybersecurity best practice through thoughtful design and architecture processes and provides tailored advice on priority ICT projects with a focus on security architecture and threat modelling.

The Secure Design and Architecture Team is seeking a **cyber-security specialist**. As part of your role, you may:

- Advise on systems security architecture.
- Develop scalable architectural patterns and advice for customers.
- Build and deliver threat modelling advice and workshops.
- Collaborate and discuss cyber security recommendations with stakeholders.

The Secure Design and Architecture Team is seeking a **Microsoft 365 Cloud Engineer**. As part of your role, you may:

- Design, deploy and verify secure Microsoft cloud and hybrid solutions.
- Draft, review and contribute to written technical advice and/or publications.
- Work collaboratively with stakeholders, including internal technology teams and external clients and partners.

Duties

To achieve our mission, we want people with strong integrity, agility, curiosity, imagination, resilience and creativity. These abilities are needed to out-think and out-imagine some of the most testing adversaries and problems imaginable.

Cyber Security Specialists work in high-paced operational environments that require creative problem solving by self-starters and the ability to collaborate with others. We encourage applications from anyone who is motivated to develop their skills and can adapt to the rapid pace of technology advancement.

Our ideal candidate will possess:

- A commitment to a positive and inclusive workplace culture and ASD values.
- At least one year of experience in cyber security or field related to cyber security, or commensurate training.
- Analytical and problem-solving skills.
- Ability to develop and maintain relationships with stakeholders of varying backgrounds, skillsets and tiers.
- Understanding of cyber security policies, standards and guidelines used by the Australian Government and/or Australian industry.
- Ability to communicate technical concepts effectively, both written and verbal.
- Ability to take direction and work effectively within a multi-disciplinary team.
- A willingness to learn new skills and technologies.

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

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

Our cyber security specialists have a mix of specialist skills and abilities. We have multiple positions to be filled at various levels and encourage potential candidates from all levels with demonstrable experience in the relevant fields to apply.

Relevant technical fields include (you may possess one or more of the following):

- Cloud security design, development and implementation
- Threat intelligence and modelling
- Operational technology and industrial control systems
- Cyber security assessments
- Cyber security architecture
- Penetration testing Enterprise Windows environments
- Penetration testing web applications
- Defensive technologies such as SIEM or EDR
- Linux scripting and security
- Network design and implementation
- Software development and DevSecOps
- Systems administration
- Technical report writing

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, acsccu.recruitment@defence.gov.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0765536

Australian Signals Directorate

Closing Date:Saturday 14 February 2026

Signals Intelligence & Effects Group

Job Title	ASD EL1 Signals Intelligence Analyst and Signals Intelligence Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	$126,857 - $143,093
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	Executive Level 1
Position Number	ASD/09553/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

In Counter-Terrorism and Transnational Branch (CTT), you will be part of a rewarding mission dedicated to protecting Australia’s interests from a range of transnational threats. CTT is an agile, distributed team made up of civilian and military staff, which is driven by delivering real-world impact. Successful candidates will use creative approaches to solve intelligence problems, and work with domestic and foreign partners to achieve the mission.

Successful candidates may be considered for similar positions in other branches of ASD. ASD has several multi-disciplinary, integrated teams that conduct signals intelligence in support of multiple missions. This includes in-depth technical signals intelligence analysis of complex foreign military capabilities in support of Australian Defence Force and National Security requirements.

About the Roles

CTT is a dynamic operational environment and requires analysts and team leaders who are flexible, innovative and able to respond to changing operational requirements. The branch's Signals Intelligence Analysts are responsible for performing complex research, analysis and operational tasks to support the collection, production and dissemination of signals intelligence; and, providing technical advice within an integrated civilian and military workforce. EL1 Signals Intelligence Managers are responsible for leading and managing a team of Signals Intelligence Analysts, developing and maintaining good working relationships with both domestic and international partners, and managing operational priorities.

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

This recruitment activity is seeking to identify suitably qualified candidates as Signals Intelligence Managers and Signals Intelligence Analysts. While both are EL1 positions, the requirements for each are inherently different. Candidates are encouraged to indicate which role they are applying for in their application.

Key Duties:

Signals Intelligence Manager

- Accountable for leading a team, managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- 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.
- Accountable for accurate completion of work within timeframes and quality requirements, share own expertise with others and provide opportunities to develop team members.
- Accountable for the maintenance and accuracy of files and records within information systems in relation to business decisions and intelligence functions.
- Accountable for the production of signals intelligence, complying with legislative, policy and security frameworks, including adherence to signals intelligence production standards.
- Is innovative in managing the development of business process for the production of signals intelligence.
- Is innovative and makes recommendations to develop information communication technology capabilities in order to manage the production of signals intelligence.
- Represent the Australian Signals Directorate and work collaboratively with stakeholders to manage expectations, provide advice and influence outcomes.
- Advocate and encourage effective relationships within and across teams by leading team-work and group activities.
- Prioritise and endorse the team's research, analysis, transcription and translation of collected data and information to produce signals intelligence tailored to customer requirements.

- Prioritise and endorse the team's use of collected data and information to develop further collection, processing and analysis to support future mission outcomes.

Signals Intelligence Analyst

- Lead and develop signals intelligence analysis or production and provide specialised guidance across the signals intelligence enterprise.
- Accountable to produce signals intelligence, whilst complying with legislative, policy and security frameworks, including adherence to signals intelligence production standards.
- Is innovative and makes a leading contribution to the development of signals intelligence analysis methodologies, reporting, skill development and business processes across the signals intelligence enterprise.
- Identify requirements for the development of information communication technology systems and coordinate corporate capability development to support signals intelligence analysis and production.
- Represent the Australian Signals Directorate and work collaboratively with stakeholders to manage expectations, provide specialist advice and influence outcomes.
- Motivate and mentor analysts within specialist streams, aligning complementary skills in a manner that delivers results.
- Investigate and prioritise specialist research, analysis, transcription and translation of collected data and information to produce signals intelligence tailored to customer requirements.
- Evaluate, interpret and make recommendations on collected data and information to develop further collection, processing and analysis to support future mission outcomes.
- Manage the allocation of resources against activities in accordance with corporate guidance and plan for optimal business outcomes.

Duties

Signals Intelligence Manager

- Demonstrates an ability to lead and manage through uncertainty under operational pressure
- Leads by example, through mentoring and coaching others to achieve mission outcomes.
- Build and sustain working relationships across the organisation
- Displays inclusive and collaborative leadership, with a strong customer focus
- Communicates clearly and effectively
- Maintains and manages accurate records, with an ability to operate within a robust legislative and policy framework
- Displays flexibility and adaptability, and is personally resilient

Signals Intelligence Analyst

- Skilled and experienced in advanced analysis and reporting
- Identifies opportunities to develop analysis and reporting skills in others
- Willing to mentor, guide, encourage and coach junior analysts

- Engage with stakeholders to deliver intelligence requirements and share subject matter expertise.
- Maintains and manages accurate records, with an ability to operate within a robust legislative and policy framework
- Displays flexibility and adaptability, and is personally resilient

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

Eligibility

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

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

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

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

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Signals Directorate

To Apply

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

This notice is part of the electronic Public Service Gazette PS48 Weekly Gazette Thursday (Vacancy Notices) - 04 December 2025.pdf Published by Australian Public Service Commission.

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Vacancy VN-0765571

Australian Signals Directorate

Closing Date:Sunday 14 December 2025

Signals Intelligence and Effects

Job Title	ASD 5 & 6 Administration Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$92,387 - $116,169
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	As per the Information Pack
Classification	
Position Number	ASD/09546/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Teams

Our teams support various functions of ASD's cyber mission through delivering exceptional operational support. The teams are world leaders in working in this unique operational space and offers opportunities to work with our domestic and international partners. We are high-performing teams, who leverage their specialised and multi-disciplinary skills to contribute to critical national security outcomes, in direct support of Australian government priorities. We prioritise providing professional development and learning opportunities within the national intelligence space.

We are looking for talented people who are capable, dedicated, adaptable and resilient to bring their expertise to aid ASD in achieving our strategic, technical and operational objectives.

We are looking for experience in the collective areas of:

- Administration and business support,
- Contracts, finance and procurement,
- People services/human resources, and
- Stakeholder and relationship management.

If you think you have what it takes to work with a leading government agency, we welcome your application.

About the Role

ASD 5 Administration Officer

As an ASD 5 Administration Officer within ASD, you will play a vital role in driving the delivery of operational and business outcomes for ASD and will be accountable for making independent decisions relating to your area of responsibility and expertise.

You will primarily perform a range of procedural, clerical, administrative and business support duties, aiding ASD to achieve its mission and service priorities. This will largely include the requirement to coordinate and contribute to supervisor/team deliverables and to provide advice and assistance to all relevant internal and external stakeholders.

Your duties and responsibilities will include:

- Apply skills, knowledge and experience to perform complex tasks and activities, working to agreed priorities and outcomes in order to meet business objectives for ASD.
- Accountable to respond to complex operational, procedural, administrative and business support related enquiries, such as:
    - People Services/Human Resources activities,
    - Purchasing/Financial/Budgets,
    - Written submissions, briefs, reports, minutes and other correspondence for ASD,
    - System operation and administration,
    - Correspondence and scheduling management, and
    - Task tracking, analysis and reporting.
- Actively seek to identify, learn and apply relevant legislation, security practices and procedures/policies to all work tasks.
- Build and sustain relationships with all relevant stakeholders, communicating and engaging collaboratively, with active participating in teamwork and group activities.
- You may be required to be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage workflows and performance.

ASD 6 Administration Officer

As an ASD 6 Administration Officer within ASD, you will be accountable under broad direction to perform and achieve complex procedural, operational, administrative and business outcomes for ASD and ensure you have knowledge of, and compliance with, all legislation and government frameworks applicable to ASD.

Your duties and responsibilities will include:

- Required to demonstrate initiative and judgement with progressing work for outcomes and be able to resolve problems in a timely manner, implementing relevant and alternative courses of action as needed.
- Whilst working independently and with reasonable autonomy, perform a range of procedural, clerical, administrative and business support duties, including:
    - People Services/Human Resources activities,
    - Purchasing/Financial/Budgets,
    - Written submissions, briefs, reports, minutes and other correspondence for ASD,
    - System operation and administration,
    - Correspondence and scheduling management, and
    - Task tracking, analysis and reporting.
- Demonstrate initiative and judgement to successfully deliver on complex work and to contribute to the strategic planning, project management and policy/process development.
- A considerable level of stakeholder engagement and negotiation will be required, liaising to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Directorate outcomes.
- You may be required to manage a team, building their capability through coaching, feedback and developing the quality of work undertaken.

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

Duties

As the ideal candidate, you will:

- Have the ability to demonstrate knowledge, understanding and experience of working within the National Intelligence Community.
- Possess excellent communication, interpersonal and customer service skills.
- Have the ability to develop good working relationships internally and externally.
- Exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy.
- Have attention to detail, with the ability to take responsibility for accurate completion of work.
- Possess strong organisation skills with the ability to plan, adapt, respond and manage your workload in a fast-paced environment.
- Resolve issues as they arise and seek guidance when required.
- Demonstration of applying legislation and policy to operational and governmental compliance contexts would be highly regarded.

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

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

The following skills and experience are highly desirable, but not mandatory:

- Familiarity or previous experience working within the National Intelligence Community.
- Qualifications in administration, business or a corporate specialty: para-legal or legal services support, Risk Management, General Administration, Project Management, Records Management, and Government Investigations.
- Brief Writing.
- Policy Development.
- Workplace Training and Development.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0765452

Australian Sports Commission

Closing Date:Sunday 07 December 2025

Finance and Governance
Financial Accounting

Job Title	Assistant Director - Procure to Pay
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$124,728 - $147,177
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	EXT/25-298
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=2AF79451-9BE2-5D9D-CAAB-E466193547A6

Duties

Applications close at **11:30pm** AEST **7 December 2025** (late applications will not be accepted).

This opportunity is being offered as a secondment and is for current APS Employees Ony.

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team –

The Procure to Pay (P2P) Team is responsible for delivering procurement, purchasing, and associated financial services across the ASC. We focus on creating streamlined, integrated solutions that enable our people to achieve successful procurement outcomes while reducing complexity and administrative burden. Our team works collaboratively with stakeholders to provide expert advice, enhance compliance, and drive continuous improvement in procurement and payment processes.

About the role –

This is a short-term six-month secondment opportunity for an experienced professional to step into a leadership role within the ASC's Finance Branch. This role is responsible for leading procurement improvement initiatives, providing strategic advice, ensuring compliance, and uplifting procurement capability across the organisation. The position requires strong stakeholder engagement skills and a solutions-focused approach to deliver streamlined processes and positive organisational outcomes.

Key responsibilities:

- **Lead Procurement Improvement Projects**: Drive initiatives to uplift and simplify procurement processes and systems, including automation and streamlining of workflows.
- **Provide Strategic Procurement Advice**: deliver solutions-focused guidance to support major projects and operational requirements, ensuring alignment with organisational objectives.
- **Ensure Compliance and Reporting**: Oversee compliance with procurement policies and legislative requirements, including Murray Motion, Modern Slavery and Indigenous Supplier reporting obligations, and contractor superannuation requirements.
- **Capability Development**: Develop and implement procurement policies, frameworks, and training materials. Deliver training programs to build organisational procurement capability and embed best practice.
- **Stakeholder Engagement**: Foster strong relationships with internal and external stakeholders to promote effective procurement practices and achieve positive outcomes.

This is an exciting opportunity for a proactive and collaborative leader to gain valuable experience in a dynamic, fast-paced environment. In this role, you will broaden your leadership capability, deepen your understanding of government procurement frameworks, and contribute to strategic initiatives that enhance operational efficiency and embed best-practice procurement principles across the ASC.

About you –

The successful candidate will demonstrate:

- Relevant tertiary qualifications and/or significant experience in procurement, contract management, or a related discipline.
- Proven experience leading procurement and purchasing functions, including strategic sourcing and policy development within a government or similar environment
- Demonstrated experience in uplifting organisational procurement processes and systems to improve compliance and efficiency.
- Strong ability to interpret, apply, and navigate legislative frameworks, procurement policy requirements, and compliance obligations.
- Demonstrated capability to provide compelling, timely, and solutions-focused advice to senior stakeholders and influence decision-making.
- Advanced skills in managing competing priorities, risk, and strategic planning in a complex operating environment.
- Excellent communication, negotiation, and stakeholder engagement skills, with a track record of building collaborative relationships.
- A proactive, innovative mindset with a commitment to achieving practical, high-value outcomes and uplifting organisational capability.

This position is offered as a ***FIXED TERM*** position *until **7 August 2026** with the possibility of being extended or made ongoing.*

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker’s Cottage Childcare Centre.

Eligibility

To be eligible for this **secondment** opportunity, applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.

As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
- The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

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

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Min Freeman, Director, Financial Accounting, 0478 279 389
Agency Recruitment Site	https://ausport.nga.net.au/?jati=2AF79451-9BE2-5D9D-CAAB-E4661935

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Vacancy VN-0765494

Australian Sports Commission

Closing Date:Thursday 18 December 2025

AIS Operations
Site Strategy and Facilities

Job Title	Facilities Services Officer, Pizzey Park
Job Type	Full-Time, Ongoing
Location	Miami QLD
Salary	$88,555 - $102,276
Future Merit Locations	Miami
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 5
Position Number	EXT/25-297
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=3B1109BE-108D-189B-CDCE-E4665466B515

Duties

Applications close at **11:30pm** AEST **18 December 2025** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team –

The AIS Facilities Services team sits within the AIS Operations Group and is responsible for operating and maintaining support services for the AIS Bruce campus and interstate properties and tenancies, inclusive of mail and fleet operations, site security and cleaning. The team is responsible for the management of external leases (for office facilities in Sydney and Melbourne) as well as internal leases and facilities management agreements with National Sporting Organisations (both Canberra and Gold Coast).

About the role –

You will be responsible for the on-site facility and maintenance management of the AIS Pizzey Park facility on the Gold Coast, ensuring that the facility and asset components are safe, compliant and operational, as well as ensuring access to the facility is effectively managed by the ASC.

As part of the AIS Operations team, you will also assist in the management of other ASC facilities and tenancies, as well as supporting in asset management and maintenance scheduling across the wider ASC property portfolio.

About you –

You will be a motivated individual with at least five years' experience in facilities management. You will be comfortable dealing with a diverse range of people and have excellent stakeholder engagement skills.

The successful candidate will have (or be willing to obtain):

- Asbestos Awareness, Silica Awareness and Working at Heights certifications (QLD)
- Drivers licence
- First Aid certificate
- Experience in procurement and contract management and demonstrated experience in developing preventative maintenance programs.
- Demonstrated experience in developing, monitoring, maintaining, and implementing information, records, policy, and procedures
- Demonstrated experience in developing preventative maintenance programmes
- Proficient in the use of hardware (such as iPads) and software tools

The below criteria are *desired*:

- Experience in delivering projects
- Demonstrated capacity to provide timely, compelling, and concise advice to inform management to support decision making.
- Ability to read and understand technical drawings
- Facilities Management or Trade qualifications

This position is offered as an ***ONGOING*** position.

*Please be advised that interviews are forecasted to take place early in the new year.

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker’s Cottage Childcare Centre.

Eligibility

To be eligible for employment with the Australian Sports Commission, applicants are required to hold an Australian citizenship

As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
- The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Kim Parsons, 02 6214 1638
Agency Recruitment Site	https://ausport.nga.net.au/?jati=3B1109BE-108D-189B-CDCE-E4665466

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Vacancy VN-0765518

Department of Finance

Closing Date:Tuesday 16 December 2025

Job Title	Fleet and Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,022 - $119,634
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	2025/179
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The COMCAR and Programs Branch is responsible for delivering high quality, secure and confidential car-with-driver and other ground transport services to high profile clients, such as the Governor-General and Prime Minister (both current and former), parliamentarians, members of the Federal Judiciary and other high office holders. Additionally, the Branch provides secretariat support to the Australian Political Exchange Council and administers two grant programs.

COMCAR provides ground transport and associated support services to visiting Guests of Government such as Royalty, Heads of State, Heads of Government and other foreign dignitaries. COMCAR frequently delivers services during major international events, such as the ASEAN Special Summit, Group of Twenty meetings (G20), the Commonwealth Heads of Government Meeting (CHOGM) and other Ministerial forums hosted in Australia. COMCAR has a national presence, with drivers located in each state and territory.

Duties

ABOUT THE OPPORTUNITY

The Department of Finance is seeking a highly motivated and capable individual with a strong attention to detail to join the Operational Capability Section. The ideal candidate will demonstrate a high degree of autonomy, sound judgment, and the ability to support complex projects and operational programs with minimal supervision. They will be a proactive problem-solver with excellent communication and stakeholder engagement skills, capable of navigating competing priorities in a dynamic environment.

The Fleet and Project Officer will:

- Oversee fleet operations with service providers, ensuring adherence to service level agreements, operational standards, and regulatory compliance.
- Contribute to fleet strategy, including procurement, cost-efficiency, and sustainability initiatives aligned with government priorities.
- Lead and coordinate projects across their lifecycle including planning, implementation, monitoring, and reporting, particularly for facility upgrades and fleet enhancements, while maintaining documentation and governance processes.
- Assist with procurement and contract management, including budgeting, expenditure tracking, and compliance with Commonwealth Procurement Rules.
- Build strong relationships with internal and external stakeholders, conduct research and analysis to support evidence-based decisions, and provide accurate advice on legislation and policy.

Eligibility

DETAILED VACANCY INFORMATION

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

ELIGIBILITY ADVICE & CANDIDATE NOTES

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

- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Finance

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

To Apply

Position Contact	Erin Lloyd, 02 6215 3645
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0765181

Department of Home Affairs

Closing Date:Sunday 18 January 2026

Job Title	Apollo Neurodiversity Program - Affirmative Measures Disability
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA
Salary	$66,839 - $76,792
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 3
Position Number	140183
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140183/

Chief Operating Officer Group | Apollo Neurodiversity Program

ICT at Department of Home Affairs:

Our ICT systems touch every area in the Department and the ABF, and our three ICT Divisions are responsible for running and sustaining hundreds of different ICT systems. The technology we support ensures that: Australia's borders are safe, cargo and trade is effectively managed, visa processing occurs seamlessly all over the world, and our digital future is secure from cyber security threats. Our work is diverse, fast paced and challenging, offering opportunities to work with a broad variety of technology and tools and are very rewarding.

Our ICT Divisions offer a wide range of roles and ICT vocations, where you will get hands on experience and training with some of the most unique technologies such as biometrics, cyber security and SmartGates at our airports.

Overview of the ABF:

The ABF is Australia's frontline border security agency and customs service and sits within the Department of Home Affairs. The ABF's mission is to protect Australia's border and enable legitimate travel and trade. The ABF works across regional and international airports and seaports, inspects mail items, seizes prohibited drug imports and patrols over 2.3 million square nautical miles of coastline.

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

Our ideal candidate

We are looking for neurodivergent candidates who:

- Are passionate about ICT or the work undertaken by the ABF
- Are keen to learn all things about ICT or the ABF
- Have a strong interest in growing a diverse and successful career in APS.

Duties

Apollo is offering several roles in ICT and the ABF:

ICT:

- Cyber Security
- Junior Testers
- Junior Software/Application/Integration Developers
- Junior Systems Analyst and Administrator
- ICT Support Officer.

ABF:

Administrative Support for:

- ABF operational and management priorities
- ICT asset management for ABF Maritime Capability

- Data Entry
- Assisting with finances, record keeping and reporting.

Additional information

Most roles are Canberra based. Some roles may be available in Brisbane, Adelaide and Sydney. The Contact Person can provide further information if you are interested in an interstate role.

Some candidates may be required to obtain a Negative Vetting 1 Security Clearance.

Shortlisted applicants will be required to provide evidence of a neurodivergent condition to satisfy eligibility requirements.

An Apollo Candidate Information Pack is available from the Contact Person.

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.

Evidence of disability

Shortlisted applicants will be required to provide evidence of disability to satisfy eligibility requirements

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the 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	Jay White, 0481 546 840
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140183/

- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0765451

Department of Home Affairs

Closing Date:Sunday 14 December 2025

Executive Coordination
Performance Governance & Inquiries

Job Title	Performance, Governance and Inquires Branch
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - SA SA, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 6
Position Number	140615
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140615/

DS Executive | Executive Coordination | Performance Governance & Inquiries

The Performance, Governance and Inquiries Branch is a central point of support and oversight for the Department, providing strategic advice and guidance to the Executive and relevant Portfolio Ministers and consists of the following teams:

The Enterprise, Planning and Reporting Section is responsible for ensuring key planning and reporting processes are embedded in the Department's governance functions with clear lines of responsibilities.

The Inquiries Section provides a centralised function that coordinates input from across the Department to support comprehensive parliamentary and public inquiries. The section also uplifts SES readiness for Senate Estimates by anticipating critical topics and driving targeted preparation.

The Enterprise Governance Section provides direct support to the senior strategic decision-making and is responsible for managing the Governance Framework, thereby supporting the operational and strategic vision for the Department.

The Evaluation and Impact Analysis Section is responsible for designing and implementing activities to uplift the Department's evaluation practices, including capability initiatives and evaluation advice. It is also responsible for engagement with other Commonwealth agencies on the impacts of new policies and programs.

The Enterprise Risk Section is responsible for ensuring that effective risk management is embedded within the Department and provides advice and support to the Chief Risk Officer and staff across the organisation in identifying, assessing and reporting on their risks.

The Strategic Risks Section works with business areas to support them in identifying and managing their strategic and emerging risks and building risk management capability and culture across the department.

The Child Wellbeing Strategy and Capability Section supports the department to embed children's safety and wellbeing at the centre of our values, actions and practice by building organisational and operational capability in line with Australia's domestic and child-related commitments.

Candidates are asked to identify in their Applicant Response which Sections they would like to be considered for.

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

Our ideal candidate

We welcome high performing candidates who bring a range of experience and varied perspectives, are willing to work collaboratively as part of a diverse and supportive team and have

a desire to support organisational and Government outcomes. Our ideal candidate will be self-driven and seek to directly influence and lead projects that enhance business outcomes. Experience in stakeholder engagement, governance, planning, policy, performance monitoring, evaluation or risk will be highly regarded.

The skills and attributes that will be highly regarded are:

- Strong stakeholder engagement, consultation and collaboration skills, including the ability to build and maintain productive working relationships with internal and external stakeholders
- Excellent written and verbal communication skills, particularly the ability to communicate complex ideas in a clear and logical manner
- Sound organisational skills, including coordinating and prioritising work whilst adapting a proactive and flexible approach to competing priorities
- Ability to problem solve and exercise sound judgment in a fast-paced environment
- Excellent strategic thinking and critical analysis skills.

Duties

All roles within PGI Branch provide a unique opportunity to gain an understanding of the broader work of the whole Home Affairs Portfolio, including border policy and security, emergency planning and management, counter-terrorism and cyber and transport security. This knowledge and understanding provides invaluable insights that can be utilised throughout your career within the Home Affairs Portfolio. PGI Branch is committed to ensuring a healthy work-life balance for its staff and offering a range of flexible work arrangements to eligible employees, including variable hours and working from home.

Specific responsibilities will vary across the positions but may include:

- Developing and maintaining productive relationships with key internal and external stakeholders, including Ministers' Offices and the Senior Executive, to achieve outcomes and support the flow of information across stakeholder groups
- Providing advice, guidance and technical knowledge to key stakeholders on strategic objectives and enterprise performance to support informed, risk-based decision-making and statutory obligations
- Supporting the department's high-level governance committees and ensuring the delivery of critical governance advice and support to leadership teams, maintaining strong strategic planning to proactively shape and coordinate tasks and communication deliverables for Ministers and Senior Executives
- Contributing to the development of the department's Corporate Plan and Annual Report
- Supporting the department and broader portfolio's holistic and proactive engagement with external inquiries and reviews, including coordinating responses to requests, monitoring and briefing on relevant activity, and providing hearing support for Portfolio Executives
- Identifying and providing advice on emerging risks, including their implications for the department's strategic direction, and support change management across the organisation

Eligibility

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

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

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

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

Notes

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

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Home Affairs

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To Apply

Position Contact	Maggie Blakeney, 0403 192 201
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140615/

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Vacancy VN-0765545

Department of Home Affairs

Closing Date:Sunday 04 January 2026

Job Title	Executive Assistant - Multiple Vacancies
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$76,863 - $82,906
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	139757
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139757/

Home Affairs

The Department of Home Affairs supports a prosperous, secure and united Australia through the management of a range of functions including responsibility for Australia's migration and citizenship programs, cyber security policy, the protection of critical infrastructure, countering terrorism, and countering foreign interference and espionage. In addition, it is responsible for strengthening multiculturalism and democratic resilience, and facilitating legitimate trade and travel while maintaining the integrity of the Australian border.

Home Affairs seeks to create an environment to ensure our staff can perform to their full potential. As a department we are focused on demonstrating exemplary leadership, progressing our game-changing agenda and ensuring collaboration is at the core of what we do. Our leaders must epitomise excellence, set high standards and inspire and invest in our people to ensure that we are well positioned to continue delivering for the community into the future.

Our work is underpinned by our partnerships with government, international and industry partners.

Contribute to building a prosperous, unified and safe Australia - work in a challenging but rewarding role that touches many parts of Australian life.

Australian Border Force

The Australian Border Force sits within Home Affairs and is the steward of Australia's international border - an asset of strategic national interest. The ABF advances a prosperous and secure Australia through trade and travel facilitation and modernisation, and effective customs, immigration, maritime and enforcement activities across the border continuum.

The ABF's responsibilities include regulating the movement of people and goods across the border, undertaking civil maritime surveillance and response operations, ensuring regulatory compliance, managing onshore immigration detention and the enforcement of border-related laws. As Australia's Customs service, the ABF plays a key role in the collection and protection of border revenue.

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

Our ideal candidate

We are creating a merit pool at the APS4 classification fill existing and upcoming vacancies in multiple areas across the Department and the Australian Border Force. Please note that the current vacancies are located in Canberra, but other locations may be considered for future vacancies.

Our ideal candidates are effective communicators, have great time management skills, display close attention to details, are able to manage competing priorities and manage work accordingly under the supervision of their executive.

Throughout this process you will be assessed against the core APS4 capabilities as outlined in the Integrated Leadership System (ILS):

- Supports strategic direction
- Achieves results
- Supports productive working relationships
- Displays personal drive and integrity
- Communicates with influence

Duties

You will be co-located with your executive and key duties of the position include:

- Coordinating and prioritising meetings for the executive.
- Ensuring the executive is well-prepared for meetings with relevant briefing materials.
- Organising meeting logistics, agendas, minutes, and tracking of action items.
- Monitoring, drafting, and responding to emails and correspondence on behalf of the executive.
- Monitoring deadlines, following up actions, and ensuring timely completion of tasks.
- Booking travel arrangements including flights and accommodation.
- Preparing travel itineraries and reconciling travel costs.
- Acting as the first point of contact for the executive and providing great client service to staff and stakeholders.
- Handling sensitive and confidential information appropriately.
- Supporting the executive and teams across the business area with adhoc administration tasks

Eligibility

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

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

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

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

Notes

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

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Home Affairs

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To Apply

Position Contact	SES Unit, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139757/

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Vacancy VN-0765549

Department of Home Affairs

Closing Date:Wednesday 17 December 2025

Executive Coordination
Ministerial & Parliamentary

Job Title	Administrative Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - NT NT, Various locations - TAS TAS, Various locations - WA WA
Salary	$76,863 - $82,906
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 4
Position Number	JR 140602
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140602/

About our team

The Executive Coordination Division (ECD) within the Executive Group Supports the Minister(s) and Senior Executives in effectively delivering on Government priorities, through a department-wide coordinated approach to performance oversight, risk management, parliamentary and cabinet support, and media and communications. The Division is seeking staff to join both the Performance, Governance and Inquiries Branch and the Ministerial and Parliamentary Branch.

The Performance, Governance and Inquiries Branch is a central point of support and oversight for the Department, providing strategic advice and guidance to the Executive and relevant Portfolio Ministers.

The Ministerial and Parliamentary Branch (MPB) is responsible for providing appropriate and efficient cross-portfolio support to the Ministers' Office, the Executive and senior managers in relation to Ministerial, Parliamentary and Cabinet related processes.

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

Our ideal candidate

We welcome high performing candidates who bring a range of experience and varied perspectives, are willing to work collaboratively as part of a diverse and supportive team, and have a desire to support organisational and Government outcomes. Our ideal candidate will be self-driven and seek to directly influence and lead projects that enhance business outcomes. Experience in stakeholder engagement, ministerial and/or parliamentary processes, communications, governance, planning, policy, performance monitoring, evaluation or risk will be highly regarded.

Highly desirable skills and attributes include:

- Strong stakeholder engagement, consultation and collaboration skills, including the ability to build and maintain productive working relationships with internal and external stakeholders.
- Excellent written and verbal communication skills, particularly the ability to communicate complex ideas in a clear and logical manner.
- Sound time management and organisational skills, including working independently to prioritise workloads within required timeframes.
- Ability to problem solve and exercise sound judgment in a fast-paced environment whilst maintaining a calm, flexible and friendly approach.

- Excellent strategic thinking and critical analysis skills.

Duties

All roles within ECD provide a unique opportunity to gain an understanding of the broader work of the whole Portfolio, including border policy and security, emergency planning and management, counter-terrorism and cyber and transport security. This knowledge and understanding provide invaluable insights that can be utilised throughout your career within the Home Affairs Portfolio. ECD is committed to ensuring a healthy work-life balance for its staff and offering a range of flexible work arrangements to eligible employees, including variable hours and working from home.

Eligibility

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

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

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

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

Notes

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

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Home Affairs

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To Apply

Position Contact	Ashlee Severs, 02 6198 7922
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140602/

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Vacancy VN-0765513

Department of the House of Representatives

Closing Date:Friday 30 January 2026

Committee Office
Committee Office Legislation and Records

Job Title	Senior Researcher
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$104,802 - $118,939
Future Merit Locations	Capital Hill
Office Arrangement	On Site
Office Arrangement Details	Onsite with the possibility to flexible working arrangements if required.
Classification	APS Level 6
Position Number	1091
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

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

The Department of the House of Representatives is seeking applications from those interested in directly supporting the work of The House of Representatives and members of Parliament at Parliament House in Canberra.

This is an expected ongoing opportunity within the The Committee Office.

The Committee Office supports parliamentary committees in their work of examining policy and legislation, and of scrutinising the executive government, through the provision of procedural, research, analytical, drafting and administrative support. Working in the Committee Office gives a close-up perspective on a unique aspect of the parliamentary environment. Judgement, professionalism and a willingness to learn are essential.

About the role

The Defence Amendment (Parliamentary Joint Committee on Defence) Bill 2025 requires the appointment of a Parliamentary Joint Committee on Defence (PJCOD). Subject to passage of the

legislation, the Committee will be required to inquire into matters referred to it by the Senate or the House of Representatives or a Minister of the Commonwealth Government, or on its own motion. The Committee will also have a wide range of standing review functions.

The Senior Researcher will have a key role in the small secretariat workgroup, providing research, report writing and administrative support to the parliamentary committee. The Senior Researcher works under the limited direction of the Committee Secretary and one or more Inquiry Secretaries. The department is committed to leadership at all levels and there is an expectation that all staff are able to demonstrate leadership in their professional experience.

Duties

The Senior Researcher will:

1. Under limited supervision, provide research, analytical and writing support for the PJCOD, including preparation of meeting and briefing papers and drafting of minutes of proceedings and committee reports.
2. Under limited supervision, prepare correspondence and respond to requests in relation to committee business.
3. As part of a team, organise and support committee meetings, public hearings and inspections, including arranging logistics and liaising with stakeholder groups.
4. Contribute to the management and security of committee records and provide administrative and other support to a committee secretariat as required, including supervision and development of staff as required.
5. Develop and maintain knowledge of parliamentary practice and procedure, particularly in relation to committees.

Eligibility

Selection criteria:

The successful candidate will have:

1. strong research, analytical and writing skills, and experience preparing written reports, advice and correspondence
2. demonstrated ability to assist in providing analysis and advice on defence-related legislation and issues, or the capacity to quickly develop such ability
3. demonstrated capacity to build and maintain productive working relationships in a sensitive environment
4. demonstrated organisational skills, including the ability to manage multiple tasks, prioritise effectively and meet deadlines
5. a good working knowledge of parliamentary practice and procedure, or the ability to acquire such knowledge quickly.

Notes

Please refer to the application information pack for details on 'How to apply' for role advertised within The Department of The House of Representatives'.

Security Assessment: Senior Researchers must be able to obtain and maintain minimum NV2 level security clearance.

The Department of the House of Representatives will arrange transfer of clearance, or re-activation of a valid but dormant clearance, for the successful candidate. The clearance is essential to the role, and lack of or failure to maintain a security clearance at a minimum NV2 level will result in termination of employment.

Further information about the department is available on the DHR website.

About the Department of the House of Representatives

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

To Apply

Position Contact	James Nelson, 02 62774012
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0765521

Department of the House of Representatives

Closing Date:Friday 30 January 2026

Committee Office
Committee Office

Job Title	Inquiry Secretary
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$130,043 - $145,054
Future Merit Locations	Capital Hill
Office Arrangement	On Site
Office Arrangement Details	Onsite with the possibility to flexible working arrangements if required.
Classification	Executive Level 1
Position Number	1090
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

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

The Department of the House of Representatives is seeking applications from those interested in directly supporting the work of The House of Representatives and members of Parliament at Parliament House in Canberra.

This is an expected ongoing opportunity within the The Committee Office.

The Committee Office supports parliamentary committees in their work of examining policy and legislation, and of scrutinising the executive government, through the provision of procedural, research, analytical, drafting and administrative support. Working in the Committee Office gives a close-up perspective on a unique aspect of the parliamentary environment. Judgement, professionalism and a willingness to learn are essential.

About the role

The Defence Amendment (Parliamentary Joint Committee on Defence) Bill 2025 requires the appointment of a Parliamentary Joint Committee on Defence (PJCOD). Subject to passage of the

legislation, the Committee will be required to inquire into matters referred to it by the Senate or the House of Representatives or a Minister of the Commonwealth Government, or on its own motion. The Committee will also have a wide range of standing review functions.

The Inquiry Secretary will be a senior officer within the secretariat, providing research, advisory, report writing and administrative support to the parliamentary committee. The Inquiry Secretary is responsible for managing the planning and conduct of Committee reviews and inquiries, including analysing evidence provided to the Committee as well as annual reports, white papers, reviews, legislation and other documents dealing with the strategies, planning and contingencies of Australian defence agencies. The Inquiry Secretary also supports the Committee Secretary in providing advice to committee chairs and members regarding parliamentary practice and procedure, and in leading and developing junior secretariat staff. Inquiry Secretary roles may require domestic travel to support the Committee.

The position of Inquiry Secretary is an equivalent level to an Assistant Director in Australian Public Service agencies. You will work directly with Members of Parliament and be responsible for liaising with a range of senior executive stakeholders. The department is committed to leadership at all levels and there is an expectation that all staff are able to demonstrate leadership in their professional experience.

Duties

The Inquiry Secretary will:

1. As a senior officer in the secretariat, provide research, advisory, report writing and administrative support to the PJCOD.

2. Under the direction of the Committee Secretary, advise a committee chair or the chair and other members as required, including:

- support the planning and management of inquiries and other oversight functions of the committee;
- conduct research and analysis;
- provide written and oral advice;
- arrange meetings and hearings, and record minutes;
- provide advice and information to witnesses, officials and the general public on committee business;
- advise on aspects of parliamentary practice and procedure relevant to the work of the committee; and
- draft and prepare for publication reports, discussion papers and other documents.

3. Assist the Committee Secretary in the effective management of a secretariat, including:

- leading, managing and developing staff as required;
- implementing the department’s policies and procedures;
- committee record keeping; and
- performing other duties as required.

Eligibility

Selection criteria:

The successful candidate will have:

1. high level research, analytical and writing skills, and significant experience preparing complex written reports, advice and complex correspondence
2. demonstrated ability to provide analysis and advice on defence-related legislation and issues, or the capacity to quickly develop such ability
3. engagement, collaboration and negotiation skills, with the capacity to build and maintain productive working relationships in a sensitive environment
4. strong organisational skills, including the ability to manage multiple tasks, prioritise effectively and meet deadlines
5. demonstrated ability to assist in leading and managing a small team
6. a good working knowledge of parliamentary practice and procedure, or the ability to acquire such knowledge quickly.

Notes

When applying for the role, please refer to the applicant information pack on 'How to apply'. A current CV and a statement addressing the selection criteria (no more than 2 pages) is required when applying for the role.

Security Assessment: Appointment is subject to a valid security clearance to be obtain and maintain at a minimum NV2 level.

The Department of the House of Representatives will arrange transfer of clearance, or re-activation of a valid but dormant clearance, for the successful candidate. The clearance is essential to the role, and lack of or failure to maintain a security clearance at a minimum NV2 level will result in termination of employment.

Further information about the department is available on the DHR website.

About the Department of the House of Representatives

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

To Apply

Position Contact	Shennia Spillane, 02 62774588
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0765557

Department of the Treasury

Closing Date:Wednesday 17 December 2025

Macroeconomic Conditions and Population Division
Macroeconomy Branch

Job Title	EL2 Directors, Central Forecasting Team
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$162,193 - $186,140
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 2
Position Number	43-2025
Agency Website	www.treasury.gov.au

Job Description

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

Central Forecasting Team

Treasury is looking for talented, team-oriented, and highly motivated staff to fill positions in the Central Forecasting Team of the Macroeconomic Conditions and Population Division (MCPD).

Treasury's Central Forecasting Team (CFT) produces the economic forecasts and projections that underpin the Australian Government's economic narrative, working with teams across MCPD and Treasury. This is a great opportunity lead the team that drives the production of the Government's official macroeconomic forecasts, help frame the macroeconomic narrative, and support government decision making.

About the Roles

The Directors of CFT leads a talented and driven team that also develops and maintains the forecasting infrastructure, and the delivers several projects aimed at improving Treasury's analytical frameworks and forecasts. The role requires significant experience with modelling, having a well-developed macroeconomic framework and coding capabilities. This position demands exceptional capability to lead, deliver, and innovate in a fast-moving and complex environment. The successful candidate will co-lead the forecasting team to drive the team's performance, development and wellbeing.

Duties

The role requires excellent conceptual and analytical skills, and a capacity to communicate clearly to a variety of audiences. Specific responsibilities include:

- Managing forecasting processes within the Macroeconomic Conditions and Population Division.
- Maintaining and further developing Treasury's forecasting frameworks and infrastructure.
- Building the modelling and forecasting capabilities of staff across the Division.
- Leading the timely delivery of influential analysis to brief the Treasurer and Senior Treasury Executives on macroeconomic developments and policy settings.
- Supporting the delivery of a pipeline of strategic projects across the Division.

The successful applicant will have demonstrated experience:

- Applying macroeconomic theory and frameworks, including working with macroeconometric models, preparing macroeconomic forecasts and exercising professional judgement.
- Leading a team of people and building technical capability.
- Communicating clearly and succinctly to influence a broad range of stakeholders.
- Operating in a dynamic setting as a team player, working productively across the Division and the Department and exercising sound judgement.

Desirable Qualifications / Experience

- Tertiary qualification(s) in a relevant field, including, but not limited to, economics, econometrics, mathematics, or public policy.
- Ideally, we are looking for candidates with at least eight years of relevant work experience.
- Experience in one or more of the following will be particularly well-regarded:
  - Applied economic research and analysis.
  - Government policy development and assessment.
  - Relevant private-sector experience.

Eligibility

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

Notes

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing, should they become available within 18 months from the date advertised.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of the Treasury

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

To Apply

Position Contact	Christopher Perks, 02 6263 3926
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0765564

Department of the Treasury

Closing Date:Wednesday 17 December 2025

Macroeconomic Conditions and Population Division

Job Title	EL1 Assistant Directors
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$132,786 - $152,319
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	44-2025
Agency Website	www.treasury.gov.au

Job Description

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

About Central Forecasting Team

Treasury's Central Forecasting Team (CFT) produces the economic forecasts and projections that underpin the Australian Government's economic narrative, working with teams across Macroeconomic Conditions and Population Division (MCPD) and Treasury. These forecasts support government decision making and are published in the Budget, Mid-Year Economic and Fiscal Outlook and the Intergenerational Report.

About International, Financial Markets and Commodities Unit

Treasury's International, Financial Markets and Commodities Unit (IFC) forecasts and provides advice on global economic and financial market conditions, with a focus on Australia's major trading partners and commodities, and issues of direct relevance to the Australian economy.

About the Roles

Treasury is looking for talented, team-oriented, and highly motivated staff to fill positions in the Central Forecasting Team and the International, Financial Markets and Commodities Unit within MCPD.

Duties

Assistant Director, Central Forecasting Team

Assistant Directors in CFT play an important role in the production of these forecasts and narratives, the development and maintenance of forecasting infrastructure and the delivery of projects aimed at improving CFT's analytical frameworks. It is a highly specialised forecasting role that requires significant experience and modelling and coding capabilities. This position demands strong capability to lead projects and work programs, deliver, and innovate in a complex and high-pressure environment. The successful candidate will be expected to contribute positively to the team's performance, development and wellbeing.

The role requires excellent conceptual and analytical skills and a capacity to communicate clearly to a variety of audiences. Specific responsibilities include:

- Leading aspects of forecasting processes within MCPD.
- Strengthening Treasury's forecasting frameworks and infrastructure.
- Building the modelling and forecasting capabilities of staff across the Division.
- Developing influential analysis to brief the Treasurer and Senior Treasury Executives on macroeconomic developments and policy settings.
- Leading strategic projects across the Division.

The successful applicant will have demonstrated experience:

- Applying macroeconomic theory and frameworks, including working with macroeconometric models, preparing macroeconomic forecasts and exercising professional judgement.
- Contributing positively to the growth of junior staff and building technical capability.
- Communicating clearly and succinctly to influence a broad range of stakeholders.
- Operating in a dynamic setting as a team player, working productively across the Department and exercising sound judgement.

Assistant Director, International, Financial Markets and Commodities Unit

The successful candidate will be responsible for leading the unit's financial market analysis, including:

- Delivery of financial market briefing and influential advice for the Treasurer and Senior Treasury Executives on financial market developments and policy settings.
- The integration of financial market perspectives into domestic and overseas economic forecasts and narratives.
- Working collaboratively with internal and external stakeholders to inform Treasury's understanding of and advice on financial market developments.

As Assistant Director, the successful candidate is expected to have well-developed leadership skills, experience in managing junior staff members, and experience in organising workflows to deliver strategic priorities. They will be expected to contribute positively to the team's performance, development and wellbeing.

The successful applicant will have demonstrated experience:

- Applying financial market, international economy and/or macroeconomic frameworks, including working with forecasting and/or financial models.
- Communicating clearly and succinctly to influence a broad range of stakeholders.
- Building relationships through identifying and managing key stakeholders across different organisations.
- Contributing positively to the growth of junior staff and building technical capability.
- Operating in a fast-paced and changing environment as a team player, working productively across the Department and exercising sound judgement.

Desirable Qualifications / Experience

Central Forecasting Team

Tertiary qualification(s) in a relevant field, including, but not limited to, economics, mathematics, or public policy.

- Ideally, we are looking for candidates with at least five to eight years' relevant work experience.
- Experience in one or more of the following will be particularly well-regarded:
    - Economic research and analysis.
    - Government policy development and assessment.
    - Relevant private-sector experience.

International, Financial Markets and Commodities Unit

Tertiary qualification(s) in a relevant field, including, but not limited to, finance and economics.

- Experience in one or more of the following will be particularly well-regarded:
    - Financial market research and analysis.
    - Financial market operations.
    - Relevant private-sector experience.
- Ideally, at least five relevant work experience.

Eligibility

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

Notes

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing, should they become available within 18 months from the date advertised.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Freya Carlton, 02 6263 3509
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0765496

Federal Circuit and Family Court of Australia

Closing Date:Tuesday 16 December 2025

Federal Circuit and Family Court of Australia (FCFCOA Div 2)
Reistrars

Job Title	Registrar Support Team Leader
Job Type	Full-Time, Non-Ongoing
Location	Dandenong VIC, Melbourne VIC, Sydney NSW, Wollongong NSW
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	(Hybrid) - Candidate may be required to work onsite 2 day a week.
Classification	APS Level 6
Position Number	0983-11-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=12746333-21CC-6B5E-EA4E-E466551393BC

Position overview

Under the Courts' case management pathway, SJRs and JRs (collectively, registrars) undertake the majority of front-end case management and interlocutory work which was previously undertaken by judges. In addition, they perform a significant proportion of dispute resolution events to resolve proceedings.

CMs, LCMs and SJR Associates (collectively, registrar support staff) provide direct, one-on-one support to registrars in the case management of their family law caseload. This includes supporting registrars working on various specialist lists across the Courts, including but not limited to, the Evatt list and the National Contravention List.

The Registrar Support Team Leader role is responsible for the daily oversight and management of registrar support staff in their registry, under a national management structure led by the Director – National Registrar Support. Registrar Support Team Leaders should be proactive, collaborative and possess great communication and leadership skills to ensure smooth and effective operations within their team and across the cohort.

The successful applicant will:

- be able to anticipate what needs to be done and show initiative.
- possess strong leadership and management skills.
- be highly organised, efficient and approachable.
- be able to effectively manage competing priorities.
- be able to communicate effectively with people at all levels; and
- thrive in a high-pressure, fast-paced environment.

Registrar Support Team Leaders will work closely with the National Administrative Officer – Registrar Support and the Director – National Registrar Support to determine day-to-day allocations and report on the ongoing performance and management of CMs, LCMs and SJR Associates within their respective region.

Duties

Registrar Support Team Leaders are primarily responsible for ensuring there are sufficient resources in the registrar support space, to safeguard the effective and efficient handling of family law matters by registrars under the Courts' case management pathway.

Registrar Support Team Leaders will also have the following day-to-day responsibilities:

Resourcing and coverage

- Manage ad hoc leave coverage and temporary allocations which include locally based and remote support arrangements, with a focus on ensuring registrar-led court and chambers events are operationally viable and effectively run.
- Develop and maintain relationships with other Registrar Support Team Leaders nationally and work collaboratively to manage broader leave coverage and longer-term allocations, as and when they arise.
- Regular reporting and communication with the Director – National Registrar Support with respect to general team performance and culture, using data driven analysis where required.
- Be responsive to requests from external and internal stakeholders regarding registrar support and escalate to Director as required.

Recruitment and training

- Assist the Director – National Registrar Support and National Administrative Officer – Registrar Support with the recruitment, induction, on-boarding and training of new CMs, LCMs and SJR Associates nationally.
- Lead the induction, on-boarding and training of new CMs, LCMs and SJR Associates in their region and offer refresher training for existing registrar support staff, as required.
- Work with individual CMs, LCMs and SJR Associates to address any competency or training issues as instructed by the Director – National Registrar Support.
- Coordinate with IT to ensure all new starters have the necessary access to inboxes and shared drives.
- Liaise with P&C with respect to any general HR issues that arise for their registrar support cohort and escalate to the Director as required.

- Assist the Director – National Registrar Support and National Administrative Officer – Registrar Support with the ongoing training of CMs, LCMs and SJR Associates, including formulating training schedules, coordinating delivery, and preparing relevant materials.
- Assist the Director – National Registrar Support and National Administrative Officer – Registrar Support with ensuring all training resources are up-to-date and available to access on the relevant platforms.

Management of local CMs, LCMs and SJR Associates

- Approve all leave and timesheets, and manage probation periods for CMs, LCMs and SJR Associates regionally.
- Develop and maintain relationships with Court users and respond efficiently to requests from key stakeholders with respect to the management of registrar support staff in their region.
- Facilitate one-on-one training and professional development opportunities for CMs, LCMs and SJR Associates, both locally and nationally, in conjunction with other Registrar Support Team Leaders.
- Conduct regular performance and well-being check-ins with each CM, LCM and SJR Associate in their local region, to monitor performance and enhance skill development.
- Understand the workload pressures of each individual chambers regionally, proactively anticipate the need for support and take initiative to arrange the additional resources.
- Regularly report on the performance and suitability of local CM, LCM and SJR Associates to the Director – National Registrar Support, to inform potential future career opportunities within the Courts.

Maintain and update policies, processes and procedures

- Maintain comprehensive and accurate knowledge and expertise of the Courts' case management systems and internal chambers processes, including bench books, Registrars Hub and Chambers Hub as required.
- Provide information and advice relating to court services, procedures, processes, forms and rules and regulations to the registrar support cohort to ensure chambers is informed and operating in accordance with national guidelines.

Registrar Support Team Leaders may be called on to provide ad hoc legal and administrative support to local registrars when chambers are short staffed or require additional support due to overall workload volume. This may involve drafting correspondence and preparing reports, managing the schedule of hearings, engaging with the Courts online databases, providing court officer support and assistance with registrar case management more broadly.

Subject to operational requirements, Registrar Support Team Leaders may be asked to support registrars in other registries/regions and in managerial roles across other parts of the Courts' jurisdiction, such as migration law or general federal law. Candidates with relevant skills and experience may also be offered national operations and/or policy roles.

Eligibility

Professional qualifications, competencies and attributes

Tertiary qualifications in law or management are desirable, but not mandatory. Prior experience working in the Courts or a court environment would be advantageous.

