



**Commonwealth of Australia**  
**APSJobs - Vacancies Daily**  
**PS48 Daily Gazette Friday - 05 December 2025.pdf**

**Australian Government**

Published by Commonwealth of Australia

**APSJobs - Vacancies Daily**

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS49 Weekly Gazette Thursday - 11 December 2025.pdf.

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

The date of publication of this Gazette is PS48 Daily Gazette Friday - 05 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](mailto:contact@apsjobs.gov.au)

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## Vacancies

Vacancy VN-0765636

### Australian Signals Directorate

Closing Date: Sunday 01 February 2026

People & Skills

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | ASD 6 & EL1 Executive Officers                                                                                                                                                                      |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Canberra ACT, Melbourne VIC, Brisbane QLD                                                                                                                                                           |
| <b>Salary</b>                     | \$103,