To undertake this role, the successful candidate will demonstrate:

- Exemplary communication, negotiation, interpersonal and relationship-building skills.
- Strong analytical, change management and operational skills, with a focus on achieving exceptional standards in service delivery for court users and the Courts.
- Exceptional attention to detail and accuracy in all written and oral communications.
- The ability to work both autonomously and collaboratively, including an aptitude for building and maintaining positive professional relationships and dealing with sensitive and confidential information appropriately.
- Substantial management knowledge and experience working within and leading teams in a variety of environments; and
- Sound knowledge or an ability to acquire such knowledge of court procedures, guidelines, policies and practices, including the internal case management, data and IT systems used by the Courts.

Personally, they will be highly effective communicators and negotiators with the proven ability to lead, support and develop their local registrar support cohort within a national framework.

Selection criteria

1. Strong communication (oral and written) and liaison skills as well as the ability to effectively communicate with people at all levels.
2. Ability to exercise tact and discretion, act impartially and maintain confidentiality at all times.
3. Demonstrated leadership skills and management experience, ideally in a court or public service setting.
4. Demonstrated organisational skills, including the ability to manage several processes at once, attention to detail, excellent time management skills, and planning and problem-solving skills.
5. Demonstrated working knowledge or capability to quickly acquire a high-level working knowledge of key internal procedures, guidelines, policies and practices used in the Courts.
6. Sound IT proficiency, including the use of videoconferencing platforms such as Microsoft Teams and Webex, and the ability to learn and adapt to new systems and technology quickly and efficiently.
7. Demonstrated ability to work both autonomously and as a member of a geographically dispersed team with limited direction, and the ability to adapt to changing situations and priorities and participate in collective work practices.
8. Demonstrated understanding and commitment to the application of the Australian Public Service (APS) Values, to abide by the APS Code of Conduct and the ability to comply with the principles of Workplace Diversity and Occupational Health and Safety.

How to apply

To apply, please complete the application form on the Court’s careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any technical issues with applying, please email recruitment@fedcourt.gov.au

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 applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Erica Di Muzio, (03) 8638 6813
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=12746333-21CC-6B5E-EA4E-E46655139

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Agriculture, Water and the Environment

Vacancy VN-0765448

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Sunday 14 December 2025

Job Title	Digital Communications Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT, Armidale NSW
Salary	$92,311 - $102,294
Future Merit Locations	Canberra, Armidale
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements (including working from home) are outlined under the APVMA's Enterprise Agreement 2024-27.
Classification	APS Level 5
Position Number	10259
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Do you enjoy assisting, reviewing and developing digital communication products? Are you eager to contribute to team performance improvements and engage with stakeholders? Do you thrive on variety and communicating through multiple platforms?

The APVMA’s Office of the Executive General Counsel program is seeking applications for a Digital Communications Officer to help promote the role of the APVMA through brand management, marketing, media, corporate events, publications, and our website.

Located in either Canberra ACT or regional Armidale NSW, you will gain experience in the Australian Public Service, have access to a variety of flexible working arrangements, and help build and reinforce the APVMA’s reputation as a world-class regulator of agricultural and veterinary chemicals.

Duties

The Digital Communications Officer will be responsible for developing, reviewing and implementing communication products that align with the APVMA’s corporate strategies and purpose, assisting with the review and development of corporate publications, and publishing content to the APVMA’s flagship website, staff intranet and corporate digital marketing channels.

You will be required to adapt your communication style to suit different audiences and develop communication products to engage internal and external stakeholders in accordance with the APVMA Visual Style Guide, Australian Government Style Manual, and accessibility requirements.

Eligibility

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

1. Strong written communication skills and a good understanding of strategic messaging
2. Excellent verbal communication skills and ability to maintain productive working relationships
3. Demonstrated proficiency using content management systems, such as Drupal or WordPress
4. Experience supporting corporate intranet and internet sites, including Sharepoint
5. Strong time-management and organisational skills, and the ability to work both independently and collaboratively
6. Ability to quickly learn new skills and identify opportunities for self-development and process improvements

The following desirable criteria will also be assessed:

- Familiarity with the Australian Government Style Manual and accessibility requirements
- Familiarity with a Drupal-based website content management system and Adobe Creative Cloud applications.

Notes

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Jordanna Griffin, +61 2 6770 2524
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0765485

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Sunday 14 December 2025

Job Title	Assistant Director, Efficacy and Safety
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Armidale NSW
Salary	$126,984 - $144,236
Future Merit Locations	Canberra, Armidale
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements (including working from home) are outlined under the APVMA's Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	01283
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Are you an experienced science professional looking for the next step up in your career? Interested in joining an organisation at the forefront of agvet chemical regulation in Australia?

The APVMA’s Agricultural Chemicals is seeking applications for an Assistant Director Efficacy and Safety to provide technical and regulatory leadership to APVMA staff and external service providers conducting efficacy and safety assessments.

Located in either Canberra ACT or regional Armidale NSW, you will gain experience in the Australian Public Service, have access to a variety of flexible working arrangements, and play an integral role in the scientific assessment of pesticides, ensuring effective and safe crop protection tools for Australian farmers.

Working with a high level of autonomy and exercising legislated delegations, the Assistant Director, Efficacy and Safety makes sound scientific decisions based on their professional judgement. This involves utilising the specialist expertise within their team and a comprehensive

knowledge of the APVMA's operational policy and legislative framework in order to evaluate and mitigate risks.

The Assistant Director, Efficacy and Safety will demonstrate capability in developing technical policies to enhance efficacy and safety assessments, and strategic engagement with a diverse range of stakeholders to achieve regulatory outcomes. Their role will also involve prioritising action, effective people management, team capability development, continuous process review and improvement, and knowledge management.

Duties

- Provide technical and regulatory leadership to APVMA staff and external service providers conducting efficacy and safety assessments, to promote scientifically sound and consistent decision-making which adheres to regulatory best practice.
- Identifying and implementing innovative solutions and business improvements.
- Understanding and communicating the implications of efficacy and crop safety decisions and actions on the APVMA's business objectives and stakeholders.
- Overseeing the preparation and quality of technical reports, specialist advice on the interpretation of data and satiation of statutory criteria, operational policies and procedures within a regulatory framework.
- Contributing to the development of written material including guidance documents for applicants and internal guidance material, which keep pace with advancing technology and contemporary regulatory and agronomic practice.
- Representing APVMA in domestic and international fora.
- Strategically developing relationships with stakeholders to leverage regulatory objectives.
- Contributing to the strategy and operations of the Branch and the APVMA.

Eligibility

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

1. Tertiary qualifications in agronomy, plant pathology, entomology or another relevant scientific discipline.
2. Demonstrated experience in overseeing the interpretation and evaluation of scientific information. Ability to evaluate, provide pragmatic advice and make decisions based on complex information.
3. The ability to exercise sound judgement in regulatory decision-making, with holistic framing of scientific assessment, uncertainty, risk and regulatory objectives.
4. Highly developed leadership skills, including the ability to build internal technical capacity and influence external service provider quality.
5. Agility in responding to dynamic priorities and timeframes, ensuring quality and managing deadlines.
6. Demonstrated success in driving innovative approaches and implementing change within a specialist area.
7. High level interpersonal skills, including the ability to communicate clearly and confidently with clients, staff and service providers. Ability to build and sustain relationships with key internal and external stakeholders.

The following desirable criteria will also be assessed:

- Experience working in and/or knowledge of Australia's agvet chemical regulatory scheme or a similar chemical management scheme.
- Familiarity with contemporary best practice in Australian crop protection systems.

- A relevant postgraduate qualification is highly desirable.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Bartley Bauer, +61 2 6770 2479
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0765468

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 15 December 2025

Biosecurity Operations
Cargo Operations South and Detector Dogs Cargo Operations Business Management

Job Title	Business Support Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$95,438 - $108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 6
Position Number	2025/3834
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

We deliver biosecurity and import food regulatory activities to ensure goods, conveyances, travellers and mail meet Australia's import requirements. We are responsible for operational policy and front-line regulatory control settings to manage biosecurity and imported food risk, through the delivery of screening, assessment and inspection activities, and stakeholder engagement and client contact services.

Cargo Operations South and Detector Dogs Branch delivers regulatory assessment and inspections of goods across the biosecurity continuum (offshore, at the border and onshore) to verify compliance with Australia's biosecurity and imported food requirements and has a presence in Victoria and Tasmania. The branch is also responsible for national delivery of client contact services, along with biosecurity detector dog program policy, training, and operations.

Duties

The Job

The role of a manager in the Cargo Operations Business Management is to support the achievement of operational outcomes in line with the department’s corporate plan and the Biosecurity Operations Division business plan. You will lead and undertake procurement

processes, contract management, and related administration activities for the Cargo Operations pathway, working in COBM's Cargo People team and working closely with COBM's Budget Management team

As the Business Support Manager, main duties of the role may include, but are not limited to:

- coordinating and managing end-to-end procurement processes, including preparation of approach to market documents, evaluation plans, spending proposals, and contracts (including contract variations as required)
- managing contracts, including ensuring that contract conditions are understood by relevant parties
- maintaining accurate records in departmental systems, and coordinating procurement audits, data analysis and reporting
- contributing to procurement capability development across the team
- gathering and investigating information from diverse sources contributing to the development of a range of complex written products (but not limited to) briefs, reports and emails.
- collaborating, developing and maintaining strong relationships with a variety of internal and external stakeholders ensuring business needs are met
- ensuring compliance with legislative, financial and administrative frameworks, in particular the Commonwealth Procurement Rules and Public Governance, Performance and Accountability Act 2013.
- leading and managing the performance of a small geographically dispersed team
- supporting the Assistant Director and Director in identifying potential risks, maintaining instructional material and driving continuous improvement activities to support COBM
- supporting the wider COBM team functions by undertaking additional tasks and responsibilities when required.

Flexible working arrangements

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

Eligibility

What we are looking for

Knowledge and experience

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

- demonstrated experience working in a procurement function with Commonwealth procurement practices and contract management or a business-related field
- experience in leading, managing and supporting staff (in person and virtually) to deliver required work outputs to expected standards and timeframes

- experience in making decisions based on sound subject matter knowledge and professional judgement
- knowledge of government panels, contracting platforms, and procurement frameworks
- experience with Commonwealth procurement practices (desirable)
- experience using the Technology One Enterprise Suite (desirable).

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This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Angela Dyck, 08 8201 6105
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0765497

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 15 December 2025

Digital Business
Biosecurity Digital Reform (STEPS) Simplified Targeting and Enhanced Processing System (STEPS)

Job Title	Delivery Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$95,438 - $108,360
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/3873
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Digital Business Division and the departments' goal.

The Digital Business Division (DBD) provides retail digital services for export and biosecurity regulation, operations and compliance, generating a range of efficiencies and delivering best-in-class digital and data products. The division is responsible for a suite of mission-critical systems and services through enterprise data governance and data analysis services. The division also delivers major digital business and service reforms for the department, Minister and the Australian economy. The focus is on helping to achieve large-scale change to our agricultural export systems and biosecurity cargo clearance systems, using agile and human user centred design. The division incorporates two major programs, the Simplified Targeting and Enhanced Processing System (STEPS) and Take Farmers to Market which are identified as part of the Data and Digital Government Strategy and leads the agency's engagement on the whole of government Simplified Trade System.

The branch leads the digital transformation of Australia's import systems through the STEPS program. We're modernising how cargo is processed—making it faster, simpler and more efficient. Our work helps manage biosecurity risks while reducing delays and costs for importers, ensuring our digital products are contemporary.

A Delivery Manager's responsibilities include facilitating Scrum ceremonies, removing impediments, coaching the team on Agile principles and shielding the team from distractions. They act as a servant leader, supporting the Product Owner, improving team dynamics and ensuring the team adheres to the Scrum framework to maximise value delivery.

Duties

This is where you play an important role.

As the Delivery Manager you will:

• develop and maintain a healthy product backlog where work is clarified, prioritised, estimable and achievable

• facilitate team ceremonies like stand-up, sprint planning and retrospectives

• coach a high-functioning digital agile team which collaborates openly, blockers don’t linger and people trust each other

• cultivate a predictable delivery cadence and a focus on flow

• have a focus on continuous improvement with retrospectives that lead to actual process or behavioural changes

• provide transparent reporting to stakeholders and regular demonstrations of working software.

Please note that this recruitment process will **initially be used to fill one ongoing vacancy in the section**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

Our ideal candidate will:

• have experience in digital service delivery or transformation programs

• possess core Agile delivery skills, a strong understanding of frameworks and experience with facilitating ceremonies

• have working experience with Azure DevOps or similar work management tools

• have excellent verbal and written communication skills

• have proven experience managing competing priorities and dependencies

• be exceptionally skilled at forming cohesive and collaborative teams

• be adept at managing risk and removing blockers

• possess practical experience that aligns to modern digital delivery environments.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Grant Nay, 0423 069 693
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0765589

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 23 December 2025

Job Title	Australian Chief Environmental Biosecurity Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Canberra, Sydney, Melbourne, Brisbane, Adelaide
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements may be considered based on operational requirements.
Classification	Senior Executive Service Band 2
Position Number	2025/3747
Agency Website	https://www.agriculture.gov.au

Job Description

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

If you are passionate about protecting Australia’s unique environment from biosecurity risks and being a strong leader to collaborate with a range of stakeholders across government and the wider community, we’d love to hear from you!

Duties

As the Chief Environmental Biosecurity Officer (CEBO), you will be responsible for:

- Being the Commonwealth leader for environmental biosecurity (equivalent to the other biosecurity chief roles - Chief Veterinary Officer and Chief Plant Protection Officer).
- Being a clear face of environmental biosecurity – including having a visible public presence.
- Raising awareness and understanding of environmental biosecurity including threats to Indigenous and cultural heritage an amenity landscapes.
- Building government, community and industry capacity to prepare for, respond to and reduce environmental biosecurity risks.
- Building and brokering close partnerships, networks and relationships with key internal and external stakeholders – across biosecurity, the environment and communities (including First Nations).
- Being the Commonwealth agency lead for national biosecurity environmental responses (including chairing or being a representative to strategic and technical committee and working groups) and supporting a broader OneHealth approach. This will require driving outcomes across multiple government agencies.
- Being the point of contact for national reporting of environmental pests, diseases and weeds under the National Environmental Biosecurity Response Agreement (NEBRA).

- Providing strategic direction, expert policy advice and analysis on environmental biosecurity issues and key threats to endangered species and ecosystems from invasive species and diseases.
- Enhancing our understanding of environmental biosecurity risks through:
  - horizon scanning, risk assessment and analysis
  - improving the capture, analysis, management, use and sharing of data and information to inform investment and decision-making, and
  - encouraging increased and better coordinated and targeted research and development of management tools
  - providing strategic and technical leadership, guidance and coordination to national environmental biosecurity responses and programs
  - developing robust, current and nationally agreed policies and guidelines for managing environmental biosecurity issues and responses
  - representing the Australian government on matters of environmental biosecurity importance at national forums
  - overseeing the operations and activities of the Australian Plague Locust Commission.

To be successful in the role you will need to meet the SES capability for the SES Band 2 level, and you will have the following:

- Ability to demonstrate your collaboration and agility with a proven record of delivering high quality and innovative financial management outcomes in a complex, politically sensitive, and operationally diverse environment.
- Outstanding leadership skills, a substantial record of achievement and a reputation for innovation and delivery of results – we are looking for someone that is comfortable working in the grey and to act transparently and be accountable.
- Exceptional stakeholder relationship skills and experience in engaging with internal and external stakeholders at all levels to explore opportunities and solve complex problems.
- Highly developed management and stakeholder engagement skills and ability to represent Australia’s Government on environmental biosecurity risks.
- Ability to communicate effectively with all audiences, be articulate and persuasive and capable of guiding negotiations to a point of resolution in a facilitative way.
- Demonstrated public service professionalism and probity.

Eligibility

Location

Please note this position is located in Canberra, ACT. Other locations considered based on operational requirements.

Security clearance

This position requires a Negative Vetting Level 1 security clearance. The successful applicant will be required to obtain and maintain a clearance at the appropriate level for this position.

Notes

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Justine Saunders, 0408 796 845
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0765602

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 18 December 2025

Biosecurity Plant and Science Services
Science & Surveillance SSG Molecular

Job Title	Senior Molecular Biologist
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$95,438 - $108,360
Future Merit Locations	Brisbane
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	2025-3867
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Biosecurity Plant and Science Services Division and the departments' goal.

We protect Australia's plant health to support trade, the economy and the environment. Our division provides scientific advice, diagnostics, biosecurity training and risk assessments. We enable safe plant imports, strengthen systems and engage stakeholders. Surveillance and response are conducted at national entry points and approved sites, including northern Australia. We work closely with communities and Indigenous rangers to manage biosecurity risks, including in the Torres Strait.

Our scientists are on the front line of biosecurity, leading early detection and response for pests, diseases and weeds at entry points and across northern Australia. We deliver diagnostics, inspections and training that help stop biosecurity threats before they spread. By working with stakeholders and sharing expertise, we strengthen Australia's ability to protect its agriculture, environment and communities.

As the Senior Molecular Biologist you will work within a multidisciplinary team to deliver scientific services and provide operational and policy advice related to plant pest and disease molecular diagnostics at the department's border diagnostic laboratory in Brisbane.

Duties

This is where you play an important role.

Your duties will include, but are not limited to:

• managing the delivery of molecular diagnostics, including the supervision of staff, to ensure high-quality testing and technical advice

• carrying out molecular tests on samples, bioinformatics and interpreting test results for samples submitted from biosecurity inspections, including invertebrates, fungi, bacteria, plants and other organisms, in accordance with department policies, procedures and the lab's quality system

• troubleshooting molecular tests and leading or assisting with validating and verifying new testing methods

• working with key teams within the Science & Surveillance (SSG), Plant Health Policy, other internal groups and external specialists

• helping to write and review documents and procedures that support the department's quality management system

• participating in working groups and network meetings and contributing to projects that support the department's strategic and operational goals

• maintaining and building skills through training, competency assessments and proficiency testing as required by the quality system

• promoting and following workplace health and safety policies and identifying and reporting WHS risks.

Please note that this recruitment process will **initially be used to fill one ongoing vacancy in the section**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

Our ideal candidate will have:

• a proven ability to carry out molecular assays for species identification, especially terrestrial invertebrates using DNA sequencing

• an understanding of taxonomy and how it relates to molecular diagnostics

• experience working in multidisciplinary teams, managing workloads in changing situations, resolving issues and making the best use of team skills

• a strong understanding of molecular assays, troubleshooting and the ability to teach these skills to technical staff

• experience analysing and reporting diagnostic data using workplace information systems

• an understanding of WHS issues in a laboratory and other work environments

• the ability to gather and use information to support the needs of a diagnostic laboratory, including seeking specialist advice and contributing technical expertise to operational, policy, innovation and quality outcomes

• initiative, self-motivation and the drive to meet personal and team goals on time

• a strong ability to interpret scientific literature and put new diagnostic methods into practice

• high-level skills in data recording, information analysis, report writing and contributing to work instructions and guidelines

• the ability to build and maintain positive, respectful working relationships within the team and with external professionals, including giving and receiving constructive feedback

• strong problem-solving skills and the ability to work independently to improve existing practices

• the ability to provide timely, clear and accurate science-based advice and to communicate effectively with a range of audiences in a regulatory setting.

The successful candidate:

• must hold and maintain a valid Australian motor vehicle drivers licence

• may be required to perform occasional out-of-hours and weekend work

• must wear appropriate protective personal equipment clothing and comply with departmental Work Health & Safety policies and procedures.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kate Sparks, 0466 468 698
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0765552

Administrative Review Tribunal

Closing Date:Wednesday 17 December 2025

Accessibility and User-Centered Design
Accessibility and User-Centered Design Accessibility and User-Centered Design

Job Title	Senior Accessibility Liaison Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$94,563 - $106,394
Future Merit Locations	Brisbane, Melbourne, Sydney
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	42839
Agency Website	https://www.art.gov.au/

Job Description

https://www.art.gov.au/about-us/careers

Are you a passionate human centred designer and accessibility practitioner, ready to ensure our products and services are usable by everyone? This could be the opportunity for you!

The Administrative Review Tribunal is currently seeking applications for a **Senior Accessibility Liaison Officer**, to join the Accessibility & User-Centred Design team.

This full-time ongoing hybrid role can be based in Brisbane, Melbourne or Sydney.

Reporting to Assistant Director Accessibility and User-centred Design, the Senior Accessibility Liaison Officer contributes to a team responsible for designing and implementing improvements to the Tribunal's processes to ensure they are user-focused and accessible.

This role is to lead projects that apply co-design principles to improve how Tribunal applicants and parties participate in the review processes. This may include collecting, analysing, and responding to user feedback, coordinating user-focused stakeholder engagement, community outreach and collaborating on the design of digital services such as the Tribunal's website and internal systems.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on our website.

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, including flexi-time and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance and options to purchase leave.
- Employee Assistance Program for you and your family
- positive and inclusive culture.

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

Innovation and Change: Identify innovative solutions and contribute to the implementation of new or changed ways of working to enhance the Tribunal’s capacity for providing high-quality and accessible services to users. The role will apply key user-centred design methodologies to innovate the customer experience across the Tribunal.

Service Delivery: Contribute to the delivery of accessibility and user centred design functions, ensuring consistent, accessible, timely and high-quality services to external and internal users. Contribute to the management of more complex individual cases and complex accessibility issues. Maintain knowledge of best practice, including trauma-informed practices, in providing services to people with disability and vulnerable people.

Strategic and Operational Advice: Provide high-level strategic advice to senior management, and day-to-day operational advice and guidance to colleagues on accessibility and design matters. Collaborate with other ART sections to ensure an integrated approach to the planning and delivery of services to users, aligned with the Tribunal's strategic priorities. Identify and actively manage risks, escalating as appropriate.

Stakeholder Management: Build and maintain productive and collaborative relationships with internal and external stakeholders to further the achievement of the Tribunal's statutory objectives and to support the work of the Accessibility and User-centred Design section.

To be successful in this role you will have:

- Strong communication skills, including the ability to communicate complex information clearly, make persuasive recommendations, and adapt to the needs of different audiences.
- Demonstrated capacity to establish and maintain productive relationships with a variety of stakeholders, work collaboratively to achieve outcomes, and negotiate successfully.
- Proven capacity to deliver results, identify opportunities for improvement, develop creative solutions, and manage risks appropriately.
- The successful applicant will have a passion for accessibility and inclusion and be committed to the user experience.

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Eligibility

Essential:

- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Desirable:

- Relevant tertiary qualifications or expertise in accessibility, service design or user experience including User-centred Design methodologies.

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

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About the Administrative Review Tribunal

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

To Apply

Position Contact	Scott Sumner, (02) 9276 5443
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0765539

Attorney-General's Department

Closing Date:Wednesday 17 December 2025

First Nations and Justice Policy
Interim Justice Reinvestment

Job Title	Director, Justice Reinvestment Unit
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$144,964 - $165,112
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 2
Position Number	0375/25_JC/FNJPD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=EBFBC348-1CC5-D18B-8D6D-E4778C1FA0B1

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

Duties

Employment Opportunity

Do you want the opportunity to work at the forefront of social justice issues, on high profile projects delivering on Government commitments? Do you have strong cultural competency ana thirst to make a difference? Then this position is for you!

The Justice Reinvestment team is responsible for implementing the Government's commitment to support up to thirty community-led justice reinvestment initiatives through the National Justice Reinvestment Program and the Justice Reinvestment Central Australia program. The design and implementation of the justice reinvestment programs is underpinned by the Government's commitment to working in partnership with First Nations stakeholders in line with Priority Reform 1 of the National Agreement on Closing the Gap (National Agreement).

Leading the Justice Reinvestment team, you will work closely with a range of First Nations stakeholders including peak organizations, communities and other government agencies to ensure the successful delivery of justice reinvestment initiatives. In addition to delivering the justice reinvestment programs, the team has responsibility for justice reinvestment strategic policy.

The Justice Reinvestment commitments are a high priority for the Government. The successful applicant will need to be agile, proactive, and work collaboratively with stakeholders and across teams in the Branch and across governments. Our ideal candidate will lead strongly, be able to manage priorities that shift quickly, have strong written and verbal communication skills, grants program experience as well as stakeholder and/or engagement skills. Candidates may be required to travel to support First Nations communities delivering justice reinvestment initiatives.

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

How you can help us make a difference

We are seeking a highly motivated person to lead a high priority and fast-paced team, who will bring diverse program, engagement and policy experience. The ideal candidate will approach complex problems with resilience, empathy and collaboration to achieve desired outcomes, and will have:

- strong leadership, coaching and mentoring skills
- a desire for and experience in grants management
- excellent strategic thinking and risk management and be able to recommend preferred approaches to complex issues as they emerge

- the ability to manage complex stakeholder relationships, and exercise good judgement in uncertainty
- highly developed cultural competency and an understanding of the issues affecting First Nations peoples
- demonstrated capacity to work with and communicate sensitively with First Nations peoples
- strong initiative, a solutions-focused approach, an ability to demonstrate innovation and agility to achieve results, and an ability to provide quality and timely advice
- excellent organizational and planning skills, and be able work in a fast-paced environment, managing multiple priorities in tight timeframes
- exceptional communication, engagement and interpersonal skills with a proven ability to build collaborative relationships in a culturally diverse environment
- a strong sense of self-awareness and be able to foster respect, inclusion and cultural and psychosocial safety in the workplace.

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 the Negative Vetting 1 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, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Attorney-General's Department

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

To Apply

Position Contact	Cassie Woods, (02) 5122 4324
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=EBFBC348-1CC5-D18B-8D6D-E47780

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Attorney-General’s

Vacancy VN-0765535

Australian Federal Police

Closing Date:Tuesday 16 December 2025

Job Title	Oracle ExadataDatabase Administrator
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	$132,185 - $143,883
Future Merit Locations	Canberra, Sydney, Darwin, Brisbane, Adelaide, Hobart, Melbourne, Perth
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	This role is located in Canberra, however remote working options may be negotiated
Classification	Executive Level 1
Position Number	15537
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15537/

Did you know?

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

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

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

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

- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Oracle ExadataDatabase Administrator within the Enterprise Policing Systems Support (EPSS) Team.

The EPSS Team is responsible for the implementation, maintenance and optimisation of Oracle Exadata database platforms supporting AFP mission critical business applications. As a member of EPSS, you'll be entrusted with managing high-performance database systems that demand maximum availability, scalability, and security. You'll drive automation, performance tuning, and proactive issue resolution while collaborating across infrastructure, development, and DevOps teams.

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

What will you do?

The Oracle Exadata Database Administrator (DBA) is responsible for managing the routine operations and maintenance of Oracle databases and ensuring their reliable and efficient performance.

Key responsibilities include:

- Administer, monitor, and optimise Oracle Exadata systems for peak performance.
- Perform database installations, configurations, patching, upgrades, and migrations.
- Maintain backup and recovery strategies using RMAN and Data Guard.
- Optimise Exadata storage, compute nodes, and network performance.

- Monitor system health using Oracle Enterprise Manager (OEM) and related tools.
- Support highly available architectures using RAC, ASM, and Data Guard.
- Implement and test disaster recovery procedures.
- Apply database security best practices, manage users/roles, and ensure compliance with best practice and AFP policies.
- Manage auditing and patching for secure operations.
- Collaborate with development, infrastructure, and DevOps teams to support releases and changes.
- Provide 24x7 on-call support for production systems as part of a rotation.
- Maintain comprehensive documentation for database configurations, processes, and procedures.
- Drive continuous improvement initiatives and mentor colleagues.

We're interested in hearing from people who possess:

- Excellent analytical and troubleshooting skills.
- Strong communication and documentation abilities.
- Ability to work independently and lead technical initiatives.
- Collaborative mindset with mentoring experience.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Tertiary education in Computer Science, Information Systems, or related field (or equivalent experience).
- 5+ years of experience as an Oracle DBA, including at least 3 years specifically with Oracle Exadata.
- Strong knowledge of Oracle Database 11g, 19c onwards, RAC, ASM, RMAN, Data Guard, and OEM.
- Proven experience managing high-volume, high-availability database environments.
- Expertise in Linux administration related to Oracle Exadata environments.
- Demonstrated ability to work autonomously in a small team environment

Desirable Requirements

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

- Oracle Certified Professional (OCP) or Oracle Certified Master (OCM) certification.
- Understanding of ITIL processes and Agile / DevOps methodologies.

Notes

- This position is an AFP Band Level 8
- This role is located in Canberra, however remote working options may be negotiated.

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 LGBTQIA+ community and people with disability.

About the Australian Federal Police

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

To Apply

Position Contact	Dean Carpenter, (02) 5126 4317
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15537/

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Attorney-General's

Vacancy VN-0765583

Australian Federal Police

Closing Date:Wednesday 17 December 2025

Job Title	ACT Policing - Team Member, Radio & Technical Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$87,836 - $103,256
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	
Position Number	REQ15583
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15583/

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child’s date of birth or placement

- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Vacancy - ACT Policing, Team Member, Radio & Technical Services.

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

The ACT Policing Radio & Technical Services Team is responsible for the service delivery to the AFP for a vast range of technical requirements. Specifically, this position will be accountable for technical works relating to AFP vehicles and related technical equipment, however is also responsible for providing other technical support functions within the team. These functions include but are not limited to, projects, maintenance and support relating to:

- Radio network and infrastructure;
- Closed circuit TV (CCTV); and
- Speed detection equipment

The role responsibilities include but are not limited to:

- Fitting vehicles with technical equipment;
- Achieving technical outcomes within required timeframes;
- Conducting design and implementation of technical systems;
- Working well within a team environment to achieve results;
- Undertaking a range of operational support tasks including team administrative duties when required or as directed;
- Completing regular documentation updates and maintaining document control standards;
- Confidently conducting stocktake, asset management and procurement activities including documentation; and
- Possessing the ability to prioritise tasks within the team structure and adapt to change regularly.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Auto Electrical/Mechanical trade certificates or the ability to obtain and/or demonstrate extensive experience

- Automotive industry experience and knowledge relevant to the role.
- Current first aid certificate or the ability to obtain one
- Metal work and fabrication experience
- Drivers licence
- Possess ability to work in confined spaces and in difficult circumstances

Desirable Requirements/Training

- Electronics certificate 3 and or experience in electronics
- Working at Heights certification or ability to obtain & experience with radio tower climbing
- Heavy Rigid & Motorbike Vehicle Licences
- 4WD Training or experience
- 5 Years Technical experience in related field

Notes

Location

This role is located in Canberra and applicants are expected to be based in or around the Canberra region.

Band Level

This process is looking to fill AFP Band 4 level position/s.

Commitment to Diversity and Inclusion

Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP.

Find out more about how the AFP embraces diversity and inclusion.

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	Kim Ladd, +612 5126 0791
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15583/

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Defence

Vacancy VN-0765121

Department of Defence

Closing Date:Sunday 07 December 2025

Guided Weapons and Explosive Ordnance
GWEO Capability Development Division

Job Title	Web Administrator
Job Type	Full-Time;Part-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GWEO/08689/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EF9AE043-7364-0B21-BAA8-E463C1DA3C80

Duties

The Role

We are on the lookout for an experienced Web Administrator to join the Guided Weapons and Explosive Ordnance (GWEO) Group in Defence.

You will be part of our digital engagement team and instrumental in progressing GWEO Group's digital communication agenda.

You will be a team player with exceptional attention to detail and a great work ethic, who can work with the team to elevate the standard of content on our websites and intranets, so they are a trusted source of information for both internal and external audiences.

This position requires a high level of accuracy, exceptional attention to detail, organisational skills and a collaborative approach to teamwork. Demonstrated resilience working in a high-pressure environment is also essential.

About our Team

The Communication, Events and Committees team is part of Business Support Services in the Guided Weapons and Explosive Ordnance (GWEO) Group in Defence. The team provides innovative, best practice advice and support, ensuring information reaches the right people, using the right channel, at the right time.

Our team has responsibility for internal and external communication, including websites, intranets, graphic design, publications and forms, corporate publications, content management and communication strategy and events.

Defence is committed to recruiting the right people, in the right jobs, at the right time. We are committed to building a diverse and inclusive workplace.

You will enjoy working in a team to come together and excel in order to achieve organisational objectives, whilst continuing to pursue your own self-development goals.

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

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

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

Other benefits include:

- 15.4% superannuation.
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study.
- Additional leave days between Christmas and New Year.
- Focus on work/life balance; and Salary sacrifice opportunities.

Our Ideal Candidate

Our ideal candidates would have a range of web administration and management skills with experience in Drupal and SharePoint content management systems. They will be highly motivated, have high levels of administrative and organisation abilities and excellent attention to detail.

Applicants will need to demonstrate:

- Development and management of digital channels including compliance with Web Content Accessibility Guidelines (WCAG) and Digital Service Standards.
- Management of web project tasks and web support requests.
- High level stakeholder engagement skills with a focus on user experience.
- Strong commitment to web standards and delivery of user experience products.
- Ability to think innovatively and show experience in the use of digital communication channels.
- Ability to innovate positively on the improvement of the Defence web environment and primary internal communication channel.
- Ability to work with autonomously and be accountable for the achievement and outcomes for their work.

If you are someone who:

- Is creative, pragmatic and solutions focused, and
- Is not afraid to challenge the traditional ways of doing business.

Then we would like to hear from you!

For more information go to www.defence.gov.au/gweo

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit https://www.defence.gov.au/jobs-careers

To Apply

Position Contact	GWEO Group Workforce, gweo.groupworkforce@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EF9AE043-7364-0B21-BAA8-E4(

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Defence

Vacancy VN-0765269

Department of Defence

Closing Date:Thursday 18 December 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Governance Officer - Communications Security
Job Type	Full-Time, Ongoing
Location	Moorebank NSW
Salary	$86,887 - $93,066
Future Merit Locations	Moorebank
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	JCG/09240/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4E33E56D-BAF6-A291-6DE7-E464766EAABD

Duties

The Role

Communications Security Platoon (COMSEC PL) is seeking a motivated and detail-oriented professional to join our team in Moorebank, NSW.

In this governance focused position, you will play a key role in ensuring compliance with policy, legislation, and procedural frameworks, while maintaining the highest standards of accuracy across governance documentation, reporting, disposal and auditing activities. You will provide expert advice to support decision-making, manage priorities under limited direction, and engage confidently with stakeholders in sensitive or high-level contexts.

In addition to governance responsibilities, you will also support limited logistics functions within the Equipment Distribution Authority (EDA), including oversight of inventory processes and co-ordination of secure equipment movements for the Australian Defence Force (ADF) and Whole of Australian Government. This role requires strict adherence to security protocols and confidentiality requirements, including compliance with International Traffic in Arms Regulations for all COMSEC-related activities.

Furthermore, there will be an opportunity to voluntarily undertake after-hours ‘on-call’ duties, which attract an additional financial benefit.

About our Team

Located within Joint Logistics Unit East, COMSEC PL offers the opportunity to work with a small, skilled and dedicated team who provide an essential warehousing and logistic capability as a key stakeholder in the ADF and Whole of Australian Government secure communications infrastructure.

Working as an APS employee for the Department of Defence, you will enjoy Australian Public Service conditions which include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for part-time work. Defence provides a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions

Our Ideal Candidate

Our ideal candidate is someone who is:

- Organised, with excellent attention to detail;
- Experience in the handling of cryptographic equipment, items and ancillaries.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Regina Waters, 02 8108 6995
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4E33E56D-BAF6-A291-6DE7-E4

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Defence

Vacancy VN-0765292

Department of Defence

Closing Date:Sunday 21 December 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Information and Records Management Officer
Job Type	Full-Time, Ongoing
Location	Moorebank NSW
Salary	$86,887 - $93,066
Future Merit Locations	Moorebank
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/09254/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=49AEEB9C-DFE6-613C-5C17-E464B0C01A10

Duties

The Role

Under limited direction as the APS 5 Information and Records Management Officer, you will coordinate and perform complex records management work within an integrated workforce, while complying with relevant legislative, government and departmental policy and frameworks.

You will also advise on governance requirements and maintain the currency and integrity of information and record management systems.

About our Team

The APS 5 Information Records Manager sits within the Business Management Branch and makes a valuable contribution to the storage and dissemination of information to ensure our people have the right information to enable them to make informed decisions.

We support and work together with Australian Public Servants, Australian Defence Force members and our Industry Partners to ensure we achieve our mission of supporting the warfighter.

Our Ideal Candidate

You could be our ideal candidate if you:

- Have the ability to utilise an Electronic Document and Records Management System;
- Be highly organised, have the ability to work independently and manage competing priorities while remaining flexible in a dynamic environment;
- Proficient in the management of websites on the Share Point platform;
- Have strong communication and stakeholder engagement skills with the ability to build trusted relationships by providing guidance and training to a broad range of stakeholders;
- Have well-developed judgement and initiative with an innovative approach to problem solving;
- Have strong personal drive and integrity.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Defence

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To Apply

Position Contact	Vicki Estay, 02 8108 6131
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=49AEEB9C-DFE6-613C-5C17-E4

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Defence

Vacancy VN-0765295

Department of Defence

Closing Date:Sunday 14 December 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$86,887 - $93,066
Future Merit Locations	Enoggera
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	CASG/08806/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BED18C4D-A670-885B-2929-E464B0A799AD

Duties

The Role

The APS 5 Project Finance Support officer within the Uncrewed Aircraft Systems Program Office (UASPO) will be accountable under limited direction to perform and achieve project 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.

The APS 5 Project Finance Support officer will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice relating to the budget, costs and financial analysis of projects based on legislation, policy and procedures.

They will undertake specialist research and analysis, conduct reviews, assessments and investigations and perform administrative support work to achieve results. The APS 5 Project Finance Support officer will coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They may be a team coach or supervise a team and be accountable to set work priorities, allocate work,

and manage workflows and performance. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technology. The ITAR is United States (US) law which regulates Defence articles, including technical data, and defence services on the United States Munitions List. Access restrictions may apply on the basis of currently held/previously held citizenship, as well as current permanent residency.

Defence may be able to utilise workforce exemptions to mitigate these restrictions, which generally requires that applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects these details to confirm an applicant’s eligibility for the role and to maintain compliance with international obligations.

The successful candidate for this role will be required to "work on-site" (as required).

About our Team

The Uncrewed Aircraft Systems Program Office (UASPO) resides within Army Aviation Systems Branch (AASB) in Joint Aviation Systems Division (JASD) of the Capability Acquisition and Sustainment Group (CASG). UASPO are trusted to consistently and safely deliver against agreed requirements for the Capability Manager, with the best value for money outcomes.

We work closely with, and are proud of the strong relationships with our Defence and Industry stakeholders. UASPO is based in Brisbane, with detachments located in Canberra, Adelaide and Melbourne.

Our Ideal Candidate

Our ideal candidate will possess the ability to work under limited direction to perform and achieve complex contracting and budget work within an integrated workforce. They are accountable to have and maintain a well-developed understanding of frameworks, government decision-making and Defence’s mission and policy requirements.

They will have an excellent attention to detail and have the ability to collaborate across Government and industry to achieve high quality outcomes.

To be successful in this role, you will bring the following attributes and skills to the role:

- Deliver budget support, including coordination of budget preparation, financial performance monitoring and reporting in accordance with Defence policies and procedures.
- Prepare and provide advice on complex budgeting to stakeholders in Defence.
- Evaluate and interrogate financial data to ensure the accuracy of financial information in reports and systems.
- Apply financial and budgeting knowledge and undertake objective and systematic analysis to draw accurate conclusions based on evidence.
- Engage, listen and respond to enquiries, provide complex advice and communicate messages clearly and concisely.
- Build and sustain effective relationships with team members and actively participate in teamwork and group activities.
- Excellent communication, negotiation and stakeholder engagement skills.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Mr Emmanuel Therese, 03 9200 0465
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BED18C4D-A670-885B-2929-E4

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Defence

Vacancy VN-0765299

Department of Defence

Closing Date:Sunday 28 December 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Maintenance Delivery Officer
Job Type	Full-Time, Ongoing
Location	Wallangarra QLD
Salary	$86,887 - $93,066
Future Merit Locations	Wallangarra
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	JCG/09289/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4CE51355-3D91-3143-9C95-E464B27A1EFB

Duties

The Role

The APS 5 Maintenance Delivery Officer is critical in overseeing and managing the maintenance compliance and assurance activities associated with current land capabilities, and coordinating with project teams the introduction into service of new land capability (including ongoing sustainment). This includes a multitude of logistics support activities that complement the capability life cycle, including planned and unplanned maintenance, disposal, inventory management, storage and distribution.

The APS 5 Maintenance Delivery Officer is part of a small team providing high-level advice at strategic project meetings to raise awareness of previous and ongoing issues for consideration with sustainment transition of new capabilities and ongoing modification programs for Defence platforms.

The APS 5 Maintenance Delivery Officer will also oversee the delivery of preventative and corrective maintenance to allocated materiel logistic platforms and systems by monitoring the compliance of the trade repair houses. To achieve this you will need to undertake random site visits, verification of work order timings and costs against baselines, and maintenance quality control including monitoring customer feedback and undertaking customer relationship management. The JLU - SQ satellite site situated at Wallangarra is located on the Queensland/New South Wales border approx. 258 km southwest of Brisbane.

About our Team

Joint Logistics Unit South Queensland (JLU - SQ) is seeking highly motivated, proactive self-starters who want to learn and grow in the organisation, as well as build a sustainably strong working partnership with internal and external contractors. The JLU – SQ primary site is within RAAF Base Amberley with satellite sites at Enoggera, Meeandah, Wallangarra, Canungra, Cabarlah and Oakey.

Our Ideal Candidate

Successful candidates will be highly motivated, adaptable and resilient in their approach to contributing to, leading and delivering strategic outcomes. To succeed in these roles, applicants must be able to demonstrate:

- Relevant qualification or equivalent relevant work experience in the role
- An outcomes-focused mindset, with an ability to apply innovative and flexible approaches to achieving results
- Strong interpersonal skills with the ability to communicate clearly and with influence
- An appetite for creating positive change in a fast-paced environment
- An innovative approach to work that applies holistic thinking towards the continuous improvement of our services
- The ability to harness information to ensure support to strategic direction
- The skills to identify and use resources wisely
- A willingness to work independently and collaboratively as part of a high performing 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	Madison Jeffrey, 02 8222 9274
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4CE51355-3D91-3143-9C95-E46

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Defence

Vacancy VN-0765306

Department of Defence

Closing Date:Sunday 07 December 2025

Capability Acquisition and Sustainment Group
Strategy, Planning and Independent Assurance

Job Title	Disposal Data and Inventory Manager
Job Type	Full-Time, Ongoing
Location	Albury NSW
Salary	$95,187 - $108,734
Future Merit Locations	Albury
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/09179/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7D6F1847-F34A-CEC1-C5C2-E464B2F2C8B8

Duties

The Role

If you are passionate about working in an integrated team in a dynamic work environment, have great people skills and enjoy producing data driven outcomes, we want to hear from you.

As a Disposal Data and Inventory Manager within Disposal Services, you will deliver complex logistics data reporting, planning, and inventory management outcomes. You will provide reliable advice and utilise stakeholder management skills daily, and will contribute to the public sales, project and reporting data for Disposal Services.

Other key tasks include:

- Produce demand planning and inventory data reports;
- Provide complex Enterprise Resource Planning (ERP) guidance to Project Managers, SPO's and other Defence personnel;
- Data validation and compliance for Disposal Services;
- Engage and communicate with Stakeholders and provide advice on legislation, policy and disposal processes and frameworks; and
- Transact in ERP including the creation of sales orders and gifting processes.

About our Team

Disposal Services facilitates the disposal of former Australian Defence Force platforms and equipment with the exception of specialist and/or specified items.

Disposal Services provides a partnered approach to disposals and work closely with Capability Managers and System Program Offices to ensure the most efficient, effective and assured pathway for the disposals.

Disposal of former Australian Defence Force platforms and equipment are through various methods.

Common disposal methods include:

- Foreign Government to Government sale or gift;
- Commercial sale through tender processes or public auctions;
- Heritage allocation; and
- Recycling and destruction.

The Branch ensures all activities are compliant with current legislation and policy and are conducted in a manner that stands up to public and audit scrutiny, while providing the optimal net outcome for Defence and the Commonwealth.

We are a multidiscipline team of professionals working across Australia providing tangible outcomes and services for Defence.

Our Ideal Candidate

As an APS 6 Disposal Data and Inventory Manager you will have excellent communication skills and be confident in your decision making.

You will operate with autonomy, be driven and skilled in managing your work priorities.

You will provide reporting data which will influence the management of Disposal Services operations and project management.

You will be resilient and responsive to changing needs and the organisational tempo of the Branch.

You will be supported in your professional development, and provided options for flexible work arrangements. Some interstate travel may be required.

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	Michelle Jones, 0408 223 776
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7D6F1847-F34A-CEC1-C5C2-E4

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Defence

Vacancy VN-0765307

Department of Defence

Closing Date:Sunday 07 December 2025

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Administration Assistant
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ADFHQ/09298/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=32AE3B39-BB63-3BB5-B820-E464B2FBE743

Duties

The Role

The APS 5 Administration Officer plays a pivotal role within the Business Operations team, ensuring the smooth delivery of essential services across the Advanced Strategic Capabilities Accelerator (ASCA). This position is central to the team’s success, managing the shared inbox, triaging requests, and engaging positively with stakeholders to achieve outstanding outcomes.

The primary focus of this role is recruitment and human resource support. The APS 5 Administration Officer assists the ASCA enterprise by coordinating recruitment activities, administering HR processes, and providing advice on a broad range of workforce matters.

The role also supports information management by ensuring compliance with legislative and organisational requirements. In addition, the APS 5 Administration Officer contributes to culture and engagement activities by assisting with initiatives that foster a positive, inclusive, and high-performing workplace, including staff engagement programs, recognition activities, and wellbeing initiatives.

The position further supports the management of facilities and infrastructure to meet operational requirements and ensure a safe and efficient working environment.

The duties of the APS 5 Administration Assistant include the following:

- Coordinate administrative and business support activities for the Business Operations Directorate and other work areas, identify risks and determine appropriate course of action to meet stakeholder needs;
- Accountable to perform procedural, operational, administrative and business support activities and tasks that support the delivery of outcomes;
- Identify and interpret relevant legislation, policies, strategies, business and team requirements and apply these to the work area;
- Apply the skills, knowledge and experience necessary to provide advice and services for a range of corporate, administration and business support activities;
- Engage and negotiate with stakeholders on issues to achieve business outcomes;
- Work collaboratively and build and sustain effective relationships.

About our Team

The Business Operations Directorate supports and delivers critical internal governance and operational functions to efficiently achieve organisational goals. The Directorate is responsible for providing complex personnel, physical and project security functions; human resource management and workforce planning; financial management support including budget preparation and financial performance monitoring and reporting, as well as infrastructure and facilities management.

The Directorate coordinates these functions with other areas of Defence, to support the breadth of its functions.

The team is agile and works in a fast-paced and ever-evolving environment. The team often faces unique problems and relies on innovative and creative problem-solving to meet stakeholder requirements.

Our Ideal Candidate

ASCA is seeking a candidate who thrives in a high tempo and dynamic environment.

Within ASCA, staff are encouraged and empowered to take calculated risks and challenge the status quo whilst acting with integrity.

To succeed in this role, you must be an adaptable and resilient individual, show initiative and be a team player who contributes to a respectful workplace.

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	Caitlin Bourke, 02 6249 0014
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=32AE3B39-BB63-3BB5-B820-E4(

Defence

Vacancy VN-0765315

Department of Defence

Closing Date:Sunday 07 December 2025

Capability Acquisition and Sustainment Group
Industry Engagement

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/09293/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C9BC5C62-BD98-29E1-C5C6-E4656156B308

Duties

The Role

The Industry Intelligence Capability (IIC) team is seeking a motivated APS 5 Project Support Officer to join our dynamic and growing team. This role provides an excellent opportunity to develop project management skills while supporting the implementation and maintenance of Defence’s industry systems that enable informed decision-making.

We are looking for high-performing individuals who thrive in challenging environments, can manage competing priorities, and adapt to changing circumstances while maintaining strong attention to detail. Ideal candidates will be enthusiastic, collaborative, and committed to delivering outcomes aligned with Government objectives.

You will work within a diverse team to achieve timely, beneficial results for Defence and Government. Experience or interest in stakeholder engagement, problem-solving, and preparing advice for senior Defence leaders and Ministers is highly desirable. If you enjoy working in a fast-paced environment and contributing to meaningful outcomes, we want to hear from you.

About our Team

The Industry Engagement (IE) Division within the Capability Sustainment and Acquisition Group (CASG) implements the Defence Industry Development Strategy, enabling a strong, secure, and competitive domestic industrial base aligned with Defence priorities.

The Office of Defence Industry Support (ODIS) works with businesses, industry associations, and state and territory governments to build a globally competitive and sustainable Australian defence industry. ODIS strengthens the Defence-industry relationship through initiatives in industry development, critical skills, export programs, and by facilitating access to Defence innovation programs for small and medium enterprises.

Supporting this mission, the Industrial Intelligence Capability (IIC) directorate designs, establishes, and maintains systems, tools, and data for informed decision-making, including platforms such as Palantir Foundry, SNAP, DBRT , JOSCAR, SRS, and ServiceNow. Join us to collaborate with government and industry on a key national initiative, while applying and expanding your public service expertise or commercial acumen in a dynamic, impactful environment.

Our Ideal Candidate

ODIS branch is seeking applicants with who is seeking to develop their Project management skills while working within a team to deliver these strategic capabilities. We are seeking candidates with well-developed written and verbal communication skills, that are self-motivated and client focused. Your good interpersonal skills, your ability to work well in a team environment, be accountable, and value high levels of integrity will be well regarded.

We’re seeking candidates who demonstrate:

- Strong analytical and problem-solving skills.
- An ability to assist with the development of procurement documentation.
- Ability to communicate effectively with a range of stakeholders.
- A proactive and collaborative approach to working in a continuously evolving environment.

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	Mrs. Rebecca Hartog, 02 5108 8575
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C9BC5C62-BD98-29E1-C5C6-E4

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Defence

Vacancy VN-0765319

Department of Defence

Closing Date:Sunday 21 December 2025

Defence Digital Group
Military Systems

Job Title	Assistant Director, Cyber Engineering
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$120,303 - $135,701
Future Merit Locations	Canberra, Melbourne
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DDG/08274/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=FD099027-E68A-AC2A-3832-E46562498B31

Duties

The Role

The Assistant Director GRC plays a critical role within the Cyber Engineering team, supporting DDG deliver secure ICT systems aligned with cyber security standards.

In this position you will:

- Provide expert assessment and advice on cyber security risk management, compliance, and assurance activities across complex ICT environments, including hybrid cloud platforms.
- Lead and deliver technical risk assessments, business impact analyses, and security assurance of DDG technologies to manage alignment with the ASD’s Information Security Manual (ISM) and Blueprint for Secure Cloud, PSPF and Defence security policies.
- Identify, document, and manage cyber security controls and risks to manage the confidentiality, integrity, and availability of information and systems.
- Interpret and apply security policy to develop and maintain ICT authorisation documentation and artefacts required for Authority to Operate (ATO).
- Evaluate the adequacy and effectiveness of security controls and recommend improvements to mitigate identified risks.
- Develop and executive security test plans to verify control effectiveness.

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

About our Team

You will be part of a team of ICT professionals delivering complex projects across key Digital domains in both the Military and Enterprise Systems Divisions within Defence Digital Group (DDG).

These roles will provide technical expertise, mentorship and coaching in a matrixed construct, as teams and individuals are embedded into projects as needed.

As a Digital Engineer in DDG you may either:

- Lead a team of ICT professionals experienced in key technology platforms/products, or work individually on projects as the technical engineering SME.
- We commit to providing additional professionalisation for the right candidates so you can continue to grow and develop your career.

Our Ideal Candidate

Our ideal candidate will:

- Have proficiency as a Cyber Security Governance Risk and Compliance practitioner with demonstrable experience providing cyber security risk assessment services using cyber security governance, risk management, and compliance frameworks.
- Have strong technical skills and confidence in interpreting system architecture designs and diagrams to effectively identify and translate cyber security controls and risk posture.
- Demonstrate experience in developing and managing security documentation for system authorisation.
- Demonstrate leadership experience with multi-disciplinary teams, and a strong ability to drive effective collaboration across an organisation.
- Be a pragmatic self-starter with a proven ability to manage competing priorities to a high standard of accuracy within allocated timeframes.
- Demonstrate ability to interpret and apply security policies in complex ICT environments.
- Have excellent communication and stakeholder engagement skills, with the ability to convey technical concepts to non-technical audiences.
- Have knowledge of cloud Well-Architectured Frameworks and cloud security principles applicable to Federal Government security requirements.

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	Alfonso Campa, 02 6206 0723
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FD099027-E68A-AC2A-3832-E4(

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Defence

Vacancy VN-0765351

Department of Defence

Closing Date:Monday 22 December 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DFG/07895/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=45233FE4-6BEE-8685-6CB8-E4659D5E15EF

Duties

The Role

As an APS 6 Data Analyst, you will play a crucial role in supporting the External Workforce Reform Branch. You will work closely with an EL1 to explore and interpret external workforce data, helping uncover trends and provide useful insights. Your day-to-day will involve applying analytical methods to identify key performance indicators (KPIs) and supporting the development of models that forecast workforce demand, market usage, attrition rates, and skill requirements.

You will also assist in collecting, cleansing, and interpreting data from various sources and Defence systems, contributing to initiatives aimed at reducing reliance on external contractors and strengthening the APS workforce in-line with government priorities. This is a role where your skills will make a practical difference and help shape better workforce planning.

About our Team

With a growing team of over 600 people spread across Australia, with significant offices in Canberra, Melbourne and Sydney, DFG is the largest finance function in the Commonwealth. DFG manages over $45 Billion in funding, which equates to a budget of over $100 million per day, with

a huge variety of large complex projects running in parallel. The breadth of technical challenges and opportunities to develop and grow your experience and leadership capabilities are second to none. Career development and movement is actively encouraged with a huge variety of subject matter areas to choose from.

DFG have been undertaking an expansive reform journey to ensure we are a trusted and professional business partner, delivering financial insight to inform decision-making across Defence. DFG works as one cohesive unit with a structure now harmonised with most other Commonwealth agencies. We are a large team that is actively sharing ideas and collaborating across an enormously diverse business. Our team culture strongly contributes to our experience at work. Reflected through the Defence Values and Behaviours, culture is central to everything we do in Defence. We have a shared responsibility to strengthen, foster and grow a positive and inclusive culture within Defence Finance Group (DFG). Culture relies on leadership at all levels and a commitment from all of us to actively model the Defence Values and Behaviours.

As we enter the next exciting phase of our reform including major investment in systems and automation, as well as process and policy reform, we are looking for new talent from the private and public sector with fresh ways of thinking to join our rejuvenated culture

Our Ideal Candidate

We are looking for a motivated, detail-oriented professional who thrives on turning numbers into stories. You will have a strong foundation in statistics and hands-on experience in data collection and analysis, paired with a problem solving mindset and the ability to adapt in a dynamic environment.

You will ideally bring a combination of the following skills and expertise:

- Data Analysis: Skilled in extracting, cleansing, and analysing large datasets from diverse sources to uncover actionable insights.
- Statistical Modelling: Familiarity with statistical techniques to identify patterns and support workforce trend analysis.
- Data Visualisation & Storytelling: Ability to design clear, compelling charts, dashboards, and visual narratives to stakeholders.
- Technical Skills: Experience with SQL, PowerBI (or similar tools like Tableau), and Python (or R). Exposure to cloud analytics platforms (e.g. Cloudera, MS Azure) and machine learning modelling is desirable.
- Communication: Strong verbal and written communication skills to explain technical concepts to non-technical audiences and collaborate across teams.
- Problem Solving: Creative and strategic thinking to tackle workforce challenges with data-driven solutions.
- Adaptability: Comfortable navigating evolving business needs, technologies, and methodologies.

If you bring a mix of these skills, you will be well positioned to succeed and to make a real difference in how Defence plans for the future.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Brendan Wilson, 02 5108 5437
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=45233FE4-6BEE-8685-6C[illegible]8-E4[illegible]

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Defence

Vacancy VN-0765353

Department of Defence

Closing Date:Sunday 11 January 2026

Associate Secretary Group
Data

Job Title	Reporting Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - VIC, Various locations - TAS, Various locations - SA, Various locations - WA, Various locations - NT, Various locations - QLD, Various locations - NSW, Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/09269/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A0DCF911-C396-3905-16FA-E465667F0BBF

Duties

The Role

The Defence Business Integration Program of the Associate Secretary Group has an exciting opportunity for a motivated and professional candidate to join the Directorate of Portfolio Governance as the Reporting Analyst.

This role assists in the coordination and management of reporting activities that assess the delivery of enterprise ICT capability projects and evaluate the ongoing health and viability of delivered capability. The program is accountable for monitoring and management of ICT capability projects on behalf of the Capability Manager (Associate Secretary).

As the APS 6 - Reporting Analyst you will:

- Support work area priorities, manage workflows and allocated resources relating to reporting functions;
- Develop, design and disseminate a range of reporting artefacts, including, but not limited to, program status reporting, user guides, process maps, and ad hoc reporting requests;

- Conduct analytical activities, including data analysis and business analysis to support program functions of benefits, capability realisation, and preparedness analysis;
- Identify and present evidence-based solutions and opportunities to senior executives, working groups, committees, program/projects, through briefs, reports, discussions, presentations, and other government submissions as required;
- Build and cultivate productive relationships with a diverse range of stakeholders;
- Share own expertise with others, guide and mentor less experienced employees, while adopting a willingness to learn;
- Lead and support continuous improvement initiatives by identifying inefficiencies, analysing processes, and implementing solutions that enhance reporting effectiveness, service delivery, and stakeholder satisfaction;
- Conduct quality assurance activities, evaluate reporting and business outcomes and processes, understand and document business requirements and user needs, and conduct governance activities, to achieve expected outcomes and continuous improvement.

About our Team

Defence Business Integration Program (DBIP) was established to ensure the cumulative impacts of programs and projects deliver long term, enterprise-wide transformation, so that Defence can focus on core priority activities, and respond to its current and future operating environment.

DBIP does this by:

- Supporting and enabling integration across the Defence programs and projects overseen by the Associate Secretary in their role as Enterprise Business Capability Manager;
- Enabling development of integrated business capabilities within Defence and driving efficient and effective business processes and transformation activities;
- Ensuring that individual projects, business programs, and the Fundamental Inputs to Capability that support them, are integrated, future-focused and aligned to Defence’s strategic priorities.

The Directorate of Portfolio Governance ensures capability outcomes are prioritised and aligned to strategic direction, centralises business capability activities through the Capability Manager (Associate Secretary) and Design Authority, and is supported by an effective Project Management Office and governance structure.

Our Ideal Candidate

Ideal candidate would possess the following:

- Experience building reporting artefacts and managing reporting activities;
- Analytical skills, such as in data and business analysis to identify; investigate and interpret issues, and provide solutions that drive change;
- Ability to interpret data from multiple inputs, conduct rigorous analysis, and produce holistic assessment of capability delivery and ongoing health and viability;
- Ability to work to strict timelines whilst exercising excellent interpersonal and stakeholder engagement skills;

- Experience using, or willingness to learn, reporting tools such as Power BI, Excel and ServiceNow;
- Written communication skills, demonstrated through writing briefs, reporting, committee agenda and papers, government submissions;
- Stakeholder engagement experiences to maintain constructive professional relationships with a diverse range of stakeholders, negotiate on requirements, priorities, and work allocation;
- Willingness to learn, innovate and share expertise with others.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Alex McCready, 0451 680 838
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A0DCF911-C396-3905-16FA-E4(

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Defence

Vacancy VN-0765357

Department of Defence

Closing Date:Sunday 04 January 2026

Joint Capabilities Group
Cyber Operations Division

Job Title	Deputy Director Engineering and Technical Assurance
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	$120,303 - $135,701
Future Merit Locations	Harman
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	JCG/09278/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EFE68BAF-D087-3350-027C-E4659E095CBB

Duties

The Role

The Deputy Director Engineering and Technical Assurance is the senior technical authority responsible for ensuring engineering compliance with Defence standards, policies and the Technical Regulatory Framework. This role provides governance and assurance across all strategic communications capabilities, ensuring solutions are safe, secure and sustainable.

The Deputy Director Engineering and Technical Assurance oversees system design and integration, confirming interoperability, resilience and cybersecurity compliance. They manage technical risks, maintain configuration control and approve significant changes to protect safety and performance. Independent technical reviews at key milestones are led or commissioned to verify that solutions meet operational requirements and remain supportable through life.

The Deputy Director Engineering and Technical Assurance also engages with stakeholders such as Capability Managers, CASG and DDG to align engineering decisions with strategic objectives.

Acting as the authoritative advisor to senior leadership, they ensure technical feasibility and integrity of decisions, delivering assured capability outcomes that meet Defence operational needs.

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

About our Team

Within the Joint Capabilities Group, the Defence Strategic Communication Branch (DSCB) - Modernisation, Assurance & Technical Integration (MATI) is a large and complex team of people whose mission is to provide communication system modernisation, assurance and technical integration support to DSCB, in order to ensure the provision of reliable, secure and enduring leading edge communications to the ADF.

MATI’s primary function is to provide service lifecycle support to in-service strategic communication systems through effective assurance, Information Technology Service Management (ITSM) functions such as change and configuration management, obsolescence and life-of-type management.

Secondary Functions include:

- In-service systems capability modernisation / optimisation and risk reduction activities across ADF strategic communications systems;
- Enabling DSCB services through technical assurance and engineering support ensuring they remain reliable, operational and sustainable throughout life of type;
- A blended workforce of APS, ADF and Contractors design, build, test and integrate a number of coalition systems into the Defence strategic communications environment.

Our Ideal Candidate

The ideal candidate for the Deputy Director Engineering and Technical Assurance is a highly experienced engineering professional with deep expertise in Defence communications systems and a strong understanding of the Defence Technical Regulatory Framework.

They possess advanced knowledge of systems engineering, design assurance and integration of complex ICT and cyber-secure solutions. Proven leadership in technical governance and risk management is essential, along with the ability to conduct independent technical reviews and maintain configuration control.

The candidate demonstrates exceptional stakeholder engagement skills, collaborating effectively with Capability Managers, CASG, DDG and senior leadership to align engineering decisions with strategic objectives. They are a trusted advisor who combines technical authority with strategic insight, ensuring capability outcomes are safe, secure and sustainable. Strong analytical skills, decision-making under pressure and a commitment to compliance and assurance frameworks complete the profile.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Stuart Marotte or David Coburn from January 2026, 02 5109 4031 or 02 6115 2451
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EFE68BAF-D087-3350-027C-E4

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Defence

Vacancy VN-0765358

Department of Defence

Closing Date:Monday 15 December 2025

Defence Science and Technology Group
Human and Decision Sciences

Job Title	Finance Support Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fairbairn ACT, Fishermans Bend VIC
Salary	$95,187 - $108,734
Future Merit Locations	Edinburgh, Fairbairn, Fishermans Bend
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DSTG/08478/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CC6D1396-EECB-439B-534E-E4659E1E181A

Duties

The Role

Within the Administration function an APS 6 Administration Officer is accountable under broad direction to perform and achieve complex procedural, operational, administrative and business support work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defences mission and policy requirements.

An APS 6 Administration Officer will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed administration, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

An APS 6 Administration Officer will be accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

An APS 6 Administration Officer will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

In our Administration Team you will work in a small cohesive team contributing your skills and knowledge to support the business functions of the Division. Your contributions will be valued and are important in fostering a learning culture that strives for continual improvement in a respectful and challenging way.

The Administration Team seeks a dynamic and motivated Administration Officer who works collaboratively and strives for continual improvements in the way services are delivered to the Division.

Our Ideal Candidate

Our ideal candidate for this role will have had recent experience in Finance support roles. With an eye for detail, they will be able to demonstrate initiative in managing competing priorities; perform and achieve complex procedural, operational, administrative and business support work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance

with legislative frameworks, government decision-making and Defences mission and policy requirements; resolve business issues as they arise, and under limited direction, respond to changes in stakeholder needs and expectations to achieve outcomes.

They will:

- Be self-motivated, committed and possess strong communication, organisational and interpersonal skills
- Be accountable to contribute towards their ongoing self-improvement and professional development
- Work collaboratively in a team based environment actively participating in and contributing to team meetings and exchange information to support the work area and team objectives
- Have the ability to be flexible and agile
- Have the ability to build and maintain successful working relationships with stakeholders at all levels and work collaboratively in an integrated environment
- Take the initiative to progress work to meet business objectives, recommend solutions for issues impacting on the achievement of desired outcomes and seek advice and guidance on more complex issues
- Demonstrate attitudes and behaviours responsive to workplace change (including participating in and encouraging others to participate in change and contribute to successful outcomes)
- Have the ability to work independently, professionally handle sensitive data and information

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Lisa Torrance, 03 8534 1336
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CC6D1396-EECB-439B-534E-E4

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Defence

Vacancy VN-0765362

Department of Defence

Closing Date:Thursday 18 December 2025

Defence People Group
Military Personnel Division

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	$95,187 - $108,734
Future Merit Locations	Fairbairn
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	DPG/07396/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=27614816-77F1-96A3-B075-E4659E8F0F3F

Duties

The Role

The APS6 Data Analyst duties will include the following:

- Assist the Chief Data Scientist (CDS) in planning, managing, and prioritising tasks relating to data analysis;
- Collect, cleanse, manage, monitor and archive data from multiple sources;
- Extract, interrogate, and analyse complex data sets using a range of software (such as SQL, R, Python and other software);
- Perform advanced data analysis, including explorative analysis, descriptive analysis and statistical analysis;
- Conduct quality checks to ensure the integrity, accuracy and reliability of the data used to support decision making;
- Apply expertise in data visualisation tools (such as PowerBI, Power query, and/or Tableau) to develop and manage dashboards and views;
- Assist CDS in generating recurring data reports and provide accompanying analysis for the Chief Medical Officer (CMO) Office;
- Support the CDS in responding to ad-hoc enquiries, including metrics for inclusion within Briefs etc;
- Effectively communicate data insights, findings and recommendations to both technical and non-technical stakeholders in various written and verbal formats;
- Collaborate effectively with other technical and non-technical teams as required;
- Develop and maintain understanding of the Defence Force Recruiting (DFR) medical recruiting environment;
- Support development and management of documentation of CMO Office data assets;
- Display strong interpersonal and communication skills for effective stakeholder engagement and the ability to plan, manage, and prioritise tasks to ensure timely delivery of outputs;
- Understand and operate within legal and ethical use of data and complying with legislation, Defence policy and regulatory frameworks including data management requirements;
- Undertake additional negotiated tasks, as directed by CDS and CMO or CMO delegate that are consistent with the classification of the role and contribute to DFR objectives.

About our Team

The APS 6 Data Analyst role at Defence Force Recruiting Headquarters works within the Directorate of Recruiting Health Services (DRHS) of Defence Force Recruiting (DFR). They report to the Chief Data Scientist (CDS) and support the strategic and operational direction of the Chief Medical Officer (CMO). The DRHS team is comprised of ADF, APS and Contracted Professionals.

The Data Analyst role supports the CDS and the CMO office by delivering analytical work including data advisory, analysis, management, and reporting. This work supports the broader ADF recruitment and capability objectives by providing accurate and timely data analysis and advice.

Our Ideal Candidate

Our ideal candidate would possess:

- Strong data analysis and statistical skills;

- Data visualisation, modelling and reporting skills;
- Experience using data analysis and statistical computer languages;
- Manipulate data and draw insights from databases and large data sets;
- Skills and experience in designing and implementing a data governance framework;
- Experience working with and creating data architectures.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Matthew Raisin, 02 5130 9283
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=27614816-77F1-96A3-B075-E46

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Defence

Vacancy VN-0765369

Department of Defence

Closing Date:Thursday 18 December 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	APS 5 Logistics Officer
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	$86,887 - $93,066
Future Merit Locations	Nowra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/09257/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5184B616-D3E9-F2A8-5559-E4659F38B664

Duties

The Role

We are looking for dynamic and motivated person to join our team in Logistics Officer Role within the Joint Logistics Unit East detachment located at Nowra. You will contribute to the delivery of superior customer service to support Defence logistics.

The APS 5 Logistics Officer is responsible for a wide range of moderately complex logistic management functions, including governance and assurance, and provided oversight of all inventory management, demand management, and inventory tasks focused on supporting the customer and maintaining the reputation of the Unit.

This role will also provide governance and assurance on tasks handed across to Industry Partners. Whilst primarily office based, some work will involve interaction within our warehouse and clothing store environment. Within the Logistics Management function, an APS 5 Logistics Officer, once trained, will be accountable under limited direction to perform and achieve moderately complex logistics inventory management work within an integrated workforce. They will be accountable to have a good understanding of and compliance to relevant legislative frameworks, government decision-making and Defence’s mission and policy requirements.

An APS 5 Logistics Officer will be accountable for organising their workflow, making decisions within their defined parameters relating to area of responsibility and will seek guidance when required. They will provide administrative support that is informed and directed by their knowledge of the Logistics Management function. They may undertake some research and analysis activities. The APS 5 Logistics Officer will be required to share information, monitor work practices, set work priorities and develop local procedures.

They may be required to communicate with, respond and provide advice to a range of stakeholders on moderately complex operational and administrative issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development. The APS 5 Logistics Officer will be required to manage a small team of Commonwealth staff. They will be required to set and manage the workflow of their team, as well as undertake performance reviews and other management activities.

About our Team

Joint Logistics Unit (East) Nowra, located at HMAS Albatross, is a fast paced, transformative logistics unit with a diverse workforce of military, public servants and industry partners. We are committed to supporting our customers by providing quality advice and delivering the best solutions across multiple areas within Defence.

Nowra is a detachment of Joint Logistics Unit (East) Headquarters located at Moorebank, focused on planning, assuring and governing the delivery of warehousing and distribution services, including aviation item management to Defence.

Our Ideal Candidate

Our ideal candidate would have a strong commitment to working with the team and a broad range of stakeholders to meet our unit’s requirements in managing Defence logistics. You have a willingness to understand our logistics processes and procedures and the passion and ability to solve unique logistic challenges by applying your experience and knowledge. Ability to provide oversight of all inventory management, demand management, and inventory tasks focused on supporting the customer. Team management experience.

To be successful in this role you should ideally possess the following:

- A self-motivated reliable team player who is passionate and keen to work in a dynamic customer service focused environment.
- As this is a mid-level position, an individual who wishes to develop and grow their career within a commonwealth government agency.
- People who are interested and/or passionate about Logistics
- Knowledge and experience of using office suites (Microsoft office, SAP)
- Excellent verbal and written communication skills

- Willingness to take on responsibility, desire to innovate and adaptability to a constantly shifting problem set

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Therese Wenzel, 02 4449 3622
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5184B616-D3E9-F2A8-5559-E46

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Defence

Vacancy VN-0765375

Department of Defence

Closing Date:Sunday 14 December 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	ICT Network Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Laverton VIC
Salary	$120,303 - $135,701
Future Merit Locations	Canberra, Laverton
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JCG/07747/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4A43F745-CA51-CB42-1951-E465A05473D5

Duties

The Role

Within ICT Service Delivery, an EL 1 ICT Network Engineer operates under broad direction to deliver complex network design and planning. They apply deep knowledge of legislative frameworks, Defence policy, and service delivery functions. Acting as a subject matter expert, they exercise sound judgement to provide expert policy advice and manage compliance with relevant procedures.

The role involves solving complex problems, managing sensitive projects, and influencing strategic outcomes. EL 1 Engineers may lead teams or projects, ensuring quality output and resource efficiency, while fostering capability through coaching and feedback. They manage stakeholder relationships, aligning expectations with delivery methodologies, and contribute to continuous improvement and professional development within their area.

About our Team

Joint Capabilities Group (JCG) was formed in July 2017 and has continued to evolve since its inception. We are a fully integrated civilian-military-contractor workforce, drawing on high-quality and motivated people who embody Defence and Australian Public Service values.

JCG is a multi-domain Group comprising of Space, Cyber and the Defence Networks, and delivering Military Strategic Effects and Logistics for the Defence Enterprise Cyber Operations Division (COD), responsible for the integration, operation, management and security of Defence's global strategic communications capability that enable military operations and support Defence business.

COD is also responsible at the strategic level to the Chief of Defence Force and Chief of Joint Operations for advice and technical control for the Command, Control, and Communications and Cyber security in support of ADF Operations.

COD consists of four branches:

- Service Management Branch (SMB);
- Enterprise Technology Operations Branch (ETOB);
- Defence Strategic Communications Branch (DSCB);
- J6 Operations Support (J6OS).

Our Ideal Candidate

An EL 1 ICT Network Engineer in Defence is responsible for leading network planning and infrastructure design to meet service level agreements. They apply expert knowledge of Defence and industry-standard network hardware and software, ensuring continuity during installations and integrations through effective change management.

The role involves analysing complex engineering issues, recommending solutions, and overseeing installation, upgrades, and operation of local and wide area networks. EL 1 Engineers build and sustain stakeholder relationships across Defence and other organisations, mentor teams, and allocate resources to deliver results. They guide less experienced staff, share expertise, and evaluate projects to identify success factors and drive continuous improvement. Their work is accountable to timeframes and quality standards, contributing significantly to Defence’s ICT capabilities.

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	Michelle Abrahams, 02 6144 4471
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4A43F745-CA51-CB42-1951-E46

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Defence

Vacancy VN-0765376

Department of Defence

Closing Date:Monday 15 December 2025

ARMY
Special Operations Command

Job Title	SASR Training Cell Administration Manager
Job Type	Full-Time, Ongoing
Location	Swanbourne WA
Salary	$79,176 - $86,438
Future Merit Locations	Swanbourne
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 4
Position Number	ARMY/08387/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DCA7D48F-9DFB-5BAA-E88B-E465A05A6D9B

Duties

The Role

The Training Cell Administration Officer plays a vital role in enabling the effective operation of the Special Air Service Regiment (SASR) Training Cell. As the Army Capability Management System (ACMS) Unit Manager, you will be responsible for coordinating member access and managing training support requests in line with policy and command direction. Additionally, you will serve as the Defence Synchronisation Tool (DST) Unit Manager, ensuring accurate representation of unit activities by creating and updating events, and providing liaison and training support in collaboration with the unit's GENESYS business representative. Success in this role relies on strong communication skills and the ability to engage effectively with both internal and external stakeholders.

About our Team

The Training Cell team is a tight knit group who have experiences across the military and within the civilian sector. The team works cohesively, enabling training activities to be planned, executed and monitored throughout the year.

Our Ideal Candidate

The Training Cell is seeking a motivated individual with a strong willingness to learn and the ability to quickly integrate into a team environment. The APS 4 Administration Officer plays a critical role in managing the software systems that enable effective planning and monitoring of activities. This position is a key enabler in achieving the team's objectives and delivering successful outcomes.

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	Lisa Wolski, 02 8108 0871
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DCA7D48F-9DFB-5BAA-E88B-E

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Defence

Vacancy VN-0765377

Department of Defence

Closing Date:Monday 26 January 2026

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ADFHQ/08996/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=10479974-8D34-E61B-651B-E465A0E15B60

Duties

The Role

Force Design Division is seeking enthusiastic individuals to contribute to the Department of Defence's key policy and national security functions to protect and further Australia's national interests. Your role will be to strengthen Australia's national security and economic resilience by using your analytical skills to enhance Defence's capability decisions. The Investment Portfolio Management Branch (IPMB) supports VCDF in his role as chair of the Investment Committee (IC), by providing information and reports necessary to support a portfolio of the size and complexity of the Integrated Investment Program (IIP). Additionally, it coordinates engagements necessary to support Capability Management, a core One Defence business process.

We have a number of opportunities on offer across the branch, ranging from developing and enhancing the One Defence Capability System, including capability policy, guidance and process; delivery of capability-learning initiatives; managing unapproved capability funding in the IIP; managing the forward work program of capability investment decisions and approvals; through to collating portfolio information on capability performance, including analysis and developing insights and lessons. In this role, you will operate with a high level of autonomy, possess superior stakeholder engagement skills and have a solid understanding of Defence capability.

You will work as part of a supportive team that will engage closely with Capability Sponsors, Delivery and Enabling Groups, Defence Finance Group, Contestability and Central Agencies, in particular, Prime Minister and Cabinet and the Department of Finance to understand proposed capability outcomes, as well as providing advice on Defence and Government requirements for project approvals. You will analyse capability submissions through world's best practice contesting methods, to provide evidence-based advice on affordability, best fit-for-purpose, ability to execute and risk. You will develop briefs to inform discussions and assist in decision making, as well as have opportunities to brief senior executives within the division in preparation for key committees.

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

About our Team

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

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

Our Ideal Candidate

Integrity, resilience, a willingness to learn, the ability to work effectively in a dynamic team within a high-tempo environment, and a commitment to deliver better Defence capability outcomes are key.

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

You will have opportunities for professional development, including formal qualification courses, continuation training and on-the job training. Through experience and feedback, you will develop the analytical, consultative and communications skills necessary to provide trusted advice on cutting-edge capabilities and the policy and processes to acquire and sustain them.

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	Jo Abbey, 0477 962 486
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=10479974-8D34-E61B-651B-E46

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Defence

Vacancy VN-0765392

Department of Defence

Closing Date:Thursday 08 January 2026

Defence Finance Group
Budgets & Financial Services

Job Title	Financial Statement Reporting Officer, Asset Accounting and Reporting Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DFG/09346/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=83236BD2-2483-25AA-E786-E465D994889B

Duties

The Role

There are number of roles for an APS 6 Officer within the Financial Accounting and Assets Executive Directorate and you will be accountable for some of the following:

- Understanding and implementing practical governance requirements, risk oversight and facilitating compliance with the financial management framework.
- Contributing proactively to the completion of Defence's external financial reporting and asset accounting functions including preparation and presentation of monthly and annual financial reporting and applying a risk based quality assurance processes, financial statement analysis and compliance with relevant accounting standards and internal accounting policies.
- Liaising and collaborating with a broad range of stakeholders including auditors, business areas, procurement and systems specialists, contractors and members of the military.
- Providing sound practical advice and guidance to stakeholders on technical financial accounting and asset assurance activities. Understanding, applying, aligning Defence's mission and business objectives to financial reporting and accounting.
- Providing clear and consistent communication, managing expectations and setting clear performance and behavioural standards.
- Designing and recommending solutions to audit and financial reporting issues. Resolving problems using expertise and taking the initiative to identify alternative courses of action.

About our Team

There is no single employer in the Commonwealth that offers the breadth of technical challenges that Defence Finance Group (DFG) tackle. Working in the Financial Accounting and Assets Executive Directorate means you will be applying your professional judgement and knowledge to a huge range of complex accounting issues.

The teams within the Executive Directorate are responsible for the full financial reporting function and the financial accounting of Defence. They are also accountable for policy advice, compliance assurance, conducting quality assurance checks on financial accounting activities and liaison with external auditors. The team's practical judgement is relied upon to deliver professional advice and reporting around complex assets, business processes, procurements and multi-year billion-dollar projects.

The team is responsible for the financial accounting of the largest entity in the Commonwealth. Career growth prospects are strong because if you understand financial accounting underpinning Defence you will gain a knowledge of the business and a competitive edge.

Our Ideal Candidate

Our ideal candidate will demonstrate:

- Strong analytical skills and attention to detail.
- Strong initiative, sound practical judgement and resilience.
- Strong written and oral communication skills.
- Ability to produce quality work within short timeframes.
- Excellent interpersonal and stakeholder engagement skills.
- A commitment to continuous improvement.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Ron Ng, 03 9200 1087
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=83236BD2-2483-25AA-E786-E46

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Defence

Vacancy VN-0765394

Department of Defence

Closing Date:Monday 15 December 2025

Security and Estate Group
Defence Security

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/09330/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EFFEB61A-DD3D-BFAE-E764-E465D9FF7C2E

Duties

The Role

As a Security Advisor in the Security Incident Coordination Centre, you will:

- Understand the security risk context with the Defence environment to provide advice on routine to complex security matters;
- Identify research and analyse protective security issues to provide guidance and direction to stakeholders to manage security incidents;
- Build and sustain productive and collaborative relationships with stakeholders to achieve protective security objectives.

About our Team

The Security Incident Coordination Centre (SICC) forms part of Security Threat and Assurance Branch, which undertakes a range of specialist enterprise security functions to protect Defence people, information and capabilities from security threats.

The SICC is responsible for the assessment of all security reports relating to the Department's people, information and assets.

They are responsible for providing complex protective security advice to stakeholders to enable appropriate security controls.

The SICC work closely with other Directorates, as well as key stakeholders across Defence to ensure security incidents are appropriately managed and mitigated.

Our Ideal Candidate

The SICC is seeking a highly motivated APS 5, who can assess security reports in a fast-paced environment under limited direction.

To be successful in this role you need to:

- Have the capacity to use your initiative and solve problems;
- Work collaboratively in a fast-paced and dynamic team environment;
- Possess excellent oral and written communication skills, with a demonstrated ability to liaise with internal and external stakeholders across all levels;
- Have excellent time management skills with the ability to prioritise multiple tasks; and
- Be flexible and adaptable in your work practices, open to feedback and committed to professional development to enhance your skills.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Tina Piddington, 02 6155 9574
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EFFEB61A-DD3D-BFAE-E764-E

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Defence

Vacancy VN-0765402

Department of Defence

Closing Date:Thursday 18 December 2025

NAVY
Deputy Chief of Navy

Job Title	Senior Navy Psychologist Research
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
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	Executive Level 1
Position Number	NAVY/09306/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=21E1C9C5-32CE-0EAE-8609-E465DAA0E22E

Duties

The Role

This is a civilian (non-uniformed) role, as part of the Australian Public Service (APS) workforce within Navy. You will be responsible for conducting mental health surveillance and data reporting, in addition to conducting discrete research projects. This includes coordinating surveillance and research requests, planning data collection, data analysis and reporting back to stakeholders.

You will be able to communicate about psychological trends and research outcomes effectively with with a wide range of stakeholders. You will also be responsible for providing meaningful recommendations for action based on the research outcomes. The position supports mental health programs in Navy, conducts governance and quality assurance activities, and provides high-level technical advice to Navy stakeholders.

The position also supports discrete organisational psychology services in location, including specialist selection and psychological assessments.

About our Team

Navy Psychology provides psychological support to Navy's uniformed workforce and contributes directly to Navy's capability and national security. The Navy Psychology organisation comprises high-performing civilian and uniformed psychologists, and is a valued element of the overall Navy team.

The Senior Navy Psychologist Research role strengthens the Navy workforce through mental health research and psychological services. You will work alongside the Navy Psychology team in Canberra, who provide a range of individual services and mental health programs to support the wellbeing of Navy members.

Navy Psychology benefits include:

- Financial support and paid time off for Continuing Professional Development (CPD).
- Reimbursement for Australian Health Practitioner Regulation Agency (AHPRA) registration fees.
- Negotiable flexible working opportunities.
- Positive and supportive work environment.
- Generous public service conditions (e.g. leave, superannuation).

Our Ideal Candidate

This role suits a psychologist who wants to combine their psychology knowledge and research skills outside of an academic environment.

Key attributes:

- Experience conducting research and data analysis.
- High-level written and oral communication skills.
- Critical thinking skills and ability to translate mental health data into useful recommendations.
- Initiative and capacity to work independently within a larger organisation.
- Experience conducting psychological assessments.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Registered as a Psychologist with the Psychology Board of Australia.

Notes

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To Apply

Position Contact	Belinda Radnidge, 02 6155 9043
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=21E1C9C5-32CE-0EAE-8609-E4

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Defence

Vacancy VN-0765408

Department of Defence

Closing Date:Thursday 18 December 2025

Navy
Deputy Chief of Navy

Job Title	Psychology Assistant
Job Type	Full-Time, Ongoing
Location	Potts Point NSW
Salary	$86,887 - $93,066
Future Merit Locations	Potts Point
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	NAVY/09373/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2128E468-E1BE-23C8-F31D-E465DC02200D

Duties

The Role

The APS 5 Psychology Assistant is responsible for all aspects of office administration in a busy psychology service. They will be the key point of contact for external enquiries, and responsible for managing appointment workflows, record keeping, and psychological test administration.

Key duties:

- Coordinate and perform practice management and administration duties, including client liaison, appointment scheduling, and records management.

- Administer, mark and record results of psychological and aptitudes tests and arrange the preparation of test materials and venues.
- Collate and conduct research activities including data management to support and advise the Senior Psychologist.
- Demonstrate and apply an understanding of client confidentiality requirements in accordance with legislation, policies and procedures.
- Tailor communication style and approach to meet the requirements of ADF personnel in a service environment.
- Work collaboratively and operate as an effective team member of a small team.
- Evaluate self-referred clients' requirements to provide appropriate services.
- Deliver basic psychoeducation presentations.

About our Team

The Navy Psychology East section is located at HMAS Kuttabul (Potts Point) on the beautiful Sydney Harbour close to the CBD and Royal Botanic Garden.

Our team consists of a Senior Psychologist, two APS 6 Psychologists, uniformed Navy Psychologists, and a Psychology Assistant. The team works together to achieve a high standard of psychology service provision, liaising regularly with command elements, health providers and other wellbeing stakeholders.

The section provides the full scope of Navy Psychology Services to Navy Fleet Units and the Garrison Shore Establishments in the Sydney area.

Our Ideal Candidate

We are looking for a highly motivated and experienced medical administrator. Experience in a psychology clinic or similar health environment is desirable, but not essential.

Key attributes:

- Ability to perform and achieve complex administrative tasks and activities under limited direction of the Senior Psychologist.
- A detail oriented and organised professional, with the ability to handle multiple tasks simultaneously.
- Ability to develop and maintain a strong understanding of relevant legislative and policy frameworks, and how they apply to Navy Psychology.
- An exceptional communicator who is comfortable engaging with a range of stakeholders.
- Willing to learn and deliver basic psychoeducation training presentations.
- An adaptable team player with a focus on building strong relationships.

Eligibility

Notes

Security Clearance:

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

Mandatory Qualifications:

This Occupation requires an assessment by a registered Psychologist as competent to undertake the required duties.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Belinda Radnidge, 02 6155 9043
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2128E468-E1BE-23C8-F31D-E4(

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Defence

Vacancy VN-0765409

Department of Defence

Closing Date:Monday 15 December 2025

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Strategic and International Policy Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ADFHQ/08840/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5AEDB811-34A2-D0E9-CEC5-E465DB6CA212

Duties

The Role

As the EL 1 Strategic Policy Lead within ASCA's Strategic Plans and Policy Team, you will lead the development and integration of strategic policy frameworks that guide Defence's capability acceleration efforts. You will ensure ASCA's strategic direction is aligned with Defence guidance and responsive to emerging threats, while fostering collaboration across Defence and government stakeholders.

Key Responsibilities:

- Lead the preparation and stewardship of strategic policy documents that define and advance ASCA's mission. Oversee the coordination, implementation, and performance reporting of ASCA's Strategic Plan, including the formulation of updates and assessment of progress against strategic objectives.
- Ensure ASCA's activities are strategically aligned and continuously monitored against key Defence strategies, including the National Defence Strategy, Defence Industry Development Strategy, and Defence Science & Technology Strategy, supporting coherence across Defence capability planning.
- Coordinate and integrate policy inputs from internal Defence stakeholders, including Strategy, Policy and Industry Division, Capability Managers, Defence Science and Technology Group (DSTG), and Capability Acquisition and Sustainment Group (CASG), to support whole-of-Defence policy coherence.

- Provide authoritative strategic policy advice to senior Defence leaders, contributing to high-level government submissions including Senate Estimates Briefs, Question Time Briefs, Ministerial briefings, and other parliamentary and executive documentation.
- Represent ASCA in strategic policy forums, interagency working groups, and whole-of-government engagements, advocating ASCA's priorities and shaping policy outcomes in alignment with Defence's strategic objectives.
- Provide leadership, mentorship, and guidance to junior policy staff, fostering a collaborative, high-performance culture that reflects Defence Values and supports professional growth and strategic capability development.

About our Team

ASCA's Strategic Plans and Policy Team plays a critical role in shaping the policy environment that enables Defence to accelerate capability development in response to emerging threats and strategic challenges. Led by the EL 2 Director, the team ensures ASCA's strategic direction is aligned with Defence priorities, whole-of-government objectives, and international partnerships.

We are seeking motivated policy professionals to join a high-performing team that operates at the intersection of strategy, innovation, intelligence, and international engagement. This is a unique opportunity to contribute to Defence's most forward-leaning capability initiatives, including AUKUS Pillar II and allied innovation partnerships.

Key functions of the team include:

- Develop and integrate strategic policy frameworks that guide ASCA's mission.
- Align ASCA's activities with key Defence or other key whole of government strategies or policies as applicable, including the National Defence Strategy and Defence Industry Development Strategy.
- Coordinate international policy engagement relating to ASCA activities across bilateral and multilateral forums.
- Represent ASCA in strategic policy working groups and interagency engagements.
- Ensure policy advice is informed by intelligence assessments and responsive to strategic risks or changes to policies.
- Prepare high-level briefs and submissions for senior Defence leaders and Ministerial stakeholders.
- Foster a collaborative, high-performance culture that upholds APS and Defence values.

Our Ideal Candidate

We are seeking motivated and capable individuals who thrive in a high-tempo, dynamic environment and are committed to delivering outcomes that support Defence's strategic objectives. ASCA encourages innovative thinking, calculated risk-taking, and a willingness to challenge established approaches—always with professionalism, integrity, and respect.

As an EL 1, you will be a strategic contributor with demonstrated experience in policy development, ideally within Defence, national security, innovation, or related sectors. You will be confident in synthesising complex information, engaging with diverse stakeholders, and delivering high-quality advice in fast-paced settings.

You will bring strong organisational, communication, and stakeholder engagement skills, along with the ability to work collaboratively and contribute positively to a respectful and inclusive workplace culture. You will also support the development of junior staff and contribute to a high-performance team environment.

We welcome applications from individuals with experience in strategic policy, international relations, Defence capability development, innovation, or intelligence. Your expertise will help shape ASCA's policy direction and contribute to Defence's capability acceleration mission.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Sharon Johnson, 02 5108 8490
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5AEDB811-34A2-D0E9-CEC5-E4

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Defence

Vacancy VN-0765413

Department of Defence

Closing Date:Thursday 11 December 2025

Defence People Group
People Services and Wellbeing

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$86,887 - $93,066
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/09413/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=53F112E6-2C31-FECA-E757-E465DC7D55D0

Duties

The Role

Opportunities exist for highly motivated and experienced individuals to provide executive support to Defence Senior Leaders at the Band 2 and 2 Star rank within Defence. The Senior Leadership Group includes both Senior Executive Service (SES) and Australian Defence Force (ADF) officers.

With limited supervision you will manage the office of a SLG member. Duties include calendar management, preparation of correspondence, organising meetings, arranging travel, coordinating briefing packs, managing office systems and records including financial. The Executive Assistant (EA) will also provide administrative and operational support to the respective Division and Branches.

You will guide and mentor other EAs within your Division. On occasion, you will also be required to support the Senior EA to the SES Band 3 or 3 Star military equivalent.

Please Note:

- As a Department of Defence employee, you must be able to obtain, hold and maintain an Australian security clearance. As there are multiple APS 5 EA opportunities across the Defence enterprise, clearance levels may vary - Baseline, Negative Vetting 1, Negative Vetting 2 or Positive Vetting. If you are found suitable to be placed in the merit pool, the clearance level that you will require is position dependent.
- Any merit pool established through this recruitment process will be used exclusively to fill Executive Assistant positions within the Department of Defence. It will not be shared with or accessible to other government departments.

Our Ideal Candidate

The EA plays a key role in promoting and influencing a shared civilian/military commitment to the strategic direction of Defence. The position is one of trust, and discretion. As an APS 5 EA, in working directly with members of the SLG, it is crucial individuals are suitably experienced and skilled, professional, have strong communication skills, and work well under pressure.

Candidates will be well organised, demonstrate a high-level of initiative, can manage competing priorities, work independently, and the ability to collaborate effectively in a fast-paced environment. You will proactively anticipate the needs of your senior leader, exercise flexibility and resilience. You will have excellent time management skills, strong attention to detail and excel at building and maintaining stakeholder relationships.

Candidates will be self-aware, with a positive attitude, demonstrating consideration and respect for a diversity of ideas and perspectives of others. Candidates will be proficient in the use of Microsoft Office, and experience with using records management systems, and financial management systems.

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	Defence EA Recruitment, defence.earecruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=53F112E6-2C31-FECA-E757-E4

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Defence

Vacancy VN-0765427

Department of Defence

Closing Date:Thursday 01 January 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Inventory Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$79,176 - $86,438
Future Merit Locations	Edinburgh
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	JCG/09392/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=53C31D26-5874-39F3-38A2-E465DD3F8BAF

Duties

The Role

The APS 4 Inventory Officer is an integral member of the Warehousing and Distribution team at Joint Logistics Unit (South). You will work within an integrated team of Australian Public Service (APS) and Australian Defence Force (ADF) members to support and assist with the following functions:

- Conduct monitoring of group tasking or requests to the unit;
- Direct support and reporting to the Inventory Manager;
- Assist or action warehousing & distribution inquiries from regional dependencies;
- Assist with oversight of warehouse and distribution functions, ensuring timely responses to requests or support requirements;
- Coordinate and action the disposal of Commonwealth-owned equipment in accordance with relevant policies, procedures, and legislative requirements;
- Assist operations and dependencies within the region requiring Warehouse and Distribution support.

About our Team

Joint Logistics Unit (South) is an integrated workforce providing varying levels of Warehousing, Distribution and Maintenance logistical services to Defence in South Australia.

Under Logistics Operations Branch, our joint team of Military, Commonwealth and Industry Partner Contractors deliver support from multiple sites at Edinburgh and our extended regional areas.

Within our unit, our reputable teams foster a culture of reliable service delivery, prompt support & subject matter expertise. We value leadership, communication and conscientiousness in our people, focusing on our stakeholders and enabling Defence capabilities.

Our Ideal Candidate

Our ideal candidate will be an experienced inventory officer with the capability to take role ownership and be a subject matter expert within Joint Supply Chains.

The role will be best suited to someone who has:

- Experience in a similar role, particularly logistics, warehousing, inventory and supply chain management;
- Experience in supporting delivery service contracts that require collaboration and relationship management to achieve outcomes;
- Experience with integrated logistics support systems or enterprise resource planning systems;
- Demonstrated level of high quality written and verbal communication.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Kara Franklin, 02 5108 2702
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=53C31D26-5874-39F3-38A2-E46

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Defence

Vacancy VN-0765434

Department of Defence

Closing Date:Sunday 11 January 2026

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Project Support Officer - IASPO
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
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	CASG/08812/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A98EF33D-1C72-B01A-729B-E46613FE0238

Duties

The Role

The Information Assurance Systems Program Office (IA SPO) is seeking a highly motivated APS 5 Program Governance Officer who will support the delivery and implementation of governance and compliance measures for the management of Defence materiel and Business outcomes.

Key responsibilities of the role include, but are not limited to:

- Identifying and interpreting relevant legislation, regulations, and policies in support of business processes.
- Developing, managing and maintaining approval applications for controlled Defence material.
- Working with limited guidance in undertaking specialist research, conducting investigations, and performing procedural support work.
- Providing succinct, clear, and accurate advice to internal and external to Defence stakeholders.
- Assisting in the development of Plans, Procedures, Instructions and Standing Orders to support business objectives.
- Supporting Program compliance regarding corporate performance, WHS and Security.

About our Team

(IA SPO) is part of Joint Command, Control, Communications, and Computers Systems (JC4S) Branch within Joint Systems Division (JSD) of the Capability Acquisition and Sustainment Group (CASG), delivering and sustaining information assurance technology in support of the Australian Defence Organisation.

The APS 5 Program Governance Officer position is based in Canberra, and is part of a small, collaborative team that provides compliance and governance advice to all functions within IASPO and to external stakeholders.

Our working environment offers a diverse range of work and the opportunity to engage with multiple stakeholders across Defence, Government and beyond. Our team values the work-life balance, training and professional development.

Senior Leadership provides guidance, support and opportunities for professional development to ensure team members have everything required to succeed and grow. There will be comprehensive training and resources available for the successful candidate to ensure they are effective within the role.

Our Ideal Candidate

Our ideal candidate will:

- Be able to develop and maintain relationships with a wide range of stakeholders.
- Be outcome-focused with a dedication to achieve results.
- Be positive, demonstrating initiative and a willingness to learn.
- Be collaborative and willing to support the needs of the team.
- Interpret and apply Commonwealth Procurement Rules with limited direction in a fast-paced environment.
- Contribute to team capability by engaging with coaching, feedback and planning for personal development.
- Maintain knowledge of and 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 "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Jonathan Lee, 02 5133 3852
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A98EF33D-1C72-B01A-729B-E4

Defence

Vacancy VN-0765435

Department of Defence

Closing Date:Thursday 08 January 2026

Defence Finance Group
Budgets & Financial Services

Job Title	Financial Statement Reporting Manager, Asset Accounting and Reporting Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$120,303 - $135,701
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DFG/09350/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9A41D88F-5BB4-E35D-CB90-E465DBF759A0

Duties

The Role

There are number of roles for an Executive Level 1 Manager within the Financial Accounting and Assets Executive Directorate and you will be accountable for some of the following:

- Accountable for leading and managing a team by setting priorities, managing workflows and resources, and driving strategies to achieve business outcomes. Ensures clear communication, establishes performance standards, and develops team capability through guidance, delegation, and performance management.
- Understanding and implementing practical governance requirements, risk oversight and facilitating compliance with the financial management framework.
- Contributing proactively to the completion of Defence’s external financial reporting and asset accounting functions including preparation and presentation of monthly and annual financial reporting and applying a risk based quality assurance processes, financial statement analysis and compliance with relevant accounting standards and internal accounting policies.

- Liaising and collaborating with a broad range of stakeholders including auditors, business areas, procurement and systems specialists, contractors and members of the military.
- Providing sound practical advice and guidance to stakeholders on technical financial accounting and asset assurance activities. Understanding, applying, aligning Defence's mission and business objectives to financial reporting and accounting.
- Providing clear and consistent communication, managing expectations and setting clear performance and behavioural standards.
- Designing and recommending solutions to audit and financial reporting issues. Resolving problems using expertise and taking the initiative to identify alternative courses of action.

About our Team

There is no single employer in the Commonwealth that offers the breadth of technical challenges that Defence Finance Group (DFG) tackle. Working in the Financial Accounting and Assets Executive Directorate means you will be applying your professional judgement and knowledge to a huge range of complex accounting issues.

The teams within the Executive Directorate are responsible for the full financial reporting function and the financial accounting of Defence. They are also accountable for policy advice, compliance assurance, conducting quality assurance checks on financial accounting activities and liaison with external auditors. The team's practical judgement is relied upon to deliver professional advice and reporting around complex assets, business processes, procurements and multi-year billion-dollar projects.

The team is responsible for the financial accounting of the largest entity in the Commonwealth. Career growth prospects are strong because if you understand financial accounting underpinning Defence you will gain a knowledge of the business and a competitive edge.

Our Ideal Candidate

Our ideal candidate will demonstrate:

- Proven ability to lead and develop a team to achieve business outcomes.
- Strong analytical skills and attention to detail.
- Strong initiative, sound practical judgement and resilience.
- Strong written and oral communication skills.
- Ability to produce quality work within short timeframes.
- Excellent interpersonal and stakeholder engagement skills.
- A commitment to continuous improvement.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Ron Ng, 03 9200 1087
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9A41D88F-5BB4-E35D-CB90-E4

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Defence

Vacancy VN-0765439

Department of Defence

Closing Date:Thursday 15 January 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Maintenance Systems Officer
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/09435/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=87AAAB7D-BE69-62AD-4A21-E4778B88E13D

Duties

The Role

The Maintenance Systems Officer acting as the Regional Product Schedule Manager (PSM) is responsible for regional financial planning and must exercise a Financial delegation in-line with the Australia Defence Force funded Product Management Plans. The PSM performs a governance role with respect to local industry suitability, to conduct Defence platform maintenance work in a secure environment appropriate to the platform. This position is critical in Maintenance Service delivery in the North Queensland Region and is responsible for the timely, quality delivery of locally assigned Product Schedule/s. This position will work closely with the customers and Logistic Operations Branch Directorate Product Management Team to manage product schedules, budgets and service delivery. This position will contribute to the customer requirements assessment and strategy development.

The position also facilitates ongoing discussion between dependencies, Original Equipment Manufacturer (OEM), other Defence Groups and Stakeholders and capability manager directed requirements. Under the Joint Logistic Command Defence Maintenance Contract (delivered nationally but executed regionally), daily maintenance activities are managed by the Industry Partner, while planning, approval as well as governance and assurance activities remains a Commonwealth responsibility. You will serve as a key integration point between the Commonwealth and Industry. You will also collaborate with Maintenance, Warehousing, and other directorates within the Logistics Operations Branch to support contract performance reporting and governance, ensuring value for the Commonwealth and achievement of strategic outcomes.

About our Team

Joint Logistics Unit-North Queensland is an enthusiastic and professional mix of military and civilian employees who are passionate about supporting soldiers, sailors and aviators across North Queensland. The unit is dedicated to delivering essential logistics services including warehousing, distribution, equipment maintenance and clothing store support to enable military operations. It does this from modern facilities on Lavarack and Ross Island Barracks in Townsville and a smaller satellite site in Cairns.

Joint Logistics Unit-North Queensland's span of responsibility stretches from Rockhampton in the South, to Thursday Island in the North & to Mt Isa in the West. The unit utilises a broad range of internal skills, together with close relationships with Industry Partners operating under National contracts, to provide excellent logistics support to a wide range of military units across North Queensland. Joint Logistic Unit (North Queensland) is one of seven Units across Australia providing networked Logistic effects in support of Defence objectives.

Our Ideal Candidate

Our ideal candidate will have extensive experience in coordination or execution of maintenance, or be a logistics professional, providing policy advice in relation to complex work and the ability to contribute to strategic planning, program and project management and policy development. JLU-NQ are responsible for a wide variety of capability, including Armoured Vehicles (Tanks), Light and Heavy Vehicles (G Wagon and Rheinmetall Vehicles), Engineering Equipment, Generators and Field Equipment, Marine Vessels, Electronic and Communication systems and Weapons. This employment opportunity will be used to fill current and upcoming vacancies across all of these capability types. You will have experience working in a team environment and being accountable to set work priorities and manage workflows.

Key attributes, knowledge and experience we are looking for:

- Experience in a similar role, in particular maintenance execution or service, logistics or related field.
- Experience in fleet financial management and contract compliance.
- Commitment to best practices in fleet and materiel maintenance.
- Ability to coordinate the workflow of a small team, including monitor work practices, set priorities within the work area, develop processes and champion improvement opportunities.
- Strong time-management skills, including the ability to prioritise a changing workload and negotiate an outcome.
- Excellent interpersonal skills and stakeholder engagement capabilities, with a proven ability to build and maintain effective relationships with team members and key stakeholders to achieve desired results.
- Communicate consistently and clearly with internal and external stakeholders on simple and complex problems, both written & verbal.

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	Robert Pontifex, 07 4446 2595
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=87AAAB7D-BE69-62AD-4A21-E4

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Defence

Vacancy VN-0765450

Department of Defence

Closing Date:Thursday 18 December 2025

Defence Digital Group
Enterprise Resource Planning

Job Title	Quality Assurance and Test Manager
Job Type	Full-Time, Ongoing
Location	Laverton VIC, Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Laverton, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DDG/09313/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=718C26CC-492D-7C6B-A0EB-E46618A5AA76

Duties

The Role

The Enterprise Functional Integration and Technology (EFIT) team within the Enterprise Resourcing Planning (ERP) Support Organisation (ESO) is looking for an experienced Quality Assurance and Test Manager to support the Director of EFIT. You will be leading and coordinating testing activities, and drawing on your deep knowledge of testing principles, IT standards, and policy frameworks, ensure compliance and quality assurance for the business and end users by:

- Leading the design, development, and implementation of test automation methodologies, frameworks, and solutions;
- Collaborating with cross-functional teams, contribute to the continuous enhancement of test automation strategies and frameworks;
- Endorsing Test Summary Report and track recommendations;
- Ensuring that all testing activities are conducted in accordance with industry best practices and standards.

About our Team

The ERP Support Organisation is part of the ERP Division, a key enabler of the One Defence reform agenda.

ERP will standardise and integrate critical functions needed to run the Department into a single SAP platform resulting in a major capability uplift for Defence.

Our Ideal Candidate

Our ideal candidate will demonstrate:

- Extensive experience in software testing including automated and manual testing techniques;
- Strong technical skills in test case design, execution, and defect management using modern tools and frameworks;
- A deep understanding of quality assurance principles, IT standards, and policy frameworks;
- Excellent documentation and reporting skills, ensuring clarity and compliance with legal and procedural standards;
- Excellent written and oral communication skills, with the ability to translate technical information to understanding of a layperson;
- Ability to work under pressure and be adaptable to rapid change of priorities;
- Good stakeholder management skills and an ability to influence and persuade others to work toward a common vision or goal.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	DDG Recruitment,
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=718C26CC-492D-7C6B-A0EB-E4

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Defence

Vacancy VN-0765457

Department of Defence

Closing Date:Sunday 04 January 2026

Defence People Group
People Services and Wellbeing

Job Title	PMKeyS Project Lead and PMKeyS Team Leads
Job Type	Full-Time, Ongoing
Location	Bandiana VIC, Canberra ACT, Melbourne VIC, Raymond Terrace NSW
Salary	$95,187 - $108,734
Future Merit Locations	Bandiana, Canberra, Melbourne, Raymond Terrace
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/09145/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=76DD3C07-CC8F-443E-2A5A-E46650044D45

Duties

The Role

PMKeyS Enhancements Project Lead:

Leads and coordinates payroll system changes to support HR and payroll activities, ensuring integration with Defence systems and alignment with strategic priorities.

Key Responsibilities:

- Supported by technical experts, identify and scope PMKeyS changes.
- In partnership with external providers, lead and manage PMKeyS projects including developing and maintaining project documentation, monitoring and tracking project status and deliverables, providing accurate and timely project updates and ensuring accurate project governance.
- Identify, engage and build relationships with key stakeholders and customers to understand business requirements, coordinating their project involvement and support the successful implementation of projects.
- Support, and where required oversee, the User Acceptance Testing (UAT) for PMKeyS projects.
- Provide ad hoc advice and guidance, related to PMKeyS, as required.

PMKeyS Access Management & Governance Team Lead:

Oversees PMKeyS Access Management and HR Data Governance services, ensuring accurate processing, compliance with security/privacy protocols, and alignment with business priorities.

Key Responsibilities:

- Manage team output to meet accuracy and timeliness targets.
- Allocate tasks, prioritise requests, and balance workloads.
- Monitor performance, resolve delays, and implement corrective actions.
- Guide staff on access policies, security classifications, and privacy provisions.
- Handle complex or sensitive access and governance cases.
- Coordinate weekly operational reporting, highlighting risks and trends.
- Build strong relationships with HR stakeholders, Payroll, ICT, and Assurance teams.

People & Engagement Forms Modernisation Team Lead:

Leads a geographically dispersed team managing over 100 forms, driving modernisation and supporting payroll excellence.

Key Responsibilities:

- Deliver form amendments and enhancements due to policy, determination, legislative and other required changes to support payroll administration centres to deliver excellence in payroll service.
- Manage projects to transition PDF forms to a digital platform.
- Liaise with stakeholders to implement strategies to support strategic horizon for forms use in an evolving climate.
- Undertake analysis to identify improvements for customers, payroll transactors and other stakeholders.
- Develop and maintain excellent stakeholder relationships across the Defence Organisation.
- Lead a team to provide clear guidance, including managing team workload, ensuring accuracy and meeting deadlines.

- Provide training and development opportunities for team members.
- Effectively interpret and apply legislation, policy, guidelines and procedures to make informed decisions for Defence (ADF and APS) and supported Agency employees.
- Provide regular reporting and advice to leadership.

About our Team

People Systems and Payroll Services within Defence People Group enables Defence capability and supports the Defence community through resilient and trusted people and payroll services.

Our core business includes:

- Developing, sustaining and managing people and payroll systems including data security.
- Delivering timely and accurate payroll services for approximately 100,000 Defence people.
- Providing reliable people and payroll systems advice and, where appropriate, influencing reform across the Department.

Our Ideal Candidate

Our ideal candidate will:

- Be solution and customer focused with the ability to analyse problems, think critically and logically, and develop innovative, workable and customer-centric solutions.
- Have a strong level of strategic awareness and the ability to quickly comprehend complex and technical concepts, readily applying and communicating these concepts.
- Be a high-performing leader of people and outcomes, whether as a team or project lead. Including experience working collaboratively with high performing, geographically dispersed teams to achieve desired outcomes.
- Demonstrate a professional approach to building relationships and working collaboratively with stakeholders to identify, anticipate and responded to stakeholder needs and deliver project outcomes.
- Demonstrate a high-level of organisational skills with the ability to be agile and adaptive in their approach to changing priorities, circumstances and deadlines.
- Have highly developed written and verbal communication skills that demonstrate the ability to be accurate, concise and compelling.
- Effectively interpret and apply legislation, policy, guidelines and procedures to make informed decisions.
- Be enthusiastic and willing to learn to build technical PMKeyS knowledge and capabilities.

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	Emily Gatt, 02 6192 7705
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=76DD3C07-CC8F-443E-2A5A-E4

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Defence

Vacancy VN-0765459

Department of Defence

Closing Date:Thursday 01 January 2026

Defence Digital Group
Enterprise Resource Planning

Job Title	Assistant Director - Service Delivery
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD, Darwin NT, Adelaide SA, Perth WA, Hobart TAS
Salary	$120,303 - $135,701
Future Merit Locations	Canberra, Melbourne, Sydney, Brisbane, Darwin, Adelaide, Perth, Hobart
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DDG/08759/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B651DA22-BD59-DD88-6B2C-E466504FD280

Duties

The Role

Joining the ERP Support Organisation (ESO) as Assistant Director – Service Delivery offers a rare chance to be at the forefront of one of Defence's most significant transformation initiatives. This role places you in a dynamic environment where your leadership and operational expertise will directly ensure critical ERP sustainment services across a complex and evolving landscape.

You will be part of a high-performing energised team driving innovation and continuous improvement, contributing to the strategic decision-making, engaging with stakeholders at all levels, with an opportunity to shape service delivery outcomes that impact Defence's capabilities.

About our Team

Enterprise Resource Planning (ERP) is a key enabler of the One Defence reform agenda. ERP will standardise and integrate critical functions needed into a single SAP platform delivering a major capability uplift for Defence.

The ERP Support Organisation (ESO) with Defence Digital Group (DDG) is responsible for the coordination of ERP sustainment services across legacy applications and SAP capabilities.

ESO adopts the DDG Service Integration and Management (SIAM) framework for end-to-end ICT service integration and delivers integrated governance, operating model, processes and structure in support of the ERP Operating Model.

Our Ideal Candidate

Please get in touch if you believe you are

- Proficient in ITIL Service Management Lifecycle
- Have well developed skills in continual service improvement
- Ability to analyse and understand business impacts
- Expert at developing, managing and influencing large cross-functional teams
- Ability to work under pressure and managing competing priorities ESO will continue to grow and transform and so will you with a variety of opportunities to exercise your knowledge, skills and leadership qualities.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	DDG Recruitment, ddg.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B651DA22-BD59-DD88-6B2C-E4

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Defence

Vacancy VN-0765478

Department of Defence

Closing Date:Thursday 18 December 2025

Guided Weapons and Explosive Ordnance
GWEO Capability Development Division

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	GWEO/09506/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=31799C23-7675-D086-1C3F-E46652FEE8BB

Duties

The Role

As an EL 1 Capability Analyst, you will lead the development of concepts for future guided weapon production capabilities that align with strategic objectives. You will explore and shape pathways with international partners, establishing and managing agreement requirements to enable collaborative outcomes. This role requires engaging with a broad range of internal and external stakeholders, including international governments and Defence industry partners, to ensure alignment and interoperability. You will actively seek knowledge and apply systems thinking to deliver well-researched concepts and frameworks that inform leadership on future options. Clear and persuasive communication of these pathways to senior decision-makers will be essential. Additionally, you will manage a small team, fostering collaboration and guiding them to deliver innovative, practical solutions that support long-term capability development.

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

Note: This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

About our Team

The Guided Weapons and Explosive Ordnance (GWEO) Group is a top priority for the Australian Government and plays a critical role in ensuring the future security and stability of the nation. We welcome individuals who are passionate about shaping Defence capability. GWEO is committed to providing our people with a diverse, inclusive, and supportive workplace that promotes work-life balance. We invest in training and development to ensure your career with us is both professionally and personally rewarding.

Our team sits within the Guided Weapons Production Capability (GWPC) Branch, working closely with industry partners to establish advanced manufacturing initiatives in Australia. The GWPC Operations team provides critical insights into current activities while driving capability development of work packages that shape future GWEO manufacturing pathways. We are a multidisciplinary and diverse team, combining technical, strategic, and operational expertise. Our focus is on delivering practical, outcome driven solutions that enhance Defence capability and support long-term security objectives.

Our Ideal Candidate

The ideal candidate will demonstrate:

- Lead with impact, overseeing the development and delivery of work while mentoring and supporting a small team to achieve objectives.
- Thrive in complexity, remaining adaptable and applying sound judgment in uncertain or rapidly changing environments.
- Drive meaningful outcomes, ensuring initiatives progress effectively and deliver real impact.
- Act decisively, spotting opportunities early and implementing practical solutions with initiative and foresight.
- Capability development experience, with the ability to navigate complex international partnerships and develop agreement requirements that align with strategic objectives.

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	Rebecca Byers, 02 5109 5948
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=31799C23-7675-D086-1C3F-E46

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Defence

Vacancy VN-0765481

Department of Defence

Closing Date:Sunday 04 January 2026

Governance Group
Defence Integrity

Job Title	Investigative Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
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	GG/09477/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3E83D753-9CD9-864F-5479-E46652A352CF

Duties

The Role

The duties of an APS 5 Investigative Assistant in Defence include the following:

- Under guidance, assess reports of fraud or misconduct and use sound judgment to categorise the jurisdiction, complexity and seriousness of allegations.
- Provide support to investigations into allegations of serious misconduct and fraud related offences in accordance with relevant legislation, policies and procedures.
- Develop, contribute to, and deliver high-quality reports into allegations of fraud and corruption related offences.
- Record to, and retrieve knowledge from, relevant databases to support the Defence mission.
- Engage, independently and as part of a team with relevant stakeholders, clients, and other Defence Investigative Authorities.

- Provide administrative and analytical assistance to investigators as required in support of criminal and administrative investigations.
- Develop and maintain an understanding of legislative, policy, and regulatory frameworks related to Defence integrity and investigations.
- Ensure assessments, activities and results are appropriately recorded within the case management system.

About our Team

The Directorate of Investigations in the Fraud Investigations and Public Interest Disclosure Branch delivers Defence's fraud investigations capability. The Directorate works closely with other Defence Investigative Authorities to support the organisation's response to integrity risks.

Fraud investigations are a critical element of Defence's system of control for preventing, detecting and dealing with fraud, enabling Defence's compliance with the Commonwealth Fraud and Corruption Control Framework 2024 and Fraud and Corruption Rule 2024.

Through effective and timely responses to alleged fraud and corruption including investigations resulting in successful prosecution of fraud and corruption offences, the Directorate has key role in preventing and dealing with fraud in Defence. The work of the Directorate contributes to mitigating risk of fraud against Defence and the Commonwealth more broadly, which is critical to ensuring funds are available for their intended purpose and maintaining public confidence in the Government.

Our Ideal Candidate

To be successful in this role, you will be self-motivated and demonstrate the following qualities and abilities to achieve results:

- Experience in investigations, intelligence, and case management or similar functions, including criminal fraud and procurement related activities.
- A keen, motivated and engaged team player with excellent decision making and critical thinking skills, willing to work collaboratively with others.
- Display a high level of integrity both inside and outside the work environment.
- Can work effectively within a framework of legislation, policy and procedures to maintain the trust and confidence of Defence senior leadership and the Australian Government.
- Represent the Branch Head and Director of Investigations, to provide quality, trusted and timely advice through delivering an investigative response function in support of enabling Defence capability.
- The highest professional calibre looking to further your career in an organisation that will support your professional development while delivering on the principle of work/life balance.

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	Kelly Novak, 02 6115 3467
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3E83D753-9CD9-864F-5479-E46

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Defence

Vacancy VN-0765502

Department of Defence

Closing Date:Thursday 08 January 2026

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Information & Records Management Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/09379/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B83374B4-289C-4AC7-E73A-E4775083219D

Duties

The Role

The Offshore Patrol Vessel (OPV) Branch is seeking a motivated and capable APS 6 Information & Records Management Officer to contribute to the successful delivery of six OPVs into service.

This role offers an excellent opportunity to develop your skills in a complex acquisition environment, contribute to national capability outcomes, and work closely with Defence industry and internal stakeholders. Key duties include:

- Administering electronic and data management systems to classify, store, and retrieve project records and correspondence.
- Manage receipt and the timely distribution of contract deliverables in compliance with Defence policies and security standards.
- Draft and maintain correspondence templates, draft communications to industry and provide staff training on records management processes.
- Engage with stakeholders to understand expectations, improve processes, and ensure all artefacts are captured and maintained in line with legislative and governance requirements.

About our Team

The Offshore Patrol Vessels (OPV) Branch is delivering the Arafura class Patrol Boat to the Royal Australian Navy, under Project SEA1180 Phase 1. The primary role of the OPV will be to undertake constabulary missions, maritime patrol and response duties to operate alongside Australian Border Force vessels, and other Australian Defence Force units and regional partners. The OPV Branch provides the liaison between the Navy Capability Manager and the activities within the shipyards, and conducts assurance activities to ensure that the contracted capability requirements are met.

Our Ideal Candidate

Our ideal candidate is a detail-oriented problem solver who delivers results under pressure while maintaining accuracy and compliance.

The ideal candidate has strong records management experience, excellent communication and stakeholder engagement skills, and the ability to influence outcomes. They will also have well-developed judgement and initiative with an innovative approach to problem solving.

They will provide detailed information and records management technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

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	Jean Cormick, 02 5131 3387
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B83374B4-289C-4AC7-E73A-E4

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Defence

Vacancy VN-0765519

Department of Defence

Closing Date:Thursday 18 December 2025

Defence Digital Group
Military Systems

Job Title	Solutions Architect
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Laverton VIC, Melbourne VIC, Sydney NSW
Salary	$120,303 - $135,701
Future Merit Locations	Canberra, Laverton, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DDG/08907/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=654848A6-D9DC-883E-7AB7-E47752D09A48

Duties

The Role

The Defence Digital Group (DDG) Engineering Branch is seeking experienced Solutions Architects with strong capabilities in systems architecture, technical leadership, and software engineering. These roles are pivotal in delivering secure, scalable IT solutions that enable future ICT transformations across Defence environments.

We’re looking for individuals with a desire to make real change and a deep understanding of architectural principles, patterns, and frameworks, backed by hands-on experience delivering transformational IT projects and systems. In this role, you will translate Defence’s business needs into robust, end-to-end architectural solutions by:

- Analysing current systems to design comprehensive technical solutions that future-proof Defence’s IT landscape.
- Advising on the selection of hardware, software, and other technologies, and providing technical direction to development teams.
- Overseeing solution implementation to ensure alignment with the broader IT landscape and Organisational objectives.
- Proactively identifying project risks and issues, and driving effective mitigation strategies.
- Communicating complex technical concepts in clear, accessible language for both technical and non-technical stakeholders, including product owners, capability managers, and senior leaders.
- Creating and maintaining documentation such as user stories, component specifications, and implementation designs.
- Participating in assurance reviews and governance processes.

If you think you have what it takes, and these are your areas of passion, please apply, or get in touch with the contact officer to learn more about the role. We are growing our workforce, and you could be just what we are looking for.

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

About our Team

You will be part of a team of ICT professionals delivering complex projects across key Digital domains in both the Military and Enterprise Systems Divisions within Defence Digital Group (DDG). In this role you will be a leader, provide technical expertise and mentorship to junior team members in a matrixed construct, as teams and individuals embedded into projects as needed.

As a Digital Engineer in DDG you may either:

- Lead a team of ICT professionals experienced in key technology platforms/products, or
- Work individually on projects as the technical engineering SME. We commit to providing additional professionalisation for the right candidates so you can continue to grow and develop your career.

Our Ideal Candidate

We’re seeking candidates who bring:

- Extensive experience in analysing requirements, designing solutions, and assuring large-scale enterprise ICT systems that support complex and transformational business needs.
- Expertise in hybrid and multi-cloud networks, multi-technology integration, DevSecOps practices, ICT solutions architecture, software engineering, and model-based engineering.
- Proven ability to develop and maintain solution architecture documentation and conduct architecture evaluations.
- A strong track record of translating business needs into technical solutions aligned with enterprise architecture roadmaps and security frameworks.
- Experience in solution assurance and governance, including maintaining traceability, stakeholder alignment, and structured decision-making.
- A sense of adventure and a willingness to contribute to new ways of working within the Branch.
- Excellent communication and collaboration skills, with the ability to work across cross-functional teams and foster a high-performance culture.

DDG has a strong learning pathways and will support your professionalisation journey.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a

range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit https://www.defence.gov.au/jobs-careers

To Apply

Position Contact	DDG Recruitment, ddg.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=654848A6-D9DC-883E-7AB7-E4

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Defence

Vacancy VN-0765574

Department of Defence

Closing Date:Wednesday 14 January 2026

ARMY
ADFHQ-Office of Chief of Army

Job Title	Project Coordination Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ARMY/09410/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=18BD0047-C9DC-EEF4-5712-E477C73D40F3

Duties

The Role

Are you ready to accelerate the adoption of Army's next generation land capabilities? By leveraging robotics, AI, autonomy, and other emerging technologies, the Army's Robotics and Autonomous Systems Implementation Coordination Office (RICO) translates concepts into solutions that strengthen Army's ability to respond to emerging threats.

As an APS6 Project Support Officer, you will lead and coordinate complex RICO projects, ensuring project outcomes deliver operational advantage. You will manage stakeholder engagement, support project planning and governance processes, and contribute to Army's capability development strategies. Responsibilities include preparing complex briefs and submissions for senior decision-makers, managing risks and schedules, and guiding project teams to deliver results.

You will also coach and mentor staff, fostering a culture of collaboration and innovation. You will work directly to the Project Manager to and support with strong leadership, strong problem-solving skills, and the ability to exercise judgement in complex environments.

Your role:

- Lead development and maintenance of project planning and governance processes
- Prepare complex briefs, reports, and submissions for senior decision-makers.
- Manage stakeholder engagement and anticipate needs.
- Monitor risks, schedules, and performance to ensure successful delivery.
- Assist the project manager in the development of project management documents such as project budgets, project schedules, scope statements and project plans.
- Execute project management administrative tasks such as managing invoices, purchase orders and inventory reports.
- Meeting with project clients to assess their needs and define project requirements, acceptance criteria and project timelines.
- Assign tasks to team members and help them understand what is expected from them in terms of project milestones and deliverables.
- Help project managers monitor project progress and team members' performance and provide updates to project stakeholders.

About our Team

RICO enables Army to innovate at speed, creating opportunities for operational advantage and strengthening its ability to respond to emerging threats. We leverage emerging technologies to deliver practical solutions that enhance Army's capabilities and maintain a decisive edge in dynamic environments.

Our approach is founded on innovation, collaboration, and a commitment to excellence. We work closely with soldiers, commanders, and partners across Defence, industry, academia, and international networks to accelerate capability development. Through experimentation and integration of robotics, AI, and autonomy, RICO ensures Army is future-ready and equipped to adapt to evolving challenges.

Our Ideal Candidate

Our ideal candidate is someone who can bring and share their knowledge, qualifications and experience to a cohesive team with diverse qualifications and skills. We are seeking a team player who is collaborative in your approach to delivering project outcomes.

The successful applicant will possess the following skills and capabilities:

- Well-versed in project management methodology.
- Able to lead planning and governance processes and mentor others.
- Ability to quickly adapt to an innovative and developing project environment.
- Strong verbal and written communication skills for preparing complex briefs and influencing decisions.
- Ability to manage complex stakeholder needs and anticipate expectations.

- Monitor performance metrics and provide insights for strategic decisions.
- Oversee diverse tasks and coach team members to build capability.
- Exercise judgment in complex environments and develop innovative solutions.
- Manage competing priorities at a strategic level and ensure delivery of 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Kym Ridley, 02 5130 2525
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=18BD0047-C9DC-EEF4-5712-E4

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Education

Vacancy VN-0764829

Department of Education

Closing Date:Thursday 29 January 2026

Job Title	Commissioners, Australian Tertiary Education Commission (ATEC)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Sydney NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working arrangements to be determined on an individual basis
Classification	Statutory Appointment
Position Number	25/0584
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://education.nga.net.au/?AudienceTypeCode=EXT-EDU

The Australian Government is seeking outstanding leaders to serve as the inaugural statutory Commissioners of the Australian Tertiary Education Commission (ATEC). The ATEC will be established under the proposed Universities Accord (Australian Tertiary Education Commission) Act (the ATEC Act).

The ATEC will be led by three statutory office holders – the Chief Commissioner, the First Nations Commissioner, and one Commissioner. The ATEC Commissioners will be appointed by the Commonwealth Minister for Education, subject to the passage of the proposed ATEC Act in the Australian Parliament.

The ATEC's purpose is to be an independent steward of Australia's higher education system, including working towards a more joined up and cohesive tertiary system. As an ATEC Commissioner, you will help shape the future of Australia's tertiary education system by guiding the organisation's strategy, governance and performance.

Working as part of a small, high-impact leadership team, you will provide independent advice to government and champion integrity, equity and excellence across higher education and VET. Each Commissioner will bring unique expertise and together will build an institution that strengthens collaboration and drives lasting improvement across the system.

Duties

Each Commissioner will have distinct statutory functions and together the Commissioners will hold collective responsibility for the ATEC's leadership and governance.

Chief Commissioner:

As the Chief Commissioner, you will serve as the primary liaison between the ATEC, the Department and the Minister. You will be responsible for the long-term vision of the ATEC, building and maintaining relationships with key stakeholders, both internal and external, and developing a culture that establishes the ATEC as the primary independent advisor to Government in the tertiary education system. You will be required to be an accomplished public speaker, able to communicate ATEC matters effectively with the sector, State and Territory Governments, the media and the public.

The Chief Commissioner's functions under the proposed ATEC Act include:

- to assist the ATEC in the performance of its functions (see Attachment A);
- such other functions as are conferred on the Chief Commissioner by the rules, the ATEC Act or any other law of the Commonwealth; and
- to do anything incidental or conducive to the performance of any of the above functions.

First Nations Commissioner:

As the First Nations Commissioner, you will consult with Aboriginal and Torres Strait Islander people on tertiary education matters and promote their interests and perspectives on tertiary education policy. You must have a deep understanding of First Nations issues within tertiary education and be able to demonstrate cultural competency.

The First Nations Commissioner's functions under the proposed ATEC Act include:

- to assist the ATEC in the performance of its functions (see Attachment A); and
- to consult with Aboriginal persons and Torres Strait Islanders in relation to tertiary education matters;
- to promote the interests and perspectives of Aboriginal persons and Torres Strait Islanders in the development and implementation of tertiary education policy;
- to undertake research and provide advice to the Chief Commissioner and the Commissioner on matters in relation to the participation in tertiary education by, and outcomes relating to, Aboriginal persons and Torres Strait Islanders;
- such other functions as are conferred on the First Nations Commissioner by the rules, ATEC Act or any other law of the Commonwealth; and

- to do anything incidental or conducive to the performance of any of the above functions.

Under the proposed ATEC Act, the role of the First Nations Commissioner must be undertaken by an Aboriginal and/or Torres Strait Islander person.

Commissioner:

As Commissioner, you will work alongside the Chief Commissioner and the First Nations Commissioner to achieve the objectives of the ATEC, including by undertaking consultation with stakeholders, and providing deep knowledge and expertise on issues impacting the tertiary education system.

The Commissioner's functions under the proposed ATEC Act include:

- to assist the ATEC in the performance of its functions (see Attachment A);
- such other functions as are conferred on the Commissioner by the rules, ATEC Act or any other law of the Commonwealth; and
- to do anything incidental or conducive to the performance of any of the above functions.

Eligibility

- **Security Clearance:** This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required Negative Vetting 1 security clearance.
- **Citizenship:** To hold the required security clearance, the successful candidate must be an Australian citizen, unless the delegate has agreed in writing.
- **First Nations Commissioner:** under the proposed ATEC Act, the role of the First Nations Commissioner must be undertaken by an Aboriginal and/or Torres Strait Islander person.

Notes

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	Grant Nichol and Andrew Norton, 1300 347 437
Agency Recruitment Site	https://education.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education

Vacancy VN-0765506

Department of Education

Closing Date:Wednesday 17 December 2025

Education Funding System and Digital Services
Digital Services and Project Office

Job Title	ICT Strategic Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$125,220 - $138,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	25/0621
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://education.nga.net.au/?jati=0EDEA6A1-D90D-1BEC-E896-E47750A208BF

As an ICT Strategic Advisor at the Department of Education, you will play a pivotal role in shaping and delivering on the department's ICT and AI strategies, and innovation agenda. You will provide high-level written and oral advice on whole-of-government ICT initiatives to senior executives. You will also work closely with IT service providers to ensure solutions are robust,

value for money, and future focused. This is an exciting opportunity to make a real impact on how technology supports departmental outcomes, working with a small and dynamic team.

Duties

In this role, you will be responsible for the following:

- Providing expert written and oral advice to senior executives on whole-of-government ICT initiatives, including digital transformation, cyber security, and emerging technologies.
- Ensuring solutions algin with the department's ICT strategy, roadmaps and investment plans.
- Supporting the development and implementation of the department's AI strategy and drive innovation initiatives.
- Liaising with the department's IT service provider on costings, solution design, cyber security, artificial intelligence, and legacy system uplift projects.
- Coordinating information requests and liaise across-government, including with the DTA, Home Affairs, and Services Australia.
- Leading and coordinating strategic ICT projects and innovation initiatives across the department.
- Preparing high-quality briefings, reports, and presentations for senior management.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public*

Service Act 1999 including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Matthew Crawshaw, (02) 6121 3826
Agency Recruitment Site	https://education.nga.net.au/?jati=0EDEA6A1-D90D-1BEC-E896-E47750

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Education

Vacancy VN-0765512

Department of Education

Closing Date:Wednesday 17 December 2025

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	$82,039 - $87,737
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 4
Position Number	25/0619
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://www.education.gov.au/about-department/work-us

The Executive Assistant (APS4) is a critical part of the branch, providing administrative support and ensuring the effective and efficient operation of the branch on a day-to-day basis. The Executive Assistant is the first point of contact for enquiries and will use customer service skills to interact positively and professionally with a range of internal and external stakeholders.

The branch is responsible for Early Learning and First Nations Priorities in the Early Childhood Group.

Duties

The Executive Assistant (APS4) will:

- Manage and organise the diary and emails for your senior executive including scheduling meetings and flagging urgent or sensitive emails.
- Answer the phone and take messages/actions where appropriate as well as updating telephone and email contact lists.
- Coordinate logistical requirements for meetings, including organising agendas, meeting rooms and briefing materials, for the Senior Executive.
- Prepare minor correspondence, minutes and other written material as directed.
- Support Branch coordination activities and work with staff in the Branch to ensure tasks, correspondence and briefings are completed and deadlines are met.
- Provide additional support for the Branch as required, including accommodation/property needs, support for Committees and coordination of Branch events.
- Organise and book travel where required and undertake relevant financial approval processes under direction.
- Manage record keeping processes using departmental systems such as PDMS and in accordance with departmental processes.
- Support office administration and site coordination activities for the Melbourne Office.
- Support credit card acquittals, travel bookings and miscellaneous procurement for the branch.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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To Apply

Position Contact	Alana Winslow, 0427 506 986
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0765462

National Gallery of Australia

Closing Date:Friday 12 December 2025

Creative Studio
Marketing, Communications and Visitor Experience

Job Title	Managing Editor
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$92,164 - $106,531
Future Merit Locations	Parkes
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	2228
Agency Website	https://nga.gov.au

Job Description

www.nga.gov.au

OVERVIEW OF THE ROLE

The National Gallery publishes a broad range of non-fiction, fully illustrated visual art books, including exhibition publications and artist monographs. Combining new writing and perspectives on art and artists with high-quality production and design excellence, our publications are developed to be accessible to a wide national and international audience, sharing the national collection and elevating Australian voices. Our publishing list supports the vision of the Gallery to be the international reference point for art, inspiring all people to explore, experience and learn.

Together with the Publishing Manager, and as part of the Publishing team, the Managing Editor is responsible for delivering key National Gallery publications. Working to schedules and budgets set by the Publishing Manager, the Managing Editor works with multiple internal and external contributors to deliver publications from text submission to print, ensuring quality, clarity, creativity, authenticity, and consistency is achieved.

As well as overseeing publication deliverables, the position will assist in contributing to and enhancing Gallery texts, such as exhibition didactic texts, corporate reporting and marketing collateral, to maintain consistent and effective presentation across the institution.

The role of Managing Editor is on-going, full-time role and sits within the Creative Studio team.

Duties

WHAT WILL YOU DO?

In accordance with the APS 6 work level standards, and reporting to the Publishing Manager, you will need to demonstrate, or have the ability to develop, the following:

- Manage publications from text submission to print, maintaining project parameters set by the Publishing Manager, including scope, schedules and budgets.
- Brief, engage and manage project teams comprising internal and external contributors, maintaining effective oversight to deliver exceptional results which prioritise the Gallery's strategic focus, collaboration and communication.
- Assist, as required, in editing Gallery texts and the maintenance of the Gallery's Style Guide.
- Coordinate procurement and monitoring of risk and resources, reporting to the Publishing Manager and when required to the Publications Steering Committee.
- Advise departments across the Gallery on content development and provide suitable levels of editorial advice on projects.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – To be eligible for this role you must complete a police check.

Security Assessment - The successful applicant will be required to obtain and maintain a Baseline security

clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level

security clearance. Loss of a security clearance at any time will lead to termination of employment

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit or merit pool, may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

CONTACT

Further information about the position may be obtained by contacting Penny Sanderson at penny.sanderson@nga.gov.au

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Penny Sanderson, 02 6240 6541
Agency Recruitment Site	www.nga.gov.au

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Education

Vacancy VN-0765556

National Gallery of Australia

Closing Date:Wednesday 17 December 2025

Learning
Artistic Programs

Job Title	Public Programs Manager
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$116,261 - $132,660
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	6105
Agency Website	https://nga.gov.au

Job Description

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

OVERVIEW OF THE ROLE

The Public Programs Manager oversees the direction and delivery of public programs at the National Gallery, leading the development of engagement initiatives for life-long learning audiences, including children and families, young people and adults.

The Public Program Manager leads the collaborative development and delivery of major public events and

experiences supporting broad engagement with the National Collection and exhibitions program. The role also manages stakeholder relationships with key program partners. In addition, the Public Programs Manager oversees the operations of the Gallery's voluntary guiding program.

A key leadership role within the National Gallery's Learning Team, this role fosters innovation and bold

programming approaches to engage national audiences onsite, online and on tour. The role requires

collaboration with artists, curators, program convenors and content producers to devise inclusive programs that widen participation, spark curiosity and inspire new ways of thinking.

The role also has a strong administrative focus to support the efficient and timely business operations of the public programs team, ensuring effective collaboration with internal and external stakeholders.

The Public Programs Manager works closely with First Nations colleagues across the National Gallery to

elevate the voices of First Nations artists and build knowledge and understanding of First Nations art and

artists.

This position reports to the Head of Learning and is responsible for the Public Programs Convenor; the Youth Programs Convenor; Kids and Families Convenor; Senior Project Officer and the Voluntary Guides. This role also has a dotted line relationship to the Operations Coordinator (Learning).

This position is an ongoing, full-time role with the Learning Team.

Duties

WHAT WILL YOU DO

In accordance with the Executive level 1 work level standards, you will:

- Lead the direction and delivery of public programming initiatives for audiences of life-long learners, including through online and offsite initiatives in collaboration with the Digital Learning Manager.
- Lead a team of program convenors and operational staff in the development and delivery of inclusive and accessible public programs for audiences including:
    - children and families
    - young people and
    - adults
- Project manage large-scale public events that engage with the National Gallery collection and exhibitions program.
- Oversee the operations of the voluntary guiding program, including relationship management with the Voluntary Guides, recruitment, training, marketing and bookings processes.
- Develop and manage key stakeholder relationships with external program partners and community networks.
- Participate in evaluation and research that contributes to deeper understandings about audience needs and the impact and effectiveness of public programs.

Eligibility

ELIGIBILITY

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Qualifications, Certifications and Registrations

- Working with Vulnerable People Card (or the ability to obtain)
- Tertiary qualifications in Visual Arts/Art History and Theory or other relevant qualifications in a cultural field

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be

found in your CV but do highlight any specific examples or achievements that demonstrate your ability to

perform the role.

An order of merit or merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

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	Georgia Close, 6240 6560
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Education

Vacancy VN-0765567

Tertiary Education Quality and Standards Agency

Closing Date:Tuesday 16 December 2025

Regulatory Operations
Sector Risk and Compliance Financial Advisory and Risk Team

Job Title	Senior Regulatory Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - TAS TAS
Salary	$98,062 - $107,835
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Hybrid
Office Arrangement Details	TEQSA's office is located in Melbourne CBD and hybrid and flexible work options are available. The roles can also be performed remotely.
Classification	APS Level 6
Position Number	Multiple
Agency Website	www.teqsa.gov.au

Job Description

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

The Senior Regulatory Analyst will work under limited direction and is responsible for analysing data and intelligence related to the position and performance of registered higher education providers and new entrants to the market. This data and intelligence will often, but not always, be related to financial and risk matters. The analyst will explore detailed financial statements and other reports, respond proactively and constructively to ad hoc requests, and provide accurate and clear advice to colleagues and to TEQSA’s Commission on complex financial and other information. They will exercise initiative and judgement and make decisions appropriate for their position.

The Senior Regulatory Analyst will prepare and contribute to a range of agency products including assessment reports, submissions, and briefs for TEQSA's Commission. They will work closely and collaboratively with colleagues and develop strong working relationships with a range of internal and external stakeholders. They will also support the work of the Compliance and Investigations team through provision of specialised advice on material changes and management of conditions.

Duties

The core duties of the Senior Regulatory Analyst role include:

- Undertaking research and technical analysis of financial information, including modelling and projections, to assess higher education providers and potential providers' funding sources/revenue, financial viability and sustainability, and identify risks.
- Analysing qualitative and quantitative information and preparing accurate reports that are evidence-based, reflect sound judgement, and readily understood by the intended audience. Reports are required to be addressed to a broad audience and be understood by persons with different levels of financial and data acumen, to facilitate informed decision making.
- Providing tailored advice on mitigation strategies to help reduce and/or manage financial risk.
- Developing and undertaking analysis and reporting on financial indicators and trends at the sector level.
- Acquiring, maintaining, and applying comprehensive work knowledge to deliver timely and high-quality outcomes, including knowledge of relevant legislation, policy, procedures, and guidelines.
- Building, maintaining and managing relationships with a range of internal and external stakeholders, and anticipating and responding to their needs and expectations to achieve work area and agency goals. This includes an ability to negotiate and secure the support of stakeholders and colleagues with different skill sets to achieve united goals.
- Developing modelling and assessment templates and toolkits and providing training in financial literacy to colleagues across the agency.
- Working effectively and harmoniously in a team, managing competing priorities and requests, solving problems, and building team capacity through mentoring, training, and support. You will be required to collaborate and utilise your problem-solving skills with stakeholders that have differing skill sets and levels of financial and data acumen.
- Performing other duties and contributing to projects as directed.

Eligibility

The successful applicants must:

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

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

Notes

- This recruitment process is being used to fill two ongoing positions.

- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies as they arise. The merit pool is active for 18 months from the date of this advertisement.
- On commencement, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Tertiary Education Quality and Standards Agency

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

To Apply

Position Contact	Luke Allen, 03 8306 2457
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Finance

Vacancy VN-0765345

Digital Transformation Agency (DTA)

Closing Date:Thursday 11 December 2025

NA
Corporate ERP Project

Job Title	Business Analyst, ERP Project
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - WA WA, Various locations - NT NT, Various locations - SA SA
Salary	$124,015 - $137,475
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	225_11/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We’re big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don’t just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

This position sits within the Enterprise Resources Planning (ERP) team in the Corporate Branch. It will provide expert business analysis support for a large-scale, complex ERP implementation, ensuring alignment with strategic objectives and compliance requirements.

The ERP Business Analyst will work closely with integration leads, technical and functional teams, and stakeholders across the DTA to understand business processes, analyse data, identify gaps, and support change readiness. The position will be instrumental in translating business needs into system solutions, supporting testing, training, and go-live activities.

Please note: This role may require interstate travel from time to time.

Key duties:

- Conduct detailed analysis and documentation of business requirements across the Human Resources, Finance, Procurement, Travel and Expense Management value streams.
- Collaborate closely with business areas and technical teams to create, validate, and translate business needs into functional specifications within the DTA’s environment.
- Support data gathering, cleansing, and validation for migration and reporting.
- Identify gaps between existing business processes and system capabilities, recommending solutions.
- Develop tools and documentation to support business readiness and change management.
- Facilitate stakeholder workshops, interviews, and walkthroughs to gather insights, manage expectations, and ensure stakeholder engagement throughout the project lifecycle.
- Support testing, change management, and implementation activities by providing subject matter expertise and ensuring traceability of requirements through to delivery.
- Assist with post-go-live support.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working

environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner's Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Brigid Jordan, brigid.jordan@dta.gov.au
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Finance

Vacancy VN-0765370

Digital Transformation Agency (DTA)

Closing Date:Sunday 11 January 2026

Digital Investment and Sourcing
Whole of Government Contract Rimini Street, Oracle, SAP, ERP

Job Title	Assistant Director, Whole of Government Contracts
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW
Salary	$124,015 - $137,475
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	216_11/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We’re big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don’t just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

The DTA’s Whole-of-Government Contracts Branch is looking to fill an EL1, Assistant Director position.

This role provides strategic and operational leadership for Whole-of-Government initiatives, including the ERP Category within the Software and ERP Marketplace. The Assistant Director will engage with agency buyers and industry sellers to achieve ERP objectives and contribute to broader program activities across the Branch and the DTA. A strong technical background and deep understanding or keen interest in ERP is desirable, along with experience in procurement or contract management.

Please note: These roles may require interstate travel from time to time if the location is other than Canberra.

Key duties:

- Provide expert advice on ERP solutions, procurement strategies, contract management, and risk mitigation for government or large organisations.
- Deliver strategic insights and actionable recommendations to support ERP implementation, organisational objectives, and compliance with policies and standards.
- Lead ERP category management within the Software and ERP Marketplace panel, ensuring governance, supplier performance, and alignment with procurement frameworks.
- Drive efficient procurement outcomes through strong oversight, stakeholder engagement, and market activities such as panel refreshes and seller onboarding.
- Oversee supplier performance reporting, license compliance, customer satisfaction, and market intelligence to ensure contractual obligations and standards are met.
- Build and maintain productive relationships with internal and external stakeholders, fostering collaboration to streamline procurement and support digital transformation.
- Manage a small team and coordinate cross-functional groups to achieve high performance and integration across the organisation.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner’s Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Nikolina Marcinko, (02) 6120 8548
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Finance

Vacancy VN-0765455

Digital Transformation Agency (DTA)

Closing Date:Thursday 11 December 2025

Digital Investment Advise & Sourcing
Investment Advice & Contestability Executive Team

Job Title	Executive Officer to the Deputy CEO
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$124,015 - $137,475
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	224_11/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We’re big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don’t just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

This position sits within the Digital Investment Advice and Sourcing Division and is part of Executive Team.

The Executive Officer to the Deputy CEO plays a critical role in supporting the Deputy CEO to achieve strategic objectives across the division and the broader agency. Key responsibilities include coordinating high-level communications, reviewing formal correspondence, managing competing priorities, and ensuring effective engagement with senior executives and stakeholders.

A central aspect of the position is providing timely, trusted advice on strategic and sensitive matters that impact both divisional operations and agency-wide initiatives.

Please note: This role may require interstate travel from time to time.

Key duties:

- Work closely with internal and external stakeholders to ensure the Deputy CEO, Digital Investment Advice and Sourcing are appropriately briefed for key engagements on a day-to-day basis.

- Build and maintain strong working relationships across the DTA, and with external stakeholders.
- Coordinate and prepare complex and sensitive documentation, including formal correspondence, meeting briefs, corporate papers, talking points, research materials, and other communications as required.
- Liaise with the Office of the CEO, Executive Board and Executive Leadership Team members regarding priority projects across the DTA to ensure outcomes are met.
- Manage the inbox of the Deputy CEO, Digital Investment Advice and Sourcing, ensuring emails and tasks are dealt with in a timely manner.
- Provide advice to the Deputy CEO, Digital Investment Advice and Sourcing, CEO and other senior leaders on organisational and divisional matters.
- Embed effective systems, processes, and practices to ensure the Office of the Deputy CEO operates efficiently and integrates seamlessly with other areas of the DTA.
- Oversee recruitment, placement, and administrative coordination of executive support roles across the Division.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

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Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner’s Directions 2022.

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To Apply

Position Contact	Karyn Denley, 0428 159 112
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Foreign Affairs and Trade

Vacancy VN-0765430

Department of Foreign Affairs and Trade

Closing Date:Monday 22 December 2025

Australian Passport Office

Job Title	Director, Australian Passport Office (Melbourne and Hobart)
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$148,793 - $168,046
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	Onsite only - remote work is not possible due to operational and security requirements
Classification	Executive Level 2
Position Number	1257/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/cp/

Applications for this position close on Monday 22 December 2025 at 11.30pm AEDT.

The Australian Passport Office (APO) is seeking a Director to oversee and support the day-to-day operations for the delivery of efficient, responsive and secure passport services in the Melbourne and Hobart Passport Offices. The role is based in our Melbourne office, however regular travel between Melbourne and Hobart will be required.

You will be part of a collaborative and highly professional management team, that strives to continuously improve performance and create a positive and supportive environment for our workforce.

The APO provides access for Australians to secure international travel documentation, through timely and responsive passport services. The APO manages each stage of the passport production process including passport application lodgement, application assessment, and passport printing. The APO also includes teams focused on areas such as service recovery (complaints and feedback); policy and legislation; data and workload management; complex decision making and support for staff learning and development.

The APO issues passports to Australian citizens, both in Australia and overseas, under the Australian Passports Act 2005, related laws, and the Convention on International Civil Aviation. We also issue other types of travel documents, for example, Convention Travel Documents, to eligible non-citizens living in Australia. Within Australia, APO staff are also authorised to provide services such as the issuing of Certificates of no Impediment to Marriage (CNI) and legalisations of documents (Apostilles and Authentications).

We perform a critical service to the Australian community both locally and offshore and every day presents challenges, but also provides stimulating and rewarding interactions with the community that we serve.

This recruitment process will be used to fill current vacancies as well as vacancies which may arise over the coming 18 months.

Our Ideal Candidate

The APO is seeking an adaptable, experienced leader who can achieve outcomes in any environment with a focus on exceptional delivery of customer services. The Director uses initiative, thinks strategically and applies excellent judgement in making decisions, in complex case management and the requirement for escalation to appropriate stakeholders.

To lead our teams, we are looking for candidates who have:

• A demonstrated background in leadership with a genuine passion for customer focused service delivery (and upholding our core value of commitment to service).

• A demonstrated background managing business performance, resources and establishing priorities within a national workload management context

• The highest standards of integrity, confidentiality and professionalism, and adherence to APS and Departmental values

• The ability to mentor, coach and develop staff by sharing experiences and skills

• Be a strong communicator – to advocate for and inspire your teams.

• The experience to operate independently, under broad direction, and be accountable for outcomes.

• Initiative, and can think strategically and apply excellent judgement

• The ability to identify and respond to emerging issues while identifying, managing and evaluating risks

• Well-developed skills in stakeholder engagement

• Excellent attention to detail, risk management mindset and an aptitude for learning new processes and platforms.

• The ability to engage, influence, and build productive collaborations across the APO, working closely with senior management colleagues to contribute to building and maintaining high standards of customer service and passport integrity

• A strong track record in establishing broad networks of people and organisations whilst remaining adept at communicating sensitively with stakeholders when managing complex issues.

All employees of the department are expected to abide by the APS Values and Code of Conduct and the DFAT Values Statement.

Duties

Your duties and responsibilities will be aligned to the relevant APS Work Level Standards.

Working as part of the Passport Customer Services Branch leadership team, the duties to undertake the role include:

• Working as part of a senior management team to lead, facilitate and drive continuous improvement across all APO outcomes to ensure a seamless interface between management, staff and stakeholders

• Lead business and drive the development of national and local strategies to improve against key performance measures – ready to take the initiative and lead nationwide projects

• Lead and support Melbourne and Hobart Passport Office daily operations and resources including people, financial, property and IT resources

• Provide strong management, leadership, communication, and customer focus in the delivery of passport services

• Progress business outcomes, meet key performance and quality assurance indicators and report to senior management

• Contribute to the development and implementation of new strategies, operational policy and procedures and customer service and change initiatives

• Drive performance and productivity while maintaining and improving quality

• Contribute to business improvement projects, lead initiatives that improve processes or reduce red tape, and work with staff through APO-wide changes to business operations.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent)

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Renato Colaianni, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Health

Vacancy VN-0765317

Aged Care Quality and Safety Commission

Closing Date:Monday 05 January 2026

Sector Capability and Regulatory Strategy
Data, Analytics and Intelligence

Job Title	Data Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD
Salary	$96,503 - $108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from Home or On Site
Classification	APS Level 6
Position Number	TBD
Agency Website	

Job Description

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system.

As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities.

It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website www.agedcarequality.gov.au

About the Team

The Sector Capability and Regulatory Strategy Division sets the strategic direction and guides the delivery of our risk-based regulatory operations informed by high value intelligence, analysis and data. The Division supports whole of Commission responses to risk issues through regulatory policy responses and campaigns, and facilitates sector performance through sharing information with providers and consumers

The Data, Analytics and Intelligence (DAI) Group manages and analyses data from the aged care sector and regulatory activities to understand risks and performance for the purposes of prioritising and informing preventative and responsive risk treatments and regulatory decision making.

DAI's role is to identify risks and guide decisions that inform preventative and responsive risk treatments. DAI supports service delivery through authoritative data and intelligence practice that is contemporary and compliant with relevant legislation, regulations, standards and aligned with the strategic imperatives of the Commission.

About the Role

The Data Engineer contributes to the design, development, and delivery of robust data pipelines, models, and processes that support the Commission's mission of providing accurate, timely, and trusted insights.

This role is responsible for building, maintaining, and optimising modern cloud-based data assets that enable effective decision-making, strengthen risk management, and improve the quality of care for older Australians. The Data Engineer ensures engineering solutions are scalable, reliable, secure, and well-documented, while aligning with best practice in data architecture, governance, and transformation.

The position works collaboratively with senior data engineers, analysts, and business teams to deliver high-quality data products, support innovation, and contribute to the continuous improvement of the Commission's data capability.

Duties

- Develop, maintain, and optimise data pipelines and workflows in Snowflake and related cloud platforms.
- Build, test, and maintain dbt models and transformations aligned with Medallion architecture principles (Bronze, Silver, Gold).
- Apply data modelling techniques to structure, optimise, and ensure accessibility of data assets.

- Implement dbt tests and quality frameworks to maintain accuracy, integrity, and reliability of data.
- Contribute to data governance activities, including tagging, masking, and compliance with security policies.
- Support CI/CD pipelines and deployment workflows for dbt projects using Azure DevOps or similar tools.
- Prepare and maintain dbt documentation, including lineage and model descriptions, to improve transparency and governance.
- Troubleshoot and resolve technical issues to ensure reliable and trusted data products.
- Produce and maintain clear technical documentation to support data engineering practices and business use.
- Collaborate with technical and non-technical stakeholders to deliver business-aligned data solutions.
- Contribute to the adoption of emerging tools, automation practices, and engineering process improvements.

Eligibility

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

- Strong experience in data engineering within cloud environments (Snowflake, Azure, or similar).
- Strong skills across:
  - Snowflake – cloud data warehousing, performance optimisation, security.
  - dbt – modelling, testing, documentation, and orchestration.
  - SQL – advanced queries, transformations, performance tuning.
  - Python – scripting, automation, and data wrangling.
  - Azure (or similar) – CI/CD pipelines, scheduling, and orchestration.
- Experience with databases (SQL Server, Oracle) and understanding of relational data modelling.
- Solid understanding of data architecture, ELT/ETL pipelines, and Medallion framework.
- Practical experience with data quality frameworks, metadata management, and governance controls.
- Ability to work in agile, fast-paced environments delivering iterative improvements.
- Strong problem-solving and analytical skills with high attention to detail.
- Effective communicator with the ability to collaborate across technical and business teams.
- Demonstrated aptitude and willingness to learn and adopt new tools, technologies, and best practices.

Notes

Salary offered will be between $96,503 - $108,869 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps

Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.

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

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 800 words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11:59pm AEDST, Monday 5 January 2026**

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

Specific questions about the roles can be directed to Sravs Jonna by emailing sravs.jonna@agedcarequality.gov.au with the Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

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

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please email recruitment@agedcarequality.gov.au if you need any adjustments made.

Further information:

For further information about the Quality Commission, office locations and other related resources, please visit https://www.agedcarequality.gov.au

For more information on the Australian Public Service, please visit http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4 and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	Sravs Jonna, 08 8432 3565
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0765318

Aged Care Quality and Safety Commission

Closing Date:Monday 05 January 2026

Sector Capability and Regulatory Strategy
Data, Analytics and Intelligence

Job Title	Senior Data Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD
Salary	$118,588 - $135,251
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from Home or On Site
Classification	Executive Level 1
Position Number	TBD
Agency Website	

Job Description

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

About the Aged Care Quality and Safety Commission

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Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website www.agedcarequality.gov.au

About the Team

The Sector Capability and Regulatory Strategy Division sets the strategic direction and guides the delivery of our risk-based regulatory operations informed by high value intelligence, analysis and data. The Division supports whole of Commission responses to risk issues through regulatory policy responses and campaigns, and facilitates sector performance through sharing information with providers and consumers.

The Data, Analytics and Intelligence (DAI) Group manages and analyses data from the aged care sector and regulatory activities to understand risks and performance for the purposes of prioritising and informing preventative and responsive risk treatments and regulatory decision making.

DAI's role is to identify risks and guide decisions that inform preventative and responsive risk treatments. DAI supports service delivery through authoritative data and intelligence practice that is contemporary and compliant with relevant legislation, regulations, standards and aligned with the strategic imperatives of the Commission.

About the Role

The Senior Data Engineer leads the design, development, and optimisation of modern cloud-based data platforms and pipelines to ensure the Commission delivers timely, accurate, and actionable insights. The role supports Directors in realising our vision of empowering stakeholders with trusted data products that drive effective decision-making.

This position provides expert leadership across the end-to-end data lifecycle, ensuring best practice in architecture, modelling, governance, and quality. The Senior Data Engineer plays a key role in managing risk, driving innovation, and building confidence in the Commission's data capabilities to meet organisational and government priorities.

Duties

- Lead the design and delivery of enterprise data pipelines, models, and frameworks aligned with the Medallion architecture.
- Oversee development and optimisation of Snowflake and related cloud platforms, ensuring scalability, performance, and security.
- Lead design and architecture of dbt projects and data pipelines, ensuring maintainability and performance.

- Establish and implement streamlined data engineering processes, technical documentation, and metadata management practices.
- Define and enforce data governance policies, including integrity, quality frameworks, data tagging, and masking for compliance and trust.
- Provide strategic advice to Directors, senior leadership, and external stakeholders, including representation in technical forums.
- Contribute to the technology roadmap and continuous improvement of data platforms and practices.
- Drive adoption of emerging tools, technologies, and methodologies to enhance data value and insights.
- Ensure effective communication and stakeholder engagement across the Commission.
- Mentor and guide data engineers, fostering collaboration, capability uplift, and knowledge sharing.

Eligibility

- Extensive experience in data engineering across cloud platforms (Snowflake, Azure, or similar).
- Proven expertise in SQL, Python, and enterprise database technologies (SQL Server, Oracle).
- Proven experience leading end-to-end dbt initiatives, from design through deployment.
- Strong expertise in dbt model design patterns and Medallion architecture.
- Ability to review, optimise, and enforce standards across dbt projects for performance and maintainability.
- Experience with dbt testing frameworks, including automated data quality checks and monitoring.
- Skilled in dbt lineage and documentation practices to improve transparency and governance.
- Strong background in data pipeline orchestration (Azure DevOps, CI/CD, scheduling tools).
- Solid knowledge of metadata management, data governance, integrity, quality controls, tagging, and masking.
- Strong understanding of Snowflake integration with dbt, including security, performance, and compliance controls.
- Ability to translate complex technical concepts into actionable insights for senior leaders and stakeholders.
- Excellent communication, problem-solving, and stakeholder engagement skills.
- Demonstrated experience leading and mentoring technical teams, fostering innovation and best practice.

Notes

Salary offered will be between $118,588- $135,251 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps

Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.

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

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To Apply

Position Contact	Sravs Jonna, 08 8432 3565
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0765565

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

Closing Date:Sunday 04 January 2026

First Nations Health

Job Title	MO6 Medical Advisor, First Nations Health
Job Type	Part-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	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	Medical Officer Class 6
Position Number	20028390
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Medical Advisor, First Nations Health works directly with the Commission's First Nations Health Program Manager and team, and reports to the Executive Director, Strategy and Innovation. The Medical Advisor is also provided guidance and support from the Commission's Chief Medical Officer. The Medical Advisor will:

- Provide advice and guidance to the Commission's First Nations projects and activities and has a central role in the delivery of the First Nations Cultural Safety Standards review project
- Work with the Chief Medical Officer and the Commission's other Medical Advisors in regard to Commission activities
- Liaise with relevant Directors to support the Commission's activities that relate to First Nations health.

Duties

Duties of the Medical Advisor will include, but are not limited to, the following:

1. Provide expert clinical advice to the Commission, particularly in relation to First Nations health care, to ensure that the Commission's work draws on the latest evidence in cultural safety and is relevant to clinical practice
2. Provide clinical leadership into the development and implementation of cultural safety standards and guidance suitable for inclusion in policies and programs
3. Take responsibility for specific projects including research, needs assessment, strategic planning and evaluation related to the activities of the Commission

4. Work co-operatively and share appropriate information with relevant medical, industry and consumer stakeholders to maintain and enhance the quality of policy advice and support to the Commission in relation to the safety and quality
5. Collaborate with teams across the Commission to ensure alignment with other work programs and strategic priorities
6. Represent the Commission through participation in, or chairing of, national inter-government committees, advisory groups and projects. Promote the work of the Commission through participation at relevant meetings and events.

Eligibility

The successful candidate will have:

- High level knowledge and skills related to related to evidence-based practice in primary and community health care, acute or specialist care with a focus on First Nations health.
- Demonstrated experience in managing projects and delivering key results by drawing on professional expertise and supporting others to act.
- Proven capacity to develop strategy and provide high level technical advice to government on the design, implementation and evaluation of policies and programs related to relevant areas of safety and quality in health care.
- A comprehensive understanding of Australia’s healthcare system including the development and application of national approaches to safety and quality improvement in First Nations health care.
- Strong interpersonal skills and proven ability to liaise and negotiate effectively with stakeholders combined with the ability to work effectively with internal staff at all levels.
- Highly developed oral and written communication skills including demonstrated ability to prepare high level briefing documents and submissions, present publicly to large audiences, and explain complex technical issues simply.

Notes

To apply for this position, please complete and submit an application form through https://www.safetyandquality.gov.au/careers and upload:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Note: This role is being advertised under the Affirmative Measures – Indigenous to ensure a First Nations-led approach to the program of work. Only applicants who are of Aboriginal or Torres Strait Islander heritage, are eligible to apply.

Questions about the role can be directed to Naomi Poole on 02 7232 5520.

Closing date for applications is **11.59pm Australian Eastern Daylight Time (AEDT) Sunday 4 January 2026.**

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian 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	Naomi Poole, 02 7232 5520
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0763170

Australian Institute of Health and Welfare

Closing Date:Tuesday 01 December 2026

Primary Healthcare, Information Standards & Communications Group Group
Communications and Engagement Unit

Job Title	AIHW Section 26 Temporary & Permanent Transfer Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$54,516 - $164,355
Future Merit Locations	Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	120_09/25
Agency Website	

Job Description

http://aihwcareers.nga.net.au/cp/

The Australian Institute of Health and Welfare (AIHW) stands out as one of the highest-performing public sector agencies in the latest APSC State of the Service Report 2024–25. We are a team of passionate professionals driven by a shared purpose: delivering trusted data and insights that improve the health and welfare of all Australians.

We foster a culture of collaboration, curiosity, and continuous learning, where innovation thrives and contributions are recognised.

The AIHW employee APS employee census results highlight this, with top ten rankings across staff engagement, communication, wellbeing, and SES manager scales out of 107 APS agencies. We are proud to be an inclusive and respectful workplace where diverse attributes are valued.

We offer a range of benefits designed to support you both professionally and personally, including:

- Flexible work practices and home based work options
- Competitive remuneration with generous superannuation and leave provisions
- Opportunities for professional development and study assistance

- Modern, energy efficient workplaces with sit stand desks, dual monitors, and collaborative meeting spaces
- Free on-site parking at Canberra offices, located within a business hub with easy access to childcare, health services, cafes, and supermarkets
- Parenting, prayer, and multipurpose rooms, plus accreditation as a Breastfeeding Friendly Workplace

What sets us apart is our commitment to creating genuine opportunities for everyone. We welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people, and those from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The AIHW Section 26 (s26) transfer register is open for candidates to register a general expression of interest for employment with the Australian Institute of Health and Welfare. We are seeking existing ongoing APS employees from APS2 - EL2 who are appropriately skilled and experienced for positions on a permanent or temporary transfer dependent on business requirements.

For further information on working with us, the roles we have to offer, and how to apply, please download the position description within the job ad on the AIHW job vacancy page.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS
- This opportunity is only open to ongoing APS employees external to the Australian Institute of Health and Welfare.

Notes

The transfer register allows the institute to access suitable applicants for long and short-term work opportunities.

You will only be contacted if a vacancy arises which requires your skills and experience. There is no guarantee that you will receive an offer of employment while your application remains on the register.

Applications on the register will remain active until 1 December 2026, or until you withdraw your application. Should you wish to remain on the register after this time, you will need to reapply.

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

- A summary of your relevant skills and experience and explain why you would be the best person for the role and must be no more than 300 words.
- Your current CV and the names of two referees.

Please note the following:

- Promotion under the Public Service Act 1999 is not available through this recruitment register.
- Your application will be considered if a suitable opportunity arises that matches your skills and experience.
- While submitting an application does not guarantee an offer of employment, it ensures you are included for consideration in future relevant roles.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	AIHW Recruitment Officer, 02 6244 1000
Agency Recruitment Site	http://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0765456

Australian Institute of Health and Welfare

Closing Date:Friday 12 December 2025

Priority Populations and Capability Group Perinatal Data Unit

Job Title	APS6 Data Analytics Engineer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$97,702 - $108,007
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	178_11/25
Agency Website	

Job Description

https://aihwcareers.nga.net.au/cp/

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued.

Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The AIHW has two units (teams) working in maternal and perinatal health to monitor pregnancy and birth outcomes and work with states and territories on national data standards, national data collections and evidence to inform maternity service policy, planning, delivery, and quality improvement at the local, state, and national levels.

The Perinatal Data Unit (PDU) is responsible for collaborating with jurisdictional data custodians to manage the National Perinatal Data Collection, National Perinatal Mortality and the National Maternal Mortality data collections, and associated reporting and data development. The PDU also manages many aggregate and unit record data requests.

The Maternal and Perinatal Health Unit (MPHU) manages a range of reporting and data development projects including those funded through the National Maternity Data Development Project; collaborating with jurisdictions to manage the National Congenital Anomalies and Maternity Models of Care data collections; and the development of new perinatal data sets including the National Perinatal Mental Health Check Initiative and Newborn Hearing Screening.

The PDU and MPHU work closely with AIHW's Sexual and Reproductive Health Unit (SaRHU) which is developing a sexual and reproductive health monitoring framework and data strategy to guide subsequent data development and regular reporting.

These units, initially the PDU, are looking for a data analytics engineer to play a key role in the design, development, and implementation of automated solutions to support the AIHW's national data collection efforts.

The AIHW's technical environment includes a bespoke Validation and Data Collection Portal, MS SQL Server data repositories, SAS, Python and R data processing tools (Python is the preferred language where coding is required). The AIHW is seeking to modernise its analytics environment and capabilities will be incrementally rolled out over the next 5 years. The ideal candidate will be able to contribute to this through providing expert advice and/or developing automated data pipelines within this environment as capabilities become available.

The data analytics engineer position focuses on improving the efficiency, reliability, and scalability of data collation processes by developing and maintaining tools and systems that streamline data ingestion, validation, transformation, and integration of data from eight jurisdictions to compile a national data set.

Operating under limited supervision, you will lead technical workstreams, apply your engineering and analytical skills to solve complex data problems, and collaborate with internal stakeholders and jurisdictional data providers to ensure solutions are fit-for-purpose, secure, and aligned with national data standards.

This role requires a balance of strong technical capabilities, project coordination skills, and the ability to work effectively with diverse stakeholders in a complex intergovernmental environment.

Under general direction you will:

- Analyse existing data collation processes and identify opportunities for automation and improvement, for compiling a national data set from eight jurisdictional supplies (improve data flows, reduce manual effort, and automate key processes).
- Design, develop, and maintain automated data pipelines and workflows to collect, validate, and integrate data from eight jurisdictional sources into a national system. The pipelines should be scalable, reliable, efficient, and aligned with relevant Institute wide initiatives (see last point).
- Implement robust data validation, transformation, and quality assurance procedures using engineering and programming best practices.
- Collaborate with data providers and internal stakeholders (including analysts and ICT) to define and document technical requirements, data standards, and business rules.
- Provide advice, technical support (including user guides), and training to uplift staff capability in modern data workflows.
- Document processes and promote reusable solutions to ensure sustainability and efficiency across the Institute.
- Provide expert advice and support Institute wide process optimisation, automation and analytics environment modernisation initiatives.

Eligibility

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute

- a probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address. Your application must include:

- A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
- Your current CV and the names of two referees.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Louise Catanzariti, 02 6244 1188
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0765520

Australian Institute of Health and Welfare

Closing Date:Monday 15 December 2025

Business and Technology Group Finance and Commercial Services Unit

Job Title	EL1 - Procurement Advisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$119,501 - $133,305
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	181_1125
Agency Website	

Job Description

https://aihwcareers.nga.net.au/cp/

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued.

Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the Benefits of working for the AIHW page of our website

Duties

From 1 December 2025 AIHW's organisational structure will change. The Corporate Strategy and Performance Division will be home to all AIHW corporate services. The Finance and Commercial Services Unit (FCSU) will be part of this new division, responsible for delivering financial and procurement services.

The FCSU is looking for Procurement Advisor to fill a newly created position. Reporting to the FCSU Unit Head, the role will perform the procurement advisory role at the AIHW. The role will provide expert advice and support for procurement activities across the AIHW, ensuring compliance with the Commonwealth Procurement Rules (CPRs) and internal policies.

Under general direction you will:

- Provide expert and timely advice on procurement processes and compliance with the Commonwealth Procurement Framework and the AIHW procurement framework
- Review procurement documentation for compliance with Commonwealth Procurement Framework and the AIHW procurement framework
- Support business areas in conducting procurement activities, including use of AusTender and Dynamic Sourcing for Panels (DS4P)
- Prepare statutory and annual reporting obligations, including Senate Order, IPP, and AusTender reporting
- Maintain and update procurement resources including procurement policy, procedures, templates and guidance materials
- Provide procurement training as needed
- Maintain a central record of procurement documentation
- Contribute to continuous improvement of procurement processes, systems, and capability development across the AIHW
- Assist the FCSU as required

Eligibility

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS.

Notes

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About the Australian Institute of Health and Welfare

To Apply

Position Contact	Andrew Tharle, 02 6244 1087
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0765561

Australian Institute of Health and Welfare

Closing Date:Sunday 14 December 2025

Information Communications Technology Chief Information Technology Office

Job Title	EL1 - ICT Business Analyst Lead - Solution Front Door
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$119,501 - $133,305
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	182_12/25
Agency Website	

Job Description

https://aihwcareers.nga.net.au/cp/

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We offer a range of benefits including:

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- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the Benefits of working for the AIHW page of our website.

Duties

From 1 December 2025 AIHW's organisational structure will change. The Corporate Strategy and Performance Division will be home to all AIHW corporate services. The Information and Communications Technology Group (ICTG) will be part of the Corporate Strategy and Performance Division. The ICTG is looking for an EL1 Business Analyst to join the IT Business Development and Delivery Unit to lead our Solution Front Door.

You will support the IT Unit Heads, business architect, solution architect and enterprise architect to align business activities with organisational goals by undertaking business analysis activities and work with a diverse group of business and technical experts to solve business problems.

The role includes managing new initiative requests via the solution front door and engaging with stakeholders, conducting detailed requirements analysis, documenting business processes, managing quality standards, and driving strategic actions to come up with solutions to business problems.

To succeed in this role, you should have an analytical way of thinking and be able to explain complex concepts to non-technical users. You will also need to possess excellent critical thinking skills, and ability to marshal expertise and knowledge across a diverse set of stakeholders to solve business problems.

Under limited direction, you will be responsible for:

- Providing expertise, leadership, and guidance to business units who seek expert input from ICT.
- Elicit, manage, and document requirements through stakeholder engagements such as meetings, workshops and working groups.
- Evaluate new initiatives and coordinate ICT responses and time and cost estimates for proposed work.
- Evaluate business processes, business service functions, uncover areas for improvement and optimisation, formulate solutions, and ensure solutions meet business needs, AIHW corporate goals and ICT enterprise strategic directions.
- Effectively communicate business insights to team members and management.
- Effectively manage work plans with consideration for competing resources and priorities.
- Serve as a liaison between business stakeholders, and ICT Units in the Group.
- Support strategic initiatives to improve the business analysis capability.
- Contribute to peer review processes with other business analysts.

Eligibility

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

- A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
- Your current CV and the names of two referees.

Please note, late applications will not be accepted.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Oleg Volguine, 02 6249 4760
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

Health

Vacancy VN-0765453

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Monday 15 December 2025

Radiation Health Services Monitoring and Emergency Response

Job Title	Project Officer
Job Type	Full-Time, Non-Ongoing
Location	Yallambie VIC
Salary	-
Future Merit Locations	Yallambie
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	13724
Agency Website	https://www.arpansa.gov.au/

Job Description

https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI0Nzc1ODU1NDM5OTI-MS9lZ

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.

The Monitoring and Networks Section is responsible for ARPANSA’s laboratories, field measurement capabilities and networks that are required for the measurement of ionising and non-ionising radiation in people and the environment. This includes maintenance of ARPANSA’s radiation emergency response capabilities and networks and laboratories under national and international arrangements.

Why work for us?

- Opportunities to engage with national and international stakeholders
- Inclusive and diverse workplace
- Competitive salaries with 15.4% superannuation
- Generous leave conditions
- Flexible work practices
- Modern amenities and free parking at both our Yallambie and Miranda sites.

Duties

In this role, you will work under limited direction and perform a range of complex tasks associated with managing projects, including the redevelopment of monitoring stations as part of the Comprehensive Nuclear-Test-Ban Treaty (CTBT) International Monitoring System (IMS). The station infrastructure rebuilds are significant pieces of work which will be managed within ARPANSA's internal project management framework. You will be responsible for producing all the project documentation and working closely with the ARPANSA's technical team to deliver seamless upgrades to station infrastructure.

You will also work closely with the Section Manager, developing contracts both with the CTBTO as well as other supporting organisations. In this role, you will be responsible for preparing reports as well as establishing and maintaining a high degree of documentation management and record keeping. You will be working as part of a small team, delivering high quality and timely data to the International Data Centre (IDC) as well as supporting other monitoring networks.

Key accountabilities

- Under limited direction and using established principles, practices and procedures, undertake a range of complex tasks associated with the recapitalisation of Australia's CTBT air monitoring stations including:
    - Developing project documentation.
    - Developing financial contracts with stakeholders.
    - Managing the project lifecycle using the appropriate tools.
- Oversee reporting to the CTBTO.
- Liaise with operational and technical staff from organisations contracted to assist with the running of the CTBT air monitoring stations.
- Manage all admin tasks associated with the operations of the CTBT stations.
- Assist with operational requirement associated with the section's other networks.

Eligibility

The successful candidate will have:

To be considered for this position, you will have experience in developing, operating and maintaining large complex monitoring networks. You will have exceptional problem-solving skills and extensive experience working as part of a team, including with representatives from other organisations, both national and international, in order to achieve a common goal.

You will have technical knowledge and experience working within the specialist area of radiation monitoring networks. Experience working with or knowledge of the Comprehensive Nuclear-Test-Ban Treaty International Monitoring System and its associated equipment will be considered an advantage.

You will have experience developing and maintaining a high standard of technical documentation including developing project documents, writing procedures and reports as well as maintaining various electronic registers.

Experience developing proposals and contracts with international bodies would be an advantage.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement. You must also meet required pre-employment checks as necessary.

Selection criteria

The selection criteria for this role are:

1. Demonstrated experience managing and delivering key projects in specialist area of radiation monitoring.
2. Demonstrated experience developing contracts with International Organisations under a cost recovery framework.
3. Demonstrated experience operating and maintaining monitoring networks, including knowledge of both the administrative and technical aspects.
4. Proven ability to liaise effectively with a range of representatives from external organisations, including internationally.
5. Demonstrated experience developing and maintaining a high standard of technical and non-technical documentation.

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- evidence of citizenship status required.
- evidence of qualifications required of the role.
- evidence of a completed national police-check with no risks identified by ARPANSA.
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The Australian Government Security Clearance Application Guidebook provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

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.

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activity for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/recruitability.

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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 Hardman, 03 9433 2299
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

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Health

Vacancy VN-0765537

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Thursday 18 December 2025

Radiation Health Services Monitoring and Emergency Response

Job Title	Technical Support Officer
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	$96,669 - $110,532
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	13191
Agency Website	https://www.arpansa.gov.au/

Job Description

https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI0NzI2NjI4NDc3OTI-MS9lZGl0

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.

The Monitoring and Emergency Response Section is responsible for ARPANSA's laboratories, field measurement capabilities and networks that are required for the measurement of ionising and non-ionising radiation in people and the environment. This includes maintenance of ARPANSA's radiation emergency response capabilities and networks and laboratories under national and international arrangements.

Why work for us?

- Opportunities to engage with national and international stakeholders
- Inclusive and diverse workplace
- Competitive salaries with 15.4% superannuation
- Generous leave conditions
- Flexible work practices
- Modern amenities and free parking at both our Yallambie and Miranda sites.

Duties

In this role, you will work under limited direction and perform a range of complex tasks associated with operating and maintaining Australia's radionuclide air monitoring and noble gas stations that form part of the Comprehensive Nuclear-Test-Ban Treaty (CTBT) International Monitoring System (IMS). You will also take a lead role in developing and maintaining the UV Index (UVI) monitoring systems and other complex gamma radiation monitoring networks. You will be the technical lead providing maintenance and development support for hardware and software associated with the radionuclide monitoring systems. You will be working as part of a small team, delivering high quality and timely data to the CTBT International Data Centre (IDC).

In this role, you will be responsible for preparing reports as well as establishing and maintaining a high degree of documentation management and record keeping. This role will also require a substantial amount of travel, both international and domestic, including leading trips to remote locations.

Key accountabilities

- Under limited direction and using established principles, practices and procedures, undertake a range of complex tasks associated with the ongoing development and operation of Australia's CTBT air monitoring and noble gas stations.
- Under reasonable autonomy and accountability, lead the maintenance and upgrading of station equipment, relating to the operation of CTBT air monitoring stations including field work.
- Maintain, in conjunction with the Digital Services Section, software relating to Radiation Monitoring Network station operations.
- Liaise with operational and technical staff from organisations contracted to assist with the running of the CTBT air monitoring stations.
- Develop technical procedural documents.

Eligibility

To be considered for this position, you will have experience in developing, operating and maintaining large complex data acquisition systems. You will have exceptional problem-solving skills and extensive experience working as part of a team, including with representatives from other organisations, both national and international, in order to achieve a common goal.

You will have technical knowledge and experience working with in the specialist area of High-Resolution Gamma detectors including associated spectral data logging systems. You will be proficient in diagnosing and repairing these systems and other associated data acquisition systems.

You will have experience maintaining and developing software for use in supporting a large multi-layered network.

You will have experience maintaining a high standard of technical documentation including developing procedures, writing reports and maintaining various electronic equipment registers.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement. You must also meet required pre-employment checks as necessary.

Selection criteria

1. Demonstrated ability to design, develop and maintain data acquisition systems.
2. Demonstrated experience performing radiation detector system repairs.
3. Experience maintaining and developing software, including implementing improvements and troubleshooting to support operational requirements.
4. Proven ability to liaise effectively with a range of representatives from external organisations, including internationally, to achieve technical and operational objectives.
5. Demonstrated experience maintaining a high standard of technical documentation.

Eligibility

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- conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- evidence of citizenship status required.
- evidence of qualifications required of the role.
- evidence of a completed national police-check with no risks identified by ARPANSA.
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

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- Key accountabilities
- Job specific capabilities
- Selection criteria.

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To Apply

Position Contact	Joshua Hofman, 0418 696 560
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

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Health

Vacancy VN-0765541

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Thursday 18 December 2025

Radiation Health Services Modelling, Assessment and Emergency Preparedness

Job Title	Science Officer
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	$96,669 - $110,532
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	13571
Agency Website	https://www.arpansa.gov.au/

Job Description

https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI0NzI2NjE4MjQwOTI-MS9lZGl

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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.

The Modelling, Assessment and Emergency Preparedness (MAEP) Section provides advice, underpinned by health impact assessments and expert knowledge, to international bodies, Commonwealth departments and agencies, state and territory regulators, industry and members of the public. The section specialises in dose and risk assessment for planned, existing and emergency exposure situations, maintains expertise in modelling radiation exposure and doses to people and the environment, maintains and coordinates expansion of the Australian National Radiation Dose Register (ANRDR) and provides support to our obligations under the Comprehensive Nuclear Test Ban Treaty by undertaking programs as the radionuclide National Data Centre.

Why work for us?

- Opportunities to engage with national and international stakeholders
- Inclusive and diverse workplace
- Competitive salaries with 15.4% superannuation
- Generous leave conditions
- Flexible work practices
- Modern amenities and free parking at both our Yallambie and Miranda sites.

Duties

In this role you will respond to significant detections on the radionuclide monitoring systems of the IMS. You will work with members of the Radiation Monitoring Networks group and Modelling and Assessment team to determine whether reported detections are legitimate and whether they could be attributed to a nuclear detonation. You will analyse the suite of radionuclides detected and the isotopic ratios that are present to help inform the assessment. You will produce reports to inform other parts of the National Data Centre and ARPANSA of significant events.

You will work to determine possible sources for detections of interest using atmospheric dispersion modelling and open-source research of radiation sources in the region. You will use a combination of modelling tools including gaussian puff and lagrangian dispersion models and work with various software tools developed by the CTBT for the purpose of analysing detections. You will work with Geographic Information Systems such as ArcGIS to produce mapping products for data visualization.

You will work with the members of the Radiation Monitoring Networks group to develop processes and procedures related to receiving, processing, and analysis of detections. This will involve collaborative work to identify opportunities for improvement and ensure that the National Data Centre radionuclide capability is operating to a high standard.

Key accountabilities

- Use CTBTO International Monitoring System data and International Data Centre products to assist in CTBT verification efforts.
- Develop products and systems to support Australia's verification efforts as the radionuclide National Data Centre.
- Use atmospheric dispersion modelling tools to support analysis of detections on the IMS.
- Use Geographic Information Systems, such as ArcGIS, to produce mapping products for data visualisation.
- Maintain accurate records of work performed and results obtained and support the preparation of associated guidance documents and technical reports.
- Be an active member of ARPANSA's Talk to a Scientist program, which responds to enquiries from industry, and member of the public.
- Communicate with and provide advice to a wide variety of clients and external stakeholders.

Eligibility

You must possess a tertiary degree in a branch of the physical sciences, from an Australian educational institution or a comparable qualification. A sound knowledge of physics and environmental modelling is essential. Experience in radiation protection, dispersion modelling, geographic information systems, computer programming, and database management would be advantageous.

You will have well developed interpersonal skills and the ability to contribute effectively in a team environment, sometimes in a leading role, together with the ability to liaise with all levels of staff, clients and members of the general public. You will have the ability to consistently perform efficiently and effectively at a high level and the demonstrated ability to make well balanced and informed decisions.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement. You must also meet required pre-employment checks as necessary.

Selection criteria

1. Demonstrated capability in environmental or dispersion modelling, and the ability to use modelling outputs to assess risks and impacts to people and the environment.
2. Demonstrated strong analytical, problem solving and decision-making skills based on professional judgement and evaluation of risks.
3. Demonstrated capability in data analysis, processing and data visualisation. This may include computer programming, geographic information systems and Microsoft analytic tools.
4. Demonstrated capacity to produce reports which are clear, concise and readily understood by the intended audience.
5. Demonstrated ability to work collaboratively and build and sustain positive relationships with team members, stakeholders and clients. High level liaison and communication skills including the ability to impart very complex information clearly.

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- evidence of citizenship status required.
- evidence of qualifications required of the role.
- evidence of a completed national police-check with no risks identified by ARPANSA.
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The Australian Government Security Clearance Application Guidebook provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

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.

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activities for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian 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	Blake Orr, 03 9433 2317
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

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Home Affairs

Vacancy VN-0765465

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Monday 15 December 2025

Intelligence
Collection Operations Various

Job Title	Investigator/Senior investigator
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT
Salary	$94,563 - $141,853
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 6;Executive Level 1
Position Number	6330_11/25_CO
Agency Website	https://www.acic.gov.au/

Job Description

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

As an ACIC Senior Investigator/ Investigator, you will lead the design and execution of intelligence collection plans in response to established intelligence priorities and requirements, and report the intelligence obtained through these activities. You will apply advanced tradecraft and collection tradecraft within authorised legislative frameworks. The role involves close collaboration with intelligence analysts at all stages of the intelligence cycle to understand intelligence gaps and requirements, inform operational planning, and to maximise the value of the intelligence obtained from collection.

Investigators are results orientated, adept at managing risk and comfortable with partial operational autonomy. Successful applicants may be required to travel domestically or internationally. They must be able to develop productive working relationships which enhance or leverage opportunities with Law Enforcement and National Intelligence Community partners, to ensure the ACIC is positioned to deliver intelligence insights and operational outcomes.

The ACIC is undergoing legislation change. Investigator roles may require a need to obtain special member status (exercising powers of a police constable) in the medium term; however, this is not an essential skill requirement and should not prohibit interest in these roles.

Duties

As a Senior Investigator/Investigator you will undertake the following activities to a level reflecting the standards associated with the APS EL1 or APS6 levels respectively:

- In accordance with legislative authority, plan and lead collection activity targeting serious and organised crime (SOC) threats using a range of overt and covert capabilities, including Human Source operations, to collect and report intelligence.
- Ensure appropriate operational planning and security frameworks are applied to collection capabilities and activities.
- Contribute to communities of practice to share expertise and refine collection techniques.
- Apply collection best practice to improve the effectiveness and reliability of intelligence gathering.
- Collaborate with law enforcement, National Intelligence Community (NIC) and offshore partners to influence and coordinate intelligence collection efforts, including joint operations and intelligence sharing.
- Build and maintain trusted relationships with external stakeholders to support long-term collaboration and capability development.
- Consider and deploy a range of risk mitigation strategies.
- Actively manage and document compliance activities in line with prescribed obligations.

Your Skills and Capabilities

We invite applications from people with the following experience, skills and attributes:

- Demonstrated understanding of investigative and/or intelligence collection and analysis methodologies.
- Experience in implementing complex intelligence operations and/or investigations that generate unique insights into SOC or similarly complex networks.
- Ability to extract relevant information from intelligence operations and investigations to produce unique and impactful information and intelligence reports.
- Ability to understand how to operate within the context of relevant legislative, policy and legal frameworks domestically and offshore.
- Highly developed oral and written communication skills, including the ability to develop and maintain collaborative and productive internal and external working relationships.
- Proven capacity to operate as part of a multi-disciplinary team in a dynamic, agile environment to drive intelligence outcomes.
- Experience in the cultivation, recruitment and management of human sources and the effective deployment of human sources against operational objectives.

Eligibility

Essential Role Requirements

- Successfully complete the ACIC’s human source operations training program on commencement.
- Successfully complete the ACIC’s Investigator Training Program on commencement.
- As an employee in a designated high-risk role, complete an annual psychological assessment.

Other Relevant Skills

- ACIC investigator roles may require a need to obtain special member status (exercising powers of a police constable) in the medium term; however, this is not an essential skill requirement and should not prohibit interest in these roles.

Eligibility

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

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	ACIC Recruitment, recruitment@acic.gov.au
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0765472

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Monday 15 December 2025

Intelligence
Mission Coordination and Analysis, Collection Operations Various

Job Title	Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA
Salary	$85,534 - $105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 5;APS Level 6
Position Number	6331_11/25_MCA
Agency Website	https://www.acic.gov.au/

Job Description

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

The ACIC is seeking to fill a number of current and anticipated Intelligence Analyst roles across the ACIC's Intelligence Group. The ACIC is a national agency, and the opportunities available reflect the ACIC's national footprint across Australia.

As an Intelligence Analyst at the ACIC, you will play a pivotal role in producing intelligence that supports national responses to serious and organised crime (SOC). You will drive intelligence collection efforts by setting priorities and requirements, and apply advanced analytical techniques to uncover and assess threats, identify patterns, and support both operational activity and strategic decision-making.

These opportunities are available/anticipated across the fields of criminal intelligence as described below. As part of the ACIC's candidate assessment for these opportunities, candidates may be invited to express their preference for roles aligned with these fields, noting that the ACIC's priorities will remain the primary factor in determining placement of successful candidates:

- **Tactical Intelligence**: Immediate, short-term intelligence, providing actionable information for high-impact operations, drawing on expert knowledge of and close proximity to the ACIC's targets. It is often used by intelligence collection teams to guide real-time decisions in areas such as operational awareness and enablement of various taskings. It is typically produced in compressed timeframes and supports tactical decisions for preventative, disruptive action.
- **Operational Intelligence**: Near-term intelligence, typically focused on specific operations, strategies or missions. Operational intelligence supports tactical planners and operators in preparing for and effecting specific operations and activities. It identifies targeting opportunities and convergences across criminal entities and crime types. Operational intelligence also informs strategic intelligence by identifying and understanding criminal trends.
- **Strategic Intelligence**: Long-term trends, such as geopolitical developments, potential or emerging threats, and future intents and capabilities of adversaries. It includes the collection, analysis and dissemination of intelligence to influence and inform the highest levels of decision-making. It enables decision-makers to understand trends that present threats or opportunities, and enriches the understanding of the operational environment by providing a contextual framework.

Duties

As an Intelligence Analyst, you will undertake the following activities to a level reflecting the standards associated with APS Level 5 or APS Level 6:

- Deliver tailored intelligence products and advice which is clear, concise and impactful, to inform and shape ACIC and partner-agency strategies.
- Apply innovative thinking and structured approaches to analysing complex intelligence questions.
- Define and prioritise intelligence requirements to focus, inform and enhance criminal intelligence outcomes.
- Maintain an understanding of national and international SOC threat issues and globally significant criminal activity, and how they impact Australia.
- Foster inter-disciplinary and inter-agency collaboration to strengthen professional networks, promote information sharing, enhance capability development and support a shared understanding of agency objectives.
- Apply relevant legislative, regulatory, and policy frameworks to guide intelligence analysis and other activities.
- Actively contribute to communities of practice to ensure ACIC's intelligence analysis methods, tools, and skills remain contemporary and reflect best practice.

Your Skills and Capabilities

We invite applications from people with the following experience, skills and attributes:

- Relevant tertiary qualifications and/or ability to rapidly develop thematic knowledge of serious and organised crime and the factors that drive and influence crime.

- Experience in sensitive, strategic and/or operational intelligence environments, particularly within the context of Law Enforcement, the National Intelligence Community, and/or Defence.
- Excellent oral and written communication skills, including the ability to effectively communicate complex concepts in a clear and accessible manner to stakeholders.
- Ability to respond to strategic drivers and shifting priorities and adjust approach accordingly.
- Demonstrated ability to apply relevant statutory, regulatory and policy frameworks in support of complex objectives.

Eligibility

Essential Qualifications

In addition to the Eligibility Criteria listed below, successful candidates will also be required to satisfy the following elements;

- Upon commencement, complete the ACIC's Criminal Intelligence Development Program Level 1 and level 2.

Eligibility

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

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	ACIC Recruitment, recruitment@acic.gov.au
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0765474

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Monday 15 December 2025

Intelligence
Mission Coordination and Analysis, Collection Operations Various

Job Title	Assistant Director/Senior Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Brisbane QLD
Salary	$117,662 - $141,853
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	6333_11/25_MCA
Agency Website	https://www.acic.gov.au/

Job Description

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

The ACIC is seeking to fill a number of current and anticipated Executive Level 1 Intelligence Analyst roles across the ACIC's Intelligence Group, with the opportunities available reflecting the ACIC's national footprint across Australia.

As an Executive Level 1 (EL1) Intelligence Analyst (Assistant Director/Senior Intelligence Analyst), you will guide and lead analytical effort to produce criminal intelligence which supports national responses to serious and organised crime (SOC). As a leader in intelligence analysis, you will contribute to and set priorities and intelligence requirements to uncover and assess threats, identifying patterns, inform operational activity and influence strategic decision-making.

These opportunities are available/anticipated across the fields of criminal intelligence as described below. As part of the ACIC's candidate assessment for these opportunities, candidates may be invited to express their preference for roles aligned with these fields, noting that the ACIC's priorities will remain the primary factor in determining placement of successful candidates.

- **Tactical Intelligence**: Immediate, short-term intelligence, providing actionable information for high-impact operations, drawing on expert knowledge and close proximity to the ACIC's targets. It is used by intelligence collection teams to guide real-time decisions in areas such as operational awareness and enablement of various taskings. It is typically produced in compressed timeframes and often supports tactical decisions for preventative, disruptive action.

- **Operational Intelligence**: Near-term intelligence, typically focused on specific operations and strategies. Operational intelligence supports tactical planners and operators in preparing for and effecting specific operations and activities. It identifies targeting opportunities and convergences across criminal entities and crime types. Operational intelligence also informs strategic intelligence by identifying and understanding criminal trends.
- **Strategic Intelligence**: Long-term trends, such as geopolitical developments, potential or emerging threats, and future intents and capabilities of adversaries. It includes the collection, analysis and dissemination of intelligence to influence and inform the highest levels of decision-making. It enables decision-makers to understand trends that present threats or opportunities, and enriches the understanding of the operational environment by providing a contextual framework.

Duties

As an EL1 Assistant Director/Senior Intelligence Analyst, you will undertake the following activities to a level reflecting the standards associated with EL1:

- Lead teams and influence cohorts to develop high-quality intelligence products and advice which informs and advances the objectives of the ACIC and its partners.
- Maintain and leverage an awareness of strategic drivers to identify new and emerging threats, drawing on national and international perspectives to counter serious and organised crime and globally-significant criminal activity.
- Collaborates to inform the ACIC’s analytical, collection and production activities in response to national intelligence priorities.
- As a senior practitioner, lead advanced intelligence analytical methodologies, including the use of information technology, to drive criminal intelligence analysis and assess complex threats.
- Promote and support inter-disciplinary and inter-agency liaison to maintain productive networks to achieve information sharing, partnerships and common understanding.
- Apply in-depth knowledge and understanding of relevant statutory, regulatory and policy frameworks for intelligence within a law enforcement environment.
- Role model a collegiate approach within the team that promotes a culture of flexibility and constant improvement, including the coaching and mentoring of junior staff.

Assistant Director roles

- Successful candidates for Assistant Director roles will draw on their experience and credentials in intelligence analysis, and deploy their ability to lead and manage teams in driving analytical effort in support of the ACIC’s criminal intelligence priorities.

Senior Intelligence Analyst roles

- Successful candidates for Senior Intelligence Analyst roles will draw on their credentials in intelligence analysis, combined with thematic expertise to lead complex criminal intelligence and outcomes.

Your Skills and Capabilities

We invite applications from people with the following experience, skills and attributes:

- Demonstrated ability in leading teams and influencing cohorts to achieve long-lasting impact and wide-ranging benefit.
- Relevant tertiary qualifications and/or ability to rapidly develop thematic knowledge of serious and organised crime and the factors that drive and influence crime.
- Experience in sensitive, strategic and/or operational intelligence environments, particularly within the context of Law Enforcement, the National Intelligence Community, Defence or aligned private sectors.
- Ability to track strategic drivers and shape strategic thinking which guides subsequent priorities and activities.
- Excellent oral and written communication skills, including the ability to effectively communicate complex concepts in a clear and accessible manner to internal and external stakeholders.
- Demonstrated ability to apply relevant statutory, regulatory and policy frameworks in support of complex objectives.

Eligibility

Essential Qualifications

In addition to the Eligibility Criteria listed below, successful candidates will also be required to satisfy the following elements;

• Upon commencement, complete the ACIC's Criminal Intelligence Development Program Level 1 and level 2.

Eligibility

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

Notes

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More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

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To Apply

Position Contact	ACIC Recruitment, recruitment@acic.gov.au
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0765522

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Tuesday 16 December 2025

Chief Operating Officer
Policing Information and Checking Services National Policing Information

Job Title	Senior Risk and Compliance Officer - National Firearms Register Program (NFR)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6323_11/25_PICS
Agency Website	https://www.acic.gov.au/

Job Description

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

The National Firearms Register Program (NFR) is delivering the most significant reform to Australia's firearms management in thirty years. The four-year Program will deliver the National Firearms Register by July 2028, leading the technical uplift of Australia's firearms management systems, improvements to data quality, reforms to legislation and policy reform, and support though change management and stakeholder engagement.

This fast-paced, complex reform program will be delivered through the National Firearms Register Program (NFR Program), which is led by ACIC on behalf of all partners.

We are seeking a Senior Risk and Compliance Officer, with strong leadership skills and proven risk and compliance management capability. The successful candidate's work unit will be the NFR Program's Planning and Assurance Section, and they work with a diverse range of stakeholders across ACIC, jurisdictions and a number of Commonwealth agencies.

Duties

- Support the NFR Program to achieve its delivery objectives as part of the NFR's Planning and Assurance Section;
- Work with partner agencies to identify and report on risks to delivery;
- Apply an experienced and contemporary approach to risk management and compliance, in line with existing ACIC risk frameworks;
- Support the development of the NFR's future state risk and compliance arrangements.

Eligibility

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

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To Apply

Position Contact	Susan, 0491 276 570
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0765540

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 17 December 2025

Chief Operating Officer
Policing and Information Checking Systems National Policing Information

Job Title	Senior Business Advisor - National Firearms Register Program (NFR)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6329_11/25_PICS
Agency Website	https://www.acic.gov.au/

Job Description

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

The Senior Business Advisor role is located within the National Firearms Program. They will be responsible for supporting the Firearms Capability Manager with a range of activities related to the ongoing management and technical user support of the Australian Firearms Information Network (AFIN) and the National Firearms Identification Database (NFID). This ranges from high level secretariat for a national firearms advisory body, providing program advice, responding to user enquiries, and triaging access and change requests.

Duties

- Support the Firearms Capability Manager to manage Firearms Business Services for multi-jurisdictional governance committees across more than ten Commonwealth, state and territory government agencies;
- Build and maintain trusted relationships with internal and external stakeholders, including senior government officials across Commonwealth agencies and state and territory governments;
- Develop and maintain knowledge of Australian firearm regulations;

- Demonstrate exceptional and proven senior communication skills, particularly in a business advisory context;
- Provide secretariat support for the quarterly AFIN User Advisory Group;
- Manage the group inbox for two policing information systems including, prioritisation, assistance and management of defects, and enhancements across business systems;
- Support the implementation of effective standards and processes including continuous improvement to service delivery through reporting, analysis and planning.

Your skills and capabilities

- Strong and proven verbal and written communication skills, with the ability to articulate and present complex concepts to a diverse audience;
- Strategic thinking with excellent analytical, planning and organisational skills;
- Resilience, commitment to delivery and quality, sound judgement and the ability to solve problems quickly and effectively.

Eligibility

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

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Angela, 0408 642 571
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0765543

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 17 December 2025

Chief Operating Officer
Policing Information and Checking Services National Policing Information

Job Title	Senior Secretariat and Governance Officer - National Firearms Register Program (NFR)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6335_11/25_PICS
Agency Website	https://www.acic.gov.au/

Job Description

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

We are seeking a Senior Secretariat and Governance Officer, with strong leadership skills and proven secretariat and governance capability. The successful candidate's work unit will be the NFR Program Governance Section, and they work with a diverse range of stakeholders across ACIC, jurisdictions and a number of Commonwealth agencies.

Duties

- Support the Director, Governance, to manage NFR Program secretariat and governance for senior multi-jurisdictional governance committees across more than ten Commonwealth, state and territory government agencies;
- Build and maintain trusted relationships with internal and external stakeholders, including senior government officials across Commonwealth agencies and state and territory governments;
- Demonstrate exceptional and proven senior communication skills, particularly in a secretariat and governance context.

Your skills and capabilities

- Proven ability to support the delivery of a complex regulatory reform, with multiple stakeholders in a public sector context, through best-practice program management disciplines;
- Resilience, commitment to delivery and quality, sound judgement and the ability to solve problems quickly and effectively;
- Strategic thinking with excellent analytical and planning skills;
- Outstanding and proven verbal and written communication skills and strong attention to detail, with the ability to articulate and present complex concepts to a diverse audience.

Eligibility

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

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Angela, 0408642571
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0765546

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 17 December 2025

Chief Operating Officer
Policing Information and Checking Services National Policing Information

Job Title	Senior Assurance Officer - National Firearms Register Program (NFR)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6336_11/25_PICS
Agency Website	https://www.acic.gov.au/

Job Description

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

We are seeking a Senior Assurance Officer, with strong leadership skills and proven assurance capability. The successful candidate's work unit will be the NFR Planning and Assurance Section, and they work with a diverse range of stakeholders across ACIC, jurisdictions and a number of Commonwealth agencies.

Duties

- Support the Director, Planning and Assurance, to manage NFR Program assurance for senior multi-jurisdictional governance committees across more than ten Commonwealth, state and territory government agencies;
- Build and maintain trusted relationships with internal and external stakeholders, including senior government officials across Commonwealth agencies and state and territory governments;
- Demonstrate exceptional and proven senior communication skills, particularly in an assurance context.

Your skills and capabilities

- Proven ability to support the delivery of a complex regulatory reform, with multiple stakeholders in a public sector context, aligned to existing frameworks and best-practice program management;

- Resilience, commitment to delivery and quality, sound judgement and the ability to solve problems quickly and effectively;
- Strategic thinking with excellent analytical and planning skills;
- Strong and proven verbal and written communication skills, with the ability to articulate and present complex concepts to a diverse audience.

Eligibility

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

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Susan, 0491276570
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0765548

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 17 December 2025

Chief Operating Officer
Policing Information and Checking Services National Policing Information

Job Title	Assistant Director, Governance - National Firearms Register Program (NFR)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$117,662 - $141,853
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	6326_11/25_PICS
Agency Website	https://www.acic.gov.au/

Job Description

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

This fast-paced, complex reform program will be delivered through the National Firearms Register Program (NFR Program), which is led by ACIC on behalf of all partners.

We are seeking an Assistant Director, Governance, with strong leadership skills and proven senior governance capability. They will work with a diverse range of stakeholders across ACIC, jurisdictions and a number of Commonwealth agencies.

Duties

- Support the Director to manage NFR Program governance for senior multi-jurisdictional governance committees across more than ten Commonwealth, state and territory government agencies;

- Build and maintain trusted relationships with internal and external stakeholders, including senior government officials across Commonwealth agencies and state and territory governments;
- Demonstrate exceptional and proven senior communication skills, particularly in a governance context.

Your skills and capabilities

- Proven ability to support the delivery of a complex regulatory reform, with multiple stakeholders in a public sector context, through best-practice program management disciplines;
- The ability to navigate political and bureaucratic landscapes effectively as a senior leader;
- Excellent stakeholder engagement, negotiation, liaise effectively with Senior Executive officers to support agreement on complex matters;
- Resilience, commitment to delivery and quality, sound judgement and the ability to solve problems quickly and effectively;
- Strategic thinking with excellent analytical and planning capability;
- Exceptional and proven verbal and written communication skills, with the ability to articulate and present complex concepts to a diverse audience, including ministerial and Cabinet submissions.

Eligibility

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

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national

information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Angela, 0408642571
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Industry, Science, Energy and Resources

Vacancy VN-0765429

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 12 December 2025

Chief Information Officer
Digital Services for Business ServiceNow

Job Title	Manager - ServiceNow
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$147,408 - $158,710
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
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	2166_11/25
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=B46B5B4A-5C23-EEBC-1BE0-E465DC745C00

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 Chief Information Officer Division (CIOD) 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
- Drive the innovation and transformation of IT services
- Protect the department from cyber threats
- Provide a strong technology foundation for staff

The CIOD is comprised of three branches and a taskforce:

- Digital Services for Business - delivers whole-of-government digital services that support Australian businesses and supports transformation of ICT services in alignment with government digital policy goals.
- Digital Strategy and Cyber Security - sets the direction for the division making sure that our technology is cyber secure, strategically sound and meets our accessibility and user needs.
- ICT Operations – delivers and maintains core ICT infrastructure and services, supporting both day-to-day operations and major transformation initiatives, ensuring departmental ICT systems are secure, reliable, and aligned with strategic objectives.
- Digital Services Modernisation Taskforce - transforming the department's business systems and driving the adoption of emerging technologies, including AI

The opportunity

The Chief Information Officer Division is looking to fill the Manager, ServiceNow position. An order of merit may be established to fill upcoming and future vacancies.

The ServiceNow team is responsible for managing and maintaining the department's ServiceNow Platform, delivering business as usual support and enhancements as well as project delivery for new features. The platform currently supports around 14,000 employees across the Department and shared service agencies.

Our ideal candidate

Our ideal candidate will have:

- Exceptional leadership skills with experience in leading teams to deliver positive business outcomes
- Experience in financial management, ICT procurement and contract/vendor management
- The ability to think strategically and drive forward planning in alignment with shared divisional priorities
- Outstanding judgement and strategic thinking, with a risk-focused approach and ability to identify opportunities for improvement
- Experience applying contemporary ICT delivery approaches and technologies—such as agile, DevOps, human-centered design, cloud, and artificial intelligence
- Experience in people leadership and management
- Exceptional stakeholder management skills, including the ability to influence and work with a broad range of people from diverse backgrounds
- Experience in leading change and building organisational capability, focusing on continuous improvement and innovation

Duties

As the Manager you will:

- Lead a small multidisciplinary team of administrators, developers, business analyst and knowledge managers and provide coaching, training and performance feedback
- Provide strategic leadership and governance oversight of project and service delivery for a cloud-based solution
- Lead platform roadmap planning and quarterly work planning
- Manage vendors and contracts to deliver outcomes
- Operational management of the platform, including monitoring platform performance, risk and issue management and budget and resource allocation
- Stakeholder management, including the ability to influence and work with a broad range of people from diverse backgrounds
- Act as the system owner and ensure compliance, integrity and policy alignment for the platform
- Lead incident response and ensure effective communication and timely resolution
- Effective communication (written and verbal) and collaboration skills, contributing to a positive workplace culture
- Produce and contribute to high-quality reporting, briefs, papers, and advice

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

Notes

Specific skills and experience in one or more of the following ICT areas are highly desirable:

- ICT platform management
- Program and project delivery
- Operations (infrastructure, standard operating environment technologies, cloud)
- ICT service delivery and service management
- Frameworks, process and practice
- A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

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

To Apply

Position Contact	Kirsty Bailey, 02 6243 7940
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=B46B5B4A-5C23-EEBC-1BE0-E4

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Industry, Science, Energy and Resources

Vacancy VN-0765503

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 17 December 2025

Chief Financial Officer
Strategy, Perform, Program Delivery & Procurement Procurement & Contracts

Job Title	Data and Systems Processing and Reporting Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	$86,631 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 5
Position Number	1186_06/25
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

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

About the team

Procurement and Contract Management (PCM) forms part of the Strategy, Performance, Procurement and Assurance branch within the Chief Finance Officer Division (CFOD).

Business lines are responsible for procurement and contract management activity within the department, with the PCM team providing support to ensure the department undertake compliant, effective procurement. PCM area has three (3) distinct teams who work together to provide this support:

- Procurement and Contract Management Support Services provide front line assistance to DISR staff to conduct procurement and contract management activities.
- Data & Systems enable the effective use of data and systems, processing and reporting, to ensure efficient and effective procurement activities and decision making.
- Strategy, Governance and Policy develop and maintain the policies and processes for DISR to achieve industry best practice procurement and contract management practices.

Our department is committed to inclusion and diversity, with an ambition to be a great place to work. Everyone matters, and this is reflected in our workplace culture, where everyone is valued and respected. Our ideal candidates will add to this culture and contribute to making our workplace great.

The opportunity

Our team undertake the manual processing for procurement and grants and upload the relevant details to AusTender and Grant Connect. We also prepare and distribute all the reporting on

behalf of the CFO Division (senate estimates, Questions on Notice, Annual and Quarterly reporting) in relation to procurement and contracts. Our focus being on accurate and timely reporting, knowledge and guidance material to assist business areas in relation to their mandatory reporting requirements, and processing information in TechOne ensuring compliance.

The APS5 Procurement Officer provides technical expertise and professional advice to support procurement activities. The role operates under limited direction, exercising sound judgement to ensure compliance with relevant legislation, policies, and frameworks. It contributes to business unit outcomes through effective planning, stakeholder engagement, and continuous improvement initiatives.

Our ideal candidate

The ideal candidate is someone who is a team player with great communication skills. They are confident and strive for accuracy with data entry, enjoy working in systems and maintaining data and records.

Key Skills / Personal Attributes:

Our ideal candidate must be able to demonstrate the following skills and experience:

- Strong attention to detail and ability to follow established processes.
- Strong understanding of procurement legislation, policies and frameworks.
- Ability to exercise professional judgement and manage competing priorities.
- Effective communication and stakeholder engagement
- Ability to manage competing priorities and meet deadlines with limited supervision.
- Willingness to learn and apply procurement policies and procedures.
- Analytical and problem-solving capabilities to identify and mitigate risks.
- Collaborative approach and ability to build positive working relationships.
- Ability to exercise professional judgment and manage competing priorities.

Experience required:

Demonstrated experience in managing procurement activities within a government or similar environment.

Knowledge and understanding of PGPA Act, CPR's and financial frameworks. Experience and knowledge in departmental reporting

Qualifications:

- No formal qualifications are required, however qualifications in a related field would be beneficial.

Duties

As the Data and Systems Processing and Reporting Officer, you will:

- Manage end to end procurement processes in accordance with PGPA Act and Commonwealth procurement rules (CPR's).
- Provide professional advice on procurement strategies, risk management and compliance requirements.
- Prepare and review procurements documentation and records in relation to processing and reporting activities.
- Liaise with internal and external stakeholders to ensure timely and effective reporting.
- Contribute to continuous improvement initiatives and support less experienced staff.
- Complete data entry in procurement systems (e.g., TechOne) and reporting platforms (AusTender, GrantConnect).
- Support the team with routine reporting requirements, including contract variations and tender documentation uploads.
- Action procurement queries and escalate complex issues to senior staff.
- Provide administrative support for procurement and reporting functions.
- Contribute to continuous improvement by identifying opportunities to streamline processes.
- Promote and demonstrate behaviours consistent with APS Values and the accountability framework

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

Flexible Working arrangements

The department does currently offer flexible work opportunities for many roles. The team is currently located in Brisbane, Canberra, Adelaide, or Melbourne, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

Merit Pool

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.

Right to Disconnect

The Fair Work Legislation Amendment (Closing Loophole No. 2) Act 2024 provides an enforceable workplace right for an employee to refuse contact or attempted contact from an employer or third party, outside of their working hours, unless the refusal is unreasonable. For further information please review the Right to Disconnect in the Public Sector guidance from the APS

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

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

To Apply

Position Contact	Lisa Rosetta, 02 6213 6930
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0765475

Geoscience Australia

Closing Date:Monday 05 January 2026

Corporate Division
Enabling Services Human Resources

Job Title	Strategic HR Leaders (Multiple Roles)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	Executive Level 1
Position Number	18853
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia values the lands, water and sky as we work to deepen a shared understanding of Country and Earth. We respect First Nations peoples and their enduring connection, contribution and obligations to Country. Reflecting on our shared history, we are committed to listen and learn.

About us

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

Our culture

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

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

What we can offer you

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

Our team

The Enabling Services Branch delivers key corporate functions across Geoscience Australia, including communications, cyber security, finance and facilities, governance, and HR. Our success is driven by a trusted partnership that connects our expertise with the needs of our stakeholders. Within the HR Section, our team provides a range of services to support our people, including recruitment, capability development, safety and wellbeing, workplace relations, culture and engagement, and workforce data and planning.

We lead with purpose and integrity, guided by Geoscience Australia’s Values-Driven Leadership Model. Our leadership approach fosters trust, collaboration, and accountability, creating an environment where every team member feels empowered to contribute and grow. We champion flexibility and inclusion, enabling each person to bring their best self to work. By recognising and celebrating the diversity of our people and the unique strengths they offer, we build a culture that values respect, shared success, and continuous learning.

The opportunity

Geoscience Australia is establishing a merit pool for Executive Level 1 (EL1) Strategic HR Leader and may be used to fill multiple positions now and in the future. As an EL1 Strategic HR Leader, you will play a pivotal role in shaping Geoscience Australia’s workforce to meet both operational and strategic objectives. This includes leading and delivering high-impact HR projects designed to enhance organisational capability, foster growth, and create meaningful career opportunities. The work of our team spans critical functions such as workforce planning, diversity and inclusion,

workforce strategy and initiatives that strengthen leadership capability and organisational resilience. As a member of our team, you will contribute to the implementation of Geoscience Australia's People and Culture Strategy 2028 and activities aligned with our Organisational Transformation Program.

Outlined below are examples of roles and responsibilities that demonstrate the scope and expectations for positions this Merit Pool may be used to fill.

Duties

Manager (HR Strategy)

In this role, the Manager provides expert leadership and advice on developing, implementing, and evaluating strategic workforce initiatives that align with Geoscience Australia's People and Culture Strategy 2028 and APS requirements. The Manager leads a professional team to deliver high-impact HR projects and programs that enhance organisational capability and support both operational and strategic objectives.

Key responsibilities include:

- Driving stakeholder engagement and fostering a customer-centric, inclusive culture.
- Overseeing data-driven analysis and continuous improvement initiatives.
- Managing change programs and supporting the professional growth of team members.
- Ensuring all activities reflect organisational values and a commitment to diversity, equity, and wellbeing.

Manager (Diversity and Inclusion)

In this role, the Manager provides strategic leadership to advance a culture of equity, respect, and belonging at Geoscience Australia. The Manager leads the development and continuous improvement of diversity and inclusion strategies aligned with organisational values and the People and Culture Strategy 2028.

Key responsibilities include:

- Driving progress towards Silver accreditation under the Science in Australia Gender Equity (SAGE) Program, including preparing submissions and embedding SAGE principles into workplace practices.
- Supporting broader Workplace Gender Equality Agency initiatives and adapting them for APS contexts.
- Partnering with leaders, staff networks, and external organisations to deliver impactful initiatives.

- Managing a dedicated team, overseeing budgets, and mentoring others to build capability and deliver measurable outcomes that support a diverse, inclusive, and high-performing workforce.

Manager (Workforce Planning)

In this role, the Manager provides expert leadership in designing, reviewing, and implementing future-focused workforce planning at Geoscience Australia. The Manager ensures workforce planning and capability initiatives align with organisational objectives and APS requirements.

Key responsibilities include:

- Supporting the strategic commissioning framework and broader HR programs.
- Leading high-impact projects, analysing workforce trends, and delivering insights to inform decision-making.
- Developing communication strategies to drive engagement and collaboration.
- Mentoring team members and fostering a culture of continuous improvement, while ensuring all activities reflect the organisation’s commitment to diversity, inclusion, and operational excellence.

Key capability for success:

As an EL1 Strategic HR Leader at Geoscience Australia, you will be expected to demonstrate the following capabilities, grounded in our Values-Driven Leadership Model:

- Model values and integrity: demonstrate professionalism, respect, and integrity in all actions, upholding APS Values, Code of Conduct, and Geoscience Australia’s values
- Inclusive leadership: embed diversity, equity, and inclusion principles into strategies and create a workplace where all employees feel respected and able to contribute
- Strategic delivery: develop and implement forward-looking HR initiatives that align with organisational priorities and anticipate future workforce needs
- Collaborative relationships and influence: build strong, trust-based relationships across teams, business areas and external stakeholders by forming strategic partnerships that share knowledge, guide ways of working, and co-design solutions to achieve outcomes
- Evidence-based advice: proactively use data, research, and critical thinking to provide clear, actionable insights and measure the impact of initiatives
- Leading change: guide teams and stakeholders through change with agility and resilience, supporting adaptation to evolving priorities and challenges
- Knowledge sharing and capability building: work closely with leaders and teams to share expertise, provide guidance, and promote consistent, effective practices
- Developing people: coach and mentor team members, fostering capability, accountability, and a culture of continuous growth, learning and improvement
- Clear communication: communicate with confidence and influence, tailoring messages for diverse audiences and ensuring clarity of purpose

- Driving improvement: promote innovation and continuous improvement to deliver high-quality, customer-focused HR services and outcomes

Required skills, knowledge, experience and/or qualifications

- In-depth knowledge and experience working to contemporary HR practices.
- Experience in the achievement of organisational outcomes through human resources strategy development and implementation, preferably in an Australian Public Service context.
- A relevant qualification in human resources is desirable but not essential.

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.

To Apply

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

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

In your statement, we encourage you to reflect on the capabilities outlined above, demonstrating how your background aligns with the skills and attributes we’re seeking. Use specific examples to illustrate your contributions in similar contexts and highlight how your experience positions you to succeed in one or more of the roles.

Please also indicate your preferred role(s). The selection panel will consider your application across all available positions and assess your suitability based on the alignment between your experience and the role requirements.

If you have any questions regarding the role, please contact Madeleine Garrett via madeleine.garrett@ga.gov.au.

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

Notes

Recruitability

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

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

Technical Assistance

If you require technical assistance, call our Recruitment team on (02) 6249 9777 or email recruitment@ga.gov.au.

A merit 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.

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To Apply

Position Contact	Madeleine Garrett, 0438695100
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0765593

Geoscience Australia

Closing Date:Sunday 21 December 2025

Space
Positioning Australia Program Management Office

Job Title	APS5/6 Engagement Officials
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	$84,286 - $113,155
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 5;APS Level 6
Position Number	Multiple
Agency Website	www.ga.gov.au

Job Description

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

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Our team

The Positioning Australia Program Management Office (PA PMO) within Space Division provides specialist advice and program management services to facilitate delivery, governance and assurance and whole-of-life capability management of Geoscience Australia’s Positioning Australia Program. The PA PMO supports Chief of Space Division and its two Branches, Positioning Australia Branch (PA) and SouthPAN Branch, responsible for delivery of the Program. As a small team, the PA PMO combines diverse skillsets including business development, program and project management, procurement, strategic coordination, commercial, scheduling, financial management and governance to deliver the services.

Further information about the work undertaken can be found on the Geoscience Australia website via this link About Positioning Australia | Geoscience Australia.

Duties

The Senior/Engagement Officials deliver effective engagement with our key stakeholders and customers. You will deliver stakeholder engagement initiatives that support uptake of Positioning Australia products and services across industry, government and communities. In partnership with subject matter experts within Geoscience Australia, you will work within a small team and coordinate effective engagement and promotion, ensuring these activities deliver on the organisational objectives and targets for the Positioning Australia Program.

In this role you will:

- Apply your strengths in stakeholder engagement to design and execute stakeholder engagement activities to positively impact achievement of the strategic objectives of the Positioning Australia Program across industry, government and communities.
- Ability and drive to engage successfully with stakeholders in many contexts, to build productive collaborative external relationships.
- Excellent communication skills, including the ability to translate and convey technical terms and contexts in an easy to attain manner for non-technical audiences. Work across stakeholder relationships to support uptake of Positioning Australia products and services.
- Work closely with global navigation satellite systems (GNSS)/positioning subject matter experts demonstrating the applications of Program products and services to provide solutions into industry, government and end user positional problems.
- Collect data on the effectiveness and impact of stakeholder engagement and communications activities to inform adjustments and achieve required outcomes.
- Coordinate engagement across sectors like agricultural, maritime, transport, resources and government as well as with original equipment manufacturers of positioning solutions.
- Liaise with relevant areas within Geoscience Australia and with partner organisations.

To be successful in the role you will:

- Have a passion for delivering engagement activities, business develop and gathering the relevant data to link engagement activities to outcomes and benefits.
- Be able to identify key stakeholders within priority sectors, develop an understanding of relevant challenges within priority sectors and communicate the value of Positioning Australia’s products and services to those priority sectors.
- Identify opportunities to encourage uptake of technical products and services within priority sectors. Conduct market analysis associated with the branch’s products and services, monitoring and reporting on trends.
- Collaborate with technical officials to integrate latest developments into the systematic business development and engagement planning, including monitoring of upcoming relevant forums, events and conferences.
- Engage with key customers to build and maintain relationships, understand their perspectives and the impact of uptake of Positioning Australia products and services.
- Be able to proactively identify risks and issues around stakeholder engagement and identify and propose solutions to mitigate them while maintaining effective performance.
- Demonstrate public service professionalism and probity by adopting a principled approach and adherence to the APS Values and Code of Conduct.

Required skills, knowledge, experience and/or qualifications

- Education and experience relevant to global navigation satellite systems (GNSS) or space-related capabilities (e.g. telecommunications) is desirable.
- Relevant tertiary qualifications and work experience in a technical-based business environment, combined with a strong grasp of business development for technical products and services.
- Strong relationship management skills with a customer focus. Experience in partnering and influencing stakeholders in the context of technical products and services.
- Be highly effective working within multi-disciplinary hybrid teams with demonstrated collaboration and interpersonal communication skills.
- Demonstrated experience in stakeholder engagement, ideally in the agricultural, maritime, transport, resources and government sectors and/or with original equipment manufacturers of positioning solutions.

To Apply

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

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

If you have any questions regarding the role, please contact Hannah Gisz on (02) 6249 9122 or email hannah.gisz@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 in order to obtain selection documentation.

Are you unsure about applying?

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

Notes

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To Apply

Position Contact	Hannah Gisz, (02) 6249 9122
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0765594

Geoscience Australia

Closing Date:Sunday 21 December 2025

Space
Positioning Australia Program Management Office

Job Title	Procurement and Contracting Official - Positioning Australia
Job Type	Full-Time, Non-Ongoing
Location	Symonston ACT
Salary	$97,756 - $113,155
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 6
Position Number	19270
Agency Website	www.ga.gov.au

Job Description

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

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Our team

The Positioning Australia Program Management Office (PA PMO) within Space Division provides specialist advice and program management services to facilitate delivery, governance and assurance and whole-of-life capability management of Geoscience Australia’s Positioning Australia Program. The PA PMO supports Chief of Space Division and its two Branches, Positioning Australia Branch (PA) and SouthPAN Branch, responsible for delivery of the Program. As a small team, the PA PMO combines diverse skillsets including business development, program and project management, procurement, strategic coordination, commercial, scheduling, financial management and governance to deliver the services.

Further information about the work undertaken can be found on the Geoscience Australia website via this link About Positioning Australia | Geoscience Australia.

Duties

The Procurement and Contracting Official will play a pivotal role in delivering effective procurement and contract management outcomes for the Positioning Australia Program. You will lead and support the delivery of complex contract management activities across the Positioning Australia Branch, whilst also providing specialist advice across procurement compliance,

contractor engagement, and broader governance functions. This role requires sound judgement, attention to detail, and the ability to balance competing priorities, ensuring efficient, compliant and value for money outcomes that directly support Positioning Australia.

In this role you will:

- Lead and support the delivery of complex contract management activities.
- Provide specialist advice on procurement, contracting and compliance matters to support governance and decision making.
- Manage contractor engagement and relationships to ensure effective service delivery and value for money outcomes.
- Monitor and support compliance with procurement frameworks, policies and legislations.
- Prepare and review procurement documentation, contracts, reports, and related correspondence.
- Build and maintain productive working relationships with both internal and external stakeholders.
- Contribute to continuous improvement initiatives that strengthen procurement and contracting process across the Positioning Australia Program.

The role will report to and work closely with divisional and organisational finance and procurement managers.

To be successful in the role you will:

- Operate as an effective team member; work collaboratively; draw on team strengths.
- Build and sustain relationships; liaise with a range of stakeholders including team members, other teams, colleagues and clients.
- Apply and develop capabilities to meet performance expectations; contribute own expertise for the benefit of the business unit.
- Maintain focus on quality to achieve outcomes; adhere to documented procedures; use and encourage others to use appropriate information management systems to keep information up to date.
- Identify need for change and initiate change when required; reschedule and reorganise work to reflect changes in priority.
- Present messages confidently and select the appropriate medium for conveying information; focus on clear communication of key points.
- Demonstrate flexibility with day-to-day work changes, shifting priorities and periods of uncertainty.
- Understand the strategic objectives of the organisation; identify broader influences that may impact on achievement of work objectives; contribute to the development of plans, strategies and team goals objectives.
- Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- Experience in procurement and contracting with transferable skills to navigate a complex contract management environment.
- Relevant tertiary qualifications and work experience in a technical-based business environment.
- Experience working collaboratively within multi-disciplinary teams.
- Excellent communication skills, both written and oral.

To Apply

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- 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 Phil Shears on (02) 6249 5811 or email Philip.Shears@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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To Apply

Position Contact	Phil Shears, (02) 6249 5811
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0765598

Geoscience Australia

Closing Date:Sunday 21 December 2025

Space
Positioning Australia Program Management Office

Job Title	APS5/6 Project Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	$84,286 - $113,155
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 5;APS Level 6
Position Number	Multiple
Agency Website	www.ga.gov.au

Job Description

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

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Further information about the work undertaken can be found on the Geoscience Australia website via this link About Positioning Australia | Geoscience Australia.

Duties

The Project Officer/Coordinator roles will provide project management and administrative support to the project team and contribute to the delivery of project outcomes. You will be required to work against established priorities and project management practices and methodologies to deliver quality outcomes. The Program Administration role will provide program management and administrative support to the Positioning Australia Program in the delivery of program outcomes. You will be required to work against established priorities and program management practices and methodologies to deliver quality outcomes. You will be required to perform research and analysis to make decisions that involve complex or escalated issues related to Positioning Australia.

In this role you will:

- Prepare high-quality written materials, including program advice, briefings, and consultation papers.
- Maintain administrative processes to ensure assets are accurately recorded, as part of compliance with asset management framework.
- Undertake research and analysis across a range of sources to inform program development, including identifying issues, potential solutions and continuous improvement to processes.
- Support the Positioning Australia Program, project planning and implementation, reporting and evaluation activities against program and organisational strategies.
- Manage small projects in collaboration with the delivery and programme teams, including:
- Development of fit for purpose project documentation,
- Identification and management of project issues, and
- Engagement with stakeholders to communicate project status and identify and respond to stakeholder needs.
- Manage project documentation and utilise corporate records management systems to ensure consistency and compliance.
- Assist with project planning processes utilising innovative techniques and methods to tackle new issues and situations.
- Work collaboratively within the Program Management Office and across stakeholder teams, contribute to a positive and inclusive team culture, and support colleagues in their work and development.
- Deliver secretariat functions for senior governing boards and advisory panels and committees, including preparation of agendas, briefings and discussion papers.

To be successful in the role you will:

- Operate as an effective team member; work collaboratively; draw on team strengths.
- Build and sustain relationships; liaise with a range of stakeholders including team members, other teams, colleagues and clients.
- Apply and develop capabilities to meet performance expectations; contribute own expertise for the benefit of the business unit.
- Maintain focus on quality to achieve outcomes; adhere to documented procedures; use and encourage others to use appropriate information management systems to keep information up to date.
- Evaluate program performance, identify need for change and initiate change when required; reschedule and reorganise work to reflect changes in priority.
- Monitor the program against plans; manage priorities and agree adjustments to milestones as required and in accordance with the Positioning Australia Program.
- Present messages confidently and select the appropriate medium for conveying information; focus on clear communication of key points.
- Demonstrate flexibility with day-to-day work changes, shifting priorities and periods of uncertainty.
- Understand the strategic objectives of the organisation; identify broader influences that may impact on achievement of work objectives; contribute to the development of plans, strategies and team goals objectives.
- Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- Project management knowledge, for example, PMBOK, Prince2 and Agile frameworks/methodologies

- Relevant tertiary qualifications and work experience in a technical-based business environment.
- Program management knowledge and administration experience.
- Experience working collaboratively within multi-disciplinary teams.
- Excellent communication skills, both written and oral.

To Apply

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

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

If you have any questions regarding the role, please contact Phil Shears on (02) 6249 5811 or email Philip.Shears@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 in order to obtain selection documentation.

Are you unsure about applying?

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

Notes

If you require technical assistance, call our Recruitment team on (02) 6249 9777 or email recruitment@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	Phil Shears, (02) 6249 5811
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0765587

National Reconstruction Fund Corporation

Closing Date:Tuesday 09 December 2025

Operations

Job Title	Director, Government Affairs & Stakeholder Relations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Hybrid
Classification	Executive Level 2;Senior Executive Service Band 1
Position Number	PN1AFINMAN
Agency Website	www.nrf.gov.au

Job Description

recruitment@nrf.gov.au

Who are the NRFC and why work for us?

The NRFC is Australia’s sovereign investor in industrial capability. The Australian Government established the NRFC in 2023 to facilitate flows of capital to help diversify and transform Australia's industry and economy. We have $15bn to invest commercially, responsibly, and selfsustainably to support the development of Australia’s industrial capability across our 7 Growth Areas:

- Resources
- Enabling capabilities
- Defence capability
- Transport
- Renewables and low emission technologies
- Agriculture forestry and fisheries
- Medical science

We are building a team that helps Australia realise its full potential for innovation and industry. Joining the NRFC at this critical time presents a unique career opportunity to engage in a wide range of projects, build valuable networks across finance, government, and industry, and make your mark on the formative stages of an Australian development institution.

Purpose of the role

The Director, Government Affairs & Relations, will play a crucial role in shaping the organisation's relationship with the government and navigating the complex intersection of

business interests and public policy. This role will provide support across the NRFC's Government Relations activities, with a focus on providing high level written execution of briefings, requests for information, talking points and other correspondence.
They will help us map and better understand the different priorities and viewpoints of stakeholders across government and politics, ensuring that we are able to build influence across federal and state governments and parliaments, as well as relevant government departments.

This role reports into the Head of Corporate Affairs and ideally be based in Canberra.

Please note we pay 12% super.

Duties

Key Responsibilities

• Develop and maintain relationships with key government officials, agencies, and regulators at local, state, and federal levels.

• Identify, develop and manage cooperative agreements with relevant entities, such as the Bradfield Development Authority (BDA), and the Advanced Manufacturing Readiness Facility (AMRF).

• Proactively identify, foster and manage departmental, political, and other stakeholder relationships and - in concert with the Head of Corporate Affairs -support the NRFC's outreach to ministerial and departmental staff, cross benches and other relevant MPs.

• Monitor and seek to influence legislative and regulatory developments that could impact the

organisation and advise internal stakeholders on potential implications.

• Develop and execute strategies for engaging with government Federal and State Government stakeholders to achieve the organisation's goals.

• Assist with crises or controversies that may arise involving government stakeholders, such as regulatory issues or public policy disputes.

• Support and create briefing materials and engagements for government facing activities.

• Preparing materials for Senate Estimates preparation, responding to Questions on Notice and other requests for information.

• Collaborate with public relations and communications teams to craft messaging and campaigns related to government relations.

• Working with other team members to organise stakeholder events, such as a Parliamentary engagement event, and/or site tours and investee showcase for MPs.

• Maintaining forward schedule and plan for proactive Government engagements.

• Working with others in the team on engagement opportunities and events involving nongovernment stakeholders.

Eligibility

Key Skills and experience

• Proven experience in government relations or public affairs roles, with a track record of successfully engaging with government stakeholders.

• Proven experience in Parliamentary questions on notice and orders to produce documents, as well as preparation of materials and people for Senate Estimates.

• Experience monitoring and analysing legislative and regulatory developments and government processes, with ability to appropriately influence outcomes.

• Demonstrated experience in participating in, and leading where appropriate, engagements and collaboration opportunities with other SIVs and peer organisations.

• Experience developing and implementing strategic plans for engaging with government stakeholders to advance organisational goals.

• Experience maintaining and managing a CRM in order to strategically track and measure stakeholder engagement

• Strong communication skills, with experience serving as a significant point of contact and liaison between the organisation and government stakeholders.

• Experience in identifying and managing cooperative agreements and partnerships with third parties.

• Experience in assisting in managing crises or controversies involving government stakeholders, including regulatory issues or public policy disputes.

• Ability to work collegiately and collaboratively as part of a small, multidisciplinary team

Notes

Core Behaviours

We want our people to be curious and collaborative, customer focused and courageous, inclusive and empathetic, action-orientated and tenacious.

We value and encourage these behaviours and they form the building blocks of a dynamic workplace culture where individuals are empowered to thrive and collaborate towards common goals.

We believe everyone in our team has a vital role to play in our success. Working at the NRFC is the career experience of a lifetime; and we want to have conversations with people who want to be part of it.

To apply please send your CV and outline your notice period, current salary and if you have security clearance to recruitment@nrf.gov.au

About the National Reconstruction Fund Corporation

The Australian Government established the NRFC in 2023 to help diversify and transform Australia's industry and economy by providing finance in the form of debt, equity and guarantees. We support Australian projects that drive high-value industry transformation in the following 7 priority areas: Resources Enabling capabilities Defence capability Transport Renewables and low emission technologies Agriculture forestry and fisheries Medical science Joining the NRFC offers a new and unique career opportunity, enabling you to engage in a wide range of projects, build valuable networks across finance, government and industry sectors, and make your mark faster than you would elsewhere. We’re here to help Australia realise its full potential for innovation and industry through facilitating flows of finance into 7 priority growth areas - and all our employees play a key role in that process.

To Apply

Position Contact	Aoife Larkin, 0437 022 709
Agency Recruitment Site	recruitment@nrf.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765558

Civil Aviation Safety Authority Australia

Closing Date:Wednesday 17 December 2025

Regulatory Oversight
Regulatory Services 1 Aerodromes Operations

Job Title	CASA Inspector (Aerodromes)
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	$121,285 - $157,164
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	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	3790
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Role

The Aerodromes Inspector (ASR1) role forms an essential part of CASA’s regulatory oversight, conducting surveillance of more than 330 airports and aerodromes nationally, as well as providing essential regulatory services and guidance to the sector.

This particular role works alongside our dedicated and focussed team of inspectors and other related staff, who work collaboratively to deliver on CASA’s strategic operational priorities and work plans, including the National Oversight Plan (NOP). As a member of CASA’s Aviation Technical Workforce (ATW), CASA Inspectors work under direction and guidance from a Manager and National Manager. This role is expected to work under limited direction, demonstrate sound regulatory judgement, exercise initiative as well as provide accurate technical knowledge and expertise for both aerodrome and airspace safety.

The role will also require regular travel, and on occasion to work reasonable additional hours, which may include work on weekends or outside the span of hours. This is regarded as the exception and where additional hours are worked, they will be compensated in accordance with CASA’s enterprise agreement.

The CASA Inspector (Aerodromes) is responsible for the following deliverables, which represent an ongoing body of work:

- Exercise decision making, including as a delegate, on a range of routine Aerodromes Operations enquiries, approvals, and compliance in line with legislation, CASA’s Corporate Plan, policies, practices and standards, and in accordance with CASA’s Regulatory Philosophy and assigned delegations.
- Work collaboratively with colleagues, by providing detailed, timely and constructive input, sharing knowledge and managing personal performance in accordance with CASA’s values, policies and practices.
- Actively participate in work programs that deliver the various elements of CASA’s strategies and priorities including, but not limited to, issuing initial approvals; operational change approvals; compliance assurance and reporting; regulatory improvement; and the resolution of safety issues, including identifying opportunities for continuous improvement.
- Work professionally with regulated entities, government departments, the aviation sector and the public when providing regulatory services, drawing on expertise to provide advice and technical guidance.
- Perform regulatory services and/or surveillance tasks. Identify compliance issues and omissions that reflect non-compliance or offences under civil aviation legislation, regulations, standards and CASA policy, and present that information to relevant stakeholders through high quality reports with clear recommendations, identifying any risks and/or systemic issues.
- Assess and analyse industry information, engage with stakeholders, monitor other external influences, and investigate potential scenarios to develop compliance strategies and mitigate emerging or actual risks.
- Contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.
- Positively engage in and respond to change.

- Other duties as required.

Duties

Ideal Candidate

Our ideal candidate must demonstrate the following:

- Demonstrates knowledge and skill in Aerodrome Design and Operations.
- Possesses a relevant technical, tertiary or professional qualification in an aviation or safety related discipline (for example electrical engineering, civil engineering, surveying) that is commensurate for a relevant role.
- Is able to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge on matters where standards, policies and procedures may or may not cover the circumstances.
- Developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.
- Demonstrated ability to actively engage in effective stakeholder management, including with regulated entities, on sensitive issues requiring conflict resolution within constrained time limits.
- A demonstrated ability to seek out diverse perspectives to identify opportunities and improvements.
- Mature understanding of the aviation industry, civil aviation legislation, and relevant national and international aviation standards.
- Extensive relevant experience within the aviation industry, an equivalent National Aviation Authority or safety related industries relevant to the functions of the role.
- Strong understanding of Australia’s Civil Aviation legislation and international standards and their application in a regulatory environment.
- Demonstrated ability to manage, research and resolve ambiguous, challenging and/or complex issues.
- Demonstrated ability to coordinate and assimilate technical knowledge and inputs from a professionally diverse team in developing solutions to problems a sound knowledge of project management.
- Demonstrates knowledge of quality assurance and risk management principles.

Eligibility

Eligibility Requirements

These are Mandatory requirements for the role:

- 8+ years of appropriate experience in the role’s discipline.
- Extensive experience holding operational responsibility involving the design and/or implementation of operational processes to meet aviation legislative requirements.
- Understanding of Australia’s Civil Aviation Act 1988 (the Act), and relevant CASRs and CARs, guidance materials and other legislation, or similar aviation regulatory regime.
- Hold, or be eligible to hold, an Australian Security Identification Card (ASIC).
- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance as required.

- As an employee in a safety sensitive position, perform, or be available to perform, safety sensitive aviation activities, as defined in the Civil Aviation Safety Regulations 1998.
- Undertake and pass a pre-employment alcohol and drug test as part of CASA’s Alcohol and Other Drugs Directive and Procedure.

Notes

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

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

About the Civil Aviation Safety Authority Australia

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

To Apply

Position Contact	Darren Angelo, 0461 398 387
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765559

Civil Aviation Safety Authority Australia

Closing Date:Wednesday 17 December 2025

Regulatory Oversight
Regulatory Services 1 Aerodromes Operations

Job Title	CASA Inspector (Aerodromes) - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	$121,285 - $157,164
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	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	3790
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Role

The Aerodromes Inspector (ASR1) role forms an essential part of CASA's regulatory oversight, conducting surveillance of more than 330 airports and aerodromes nationally, as well as providing essential regulatory services and guidance to the sector.

This particular role works alongside our dedicated and focussed team of inspectors and other related staff, who work collaboratively to deliver on CASA's strategic operational priorities and work plans, including the National Oversight Plan (NOP). As a member of CASA's Aviation Technical Workforce (ATW), CASA Inspectors work under direction and guidance from a Manager and National Manager. This role is expected to work under limited direction, demonstrate sound regulatory judgement, exercise initiative as well as provide accurate technical knowledge and expertise for both aerodrome and airspace safety.

The role will also require regular travel, and on occasion to work reasonable additional hours, which may include work on weekends or outside the span of hours. This is regarded as the exception and where additional hours are worked, they will be compensated in accordance with CASA's enterprise agreement.

The CASA Inspector (Aerodromes) is responsible for the following deliverables, which represent an ongoing body of work:

- Exercise decision making, including as a delegate, on a range of routine Aerodromes Operations enquiries, approvals, and compliance in line with legislation, CASA's Corporate Plan, policies, practices and standards, and in accordance with CASA's Regulatory Philosophy and assigned delegations.
- Work collaboratively with colleagues, by providing detailed, timely and constructive input, sharing knowledge and managing personal performance in accordance with CASA's values, policies and practices.
- Actively participate in work programs that deliver the various elements of CASA's strategies and priorities including, but not limited to, issuing initial approvals; operational change approvals; compliance assurance and reporting; regulatory improvement; and the resolution of safety issues, including identifying opportunities for continuous improvement.
- Work professionally with regulated entities, government departments, the aviation sector and the public when providing regulatory services, drawing on expertise to provide advice and technical guidance.
- Perform regulatory services and/or surveillance tasks. Identify compliance issues and omissions that reflect non-compliance or offences under civil aviation legislation, regulations, standards and CASA policy, and present that information to relevant stakeholders through high quality reports with clear recommendations, identifying any risks and/or systemic issues.
- Assess and analyse industry information, engage with stakeholders, monitor other external influences, and investigate potential scenarios to develop compliance strategies and mitigate emerging or actual risks.
- Contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.
- Positively engage in and respond to change.
- Other duties as required.

Duties

Ideal Candidate

Our ideal candidate must demonstrate the following:

- Demonstrates knowledge and skill in Aerodrome Design and Operations.
- Possesses a relevant technical, tertiary or professional qualification in an aviation or safety related discipline (for example electrical engineering, civil engineering, surveying) that is commensurate for a relevant role.
- Is able to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge on matters where standards, policies and procedures may or may not cover the circumstances.
- Developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.
- Demonstrated ability to actively engage in effective stakeholder management, including with regulated entities, on sensitive issues requiring conflict resolution within constrained time limits.
- A demonstrated ability to seek out diverse perspectives to identify opportunities and improvements.
- Mature understanding of the aviation industry, civil aviation legislation, and relevant national and international aviation standards.

- Extensive relevant experience within the aviation industry, an equivalent National Aviation Authority or safety related industries relevant to the functions of the role.
- Strong understanding of Australia’s Civil Aviation legislation and international standards and their application in a regulatory environment.
- Demonstrated ability to manage, research and resolve ambiguous, challenging and/or complex issues.
- Demonstrated ability to coordinate and assimilate technical knowledge and inputs from a professionally diverse team in developing solutions to problems a sound knowledge of project management.
- Demonstrates knowledge of quality assurance and risk management principles.

Eligibility

Eligibility Requirements

These are Mandatory requirements for the role:

- 8+ years of appropriate experience in the role’s discipline.
- Extensive experience holding operational responsibility involving the design and/or implementation of operational processes to meet aviation legislative requirements.
- Understanding of Australia’s Civil Aviation Act 1988 (the Act), and relevant CASRs and CARs, guidance materials and other legislation, or similar aviation regulatory regime.
- Hold, or be eligible to hold, an Australian Security Identification Card (ASIC).
- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance as required.
- As an employee in a safety sensitive position, perform, or be available to perform, safety sensitive aviation activities, as defined in the Civil Aviation Safety Regulations 1998.
- Undertake and pass a pre-employment alcohol and drug test as part of CASA’s Alcohol and Other Drugs Directive and Procedure.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an

engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Darren Angelo, 0461 398 387
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765449

Museum of Australian Democracy - Old Parliament House

Closing Date:Sunday 14 December 2025

Museum Experience and Learning

Job Title	Head, Museum Experience and Learning
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$140,697 - $165,302
Future Merit Locations	Canberra, Parkes
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 2
Position Number	21100
Agency Website	

Job Description

https://www.moadoph.gov.au/about/careers

The Head, Museum Experience and Learning is a key member of MoAD's Senior Management Group (SMG), working closely with the Director, Deputy Directors, and Board to deliver MoAD's vision and the key strategic objectives.

This role provides strategic leadership across the Museum Experience and Learning teams, setting priorities and driving innovation to enhance visitor engagement and learning outcomes.

The position requires extensive experience in shaping strategic direction and leading multidisciplinary teams. It focuses on developing and delivering high quality, vibrant, and inclusive programs that attract diverse audiences and foster community engagement.

You will build and sustain strong external and internal partnerships, working collaboratively and negotiating with stakeholders to achieve shared outcomes.

Duties

• Lead the strategic direction and daily operations of Visitor experiences for the Museum Experience and Learning teams. Ensure effective operations, including administration, resource and financial management as well as staff management and development.

• Oversee the creation and delivery of educational programs that promote MoAD's democratic mission and are accessible to all Australian classrooms, educators and learners.

• Contribute effectively as a member of the SMG to support the strategic goals of MoAD.

• Develop and foster strong relationships with internal and external stakeholders.

• Prepare high-level written documents, correspondence and reports.

• Build and develop skills and opportunities within the Museum Experience and Learning teams, creating a culture of inclusion and excellence.

Eligibility

To be eligible for this position at MoAD, applicants must:

• be an Australian Citizen

• have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement)

• have, or be willing to undertake the process to obtain, a Working with Vulnerable People registration

• be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is an ongoing opportunity.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Lee Pluis, 02 6270 8171
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765476

Museum of Australian Democracy - Old Parliament House

Closing Date:Sunday 14 December 2025

Development, Marketing, Communications and Commercial

Job Title	Senior Development Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$94,563 - $105,910
Future Merit Locations	Canberra, Parkes
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	34302
Agency Website	

Job Description *https://www.moadoph.gov.au/about/careers*

The Senior Development Coordinator position is part of a small and highly functioning team who aims to raise additional revenue for MoAD.

The Development section is a critical division of MoAD responsible for growing the organisations own-source revenue to help deliver MoAD programs, content and services to the public. The Development team has built a strong funding base with an ambitious vision in the lead up to the centenary of Old Parliament House in 2027. As a member of the Development team working in conjunction with other sections, the role includes providing broad administrative support for MoAD's fundraising activities in-line with MoAD's Strategic Plan.

This position will also be required to draft correspondence, liaise with internal and external stakeholders, conduct research as required and provide support for Development events.

The Development section operates within the Development, Marketing, Communications and Commercial team.

Duties

Reporting to the Development and Retail Manager, the Senior Development Coordinator will assist with a range of Development projects, including:

· Provide essential administrative support for all fundraising activities including annual appeals, grants and corporate partnerships

· Project support of MoAD's 2026 Annual Appeal and other administrative support associated with the upcoming Centenary Appeal

· Be the primary manager of the CRM system by ensuring accurate upkeep of records. This will include efficient processing of a variety of donations and the ability to analyse, report and monitor data, and identify trends – informing donations reports, and mailing lists for correspondence, invitations and other needs

· Working with the Development Manager to plan, coordinate and deliver a range of donor events. This will include management of the event from inception to evaluation and working across all business units of MoAD

· Monitoring deliverables relating to corporate sponsorships and partnerships

· Researching and identifying grant opportunities as well as the completion of grant applications and acquittals

· Support the Development Managers in the preparation of key governance documents.

Eligibility

To be eligible for this position at MoAD, applicants must:

· be an Australian Citizen; and

· have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement); and

· be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is a non-ongoing opportunity.

Suitable candidates may be placed in a merit pool from this selection process, and the pool may be used to fill similar non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Annalisa Millar, 02 6270 8123
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765483

Museum of Australian Democracy - Old Parliament House

Closing Date:Monday 08 December 2025

Curatorial and Interpretation

Job Title	Assistant Curator – First Nations (Affirmative Measures)
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Parkes ACT
Salary	$75,385 - $81,775
Future Merit Locations	Canberra, Parkes
Office Arrangement	On Site
Office Arrangement Details	On-site with work from home options available
Classification	APS Level 4
Position Number	NP
Agency Website	

Job Description

https://www.moadoph.gov.au/about/careers

Old Parliament House is a heritage building located on a site of great historical significance for all Australians. To mark its centenary in 2027, MoAD is developing a suite of innovative programs including an important exhibition about First Nations Peoples' experience of democracy. This exhibition will support the sharing of First Nations histories and stories through their diverse voices.

Working in a small but dedicated team of curatorial staff under the guidance of the Senior Curator - Centenary Projects, and with the support of a First Nations Advisory Committee, the Assistant Curator will play a pivotal role in the development and delivery of this timely exhibition. You will be a skilled researcher who knows how to tell inspired stories which cross between politics, social history, cultural heritage and the arts. The curatorial team are highly consultative and community-oriented so the Assistant Curator will enjoy working collaboratively with a wide range of people from all walks of life. You will have an aptitude for exhibitions and curatorship and appreciate the powerful way exhibitions can tell stories about the diverse experience of citizenship and democracy in Australia.

MoAD understands that First Nations candidates may have unique cultural and kinship responsibilities, therefore we provide a flexible working environment.

Duties

Working with the Senior Curator, the APS 4 Assistant Curator (First Nations) will:

- Develop exhibition and interpretive content for onsite and online visitors including wall texts, object labels, and digital content.
- Carry out focused research using MoAD's collection, materials from other cultural institutions, and input from stakeholders, including First Nations communities and the non-indigenous public.
- Assess the provenance, cultural context and significance of objects that might be featured in MoAD exhibitions or added to the collection.
- Work collaboratively with internal teams and external contacts and professionally represent MoAD.
- Representing MoAD professionally, which may include media work with the guidance and support of senior staff.

Eligibility

To be eligible for this position at MoAD, applicants must:

o be an Australian Citizen; and

o be Aboriginal and/or Torres Strait Islander and provide evidence of Aboriginal or Torres Strait Islander status.

o have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement).

o be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Affirmative Measures: The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the *Racial Discrimination Act 1975*. This vacancy is only available to Aboriginal and/or Torres Strait Islander people. Eligible applicants:

- are of Aboriginal and/or Torres Strait Islander descent; and
- identify as Aboriginal and/or Torres Strait Islander; and
- are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Notes

This is a non-ongoing Specified Task opportunity until the end of the centenary program in late 2027.

Suitable candidates may be placed in a merit pool from this selection process, and the pool may be used to fill similar non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified task.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the

successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Lara Nicholls, 02 6270 8146
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765590

Museum of Australian Democracy - Old Parliament House

Closing Date:Wednesday 17 December 2025

Development, Marketing, Communications & Commercial Retail

Job Title	Shop Coordinator (Onsite and online)
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$75,385 - $81,775
Future Merit Locations	Canberra, Parkes
Office Arrangement	On Site
Office Arrangement Details	Onsite attendance is required.
Classification	APS Level 4
Position Number	34307
Agency Website	

Job Description

https://www.moadoph.gov.au/about/careers

The Museum of Australian Democracy's (MoAD's) gift shop is a key part of the visitor experience, offering a curated range of books, gifts, and merchandise that reflect the museum's values and exhibitions. Branded as 'The Shop at Old Parliament House', it operates both in-person – an onsite shopfront at Old Parliament House – and online, serving a diverse customer base including local and tourist museum visitors, school groups and a national audience across Australia.

As part of a small and hands-on retail team, this position supports the daily operations of The Shop at Old Parliament House. The role provides practical support across the online store (Shopify) and the physical shop floor, helping ensure a smooth, professional, and engaging retail experience for all customers. Working under general direction from the Retail Shop Manager, the role provides support with online order fulfilment, customer service, inventory processes and shop floor presentation. It requires a strong attention to detail, a passion for delivering memorable visitor experiences and a collaborative approach to working within a dynamic, cultural environment.

Duties

Under the direction of the Retail Shop Manager, the Shop Coordinator will be required to:

• Assist with the day-to-day operations of The Shop at Old Parliament House, both in-store and online

• Pick, pack, and dispatch online orders through Shopify, ensuring accuracy and timely delivery

• Respond to customer enquiries via email, phone, or in-person, providing a high standard of service

• Receive stock deliveries, check invoices, unpack items, and update inventory records

• Maintain stock levels by restocking shelves, rotating stock, and procurement processes such as raising purchase orders and processing invoices

• Maintain product displays and visual merchandising to ensure a tidy and engaging retail environment

• Maintaining the Shop's online presence by uploading product listings, including descriptions, pricing, and imagery

• As required, provide support and supervision to APS3 Museum Experience Officers (working in the Shop) and contribute to a collaborative, customer-focused shop culture

Eligibility

To be eligible for this position at MoAD, applicants must:

• be an Australian Citizen; and

• have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement); and

• have, or be willing to undertake the process to obtain, a Working with Vulnerable People registration; and

• be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is a non-ongoing opportunity for 18 months, with the possibility of extension.

Suitable candidates may be placed in a merit pool from this selection process, and the pool may be used to fill similar non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Rachel Duggin, 02 6270 8269
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765438

National Archives of Australia

Closing Date:Friday 12 December 2025

Access and Public Engagement Reference Services

Job Title	Reference Support Officer
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$61,880 - $67,500
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	Due to the nature of the role, you will be required to work on site at our Parkes, ACT office.
Classification	APS Level 2
Position Number	30163
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

We are seeking a motivated and enthusiastic Reference Support Officer to join our team. The successful applicant will provide support services to public and official clients in the Canberra Research Centre, have strong communication skills and deliver excellent customer service, as part of a team working to meet regular deadlines.

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

Reference Services consists of two client-focused teams that provide strategic direction and oversight of the National Archives' National Reference Service in an increasingly digital environment comprising: onsite and online reference services to assist researchers, the community and government agencies to access the national archival collection; development and delivery of onsite, online and offsite programs to educate and connect communities to the collection; and co-ordination of the National Archives' volunteer program.

Duties

Under routine direction the main duties of the role are to:

- Provide support services to public and official researchers in the National Office Research Centre, Canberra including ordering and issuing records, taking orders for copying, and photocopying records.
- Respond to routine reference inquiries from remote researchers, in accordance with reference procedures and standards of service, while maintaining appropriate records.
- Actively support and maintain working relationships across the organisation and with stakeholders using effective oral and written communication.
- Work as part of a team in a cooperative and friendly manner and manage own work priorities, often in the context of meeting tight deadlines.
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in *Strategy 2030: Evolving National Archives* and *Our Values*.

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Negative Vetting 2 clearance level.

Knowledge of or ability to develop knowledge of National Archives' collection, archival processes, including records handling, and providing access under the Archives Act 1983 is desirable.

You must also be able to meet the inherent physical requirements of this role which includes repetitive, sedentary, screen-based work and/or the ability to pack, sort, lift (up to 7 kilos at shoulder height) and relocate records in accordance with established work health and safety practices and archival principles.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Archives of Australia

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

To Apply

Position Contact	Jessie Webb, 02 6212 3923
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765445

National Archives of Australia

Closing Date:Wednesday 10 December 2025

Access and Public Engagement Access Examination

Job Title	Senior Access Examiner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Mitchell ACT
Salary	$96,344 - $106,899
Future Merit Locations	Mitchell
Office Arrangement	On Site
Office Arrangement Details	Due to the nature of the role, you will be required to work on site at our Mitchell, Canberra office.
Classification	APS Level 6
Position Number	32872
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

Do you have an interest in Australian and international history, politics and culture? Do you enjoy researching and analysing content? Come and join the Access Examination section at the National Archives of Australia.

As a Senior Access Examiner, you will assess Commonwealth records for continuing sensitivities and make decisions on public release under the Archives Act 1983 (the Act). Collaboration, consultation and knowledge sharing with examination colleagues is fundamental to the role, as well as engagement with internal and external stakeholders. You will be required to work independently and as part of a small, dedicated team, applying your research and analytical skills to facilitate access to the national archival collection.

The Access and Public Engagement Branch is the public face of National Archives of Australia, delivering reference, description and research services, examination for the release of Commonwealth records under the Archives Act 1983, exhibition, education and public programs, print and digital publishing, marketing, partnerships and events at national and state offices onsite and online. All programs and activities support the key National Archives' role of providing an accessible, visible and interpreted national archival collection.

The Access Examination section facilitates access to the national archival collection by reviewing Australian Government archival records for continuing sensitivities prior to their public release under the Archives Act 1983 (the Act), including the identification of material that is exempt from public access under s 33 of the Act. The section manages related examination appeal processes including internal reconsiderations and appeals to the Administrative Review Tribunal. The section develops policies and procedures for the assessment of continuing sensitivities in Commonwealth records and works with Australian Government agencies to ensure best-practice record referral arrangements, which supports decision making on the public release of records. The section's work facilitates other business areas within National Archives including reference services, exhibitions, promotion and visitor engagement activities.

The Access Examination section is seeking to fill a non-ongoing Senior Access Examiner role in Canberra for a period of 6 months with the possibility of extension for a further 6 months. A merit list will be created which may be used to fill ongoing positions.

Duties

Under limited direction the main duties of the role are to:

- Undertake informed decision-making on the release of Australian government archival records in accordance with the Archives Act 1983 (the Act).
- Apply research and analytical skills to decision making and the ongoing development and review of procedures and guidelines that support decision making under the Act.
- Work successfully as a contributing member of a small team towards a common goal.
- Evaluate and identify risks, provide high level advice to resolve or mitigate problems.
- Develop and maintain effective, professional relationships with relevant internal and external stakeholders including government agencies and private companies.
- Demonstrate and maintain a well-developed broad understanding of Australian and global history, politics and culture.
- Promote and apply the APS and National Archives values and contemporary people management principles and practices in equity and diversity, WHS and participative management practices.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in *Strategy 2025–2030: Evolving National Archives* and *Our Values*

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Negative Vetting 2 clearance level.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Renee Shuttleworth, 02 6212 3414
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765490

National Archives of Australia

Closing Date:Sunday 14 December 2025

Technology Business Services

Job Title	Senior Service Desk Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$85,418 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	This role requires flexibility to support the needs of the business. There may be core hours or an on-call component.
Classification	APS Level 5
Position Number	32049
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The Technology branch supports the National Archives in meeting its vision and reaching its strategic goals through services, technology, infrastructure, software, security and governance of its information assets to secure and protect against cyber security threats. It is also responsible for assisting Australian Government agencies to fulfil the National Archives' data and information management requirements.

The Business Services section is responsible for providing supporting capabilities to the Technology Branch and organisation to enable the National Archives to achieve its future digital objectives.

Our Service Desk operations provide responsive, expert guidance that keeps staff productive and focused on their archival mission. Whether it's resolving urgent technical issues, deploying new software, or troubleshooting complex desktop problems, we deliver the immediate assistance that prevents technology from becoming a barrier to preserving the nation's memory. The Business Analysis team partners with business areas to deliver successful outcomes under the Work Take On process, providing the first contact point for internal staff for all new ICT matters and is the conduit between the National Archives business areas and the Technology Branch for innovation and change.

The Business Services section also provides the Technology Branch with Governance, Project, Finance & Procurement support.

Duties

Under limited direction the main duties of the role are to:

- Maintain and nurture business relationships through effective communication with internal and external stakeholders, meeting service level agreements.
- Work with the Service Desk Manager to undertake continual service improvement activities, including improvement of processes, documentation and stakeholder engagement towards best practice IT Service Management.
- Effectively provide training and support for service desk analysts and establish procedural knowledge of interactions with the Technology branch and a clear understanding of our services and support.
- Work closely with Technology teams, apply analytical and problem-solving skills by identifying and analysing complex issues, collect information and determine solutions, while simultaneously documenting these processes for Service Desk analysts.
- Create and maintain Standard Operating Procedures, including Quick Reference Guides for users.
- Work confidently and collaboratively with own team and across the organisation to achieve business outcomes.
- Promote and apply the APS and National Archives values and contemporary people management principles and practices in diversity, workplace health and safety and participative management.
- Implement, promote and apply the National Archives' Vision, Mission and Commitments as expressed in *Strategy 2025-2030: Evolving National Archives* and *Our Values*.

This role requires flexibility in relation to work location to support the needs of the business and there may be core hours or an on-call component to assist with service delivery, outside normal business hours.

Qualifications (or demonstrated experience) in the following areas:

- Knowledge and experience of ITIL – highly desirable
- Microsoft 365 – highly desirable
- Windows Server Environment – desirable
- Active Directory – desirable
- Tertiary qualifications in Information Technology – desirable

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Kellie Avramovic, (02) 6212 6234
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765544

National Archives of Australia

Closing Date:Wednesday 17 December 2025

Technology Information Governance

Job Title	Data Warehouse Developer
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$96,344 - $106,899
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Requests for flexible working arrangements can be assessed on a case by case basis
Classification	APS Level 6
Position Number	32674
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

About the role

As part of the Digital First program, the Unified Data View (UDV) will provide a complete, accurate, and up-to-date data for Business Intelligence, data analysis, and enhanced collection search capability.

The Unified Data View aggregates, unifies, and presents collection metadata from multiple, disparate sources into a single, cohesive view to facilitate better decision-making, improve data accessibility, and enhance data analysis capabilities for users across the National Archives of Australia (National Archives). The underpinning technologies are based on Microsoft cloud technologies, including Microsoft Fabric OneLake data warehouse, Power BI business intelligence and Microsoft Azure Application Programming Interface Management (APIM).

To sustain, maintain and further develop these new technologies, Technology Branch have a vacancy for an APS6 Data Warehouse Developer to manage ongoing operations of the Unified Data View.

Duties

Under broad direction, the main duties of the role include:

· Support the development and sustainment of the unified data warehouse system and associated business intelligence products.

· Process, cleanse, and integrate large data sets from various sources, ensuring accuracy, completeness, and consistency of the data.

· Supporting the development and execution of test plans and test cases and perform data validation and data integrity testing.

· Manage existing and/or develop data warehouse processes and systems, ensuring ongoing reliability and alignment with business needs.

· Implement and maintain data models to structure and organise the National Archives' data effectively for analysis.

· Use technical skills in Microsoft Azure data solutions to implement and manage Extract, Transform and Load (ETL) pipelines.

· Cultivate and maintain expertise in business domain knowledge within the National Archives, with a strong understanding of collection management practices and government recordkeeping.

· Collaborate with business and technical teams to document existing business rules, processes, and procedures, mapping current data flows and defining collection reporting requirements

· Maintain, or ability to gain, skills in database fundamentals, Python and Power BI, Microsoft Azure SQL, Azure DevOps and MS Fabric. Relevant certifications or equivalent qualifications would be well regarded.

· Promote and apply the APS and National Archives values and contemporary people management principles and practices in equity and diversity, WHS and participative management practices.

· Apply the National Archives' Vision, Mission and Commitments as expressed in *Strategy 2025–2030: Evolving National Archives* and *Our Values*

Eligibility

Are you eligible?

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

How to apply

You need to apply through our e-recruitment system.

Your application will need to include:

- the names and contact details of at least two referees, one of whom should be a current supervisor.
- your current resume (maximum 3 pages).
- statement (maximum 1000 words) describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the “Performance Expectations” at the relevant classification and the National Archives’ Vision, Mission and Commitments as expressed in Strategy 2025–2030: Evolving National Archives and Our Values.

Notes

Who we are

National Archives provides leadership in the best practice management of the official record of the Commonwealth and ensures that Australia Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

Our vision: Australia’s cultural identity and democracy are strengthened by connecting people with the evidence of Australian Government activities and decisions.

We operate in a complex, challenging and changing environment requiring professional and robust risk management. We support a positive risk culture where risks are discussed regularly and either accepted or actively managed to prevent or reduce their impact. National Archives recognises that the factors that generate risks can also create opportunities, particularly in our rapidly changing digital environment.

National Archives is committed to:

- innovation
- collaboration
- inclusion

National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve National Archives’ strategic objectives. Our Health and Wellbeing program encourages and supports a healthier workplace and healthy lifestyle changes for employees

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	David Swift, David.Swift@naa.gov.au
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765554

National Archives of Australia

Closing Date:Wednesday 17 December 2025

Technology Information Governance

Job Title	Assistant Director, Data Engineer
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$119,189 - $128,279
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Requests for flexible working arrangements can be assessed on a case by case basis
Classification	Executive Level 1
Position Number	30064
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

About the role

As part of the Digital First program, the Unified Data View (UDV) will provide a complete, accurate, and up-to-date data for Business Intelligence, data analysis, and enhanced collection search capability.

The Unified Data View aggregates, unifies and presents collection metadata from multiple, disparate sources into a single, cohesive view to facilitate better decision making, improve data accessibility, and enhance data analysis capabilities for staff across the National Archives of Australia. The underpinning technologies are based on Microsoft cloud technologies, including Microsoft Fabric OneLake data warehouse, Power BI business intelligence and Microsoft Azure Application Programming Interface Management (APIM).

To sustain, maintain and further develop these new technologies, Technology Branch have a vacancy for an EL1 Data Engineer to manage ongoing operations of the Unified Data View

Duties

Under limited direction, the main duties of the role are to:

- Lead and manage the team responsible for delivery of the Unified Data View.
- Oversee the sustainment and development of the unified data warehouse and associated data engineering solutions.
- Design and implement complex ETL data flows to integrate collection system data into the warehouse, enabling the creation of business intelligence products while ensuring robust data security and governance.
- Manage data warehouse architecture and configuration, establish standardised data modelling guidelines, and implement industry best practices.
- Define and enforce data quality standards, processes, and controls, continuously monitoring data quality and integrity, and addressing issues promptly to ensure reliability.
- Collaborate with stakeholders to identify and prioritise data sets for ingestion into the warehouse, aligning with current and future business reporting requirements.
- Maintain, or ability to gain, skills in database fundamentals, Python and Power BI, Microsoft Azure SQL, Azure DevOps and MS Fabric. Relevant certifications or equivalent qualifications would be well regarded.
- Perform detailed analyses on data and business processes, translating business needs into actionable and effective data solutions.
- Support the Unified Data View's self-service function for the wider National Archive users.
- Lead the development and enhancement of data engineering frameworks and best practices, focusing on optimising the availability, security, and performance of data assets and maintenance of data pipelines.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in in Strategy 2025–2030: Evolving National Archives and Our Values

Eligibility

Are you eligible?

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

How to apply

You need to apply through our e-recruitment system.

Your application will need to include:

• the names and contact details of at least two referees, one of whom should be a current supervisor.

• your current resume (maximum 3 pages).

• statement (maximum 1000 words) describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the “Performance Expectations” at the relevant classification and the National Archives’ Vision, Mission and Commitments as expressed in Strategy 2025–2030: Evolving National Archives and Our Values.

Notes

Who we are

National Archives provides leadership in the best practice management of the official record of the Commonwealth and ensures that Australia Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

Our vision: Australia’s cultural identity and democracy are strengthened by connecting people with the evidence of Australian Government activities and decisions.

We operate in a complex, challenging and changing environment requiring professional and robust risk management. We support a positive risk culture where risks are discussed regularly and either accepted or actively managed to prevent or reduce their impact. National Archives recognises that the factors that generate risks can also create opportunities, particularly in our rapidly changing digital environment.

National Archives is committed to:

- innovation
- collaboration
- inclusion

National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve National Archives’ strategic objectives. Our Health and Wellbeing program encourages and supports a healthier workplace and healthy lifestyle changes for employees.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Archives of Australia

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

To Apply

Position Contact	David Swift, David.Swift@naa.gov.au
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Prime Minister and Cabinet

Vacancy VN-0765454

Northern Land Council

Closing Date:Thursday 11 December 2025

Job Title	Learning Coordinator
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	-
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	
Position Number	CP32
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/Learning+Coordinator/in/Australia/9658808/

The **Northern Land Council (NLC)** is seeking **Learning Coordinator**, to manage and optimise **dhukarr**, the organisation's learning management system, and to support the coordination and smooth delivery of learning across the organisation. You will maintain and optimise the system, coordinate learning activities and programs, manage logistics and reporting, and keep learning information and staff participation records accurate and up to date. You will also help promote learning opportunities and make it easy for staff to access the resources and support they need to learn at work.

Duties

- Responsible for the administration and maintenance of the learning management system, including course setup, user management, reporting, and keeping learning materials up to date.
- Support reporting and evaluation by collating attendance, feedback, and completion data to help track learning activity and outcomes, including completing and assisting reporting requirements for internal and external stakeholders, regional and full council.
- Handle the day-to-day administration and financial tasks of the L&D team, including purchasing and accounting, using templates, checklists, and standard processes to keep the team organised;
- Coordinate the scheduling and delivery of learning activities, including booking rooms, facilitators, equipment, and travel.

Eligibility

- Minimum Certificate IV in Business, Learning and Development, Administration, or another relevant field, or equivalent relevant experience;

- Minimum 2 years' experience in a similar role experience providing administrative, system and/or coordination support, ideally in a learning, HR, or corporate services environment;
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders;
- Organised and able to manage multiple priorities, maintain attention to detail, and meet deadlines in a busy team environment.
- A current NT C Class driver's licence and willingness to travel remotely (4WD and light aircraft).

Notes

Why Join the NLC?

You will gain the opportunity to build your skills in learning management and program coordination, work closely with teams across the NLC. Your work will directly support, the growth and development of our staff and help make everyday learning easier for everyone. You'll be part of a supportive, collaborative team with opportunities to learn new systems, shape better ways of working, and see the real impact of your work on capability across the organization.

We offer:

· Competitive base salary of $76,946 per annum plus 15% superannuation.

· Salary packaging benefits up to $15,900 p.a. (plus meal and accommodation benefits up to $2,650).

· **District allowance** of up to $4,884 per annum (with dependents) or $2,678 (without).

· Five (5) weeks annual leave, leave loading, 18 days personal leave.

· Annual airfare benefit after 12 months of service (net value $3,177).

Important Dates

The NLC's annual close-down period will run from 22 December 2025 to 4 January 2026. The organisation will relocate to its new Berrimah office in early January, with new employees commencing from 20 January 2026.

How to apply

All applications must be lodged via the NLC Jobs Website jobs.nlc.org.au and include:

- A cover letter addressing the selection criteria.
- A current CV.
- Copies of relevant qualifications.

Applications close: **Thursday, 11 December 2025**.

Applicants who identify as Aboriginal and/or Torres Strait Islander are highly encouraged to apply and will be given priority consideration.

About the Northern Land Council

To Apply

Position Contact	Anita Carver, 08 89801915
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Learning+Coordinator/in/Australia

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Prime Minister and Cabinet

Vacancy VN-0765550

Northern Land Council

Closing Date:Monday 15 December 2025

Job Title	Customer Service Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	-
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	
Position Number	CP11
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/Customer+Service+Officer/in/Australia/9661382/

The **Northern Land Council (NLC)** is seeking a motivated **Customer Service Officer** to undertake the provision of front desk administration services and general support for the NLC Darwin Head Office Reception Area.

Duties

As a **Customer Service Officer**, you will support the smooth operation of the front desk by responding to phone and face-to-face enquiries, assisting visitors, and managing the flow of incoming and outgoing correspondence and deliveries. You'll engage professionally and respectfully with a wide range of stakeholders, including constituents, visitors, and contractors, while performing general administrative tasks such as maintaining records, preparing documents, scheduling appointments, and supporting other office functions as required.

In this role, you'll work collaboratively with front desk team, follow all organisational policies and procedures, uphold confidentiality and the Code of Conduct, and participate in performance development and ongoing training. You will also contribute to a safe workplace by adhering to WHS requirements and promptly reporting hazards or incidents within the specified timeframes.

Eligibility

What you will Bring

You'll be organised, reliable, and eager to learn. With good communication and teamwork skills, you handle tasks efficiently and support the team in a positive, professional way.

In addition to this, you will have: -

- Practical experience in a front desk, administration, office environment or an equivalent combination of training/education and experience.
- Good attention to detail and a demonstrated ability to work with a range of computer software products, in particular Microsoft Word and Outlook.
- The ability to confidently and respectfully communicate with people across the organisation as well as Traditional Owners (TOs), our constituents and members of the general public.
- The ability to organise and prioritize tasks as required.
- The ability to be punctual and have excellent attendance to work commitments.
- Have high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation.

Notes

As a **Customer Service Officer**, you'll gain practical experience, build strong communication and admin skills, receive ongoing training and support, and have opportunities to grow your career within a respected and supportive organisation.

We offer:

- A base salary of **$64,542 per annum** plus **15% superannuation** and **salary sacrificing** up to $15,900 + **meal entertainment and holiday accommodation** benefits up to $2,650 per year;
- Other benefits under our Enterprise Agreement include:
- **District allowance** of up to $4,884 per annum for individuals with dependents and $2,678 without dependents;
- **5 weeks annual leave**, leaving loading, 18 days personal leave;
- **Paid Christmas** close down;
- Upon completion of 12 months of service an **Annual airfare** with a net (in hand) value of $3,177

Interested applicants should send a copy of their CV along with a cover letter outlining why you are interested in this position and what relevant skills and expertise you will bring to this role.

How to apply

All applications must be lodged via the NLC Jobs Website jobs.nlc.org.au and include:

- A cover letter addressing the selection criteria.
- A current CV.

Applications close: Monday 15, December 2025

This position is designated for Aboriginal and/or Torres Strait Islander applicants under section 57 of the Anti-Discrimination Act 1992 (NT). Applicants who identify as Aboriginal and/or Torres Strait Islander are strongly encouraged to apply and will be given priority consideration.

About the Northern Land Council

The Northern Land Council (NLC) is an independent statutory authority of the Commonwealth established under the Aboriginal Land Rights (Northern Territory) Act 1976. We serve Traditional Owners and Aboriginal communities across the Top End, supporting their aspirations for land, sea, and cultural management.

Cultural knowledge and lived experience are central to all we do. We are committed to equity, inclusion, and cultural safety, and we strongly encourage Aboriginal and Torres Strait Islander applicants to apply.

Be part of our next chapter

This is an exciting time to join the NLC as we move into a new modern workplace and strengthen our capacity to deliver meaningful outcomes for Aboriginal people and communities across the Northern Territory.

About the Northern Land Council

To Apply

Position Contact	Leigh Crossman, 89205183
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Customer+Service+Officer/in/Aus

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Prime Minister and Cabinet

Vacancy VN-0765437

Torres Strait Regional Authority

Closing Date:Friday 19 December 2025

Torres Strait Regional Authority
Administration Various

Job Title	Program Managers - Various roles
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	$140,283 - $159,778
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
Office Arrangement Details	NA
Classification	Executive Level 2
Position Number	Various
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2l

Program Managers form an integral part of the Executive Leadership Team, working with the CEO and supporting the Board to help lead economic, social and cultural development for the Torres Strait region. These critical roles have a broad remit with opportunity to make tangible differences with Torres Strait Islanders and Aboriginal people now and for future generations.

As a Program Manager you will be responsible for leading your team to effectively implement your program. You will also work collaboratively with other Program Managers, Corporate Services Manager, and the Chief Financial Officer to ensure integration between projects and programs to deliver on the Torres Strait Development Plan.

Program Managers must be flexible and respond to a rapidly changing context. You may be expected to take leadership of other programs or be moved to lead different programs at the direction of the CEO.

Vacant Program Manager roles

Culture Arts and Heritage

This program advocates, delivers and supports initiatives aimed at strengthening the region's sustainability and growth in the cultural maintenance and arts industry, including:

• Traditional languages preservation

• Creative Arts Industry Development

• Conservation and repatriation

• Art centre support – Erub Arts, Badu Arts and Moa Arts

• Management of the Gab Titui Cultural Centre

Healthy and Safe Communities

This program enables grants, policies and partnerships to improve health and wellbeing, as well supporting safe and respectful Torres Strait Islander and Aboriginal families and individuals residing in the Torres Strait region.

Governance and Leadership

This program provides high-level administrative support for the TSRA Board, Chairperson and CEO.

It is the lead program with responsibility for oversight of projects and initiatives focused on effective and transparent self-governance for the region, along with media and communications, as well as inter-governmental coordination of policy and service delivery.

Duties

Programme Managers are responsible for delivering against five delivery areas, and other duties as directed by the Chief Executive Officer from time to time:

Programme Delivery

• Lead programme development, including support across all Programmes.

• Manage and monitor delivery of programme outcomes, including identifying opportunities to improve programme outcomes and make recommendations on programme changes.

• Ensure that programme activities recognise and respect the unique Ailan Kastom of the Torres Strait.

Resource and Risk Management

• Manage the programme budget and resources in order to achieve outcomes in the most cost effective manner. This includes coordinating with other Programme Managers to maximise organisational resources.

• Manage programme issues and risks, escalating any risks of a strategic nature to the CEO.

Relationships with Clients and Stakeholders

• Negotiate within the TSRA and across whole of government and/or single agencies, to develop solutions and resolve programme related issues as they arise.

• Develop and maintain strong relationships with clients to facilitate open communication in the identification and resolution of programme related issues.

• Represent the organisation at executive level and multi-agency / cross-government forums to report on progress of programmes, identify opportunities for integrated service delivery and promote the organisation's capabilities.

Learning, People and Culture

• Foster a collaborative team environment that shares lessons learned to ensure a continuous improvement approach is taken to project management and service delivery.

• Foster strong relationships within and across the organisation to facilitate delivery of projects and share learning in growing project delivery capacity.

• Develop and support staff to achieve the vision and objectives of the TSRA and to realise their own potential.

• Implement operational processes, reporting systems and internal policies to promote growth, productivity and efficiencies within the Agency.

Governance

• Participate as part of the overarching Programme Steering Committee and other key leadership groups within the TSRA.

• Identify, discuss and manage interdependencies across Programmes in a collaborative manner.

• Determine the most appropriate model for project delivery including where necessary project advisory bodies which may include external stakeholders where appropriate.

Eligibility

Identified Position

This vacancy is an identified position, meaning the role has a strong involvement in issues relating to Torres Strait Islander and Aboriginal people.

All employees at the TSRA are required to liaise with Torres Strait Islander and Aboriginal people, communities and service providers. If you are not a Torres Strait Islander and/or Aboriginal person your application must demonstrate that you have:

· Understanding of the issues affecting Torres Strait Islander and/or Aboriginal peoples

· demonstrated ability to communicate sensitively and effectively with Torres Strait Islander and/or Aboriginal peoples.

· demonstrated capability and commitment to continue to develop cultural competency.

Notes

- Successful candidates who are new to the APS must undergo background check conducted by the National Crime Check
- Successful candidates may be required to obtain and maintain a Blue Card

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

About the Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	Jae-Maree Lundstrom, 0740690703
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0765444

Services Australia

Closing Date:Monday 15 December 2025

Job Title	Director - Realtime Telephony Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$137,090 - $163,028
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This role is expected to be performed on site in the advertised location.
Classification	Executive Level 2
Position Number	EXT-EL-2025-1403
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://servicesaustraliacareers.nga.net.au/?jati=DA032B75-DB85-A88B-7BDD-E46615AC2B16

Services Australia (the agency) are recruiting to fill the Executive Level 2 Director role - Real Time Operations team position located in Services Australia Operations Centre.

As an Executive Level 2 leader within the Operations Management Division, you form part of broader integrated executive leadership team responsible for leading teams that deliver a range of critical workforce planning functions including capacity planning, forecasting, scheduling, real time management, call and workload routing and allocation that support operating the largest contact centre of its type in the southern hemisphere.

As part of the Services Australia Operations Centre, the Real Time Operations team monitor the status of service delivery performance in real time and provide visibility into day-to-day service delivery. The team manage deviations in real time, actively assessing impacts to service delivery and the customer experience.

You will need to demonstrate strong leadership skills to support and develop the capability of your team and frontline service delivery leaders.

The Real Time Operations team optimise available telephony resources to support our customers to access our services when needed. By collaborating with stakeholders to understand changes in workload priorities, they provide insight and analysis that inform changes to improve customer outcomes.

The real time insights and trend analysis undertaken by the Real Time Operations team are critical to supporting our understanding of customer demand and assist the development of strategies that optimise operational performance. By implementing the daily operational plan, the Real Time Operations team are a key stakeholder in driving performance and customer outcomes while cultivating continuous improvement in service delivery.

To be successful in these roles you will need to have demonstrated experience in leading diverse and inclusive teams and developing individual people to achieve strategic and tactical objectives at pace and scale.

Successful candidates will play a key role in enabling service delivery through responsive, collaborative and innovative operations management at scale and pace, maximising resources to meet customer and government outcomes.

Duties

- Ensuring effective service delivery through workforce planning including managing teams that deliver real time management.
- Leading and managing a specialist team, including performance management, attendance management, capability and career development, and health and wellbeing.
- Fostering a high-performance culture of strategic focus and service delivery excellence.
- Using data to analyse and inform business outcomes, operational performance, and future planning.
- Engaging and collaborating with internal and external stakeholders to optimise service delivery outcomes and implement operational policy and change initiatives.
- Resolving and/or escalating complex and/or escalated issues that impact on policy, programs, performance, and/or customer experience.
- Overseeing and preparing written material for various purposes and audiences.

Eligibility

Security clearance level required: Baseline (or ability to obtain and maintain).

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

The role is located in the Services Australia Operations Centre in Canberra; some home-based work may be negotiated in line with the agency Enterprise Agreement.

Roles may involve regular travel and/or management of geographically dispersed teams.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Jonathon Blackert, 03 6162 5558
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/?jati=DA032B75-DB85-A88B-

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Social Services

Vacancy VN-0765469

National Disability Insurance Agency

Closing Date:Thursday 18 December 2025

National Operations and Performance
Participant Safeguarding Response P.E.D. Risk and Audit

Job Title	APS6 Risk Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Richmond VIC, Robina QLD
Salary	$96,737 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Negotiable upon commencement.
Classification	APS Level 6
Position Number	3130_11/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The Service Delivery Risk and Audit team support Service Delivery Group's leadership team to proactively manage operational and strategic risks, obligations and audit issues in delivering the National Disability Insurance Scheme to participants. We provide timely, relevant and pragmatic advice and services to support the risk owners to identify and manage risks across all aspects of their strategic initiatives, operating and project activities.

We also support the development of controls to mitigate risks and facilitate improved risk awareness and coaching and reporting on emerging risk profiles and trends.

This is an exciting opportunity for a proactive, risk professional with strong stakeholder engagement skills, who thrives in a dynamic environment and is passionate about driving effective risk management.

*General & Affirmative Measures – Disability & First Nations

*Please note - Affirmative Measures provisions are also open for these positions. The affirmative measure positions are to improve employment opportunities for people with a disability and Aboriginal and/or Torres Strait Islander people in the Australian Public Service. They are open only to people with a disability or Aboriginal and/or Torres Strait Islander people.

Duties

Where you can add value

Key aspects of the role include but not limited to:

• Provide specialist risk advice to Service Delivery Branch/business areas and/or strategic initiatives program/project team in risk identification and assessment, control design and update of treatment action plans.

• Provide support in risk discussions and reviews meetings with risk owners in supporting the effective identification and management of operational and program/project risks.

• Assist in providing risk management training (framework and tools) and education program to support risk maturity initiatives of the Branch/business areas.

• Assist with highly complex data analytics and analysis for risk reporting across a range of portfolios.

• Provide advice and operational support to the Service Delivery Branch/business areas in recording and/or updating risk entries in the Agency’s Integrated Risk Management System.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

While this role is ideally performed from VIC - Geelong & Richmond, QLD - Robina, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Theresa Chin, 03 5225 2729
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS48 Weekly Gazette Thursday (Vacancy Notices) - 04 December 2025.pdf Published by Australian Public Service Commission.

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Social Services

Vacancy VN-0765491

National Disability Insurance Agency

Closing Date:Monday 08 December 2025

CEO Office Exec
CEO Office

Job Title	EL1 Senior Executive Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW
Salary	$120,530 - $131,919
Future Merit Locations	Surry Hills
Office Arrangement	On Site
Office Arrangement Details	Candidate required to work onsite.
Classification	Executive Level 1
Position Number	3221_11/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The NDIA is seeking a highly experienced professional with senior executive support experience to join the agency. As EL1 Senior Executive Coordinator you will provide senior executive support, resolve issues and maintain operational efficiency in the Office of the CEO.

Our ideal candidate will be organised, proactive, and able to handle a fast-paced work environment. You will have outstanding communication and interpersonal skills to develop and maintain networks and experience in senior executive support or administration. You will display a high attention to detail and possess the ability to make decisions whilst working independently and proactively.

We are ideally looking for someone that possesses the below skills, experience and qualifications;

- Qualifications in business administration, management, public administration, office administration, project management or equivalent work experience in lieu of formal qualifications.
- Proven experience in an administrative or executive support role, preferably within a government or large organisational setting.

Working at the NDIA, it is essential you have a positive contemporary attitude to people with disability, along with a high level of understanding and knowledge of disability and its impact on individuals.

For more information on NDIS including our values, capabilities and behaviours along with our application process, please refer to the Candidate Pack.

Duties

Where you can add value

You will be responsible for providing efficient and effective administration support to the CEO and maintaining operational efficiency in the Office of the CEO.

Responsibilities of the role include but are not limited to:

- Providing advanced administrative support to the CEO including diary management and preparation of meeting papers as required.
- Directing enquiries and requests to relevant business areas and providing advice to the CEO on documents and engagement opportunities requiring a response.
- Facilitating the provisioning of messages and advice from the CEO to staff within the Agency including Senior Executive Services (SES) and assisting with the timely flow of documents for clearance.
- Organising and supporting official meetings, travel arrangements and official functions on behalf of the CEO and the wider Agency.
- Scheduling meetings and preparing reports and documents relating to committees and projects of which the CEO is a member, sponsor or stakeholder.

- Supporting the preparation, writing, proofing and editing of documentation including complex and sensitive correspondence, research papers, corporate documentation, submissions and briefs.
- Working closely with the Executive Officer (EO) in the CEO office, EO to the Board and Deputy CEO support staff to assist with any priorities or tasks as required.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Chelsea Dowsett, 0474 945 876
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

Social Services

Vacancy VN-0765584

National Disability Insurance Agency

Closing Date:Wednesday 17 December 2025

Policy and Practice Leadership Division
New Framework Policy Branch

Job Title	EL1 Assistant Director Policy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Geelong VIC, Surry Hills NSW, Chatswood NSW, Deakin ACT, Brisbane QLD, Robina QLD, Adelaide SA, Midland WA
Salary	$120,530 - $131,919
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements may be considered
Classification	Executive Level 1
Position Number	3197_11/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The New Framework Policy Branch is seeking experienced and results-oriented EL1 Assistant Director Policy professionals to join the NDIA, as part of the Policy and Practice Leadership Division.

We are seeking proven leaders who can manage and inspire their team, take responsibility for delivering quality outcomes and develop balanced policy and strategic advice. The role requires excellent communication skills and attention to detail, with the ability to manage competing requests, demands and priorities, and stakeholder collaboration including cross Agency networking. You will have a strong ability to analyse and apply data and evidence to develop solutions to complex problems with the capacity to exercise autonomy and initiative in your program of work. As a leader, you will model the APS and NDIA Values and making a positive contribution to the Branch culture.

The Policy and Practice Leadership Division, is responsible for defining the policy and practice settings for the Scheme, including for the current reform agenda and key initiatives. We are seeking experienced professionals from a range of backgrounds who are able to provide thought leadership, content expertise and rigorous policy analysis in the management of key strategic issues to improve the effectiveness of the NDIS.

Our ideal candidate will have significant experience working in policy roles within disability, social policy and/or social insurance policy, government agencies or in the disability sector. You will have a demonstrated ability to drive strategic change in complex operating environments and the ability to navigate complexity and uncertainty with personal drive, sound judgement and integrity. You will have experience in developing and clearly communicating balanced policy and strategic advice, evaluating ambiguous and incomplete information, factoring in risks and being sensitive to the organisational and governance context.

You will excel in managing multiple competing priorities, and the ability to build relationships with a diverse range of stakeholders, including leading policy development through multidisciplinary groups. Your experience and sound leadership skills will inspire your team members to strive for the best outcomes through your clear and proactive work planning.

In line with the values and mission of the NDIA, you will have a positive contemporary attitude to people with disability, along with understanding and knowledge of disability and its impact on individuals. This role will provide you with opportunities to make a real difference in the lives of people with a disability and contribute to the success of the NDIA for generations to come.

Duties

As an EL1 Assistant Director Policy, you will play a leading role in the Branch with direct responsibility for resolving issues and risks across wide-ranging activities of substantial depth, involving significant detail. The role is required to provide policy leadership in a particular work area.

The role involves significant independence in tackling complex issues within the Agency's policy functions. It requires sound decision making to provide high level policy advice and operational support, while managing sensitive projects that impact the NDIA's strategic objectives for a world class National Disability Insurance Scheme.

Responsibilities of the role include but are not limited to:

- Developing and interpreting policy in a specialised area that requires detailed understanding, consideration and sensitivity.
- Developing, managing and delivering projects that may have an agency wide impact.

- Developing complex policy documents for review and publication.
- Engaging with a range of data, evidence and stakeholders to ensure that policy development is contemporary, relevant and evidence informed.
- Preparing, reviewing and advising on policy reports, briefing papers, speeches, Ministerial correspondence, Cabinet submissions and discussion papers.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.
- While this role is ideally performed from VIC - Richmond, VIC - Geelong, NSW - Surry Hills, NSW - Chatswood, ACT - Deakin, QLD - Brisbane, QLD - Robina, SA - Adelaide, WA - Midland, remote working arrangements may be considered.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Annabelle McLean, 03 8416 0116
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0765585

National Disability Insurance Agency

Closing Date:Wednesday 17 December 2025

Policy and Practice Leadership Division
New Framework Policy Branch

Job Title	APS6 Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Geelong VIC, Surry Hills NSW, Chatswood NSW, Deakin ACT, Brisbane QLD, Robina QLD, Adelaide SA, Midland WA
Salary	$96,737 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements may be considered
Classification	APS Level 6
Position Number	3198_11/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The New Framework Policy Branch is seeking proficient APS6 Policy Officer professionals to join the NDIA, as part of the Policy and Practice Leadership Division.

We are seeking excellent communicators who are skilled at preparing draft reports, briefing papers, speeches, correspondence and discussion papers. You will have a demonstrated ability to interpret and analyse data and evidence, to develop solutions to complex issues. You will exhibit

active listening and be confident in liaising with a broad range of internal and external stakeholders, modelling the APS and NDIA Values and making a positive contribution to the Branch culture. This is a Branch where your analytical thinking, communication skills, attention to detail and ability to influence, can thrive.

The Policy and Practice Leadership Division, is responsible for defining the policy and practice settings for the Scheme, including for the current reform agenda and key initiatives.

Our ideal candidate will have experience working in policy roles within the disability, social policy, legal or government sectors. You will have a demonstrated ability to research and develop complex written and verbal policy analysis and advice to the Minister and senior executives, utilising clear and concise language, under limited direction.

You will demonstrate a continuous analytical mindset as well as being an effective and persuasive communicator who can build trust and meaningful relationships with internal and external stakeholders. You will be enthusiastic and passionate about government policy.

In line with the values and mission of the NDIA, you will have a positive contemporary attitude to people with disability, along with understanding and knowledge of disability and its impact on individuals. This role will provide you with opportunities to make a real difference in the lives of people with a disability and contribute to the success of the NDIA for generations to come.

Duties

As an APS6 Policy Officer you will contribute to complex policy work that is guided by legislation, policies, procedures, standards, methodologies and precedents, under limited direction. The position is required to provide detailed policy analysis and advice in relation to complex issues. You will be required to liaise with a range of internal and external stakeholders on behalf of the Branch.

Responsibilities of the role include but are not limited to:

- Providing written and verbal policy analysis and advice on complex matters for senior executives and the Minister.
- Conducting research and analysis to inform policy development.
- Interpreting, drafting and reviewing policy and procedural issues with relevant business areas and key stakeholders.
- Contributing to the planning and implementation of NDIA policies and objectives.
- Drafting reports, briefing papers, agendas, minutes, speeches, correspondence and discussion papers.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

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To Apply

Position Contact	Annabelle McLean, 03 8416 0116
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

Treasury

Vacancy VN-0765524

Australian Bureau of Statistics

Closing Date:Sunday 14 December 2025

Census Data Operations

Job Title	Workforce Managers & Supervisors
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Belconnen ACT
Salary	$88,834 - $99,734
Future Merit Locations	Belconnen
Office Arrangement	On Site
Office Arrangement Details	Expectation that these roles are primarily office-based with limited or no option to work from home
Classification	APS Level 5;APS Level 6
Position Number	25/Census_CDC_APS5_6
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=811D29DD-5196-6672-4551-E47753999F13

The Australian Bureau of Statistics (ABS) is recruiting multiple staff to join the **Census Data Coding** (CDC) section for the 2026 Census of Population and Housing.

Roles available:

- **APS 6 Workforce Manager**
- **APS 5 Workforce Supervisor**

Duties

Depending on the role, you may be required to:

- lead and manage a team, clearly communicating work progress, issues, and key decisions
- allocate and monitor workloads to ensure Census targets and objectives are met
- resolve or escalate complex queries and operational issues
- undertake performance management and coaching of staff when required
- support recruitment activities, including shortlisting and interviewing
- coordinate training development and deliver face-to-face training sessions
- monitor operational intelligence and implement process improvements
- ensure confidentiality and security of Census information and materials
- manage responses to incidents and crises, including WHS reporting
- undertake a combination of procedural, operational, and administrative duties.

What we’re looking for

Successful candidates will demonstrate the following for each type of role:

APS 6 Workforce Manager

Essential Skills

- strong leadership and team management skills to lead a small team and drive performance
- advanced organisational and time management skills to manage multiple priorities
- excellent problem-solving and decision-making abilities for complex operational issues
- high-level communication and people skills to engage stakeholders and staff
- ability to coach and mentor team members
- confidence in using office systems and implementing process improvements.

Highly Desirable

- project management experience, including risk and issues management
- experience in recruitment and workforce planning
- operational management in large-scale data or similar environments

APS 5 Workforce Supervisor

Essential Skills

- leadership skills to manage a team of approximately 20 staff (APS 4 and APS 2 levels)
- strong organisational and time management skills to allocate and monitor workloads
- ability to foster a high-performance, inclusive team culture
- good judgement in resolving day-to-day operational issues and escalating complex matters
- effective communication and people skills for team coordination and coaching
- ability to learn and use office systems quickly.

Highly Desirable

- experience in recruitment and performance management
- training and coaching experience
- coordination or workforce scheduling experience.

Eligibility

You must be an Australian citizen.

Notes

Expected duration of the non-ongoing (temporary) contract is from March 2026 to June 2027.

To apply, complete an online application form on the ABS e-recruitment system.

You will need to upload your current resume, provide referee details, nominate your preferred role and submit a written statement (maximum 500 words) outlining how you meet the required qualities and skills for the role.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Michelle Hush, (02) 6252 5756
Agency Recruitment Site	https://abs.nga.net.au/?jati=811D29DD-5196-6672-4551-E47753999F13

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Treasury

Vacancy VN-0765525

Australian Bureau of Statistics

Closing Date:Sunday 14 December 2025

Census Data Operations

Job Title	Data Specialists & Analysts
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Belconnen ACT
Salary	$88,834 - $99,734
Future Merit Locations	Belconnen
Office Arrangement	On Site
Office Arrangement Details	Expectation that these roles are primarily office-based with limited or no option to work from home
Classification	APS Level 5;APS Level 6
Position Number	25/Census_CDC_APS5_6
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=811D29DD-5196-6672-4551-E47753999F13

The Australian Bureau of Statistics (ABS) is recruiting multiple staff to join the Census Data Coding (CDC) section for the 2026 Census of Population and Housing.

Roles available:

- **APS 6 Data Specialist**
- **APS 5 Data Analyst**

Duties

Depending on the role, you may be required to:

- lead and manage a team, clearly communicating work progress, issues, and key decisions
- allocate and monitor workloads to ensure Census targets and objectives are met
- provide technical and procedural support to Census office staff
- resolve or escalate complex queries and operational issues
- undertake performance management and coaching of staff when required
- coordinate training development and deliver face-to-face training sessions
- monitor operational intelligence and implement process improvements
- interrogate and analyse data outputs for consistency and quality
- ensure confidentiality and security of Census information and materials
- undertake a combination of procedural, operational, and administrative duties.

What we are looking for

Successful candidates will demonstrate the following for each type of role:

APS 6 Data Specialist

Essential Skills

strong leadership and team management skills to lead a small team and drive performance

- advanced organisational and time management skills to manage multiple priorities
- well-developed data analytics skills
- excellent problem-solving and decision-making abilities for complex operational issues
- ability to coach and mentor team members and deliver training sessions
- confidence in using office systems and implementing process improvements.

Highly Desirable

- project management experience, including risk and issues management
- experience in recruitment and workforce planning
- operational management in large-scale data or similar environments
- high-level communication and people skills to engage stakeholders and staff.

APS 5 Data Analyst

Essential Skills

- strong analytical and conceptual thinking skills for data validation and coding processes
- ability to provide technical advice and resolve complex queries
- excellent organisational skills to manage competing priorities
- clear communication skills for providing guidance and support to staff
- ability to quickly acquire technical knowledge and use office systems effectively.

Highly Desirable

- experience in operations or project management
- knowledge of data processing, coding, or quality assurance methodologies
- training development and delivery experience.

Eligibility

You must be an Australian citizen.

Notes

Expected duration of the non-ongoing (temporary) contract is from March 2026 to June 2027 .

To apply, complete an online application form on the ABS e-recruitment system.

You will need to upload your current resume, provide referee details, nominate your preferred role and submit a written statement (maximum 500 words) outlining how you meet the required qualities and skills for the role.

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To Apply

Position Contact	Michelle Hush, (02) 6252 5756
Agency Recruitment Site	https://abs.nga.net.au/?jati=811D29DD-5196-6672-4551-E47753999F13

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Treasury

Vacancy VN-0765441

Australian Securities and Investments Commission

Closing Date:Thursday 11 December 2025

Job Title	Reporting Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	-
Future Merit Locations	Sydney, Melbourne, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	APS Level 6
Position Number	1896044
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226417991&in_organid=16529&

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Step into a high-impact analytics career at ASIC - join our Strategic Reporting, Planning & Performance team to turn performance data into insights that support executive decision-making.

- **Location - Sydney, Melbourne or Canberra (other locations considered)**
- **Salary range - $97,401~$115,820 (depending on experience) plus 15.4% superannuation**
- **Permanent role**
- **Applications close at 11:59pm AEDT, Thursday 11 December 2025**

The team

The Strategic Reporting team sits within Planning & Performance in the Enterprise Services Group. The team provides analytical and reporting services to ASIC's senior executive leadership and regulatory teams, preparing reports that enable effective monitoring of ASIC's enforcement and regulatory performance. As custodians of ASIC's performance reporting data, the team ensures the quality, consistency, and integrity of information used in decision-making, supporting ASIC's strategic objectives.

The role

As a Reporting Analyst, you will develop and produce a range of regulatory and operational reporting products for various committees and regulatory teams. You will extract, interpret, and analyse data to deliver timely, accurate, and insightful reports.

You will also:

- Design, develop, and produce reports using business intelligence tools to inform executive decision-making.
- Establish and maintain relationships with key stakeholders to ensure reports are fit-for-purpose.
- Collaborate with team members and IT to develop new analytical reporting products and ensure information systems capture required data.
- Apply analytical and conceptual skills to resolve problems and communicate findings clearly to a range of audiences.
- Maintain and develop processes and procedures for reporting, ensuring quality and accuracy.
- Respond to ad hoc requests for statistics and information from senior leaders and stakeholders.

Duties

About you

We are seeking a Reporting Analyst with a relevant tertiary qualification in economics, accounting, marketing, social research, or equivalent work experience in performance reporting and analysis, ideally gained a regulatory environment or a government agency.

You will also demonstrate:

- Experience applying analytical and conceptual skills in data analysis and developing quality reporting products.

- At least 3 years' experience using advanced analytics and reporting software (e.g., Power BI, Databricks, Python, SQL) and advanced MS Excel skills.
- Ability to access, analyse, and collate data from disparate sources to develop reports and address ad hoc queries.
- Ability to interpret data and translate findings into clear insights for stakeholders.
- Strong stakeholder engagement and relationship management skills.
- Experience partnering with IT to ensure information systems capture required data.
- Ability to manage reporting tasks within tight timeframes and be accountable for outcomes.
- Understanding of legislative frameworks, terminology, and processes relevant to regulatory reporting.
- Working knowledge of reporting in a regulatory or law enforcement environment is desirable.

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEDT, Thursday 11 December 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander descent are encouraged to apply.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from-home model
- Flexible work arrangements
- Assistance for study and professional development

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Jennifer Pai, 0478967627
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnC

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Treasury

Vacancy VN-0765479

Australian Securities and Investments Commission

Closing Date:Sunday 07 December 2025

Job Title	Release Train Engineer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$165,011 - $191,949
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 2
Position Number	ASIC/1897005
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226418955&in_organid=16529&

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

The Australian Government has announced the stabilisation of existing business registers and their transfer from the Australian Taxation Office (ATO) back to ASIC, under the RegistryConnect (RC) Program. This program aims to deliver reliable, secure, trusted, and efficient registry services to support the economy for the benefit of all Australians.

ASIC’s RegistryConnect Program is seeking a highly skilled and accomplished Release Train Engineer to contribute to its flagship technology modernisation and uplift initiative.

- **Sydney or Melbourne locations**
- **24 month fixed term position**
- **Salary from $165,011 to $191,949 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEDT, Sunday 7 December 2025**

The team

The Digital, Data and Technology Portfolio Office delivers a comprehensive range of project and support services to ASIC. We are responsible for driving major technology initiatives designed to transform our operations, with a strong focus on visualisation, mobility and cloud solutions. By prioritising data sharing and advanced analytics our goal is to position ASIC as a best-in-class regulator, underpinning the integrity and efficiency of Australia’s financial markets.

The role

The Release Train Engineer will lead and coordinate the delivery of multiple program initiatives. This role is responsible for overseeing the release management process, including planning and prioritising schedules, managing dependencies, risks and facilitating effective communication across teams. Key responsibilities will include tracking progress, resolving issues and working closely with cross-functional teams and stakeholders to ensure effective collaboration, adherence to agile methodologies and the timely delivery of high-quality IT solutions aligned with ASIC’s strategic objectives.

More specifically, you will:

- Drive the delivery of strategic initiatives within the RegistryConnect Agile Release Trains.
- Plan and facilitate Big Room Planning sessions for the assigned Agile Release Train (ART).
- Coach and mentor Agile teams, Scrum Masters, and Product Owners in applying agile and lean practices effectively.
- Identify, manage, and resolve cross-team impediments, while proactively addressing risks and dependencies.
- Collaborate with ASIC’s functional teams to ensure alignment and integration across all delivery streams.
- Monitor progress against planning objectives and maintain transparency across the Agile Release Train.

About you

The ideal candidate this role will be a strategic leader with extensive expertise in agile and lean practices, capable of driving complex program delivery across multiple teams. They will demonstrate strong facilitation and coaching skills to foster effective collaboration among Scrum Masters, Product Owners and stakeholders. With proven experience in managing dependencies, mitigating risks and resolving cross-team impediments ensuring seamless execution within Agile Release Trains. Exceptional communication, stakeholder engagement and organisational skills are essential, combined with a results-driven mindset focused on delivering high-quality IT solutions.

In addition, you will have:

- Extensive previous demonstrated experience in program and project management, ideally within large, business-critical systems and Australian Government initiatives.
- Substantial proven experience in large scale Agile delivery.
- Demonstrated expertise in leading large-scale business transformation programs.
- Exceptional stakeholder engagement, communication, and negotiation skills.
- Ability to provide strategic technology advice aligned with organisational objectives.
- Proven track record of collaboration across diverse functional areas within ASIC.

Click ‘apply' to start your application. will close at 11:59pm AEDT, Sunday 7 December 2025

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold

to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

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

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn(

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Treasury

Vacancy VN-0765601

Australian Securities and Investments Commission

Closing Date:Wednesday 17 December 2025

Job Title	Lawyer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	-
Future Merit Locations	Sydney, Melbourne, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	APS Level 6
Position Number	1897158
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226421844&in_organid=16529&

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

This is a fantastic opportunity to join ASIC's Commercial & Employment Law team, providing expert legal advice on a range of matters including commercial contracts, complex procurement, intellectual property, and employment law matters.

- **Sydney, Melbourne or Canberra (other locations to be considered)**
- **ASIC 4 ($97,401–$115,820 depending on experience), plus 15.4% superannuation**
- **Permanent role**
- **Applications close at 11:59 pm AEDT, Wednesday 17 December 2025**

The team

The Commercial & Employment Law team within ASIC's Corporate Legal Services partners with key internal stakeholders, providing specialised legal advice on a range of matters relating to:

- commercial transactions including contracts, MoUs and Grants
- complex procurement
- intellectual property, trade marks and copyright
- employment and workplace relations law.

The team enables ASIC to operate in compliance with relevant laws and best practice standards , supporting ASIC's mission to maintain a fair and efficient financial system.

As a Lawyer, you will be required to:

- Provide independent legal advice and guidance (under supervision) on commercial contracts, procurement, intellectual property, and general commercial matters.
- Advise operational teams on legal issues relevant to ASIC as an employer, including review of employment policies and contracts.
- Advise on employment law, industrial matters, and WHS matters, and respond to related legal and other claims.
- Assist with internal reports and briefings concerning commercial and employment law matters.
- Monitor regulatory reforms, legislative changes, and trends.
- Work professionally, positively, and cooperatively as part of ASIC, modelling the values of Accountability, Professionalism, and Teamwork.

Duties

About you

To excel in this role, you'll bring:

- Legal qualifications and eligibility to hold or work towards an Unrestricted Legal Practicing Certificate in a State or Territory of Australia.
- 1–3 years post-admission experience as a lawyer, relevant to commercial and/or employment law and legislation (experience may have been gained in government, in-house, or private practice).
- Ability to work independently with limited supervision and be accountable for outcomes.
- Ability to work as part of a team and contribute to a positive and constructive workplace environment
- Strong legal advice writing and verbal communication skills, with experience presenting complex information to different audiences.

- Strong organisational and time management skills, with the ability to manage competing priorities in a fast-paced environment.
- A client service focus and experience managing diverse stakeholders.
- Knowledge of the Corporations Act, ASIC Act, financial services legislation, and related policies is desirable.

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59 pm AEDT, Wednesday 17 December 2025

About ASIC

ASIC regulates corporations, markets, financial services, and consumer credit, promoting market integrity and consumer protection in the Australian financial system. We hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is an equal opportunity employer seeking people who want to make a difference. We are committed to a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander descent are encouraged to apply.

We offer a range of employee benefits including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from-home model
- Flexible work arrangements
- Assistance for study and professional development

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0765586

Australian War Memorial

Closing Date:Wednesday 10 December 2025

Corporate Services Human Resources

Job Title	Head, Human Resources
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$157,609 - $169,999
Future Merit Locations	Canberra, Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	Executive Level 2
Position Number	25-149
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

Head, Human Resources (HR) is responsible for providing high level policy and implementation advice to the Director, Assistant Directors, senior management and Council of the Australian War Memorial and delivery of quality and responsive HR services and expert support and advice to all Memorial staff.

The role works closely with the Executive Management team, to identify, develop and implement solutions across a range of HR functions, including:

- workforce planning
- performance management
- recruitment
- human resource planning and budgeting
- industrial relations
- payroll systems and processes
- remuneration polices
- organisational structuring and classifications
- employee relations
- workplace health & safety
- workers compensation and rehabilitation management systems
- learning and development

This role is required to work closely with the Memorial's CFO to develop and implement human resource cost plans and associated reporting to Corporate Management Group (CMG) and Council.

Critical to the success of this role is the capacity to provide leadership, facilitate change and achieve business objectives while recognising and accommodating the interdependencies across all business units within the Memorial. The Head, Human Resources (HR) is the key driver and leader in ensuring the effective development and implementation of HR strategies, policies and processes within the APS framework.

This role holds a wide range of delegated legal and administrative powers and authorisations.

This role must operate in a manner that supports and advocates the APS Values, the APS Employment Principles and the Code of Conduct in achieving the Memorial's business objectives.

Duties

Under broad direction provide leadership in the provision of strategic and operational people management policies and processes. These will include:

- Providing high level, timely and professional advice to CMG, Director and Council
- Managing the resources, inputs, processes, performance and development of the HR team using participative management practices and a supportive management style

- Promote a positive organisational culture which fosters accountability, innovation and continuous improvement;
- Preparing high level documents, papers and correspondence
- Advising and supporting Section Managers in their management of complex people and performance management issues
- Ensuring the Memorial's compliance with all relevant legislative requirements in respect to Human Resources Management
- Maintaining contemporary knowledge on relevant APS and industry standards, and HR trends
- Performing functions and exercising powers provided by legislative or administrative appointment or delegation.

Build and maintain effective relationships with managers and stakeholders across all business areas of the Memorial and externally, and work in a collaborative way to deliver operational policy and programs.

Lead and participate in workplace relations matters and represent the Memorial where and when required.

Eligibility

Employment with the Australian War Memorial is subject to conditions prescribed within the Public Service Act 1999.

Citizenship – To be eligible for employment with the Australian War Memorial, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

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

Notes

Non-ongoing positions may be filled for a period of up to 12 months with the possibility to extend for a period of an additional 12 months in accordance with the Fair Work Act

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian War Memorial

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

To Apply

Position Contact	Leanne Patterson, (02) 6243 4233
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0765526

Department of Veterans' Affairs

Closing Date:Thursday 08 January 2026

Chief People Officer
Integrity, Security and Property Fraud Control and Analytics

Job Title	Fraud Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	$101,449 - $115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2025-0307
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The **Chief People Officer Division** provides a range of enabling services to DVA's business areas to support them in providing quality services to its veterans and their families. The **Integrity, Security and Property Branch** assists this goal through the provision of business integrity, investigation, security and property management support to DVA business functions.

The **Fraud Control and Analytics Section** contributes to the integrity of DVA payments, systems, processes, and staff by managing fraud and corruption risks and helping to govern and support the department's approach to fraud and corruption. This position offers a unique opportunity to influence, shape and build DVA's future strategic prevention, detection, and response to fraud and corruption.

Duties

- Develop Teradata SQL programs to interrogate and combine datasets to analyse fraud risks;
- Plan, document and develop fraud detection programs in Teradata SQL and produce case selections for intelligence assessments;
- Undertake testing and validation of data products and curated datasets;
- Design and implement technical solutions for Intelligence teams;
- Develop procedures, technical specifications, and supporting documentation;
- Work with non-technical stakeholders to determine and document requirements, and explain complex technical concepts to broad audiences;

- Build and sustain effective working relationships with stakeholders and represent the department in external forums;
- Maintain an awareness of DVA's fraud risk environment.

Eligibility

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

Mandatory Requirements

- Experience developing programs in Teradata SQL
- Experience working in a fraud, risk, non-compliance, or integrity environment

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Sarah, 02 5163 8573
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0765534

Department of Veterans' Affairs

Closing Date:Sunday 04 January 2026

Ministerial, Engagement & Communications
Communications

Job Title	Senior Media Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$101,449 - $115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	EXT-2025-0306
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Communications Branch, within the Ministerial, Engagement and Communications Division provides communications advice and media support to the Department, the Repatriation Commission and the Minister for Veterans' Affairs.

The Communications Branch is looking for a high-performing Senior Media Officer (APS6) to join the Media Team.

The Media Team is responsible for proactive and reactive media engagement, production of media materials including media releases, supporting interview requests, media monitoring, reporting and other communications activities. We engage directly with journalists and Senior Executive staff to manage media enquiries, organise media opportunities and enhance the Department's reputation.

Reporting to the Media Manager, our ideal candidate will have experience in communications and the ability to work within a fast-paced team environment to help write media products, monitor the media for issues of significance, liaise with journalists, contact business areas to gather information for media enquiries or fact checks and provide issues management support.

This role requires excellent written and verbal communication skills, sound judgement, creativity and an ability to engage regularly with Senior Executive, the Minister's Offices and other government agencies and stakeholder organisations.

Duties

- Under the supervision of the Media Manager, draft and clear media products to support major Departmental priorities
- Prepare Talking Points on topical issues
- Pull together regular media issue reports, media summaries and executive communications
- Provide communication, media and issues management advice to the Media Manager and business areas
- Develop and maintain relationships within the Branch, with senior executive and external stakeholders
- Support media engagement activities including organising interviews, liaising with journalists, helping with commemorative events, and
- Support with media on-call duties as part of the media on-call roster.

Eligibility

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

Mandatory Requirements

- Tertiary qualifications in Communication, Public Relations, Marketing or Journalism, or possession of recognised skills or significant relevant experience in these fields is highly desired.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Veterans' Affairs

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To Apply

Position Contact	Afsah Haque, 0438 098 661
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0765542

Department of Veterans' Affairs

Closing Date:Sunday 04 January 2026

Veteran Family Commissioner

Job Title	Executive Officer – Communications Specialist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$127,621 - $140,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	EXT-2025-0308
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Veteran Family Commissioner serves as the bridge between lived experience and government policy. We exist to remove barriers, influence systemic change, and improve the lives of families of veterans. The role is positioned uniquely within DVA and government, and brings trusted insight, evidence, and a "skin-in-the-game" commitment to ensuring families are seen, heard, and supported.

The Commissioner:

- Champions equity and accessibility for all families impacted by service
- Identifies systemic issues raised by the community and advocate for reform
- Pushes for the removal of barriers and roadblocks to lasting change
- Escalates individual cases within the department where further attention is needed
- Provides evidence-based policy advice informed by lived experience
- Builds strong partnerships through stakeholder engagement and collaboration

The Executive Officer (EO) provides high-level executive, communication, and stakeholder coordination support to the Veteran Family Commissioner. The role requires exceptional communication skills, strategic judgement, a high level of discretion and the ability to distil complex policy information into clear, accessible language. The EO will coordinate internal and external messaging, manage social and digital channels, and identify opportunities for the Commissioner to demonstrate thought leadership in veteran family issues across media, government, and the community.

The EO will also share in the office's frontline responsibility for engaging with veteran families - listening to their experiences, triaging enquiries, and ensuring issues are directed to the appropriate part of the Department or to the Commissioner for systemic review.

If you are a proactive and strategic professional with experience in communications, media, or advisory roles, such as in a ministerial office, government agency, or PR firm, we want to hear from you. Our ideal candidate can distil complex policy into clear messaging, manage competing priorities, and engage confidently with senior stakeholders and the veteran and family community.

Duties

To be successful in this role, you will be a self-motivated individual with superior organisation and stakeholder engagement skills. Other skills required are:

- Demonstrated ability to communicate complex information clearly and persuasively for diverse audiences.
- Track record in building productive cross-agency relationships that support a cohesive approach to strategic priorities.
- Proven ability to develop and deliver communication products (media, web, social, print).
- Strong strategic thinking, organisational, and stakeholder engagement skills.
- Demonstrated professionalism, empathy, and discretion in engaging with community members.
- Excellent written and verbal communication skills and attention to detail.
- Ability to work in a fast-paced environment with competing deadlines.
- Experience in media or communications roles within government or advocacy settings is desirable.

Eligibility

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

- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	DVA.Recruitment@dva.gov.au, DVA.Recruitment@dva.gov.au
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0765504

Department of Parliamentary Services

Closing Date:Wednesday 17 December 2025

Information Services
Digital Customer Services ESS Operations

Job Title	Senior Application Administrator
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 can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	JR33081
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is seeking a highly motivated, dynamic and experienced leader to fill the role of the Senior Applications Administrator role within the Electronic Security Systems (ESS) Operations section.

The Electronic Security Systems (ESS) Operations section is in the Digital Customer Services Branch, Information Services Division (ISD). As part of the division's responsibility to manage ICT infrastructure and delivery support services to registered users in Australian Parliament House (APH), Federal Electorate Oces (EOs) and Commonwealth Parliament Oces (CPOs). It also has a critical role in managing and maintaining a comprehensive set of ESS equipment and assets, capabilities and controls that enable the security function at APH.

This role is essential in maintaining the safety and security of Parliament House and its occupants by providing effective operational support for security systems and applications that underpin physical security capabilities. The successful applicant will support, enhance and maintain the ESS ICT (Information Communication and Technology) environment.

Our ideal candidate will possess the following skills and abilities:

Critical Thinking: Demonstrates a pragmatic and astute approach to problem-solving and decision making.

Technical Capability: Expertise in managing and updating critical security systems.

Leadership: Ability to lead an operational team effectively, particularly in high-pressure situations.

Flexibility: Willing to be on-call, handle critical incidents calmly, and rectify issues promptly.

Customer Service: Exceptional skills in troubleshooting, incident management, and providing excellent customer service.

This role requires the applicant to occasionally perform technical upgrades outside of core business hours. This work may take place on weekends or public holidays.

This role requires the applicant to participate in a rotating on-call roster for out of hours support.

This role requires the applicant to participate in a rotating on-site roster for on-site support (8AM – 4PM).

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

• Qualifications in Information Technology, a related discipline, and/or 5 years of equivalent work experience, are highly regarded.

• ITIL Foundations (Desirable)

• The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Udara Rupasinghe, 02 6277 2897
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765463

Bureau of Meteorology

Closing Date:Monday 08 December 2025

Data & Digital
Observing Systems & Operations

Job Title	Flood Warning Network Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Cairns QLD, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible Working Arrangements in line with Operational Requirements
Classification	APS Level 6
Position Number	60001128
Agency Website	

Job Description

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

This position forms part of the Bureau's national Flood Warning Network (FWN) team, responsible for management of an extensive network of flood warning assets across Australia. This network is critical for the provision of timely flood warnings for the safety of the Australian public. The team provides a focal point for technical leads maintaining the flood warning infrastructure in each of the Bureau's Observing Operations Hubs across Australia and is responsible for coordination of maintenance, sustainment, and improvement activities across the Flood Warning network. The role reports to the Flood Warning Network Manager.

Duties

The responsibilities of the role include but are not limited to:

1. Asset and Data Management: Support the uplift of Flood Warning asset information in the Enterprise Asset Management System (EAMS). Establish standard jobs and work orders for standard flood network maintenance. Develop EAMS inspection forms to facilitate mobile collection of high value field data to inform network improvement activities.

2. Project planning and tracking: Coordinate information gathering and site condition assessments to assist infrastructure upgrade planning. Review results and develop proposed delivery schedules for upgrade and maintenance activities in liaison with relevant

teams. Track and report on the progress of scheduled activities for the network manager.

3. Reporting: Generate and refine reporting on the performance of FWN assets utilising EAMS and PowerBI reporting tools to enable data-drive decision making. Drafting reports on state

of the assets, results of surveys and analysis and the progress of project activities.

4. National coordination: Enable national consistency by developing standard process documentation with stakeholders in Flood forecasting, engineering and operations. Maintain the Flood Warning Networks SharePoint page with relevant content to drive operational efficiencies and facilitate national information sharing.

5. Administrative support: Schedule meetings for flood warning leads meetings and other relevant forums. Track actions and take initiative to develop solutions to network issues or escalate for attention where required. Assist flood network manager with upkeep of a national flood warning network risk register.

6. Logistics: Co-ordinate logistical support for the Flood Warning Network operations, with oversight of the central supply of required equipment and materials to operate the network. Run or arrange procurements required to support the network in liaison with purchasing support teams.

7. Cross-team Coordination: Liaise closely with other teams in the Bureau to ensure effective coordination between groups and projects in support of the flood warning network.

8. Workplace Health, Safety and Environment: Comply with Bureau WHS procedures, support Bureau WHS initiatives, and keep your own state of knowledge current in line with the industry state of knowledge for your role. Assist managing environmental compliance for flood warning stations including development of Environmental Management Plan.

Eligibility

• Experience with installation and maintenance of FWN infrastructure and communication variants.

• Proficient in the use of EAMS.

• Experience with FWN software applications. Have current ARRO competencies.

• Completion of or currently enrolled in NWPSS00013 Hydrometric Monitoring Basics or NWP50118 Diploma of Water Industry Operations (Hydrometric Operations).

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Brent Brown, 0427 413 414
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765464

Bureau of Meteorology

Closing Date:Sunday 14 December 2025

Enterprise Services Group
Business Management Program

Job Title	Assistant Manager Financial Operations
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60017866
Agency Website	

Job Description

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

Reporting to the Manager Financial Reporting & Operations, the primary outcome for this role is to provide leadership of, and is the authority on, the accounts payable (AP), Travel Finance, Purchasing Cards, accounts receivable (AR) and treasury function of the Bureau. You will play a crucial role in managing and optimising the financial accounting operations function in a Commonwealth setting. including designing, implementing, and maintaining effective operational policies and internal control over the aforementioned functions in a Commonwealth Government context.

The role includes all aspects of accounts payable such as all Invoice management and enquiries, all forms of payment, all customer relationships and Debtor management. Supervising and developing your team is critical for this role to ensure the delivery of high-quality payment and receipt functions.

You will provide expertise in SAP Accounts Payable, SAP Concur, Accounts Receivable and Procurement modules.

The occupant will bring confident communications skills, expertise in Commonwealth government financial frameworks, deep understanding of financial operations as well as functional leadership to the finance team.

Duties

The responsibility of the role is to lead a team to manage the financial operations for the Bureau and be required to operate under broad direction,. The key duties of the position include:

• Managing and leading a team to deliver the work outcome, such as setting clear expectations, managing workload and timeframes, guiding performance, and supporting development.

• Ensure transactions and processes comply with accounting principles and Commonwealth government financial frameworks (i.e. PGPA Act).

• Manage the AP function including purchasing card arrangements and operations, Invoice management including account reconciliation and enquiry management.

• Manage the AR function including all customer invoicing, revenue collection, debt management.

• Manage the treasury function for the Bureau ensuring bank accounts are managed and reconciled, funds are available as required and appropriations are efficient and effectively managed

• Develop key reporting metrics to ensure payments and receipts are managed in accordance with Commonwealth government expectations and Bureau performance indicators.

• Develop and maintain key stakeholder relationships that are mutually beneficial, providing financial operations advice.

• Provide regular and ad hoc training on financial related activities including but not limited to financial operations and relevant system training.

• Proactive engagement in systems and process improvement initiatives.

• Act as the main point of contact for addressing any inquiries and questions related to financial operations (AP/AR/treasury, Purchasing Card).

• Develop policies and procedures for improving operational efficiency and compliance of the function.

• Oversight and Management of the Concur contract ensuring it is fit for purpose and renewed and or modified as required.

• Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications and experience

• Tertiary accounting qualifications in commerce, accounting or a related field is highly desirable.

• Extensive experience in financial operations - knowledge of Commonwealth Government financial frameworks, specifically appropriations, is desirable.

• Demonstrated experience in leading and developing a team and building a team-based performance-focused culture.

• Demonstrated ability to think critically, set clear objectives, and contribute to business improvement strategies.

• Strong communication skills and ability to develop relationships and effectively communicate accounting concepts to non-finance staff.

• Demonstrate sound judgement, have attention to detail, and the ability to manage competing priorities across financial and business deliverables.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Daniel Fogarty, Daniel.Fogarty@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765467

Bureau of Meteorology

Closing Date:Friday 09 January 2026

Data and Digital
Observing Systems and Operations

Job Title	Spectrum Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA, Canberra ACT, Darwin NT, Sydney NSW, Hobart TAS
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60019528
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=EC1D87AC-E066-A145-6891-E46651D042F7

The Bureau is looking for an experienced and highly motivated Radio Frequency (RF) and Spectrum Officer. The Bureau is highly dependent on its RF spectrum allocations to ensure extensive active and passive RF meteorological observations can be conducted without interference or degradation. protecting the Bureau's services through the analysis of the potential performance impacts of wind farm developments on the Bureau's observing system assets, including weather radars. The position will also support RF analysis for the acquisition and maintenance of spectrum licenses and determining non-ionising radiation safety zones for Bureau RF systems.

This is a key position within the Operational Technology and Engineering (OTE) team, which forms part of the Observing Systems and Operations (OSO) Program. The role provides specialist advice and will lead the development and implementation of processes that will ensure systematic delivery of quality outcomes for observing infrastructure architecture and equipment.

Operational Technology and Engineering is made up of a diverse team of specialists and engineers and specialists responsible for the development and design of engineering and technological solutions, incorporating level three support, on a range of technologies spanning from radars to rainfall stations, drifting buoys to dedicated observations and satellites to ships at sea so as to meet business needs.

The Spectrum Officer, reporting to the EL1 Spectrum Manager will be responsible for:

- Analysis for the impacts of wind farms in relation to the performance of Bureau sensors;
- RF analysis for the acquisition and maintenance of spectrum licences;
- RF analysis to determine non-ionising radiation safety zones for occupational and general public safety for Bureau RF systems.

The successful applicant will have extensive technical experience in RF propagation, interference and path loss calculations, reflectivity, spectrum allocation management, software modelling and physical measurements. The successful applicant will be able to apply this RF expertise to weather radars, wind profilers, ionosondes, RF communications links, active and passive satellite measurements.

To be successful you will have:

- Proven ability to work within a team environment
- Extensive RF technical and RF modelling experience
- Experience with scripting and coding, preferably with Python or MATLAB
- Strong analytical skills and creative problem-solving skills
- Demonstrated experience in prioritising and managing numerous concurrent tasks.
- Strong communication and liaison skills
- Enthusiasm and drive.
- High level coordination and reporting skills
- Demonstrated experience in managing systems within a Commonwealth or internationally regulated industry
- Experience in modelling or measuring EMI/EMC/RADHAZ, and radar physical returns
- Experience working with Quality (ISO9001), and systems engineering (ISO15288)

Duties

1. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

2. Support observing equipment, including weather radars, location and operation by modelling radar coverage, interference, and propagation to analyse the potential impact of wind farms on observations.
3. Support analysis for all aspects of the Bureau's spectrum allocations.
4. Develop RF models as required to support current and future Bureau observations and equipment.
5. Provide RF advice in support or WHS matters.
6. Develop, evaluate, and review manuals, standards, instructions, and specifications, and provide advice on the selection, design, calibration and use of RF equipment. Ensure the provision of high-quality system documentation.
7. Liaise closely with relevant clients and stakeholders in the Bureau to ensure effective coordination between observations and engineering output activities and those in other areas spanning observations and engineering applications, operations, research, and development. Maintain liaison with external agencies as appropriate. Lead and supervise staff as directed.
8. Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation, and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard
9. Demonstrate commitment to the Bureau’s values and behaviours, APS Employment Principles and Code of Conduct, and the Bureau Way
10. Demonstrated commitment to development and implementation of systems and engineering processes such as ISO55000 Asset Management, ISO 15288, Systems Engineering, and Integrated Logistics Systems.
11. Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard

Eligibility
Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Tom Kane, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=EC1D87AC-E066-A145-6891-E4665

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765471

Bureau of Meteorology

Closing Date:Sunday 14 December 2025

Data & Digital Group
Observing Systems and Operations Program

Job Title	Space Networks Support Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60019509
Agency Website	

Job Description

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

This role supports the Space Network Manager in effective lifecycle management of the Bureau's integrated Satellite and Space Weather Networks, which include satellite ground stations and

terrestrial space weather observation instruments, located across Australia, Antarctica and the Pacific region. It also assists with development of asset renewal plans and project proposals, risk and contract management and other network support activities as required.

This is essential to ensure the provision of reliable satellite data critical to numerical weather prediction, forecasting and warning services.

Key duties include analysis and reporting on asset performance, improving asset information in the Bureau's Enterprise Asset Management Systems (EAMS), lifecycle and configuration management and project support activities. It also includes managing maintenance regimes in EAMS to facilitate effective tracking and improvement of maintenance activities by technical staff.

As part of a team supporting space weather and satellite technologies, the role also provides technical support, including maintenance and repair activities and documentation.

Duties

The responsibilities of the role include but are not limited to:

1. Monitor and report on network performance and maintenance, identifying operational issues and contributing to improvements.

2. Assist with the update of Asset Management Plans for the networks. Contribute to development of lifecycle costings, and sustainment plans.

3. Maintain asset information in the Enterprise Asset Management System (EAMS), including equipment hierarchies, metadata and inventory information. Program maintenance activities through Standard Jobs and work orders and schedule maintenance work.

4. Contribute to the upkeep of technical, logistics and support documentation for the network. Oversee spares parts, logistics support and minor procurements for the networks, establishing stock levels and coordinating resupply with the purchasing support team.

5. Coordinate the program of maintenance and operational support activities across the network, providing supervision and support to staff and contractors as required.

6. Contribute to provision of technical support for space weather and satellite observing equipment, including preventive maintenance, repairs and configuration audits. Participate in on-call roster for after-hours technical support. Perform other general duties for network support as required.

7. Oversee minor project deliverables for equipment lifecycle projects and provide support to larger projects. Contribute to technical reviews for projects and Requests for Information from third parties.

8. Contribute to safety management for the network including participation in equipment safety working groups and upkeep of risk assessments.

9. Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications

An engineering diploma or comparable qualifications in a technical field (electronics or telecommunications or similar). 5-10 years in technical/engineering experience. OR other comparable qualifications, which are appropriate to the duties

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Stephen Haynes, Stephen.Haynes@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

Climate Change, Energy, the Environment and Water

Vacancy VN-0765553

Bureau of Meteorology

Closing Date:Wednesday 17 December 2025

Data & Digital
Observing Systems & Operations

Job Title	Infrastructure Support Engineer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Perth WA, Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Hobart TAS, Adelaide SA
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60001269
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=575E0EC5-105F-DEBC-3E3A-E4778D5B4C9C

The Infrastructure Support Engineer ensures the ongoing functionality and reliability of infrastructure that supports Bureau-managed observing equipment and facilities across a network of remote and urban sites.

A key focus of the role is infrastructure maintenance & support, which includes maintaining and managing:

- Power Systems including:
  - Generator Systems
  - Solar Power Systems
  - Battery Energy Storage Systems
  - UPS Systems
- Building Management Systems
- Camera systems

- Air conditioning units
- Facility upkeep
- General IT and Electrical infrastructure

Note. The scope of the role excludes enterprise IT systems and regulated electrical work, which are managed by specialist teams.

In addition to day-to-day maintenance, the Infrastructure Support Engineer contributes to the planning and execution of infrastructure projects. This includes:

- Assisting with infrastructure upgrades and modifications to meet evolving operational needs
- Contributing to the development of standardised infrastructure solutions across the network
- Identifying opportunities for efficiency, reliability, and sustainability improvements
- Contributing to the Equipment Safety Reports and the Risk Assessment Process.

The role involves regular interaction with a range of internal and external stakeholders. Key responsibilities include:

- Working closely with the Infrastructure Network Manager to prioritise and coordinate tasks
- Liaising with field staff, contractors, and other technical teams to ensure smooth execution of works
- Communicating infrastructure requirements and constraints clearly to relevant parties
- Ensuring that solutions align with operational and safety standards

The ideal candidate will demonstrate:

- A practical, hands-on approach to technical problem-solving
- Experience working in remote or field-based environments
- Familiarity with infrastructure systems relevant to facility management or technical operations
- Strong organisational and communication skills
- Ability to work independently and adapt to changing priorities
- A collaborative mindset and commitment to continuous improvement

Duties

1. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
2. Maintain and support infrastructure systems, facility components, and selected IT and electrical systems (excluding enterprise IT and regulated electrical work).
3. Assist with the planning, installation, upgrade, and decommissioning of infrastructure at remote and urban sites.
4. Identify and resolve infrastructure issues through inspections, diagnostics, and collaboration with field staff and contractors.
5. Contribute to the development and implementation of standardised infrastructure solutions and maintenance procedures.
6. Prepare and maintain technical documentation, including maintenance guides, asset records, and site reports.
7. Liaise with internal teams and external service providers to coordinate works and ensure compliance with safety and operational standards.

8. Provide input into procurement processes, including drafting specifications and evaluating supplier proposals.
9. Support continuous improvement by identifying opportunities to enhance infrastructure reliability, efficiency, and sustainability.
10. Contribute to the safety management processes by preparing or supporting Equipment Safety Reports and participating in infrastructure-related risk assessments

Eligibility
Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Cameron Elvey, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=575E0EC5-105F-DEBC-3E3A-E477

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765367

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

Closing Date:Monday 15 December 2025

Office of the Supervising Scientist
Office of the Supervising Scientist Jabiru Remediation Team

Job Title	Project Officer
Job Type	Full-Time, Ongoing
Location	Jabiru NT
Salary	$95,438 - $108,360
Future Merit Locations	Jabiru
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in the location specified.
Classification	APS Level 6
Position Number	2025/3384
Agency Website	https://www.dcceew.gov.au/

Job Description

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

- Use your project management skills to deliver remediation projects in Jabiru, a town surrounded by Kakadu National Park.
- Work with a small, motivated and professional team to deliver outcome focused projects.

Who we are

Office of the Supervising Scientist (OSS) is a specialist scientific area within the Department of Climate Change, Energy, the Environment and Water (Commonwealth). We are responsible for protecting the people and environment of the Alligator Rivers Region, including Kakadu National Park, from the effects of uranium mining. We conduct environmental research and monitoring around operating and rehabilitated uranium mining sites, participate in and oversee the regulatory process and develop standards and practices for environmental protection.

The Jabiru Operations consist of the Jabiru Field Station team, a dynamic team of technical officers undertaking OSS research and monitoring programs and the Jabiru Remediation Team, a

small agile team that works extensively with internal and external stakeholders to implement the Commonwealth's commitment to the remediation of the Jabiru township post mining.

Duties

This role will assist in the delivery of projects within the Jabiru remediation team, Jabiru Operations, Office of the Supervising Scientist, and duties will typically include:

- Assisting with the planning and delivery of remediation projects including progress monitoring and milestone reporting.
- Liaising with internal and external stakeholders, including the preparation of high-quality written correspondence.
- Assisting with a range of administrative tasks as necessary to support the work of the team including procurements and contract management processes.
- Arranging and minuting meetings, responding to information requests, and maintaining stakeholder connection.
- Assist with risk assessment and risk management activities for projects.

What we are looking for

We are seeking candidates who can demonstrate the following:

- Demonstrated experience in supporting programs and or projects.
- Project management skills including planning and procurement.
- Experience in analysing information and program data to derive conclusions and solutions based on evidence.
- Good interpersonal skills and able to work independently and collaboratively as part of a team.
- Have a high level of competency in MS Office applications; Word, Excel, PowerPoint as well as diary/calendar management.
- The ability to collaborate across diverse stakeholders, using exceptional interpersonal skills to engage with stakeholders and senior leaders, valuing their different perspectives, contributions and backgrounds.
- The ability to think strategically and open-mindedly, evaluating complex information from a variety of sources, to make connections and sound decisions while exercising good judgement.
- The ability to effectively communicate both orally and in writing.
- Skills in project management applications (i.e. MS Teams, MS Project) will be well regarded but are not essential.

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

Eligibility

Eligibility

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

Notes

Additional requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy.
- Note that relocation assistance is subject to negotiation.

We currently one vacancy available for immediate filling in Jabiru NT. A merit pool for filling the same or similar positions from Jabiru NT may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Sally-Anne Atkins, 0438 381 100
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

Climate Change, Energy, the Environment and Water

Vacancy VN-0765381

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

Closing Date:Friday 19 December 2025

Parks Australia
Booderee and Uluru-Kata Tjuta National Park Uluru-Kata Tjuta National Park

Job Title	Uluru-Kata Tjuta National Park Business Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - QLD QLD
Salary	$124,861 - $134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2025/3312
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=39C27DDD-451A-8B42-B16F-E465A16B76F8

Identified position

This position is an ‘Identified’ position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

Who we are

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Business Section of Uluru-Kata Tjuta National Park is responsible for the day-to-day and strategic business administration of the park, including finance, procurement, budgets and assets in a joint management setting.

Duties

Under limited direction of the Park Manager and in accordance with the Lease Agreement, Management Plan, the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) and the Board of Management’s vision, provide high level leadership by:

- Supervising and motivating staff undertaking responsibilities related to the park’s financial, administrative and governance functions.
- Encouraging, facilitating and participating in the exchange of knowledge, experience and skills between non-Indigenous and Indigenous staff and community.
- Providing business advice and corporate support as a senior member of the park management team.

Oversee the implementation of financial and administrative systems and processes for the park, including:

- Budget management, resource allocation and high-level monitoring and reporting.
- Developing and streamlining business management systems and processes.
- Identifying and implementing revenue generation and cost recovery strategies and processes.
- Managing major projects, contracts and procurements.
- Build and maintain effective partnerships with a range of internal and external stakeholders to promote and implement innovative ways to achieve results.

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

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Zoe Gavan, 0428 565 928
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=39C27DDD-451A-8B42-B16F-E465A

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765382

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

Closing Date:Friday 19 December 2025

Parks Australia
Booderee and Uluru-Kata Tjuta National Park Uluru-Kata Tjuta National Park

Job Title	Uluru-Kata Tjuta National Park Business Manager
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT
Salary	$124,861 - $134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2025/3346
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=75B45B78-B151-5D68-7704-E465A1A30980

Affirmative measure employment – Indigenous employment

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

Who we are

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on

earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Business Section of Uluru-Kata Tjuta National Park is responsible for the day-to-day and strategic business administration of the park, including finance, procurement, budgets and assets in a joint management setting.

Duties

Under limited direction of the Park Manager and in accordance with the Lease Agreement, Management Plan, the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) and the Board of Management's vision, provide high level leadership by:

- Supervising and motivating staff undertaking responsibilities related to the park's financial, administrative and governance functions.
- Encouraging, facilitating and participating in the exchange of knowledge, experience and skills between non-Indigenous and Indigenous staff and community.
- Providing business advice and corporate support as a senior member of the park management team.

Oversee the implementation of financial and administrative systems and processes for the park, including:

- Budget management, resource allocation and high-level monitoring and reporting.
- Developing and streamlining business management systems and processes.
- Identifying and implementing revenue generation and cost recovery strategies and processes.
- Managing major projects, contracts and procurements.
- Build and maintain effective partnerships with a range of internal and external stakeholders to promote and implement innovative ways to achieve results.

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

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Zoe Gavan, 0428 565 928
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=75B45B78-B151-5D68-7704-E465A1

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765443

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

Closing Date:Sunday 14 December 2025

Australian Antarctic
People & Culture Outreach, Media and Communications

Job Title	Media and Communications Officer
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	$84,794 - $93,020
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in the location specified.
Classification	APS Level 5
Position Number	2025/3247
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=3FD71165-A8CC-289E-54DB-E4659FCC80B5

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals.

These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The People and Culture Branch comprises Outreach, Media and Communication, Risk, WHS and Business Continuity, Integrated Planning, Polar Medicine, Leadership and Culture, Organisational Psychology, Expeditioner Services and Capability and Training. The branch supports our workforce in Antarctica and building a safe and positive organisational culture.

The Outreach, Media and Communications section delivers media engagement, internal communications, arts and education engagement, graphic design, videography and web management. The section aims to engage national and international audiences in the science, importance, operational capabilities and achievements of the Australian Antarctic Program.

For more information about us please visit our website.

Duties

- Co-ordinate media and stakeholder queries, vision and image requests and manage information flows.
- Develop internal and external communications content and products for approval.
- Web and intranet content management and publishing.
- Support internal and external communications activities.
- Manage business support systems and processes.
- Utilise analytics systems for reports and insights.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

In order to undertake travel to the Antarctic & sub-Antarctic regions they will need to:

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Sarah Cowling, 0448 317 351
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=3FD71165-A8CC-289E-54DB-E4659

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765447

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

Closing Date:Sunday 04 January 2026

Parks Australia
Science & Australian National Botanic Gardens Australian National Botanical Gardens

Job Title	Indigenous Trainee Development Program
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$64,241 - $68,460
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 2
Position Number	2025/3408
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Affirmative measure employment - Affirmative measure - Indigenous employment

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Australian National Botanic Gardens (ANBG) is the nation's most diverse collection of native plants. We directly contribute to safe-guarding Australia's plant species from extinctions and are responsible for leading, building and sharing knowledge of our Australian flora. The ANBG works

closely with biodiversity science programs - the Australian Biological Resources Study, the Centre for Australian National Biodiversity Research, the National Seed Bank, and Biodiversity Informatics - in partnerships for research, for management of physical and digital biological collections, and for management of fundamental national biodiversity data and information accessed nationally and internationally. The ANBG works closely with other Commonwealth parks to support plant conservation initiatives. The ANBG is uniquely placed to provide holistic solutions for national plant conservation, with combined expertise in, and specialist science facilities for, botanical taxonomy, evolution and systematics, seed biology and horticulture.

Duties

The successful candidate will have the opportunity to experience land management and conservation practices, day to day gardens operations and the ability to communicate and operate in a complex cultural and social environment, including:

- Assisting in the horticultural management of the Australian National Botanic Gardens, including weeding, plant propagation, and general horticultural management in outdoor and controlled environments.
- Performing regular and routine horticultural maintenance tasks to support the Australian National Botanic Gardens scientific plant collections and horticultural displays.
- Providing information relating to the Australian National Botanic Gardens to professional groups and members of the public.
- Assisting with the delivery of park interpretive, visitor service and public relations activities including face-to-face interpretive presentations for a variety of talks, walks and educational programs.

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

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Additional requirements

- Hold and maintain a valid Australian motor vehicle drivers' licence.
- The ability to obtain and maintain a working with children and vulnerable people check.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Notes

We currently have two vacancies available for immediate filling in Canberra, ACT. A merit pool for filling the same or similar position in Canberra, ACT may be established at the conclusion of this selection process.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Daniel Apps, 0478 854 178
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765466

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

Closing Date:Sunday 04 January 2026

Parks Australia
Chief Financial Officer & Corporate Services Indigenous Employment Pathways

Job Title	Indigenous Trainee Development Program - Parks Services X3
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$64,241 - $68,460
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite in the location specified.
Classification	APS Level 2
Position Number	2025/3422
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Affirmative measure employment - Indigenous employment

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

Who we are

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Indigenous Trainee Development Program currently have three positions available over the following sections.

Cultural Heritage

Supporting the understanding, protection and conservation of cultural heritage across Parks Australia, including our iconic Jointly Managed parks, marine parks, island parks and Indigenous Protected Areas. Our work involves developing strategies, systems, standards and skills for cultural heritage management. We work closely with staff on individual parks and particularly with cultural heritage working groups that have strong cultural authority to guide work at a local level.

Office of the Chief Remote Pilot

The Office of the Chief Remote Pilot (OCRP) ensures the safe and compliant use of drones in accordance with Civil Aviation Safety Authority (CASA) regulations and Departmental policy whilst delivering business outcomes using drones across the Department. The Department operates drones throughout Australia and Antarctica to meet the outcomes and key activities of the Department's Corporate Plan.

Parks Property and Security

The CFO and Corporate Services branch provides support to each Park and the Director of National Parks through the provision of a number of corporate services. The Parks Property and Security team provides support through planning, coordination, delivery and management of property, assets, security, and emergency management across the DNP. The Section works in partnership with Parks business areas and policy and service delivery teams across the broader department.

For more information about us please visit our website.

Duties

The Jobs

This program is for new entrants to the APS and staff who want a permanent ongoing role. These roles operate within a training environment and is suitable for an individual developing foundational capabilities. The successful candidates will work under supervision, with increasing responsibility as skills develop. Cultural Heritage Work currently underway in the Section includes:

- Develop a Heritage Strategy for the Director of National Parks to apply to all areas of Parks Australia responsibility.

- Develop heritage inventories and enabling digital systems for heritage management that are used on our Parks.
- Develop guidance for heritage work to ensure there are good processes for statutory heritage protection and conservation work.
- Support the development of skills in cultural heritage management work, with a focus on inter-generational learning.
- Be involved in cultural heritage work that includes opportunities to travel to our parks, work on discreet projects, and gain a broad appreciation of cultural heritage management in different contexts. Office of the Chief Remote Pilot.
- Work closely with First Nations rangers in Parks Australia and other protected estates (e.g. IPAs) in supporting the use of drones and emerging technologies and undertake drone operations more broadly.
- Assist the Assistant Director - First Nations Capability & Strategic Engagement in engaging and delivering training of rangers in Jointly Managed National Parks and remote Indigenous Protected Areas.
- Provide feedback and suggest improvements for drone operations apps designed by First Nations rangers and training modules.
- Support the on-ground delivery of training for Parks Australia and Ranger Groups, including the Ghost Nets program.
- Contribute to the development of Parks Australia and First Nations rangers led design of environmental monitoring technologies and data analytics apps and reporting tools.
- Undertake drone operations to support the broader work program of the Office of the Chief Remote Pilot.
- Develop foundational capabilities in tenancy support, property operations, stakeholder engagement, and administrative coordination.
- Assist with day-to-day tenancy and property tasks, including coordinating with park staff and service providers.
- Help with collecting information for housing needs assessments and tenancy planning.
- Support the administration of Residential Tenancy Agreements, including scheduling and recording inspections.
- Assist with logging, tracking and following up on repairs and maintenance requests.
- Provide basic support for policy and procedure updates, including research and preparing drafts.
- Assist with communicating with staff and stakeholders and helping coordinate consultation activities
- Support asset planning work by updating records, collecting data, and preparing simple documentation.
- Prepare summaries, reports or data to support decision-making by senior staff.

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

Eligibility

Eligibility and other requirements

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have three vacancies available for immediate filling which can be worked from Canberra - ACT.

A merit pool for filling the same or similar positions from Canberra - ACT may be established at the conclusion of this selection process.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Daniel Apps, 0478 854 178
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765484

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

Closing Date:Monday 15 December 2025

Australian Antarctic
Science Science Planning and Coordination

Job Title	Director - Science Planning and Coordination
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	$146,942 - $170,725
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in Kingston TAS.
Classification	Executive Level 2
Position Number	2025/3208
Agency Website	https://www.dcceew.gov.au/

Job Description

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

This position leads a small dynamic team that provides leadership and administration for the Australian Antarctic Science Program. This includes high level project management, administration of science project approvals and reporting processes, leading project planning and prioritisation processes and supporting scientists and researchers to plan and deliver their research programs. This position works closely with internal and external stakeholders, Australian and international universities and research agencies and across the Australian Antarctic Program.

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- Maintain the Antarctic Treaty System and enhance Australia's influence within it.

- Protect the Antarctic environment.
- Understand the role of Antarctica in the global climate system.
- Undertake scientific work of practical, economic and national significance.
- The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The AAD Science Branch leads, conducts and supports a world class program of scientific research and environmental management, consistent with national priorities through the Australian Antarctic Science Strategic Plan. The branch provides research and advice to support Australia's Antarctic policy objectives, including participation in the Antarctic Treaty system and other international committees, commissions and intergovernmental panels. It manages and administers the Australian Antarctic Science Program (including project requests, assessment, and reporting) and provides scientific and research advice to support regulatory and management decisions. The branch provides scientific advice for Antarctic capability projects, conducts impact assessments and develops strategies to address environmental legacies and undertakes targeted outreach promoting the value of Australian Antarctic science.

The Science Planning & Coordination Section administers the Australian Antarctic Science Program to ensure the delivery of world class science that meets the policy needs of government as outlined in the Australian Antarctic Science Decadal Strategy. The section manages and facilitates scientific partnerships and collaborations. This includes:

- High-level stakeholder engagement for administration of projects within the Australian Antarctic Program.
- Science project application, assessment & evaluation processes.
- Strategic alignment of research campaigns & projects.
- Major science campaign coordination & science program assistance.
- Secretariat to the Australian Antarctic Science Council.
- Administration of Australian Antarctic Science Program publications.

Duties

Under broad direction from the Branch Head, Science, the Director of Science Planning and Coordination will:

- Lead the Science Planning and Coordination team to administer the Australian Antarctic Science Program, ensuring effective governance and probity, sound decision making, and personnel and resource management.
- Provide strategic advice on the prioritisation of research activities in the Australian Antarctic Program and the performance of the Australian Antarctic Science Program.
- Establish and maintain effective stakeholder relationships including with researchers, universities, research organisations, and government agencies.
- Work effectively across the Australian Antarctic Division and associated agencies to support integrated forward planning for the operationalisation of research activities.
- Actively contribute to the Australian Antarctic Division leadership team including to ensure a respectful and positive workplace.
- Ensure timely, quality reporting and advice on the planning and performance of the Australian Antarctic Science Program.

- Represent the Australian Antarctic Science Program and the AAD Science Branch in internal and external forums and effectively communicate science program priorities and outcomes.

What you'll gain from the experience

- An opportunity to directly support Australia's Antarctic Science Program.
- A chance to work with world leading scientists to drive strategically important science outcomes in Antarctica, the subantarctic and Southern Ocean.
- Use your skills and experience in research management to lead the administration of a national science program.
- Be part of a multidisciplinary science branch and contributing to the leadership of the Australian Antarctic Division.

What we are looking for

We are seeking candidates who can demonstrate the following:

- Research management or public administration leadership in a research setting would be highly regarded.
- Demonstrated written and verbal communication and stakeholder management skills, and the ability to engage and communicate with a broad range of stakeholders, with influence.

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

Eligibility

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

Notes

We currently one vacancy available for immediate filling in Kingston, TAS.

A merit pool for filling the same or similar positions in Kingston, TAS may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Rhonda Bartley, 0437 223 691
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765599

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

Closing Date:Sunday 04 January 2026

Job Title	Indigenous Advisory Committee Members
Job Type	Part-Time, Non-Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - NT NT, Various locations - SA SA, Various locations - TAS TAS, Various locations - WA WA
Salary	-
Future Merit Locations	Various locations - NSW, Various locations - ACT, Various locations - VIC, Various locations - QLD, Various locations - NT, Various locations - SA, Various locations - TAS, Various locations - WA
Office Arrangement	Hybrid
Office Arrangement Details	The Indigenous Advisory Committee meets up to six (6) times per year with a combination of face-to-face and virtual meetings.
Classification	Statutory Appointment
Position Number	2025/2782
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=0CB77D2F-7532-1D15-2A00-E44DA536786C

The Department of Climate Change, Energy, the Environment, and Water (DCCEEW) invites Expressions of Interest (EOIs) from Aboriginal and Torres Strait Islander peoples for part-time positions on the IAC, commencing in the first quarter of 2026.

The Indigenous Advisory Committee (IAC) is an independent, expert, statutory committee established under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). The EPBC Act is the Australian Government's central piece of environmental legislation that provides a framework to protect and manage nationally important flora, fauna, ecological communities, and heritage places and meet our international biodiversity conservation obligations.

The IAC provides expert Indigenous advice to the Federal Minister for the Environment on the operation of the EPBC Act, considering the significance of Aboriginal and Torres Strait Islander peoples' knowledge of the management of land, sea and the conservation and sustainable use of biodiversity.

The IAC is an advisory committee and does not act as a representative group that advocates for specific interests on behalf of Aboriginal and Torres Strait Islander communities and other stakeholder groups.

Duties

Meetings and workload

The IAC meets up to six (6) times per year with a combination of face-to-face and virtual meetings, to consider and develop advice for the Minister and the department. Weekend and out-of-hours travel to enable attendance to meetings is likely. There is also an out of session workload for the IAC including the potential responsibility of representing the IAC in meetings with external stakeholders or the Minister.

Remuneration

The remuneration for members is calculated in accordance with the relevant principal

determination, the Remuneration Tribunal Determination (Remuneration and Allowances for Holders of Part-time Public Office) (as amended from time to time).

Travel expenses are calculated in accordance with Remuneration Tribunal (Official Travel) Determination (as amended from time to time).

Tenure

The successful candidates will be appointed to this statutory position on a part-time basis for a period of 3 years.

Eligibility

Applicants must be Aboriginal and/or Torres Strait Islander peoples.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

To Apply

Position Contact	Amanda Thompson, indigenous.advisorycommittee@dcceew.gov.
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=0CB77D2F-7532-1D15-2A00-E44DA

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Employment and Workplace Relations

Vacancy VN-0765423

Comcare

Closing Date:Sunday 11 January 2026

Legal Group
Legal Advice and Strategy Team

Job Title	Principal Legal Adviser, Legal Advice and Strategy
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$160,076 - $178,556
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and can be negotiated with the business area.
Classification	Executive Level 2
Position Number	00317
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

About the team

The Legal Advice and Strategy team is an in-house generalist legal team, with a focus on administrative law and corporate and commercial law. The team provides an important enabling function to support Comcare achieve its purpose and organisational objectives.

The team provides legal advice to Comcare on the interpretation and general application of all Comcare legislation, such as the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act), *Work Health and Safety Act 2011* (WHS Act), the *Seafarers Rehabilitation and Compensation Act 1992* (Seacare Act), and other public sector related legislation.

The team also provides legal advice and support to Comcare in relation to the development and drafting of legislative instruments, advice on its corporate operations, and advice on governance issues.

The team also assists Comcare in its secretariat function to support the Safety, Rehabilitation and Compensation Commission (SRCC) and the Seacare Authority, including support with managing claims against the Seacare Fund.

Duties

As the Director you will be responsible for leading the Legal Advice and Strategy team to provide client-focused high level, specialist legal and strategic advice and support to Comcare including advising on recommended approaches and management of risk.

The Director’s work includes:

- providing strategic specialist legal advice to Comcare Executive and other senior officers, including advising on recommended approaches and likely outcome of proceedings.
- ensuring the delivery of high quality, timely, pragmatic and cost-effective legal services to stakeholders.
- identifying, establishing and maintaining key strategic stakeholder relationships.
- providing strategic and operational direction to the team, including developing strategies and setting priorities aligned with business and corporate plans.
- leading and managing staff including developing, coaching and mentoring, building commitment to shared goal, and providing strategic direction.
- developing and maintaining internal and external relationships that manage risk for Comcare, fostering teamwork and collaboration across the organisation, problem solving and conflict resolution skills.
- demonstrating strong verbal and written communication skills.
- promoting workplace safety, equity and diversity and environment practices in the workplace.

Mandatory qualifications and experience

- Undergraduate degree in law.
- Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory.

- Current unrestricted practicing certificate or ability to obtain one within three months.
- Five years or more post admission experience as a legal practitioner.

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the 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 Team, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Communications and the Arts

Vacancy VN-0765428

Australian Communications and Media Authority

Closing Date:Tuesday 16 December 2025

Corporate Research Division
Finance, Reporting and Operations Branch Finance Management and Budgets Section

Job Title	Assistant Manager - Internal and External Budgets
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT
Salary	$115,443 - $129,706
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	1933-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

Finance, Reporting and Operations Branch

The Finance, Reporting and Operations Branch is responsible for ensuring the financial sustainability and security of the ACMA through financial, procurement, facilities, travel and physical security services. The Branch proactively engages with business areas to provide advice, and financial and business performance reporting to drive strategic decision making and support the broader organisation. The Branch also provides assurance over the various revenue streams collected on behalf of the Commonwealth and leads the development of a range of budget and financial governance arrangements.

Finance Management and Budgets Section

The Finance Management and Budgets Section is responsible for the management of the ACMA's internal and external budgetary processes, overseeing financial planning and forecasting, monitoring financial performance and providing strategic analysis and insights.

About the role

As the Assistant Manager, Internal and External Budgets, coordinate budget processes for both internal and external budgets, and prepare complex financial reports and analysis in a small team.

Duties

In this role, with the support of your supervisors, you will:

- prepare and present complex management reports and analysis including management reports to support decision making, annual budgets and monthly forecasts, costing submissions for new policy proposals and budget submissions
- develop a robust budget management system to support the development of external budget assumptions and reporting
- develop systems, models, processes and sound analysis to support the internal allocation of resources across the ACMA
- build productive networks with key stakeholders within the Department, external and other stakeholders as appropriate
- identify strategic business improvement opportunities within the Branch and across the ACMA, including streamlining and simplifying policies and practices
- plan and supervise APS level team members to ensure timely and accurate delivery of outcomes
- plan and direct activities to ensure timely deliverables that are within budget

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful candidate will also be required to obtain and maintain a Baseline level security clearance. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Rowan Lang, (02) 6219 5155
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0765514

Australian Communications and Media Authority

Closing Date:Sunday 14 December 2025

Communications Infrastructure
Spectrum Planning and Engineering

Job Title	Spectrum Planning Engineers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Belconnen ACT
Salary	$85,883 - $106,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 5;APS Level 6
Position Number	2915-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

The Communications Infrastructure Division manages the planning and availability of radiofrequency spectrum. It manages the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, in addition to monitoring the compliance of services with technical standards and licence conditions.

The Spectrum Planning and Engineering Branch coordinates and undertakes planning of Australia’s radiofrequency spectrum within legislative responsibilities and government policy objectives. The Branch is highly regarded for its professional and engineering expertise and is recognised worldwide by its spectrum management peers. Key areas of focus for the Branch include planning for broadcasting services, satellite communications, wireless broadband services (including 4G and 5G technologies) and other fixed, mobile and radiodetermination services that support a range of consumer, commercial, transport and government applications.

About the role

As a Spectrum Planning Engineer, you will apply your expertise and technical knowledge to a range of engineering projects. The role will provide an opportunity to showcase your expertise and technical knowledge, providing advice about a range of spectrum related matters. These will cover the full gamut of radiocommunications services from low power short range devices through to complex systems supporting essential services around Australia.

These roles also offer an opportunity for exposure to the international regulatory environment via the agency's involvement in the Radiocommunications Sector of the International Telecommunication Union and the Asia Pacific Telecommunity. If you are interested in working in a dynamic environment as part of a high performing engineering team, this role is for you.

We are looking for multiple qualified people to fill vacant Spectrum Planning Engineer roles. The APS5 positions are generally suited for recent graduates with some work experience, while the APS6 positions are generally suited for more experienced engineers.

Duties

Key technical duties of the role include:

- Undertake technical and regulatory work to support the development of policy and frequency plans for radiocommunications usage in Australia.
- Assist in identifying and analysing risks and planning and implementing risk response actions.
- Prepare technical/engineering reports and correspondence under limited direction.
- Undertake research, technical and engineering studies, including computer-based modelling analysis of radiocommunications systems under limited direction.
- Undertake technical activities including analysis and identification of interference issues.
- Liaise with the community, industry, stakeholders and other government and external agencies.

In addition to the above responsibilities, a Spectrum Planning Engineer (APS6), will also:

- With limited direction, undertake spectrum planning work of varied complexity to develop, implement and create technical and regulatory solutions using appropriate engineering, technical and regulatory methodologies.
- Exercise both initiative and judgement to provide advice and contribute to supporting the strategic direction of the ACMA in the spectrum management area.
- Provide technical advice to clients and apply spectrum engineering knowledge to analyse and resolve spectrum planning issues, including preparing relevant strategic advice where appropriate.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful candidate will also be required to obtain and maintain a Baseline level security clearance. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Gabriel Phillips, (03) 9963 6711
Agency Recruitment Site	https://www.acma.gov.au/careers

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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Communications and the Arts

Vacancy VN-0765436

National Museum of Australia

Closing Date:Sunday 14 December 2025

Growth and Engagement
Development

Job Title	Assistant Manager, Development
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	150552
Agency Website	https://www.nma.gov.au/about/employment

Job Description

http://www.nma.gov.au/about/employment

The APS6 Assistant Manager, Development supports the strategic advancement of the Museum by contributing to fundraising initiatives that build affinity, generate revenue, and strengthen relationships with the Museum's donors and supporters. Working within the Growth and Engagement Division, this role plays a key role in delivering the Museum's financial sustainability and future development.

The Assistant Manager assists in securing bequests, major gifts, grants, and supports the execution of fundraising campaigns, donor communications, and stewardship activities. The role requires strong communication, relationship management, and strategic thinking skills to help develop compelling cases for support and foster long-term engagement.

In addition, proficiency in data analytics and database management is essential to track donor interactions, evaluate campaign performance, and generate insights that inform fundraising strategies. The ability to interpret engagement metrics, segment audiences, and maintain accurate records within CRM systems ensures that outreach is targeted, stewardship is personalised, and reporting is robust. These capabilities enable the Assistant Manager to contribute meaningfully to the Museum's philanthropic growth and to support evidence-based decision-making across the Development team.

Reporting to the Head of Development, the Assistant Manager contributes to the Development business unit's goals by supporting relationship management of donors, preparing tailored proposals and engagement experiences, and maintaining accurate records through CRM systems. With a commitment to ethical fundraising and public benefit, the APS6 Assistant Manager, Development helps cultivate a culture of generosity and excellence, enhancing the Museum's visibility and impact both nationally and internationally.

Duties

Under the supervision and direction of the Head of Development:

- Campaign management of Annual Appeal and recruitment campaigns for donor acquisition
- Campaign management and reporting on agreed regular donor retention activities
- Stewardship and communications with Intending and Enquiring Bequest prospects
- Point of contact for calls and enquiries, escalating enquiries to Manager and Head of Development as required.
- Administer the CRM, including maintaining accurate constituent data, gift processing, ensuring donors are appropriately acknowledged and maintaining standard operating procedures. Experience with Tessitura is an advantage.
- Undertake data analysis and prospect research, identify leads, build pipelines, and support evidence-based decision making.
- Support the preparation of donor communications, including writing of grant applications, funding proposals and impact reports, and preparing donor correspondence on behalf of the Head of Development, Deputy Director, Director and Chair
- Support the delivery of donor engagement and stewardship activities, including events.
- Maintain Development webpages and online giving functionality.
- Professional development will include opportunities to build relationships with bequest donors, some trusts/foundations and attend meetings with Development Manager to build skills in major gift fundraising and stewardship, opportunities to identify and develop funding opportunities in collaboration with colleagues across the Museum.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include a 2-page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit http://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm, Sunday 14 December 2025.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Jennifer O'Donnell, 02 6208 5007
Agency Recruitment Site	http://www.nma.gov.au/about/employment

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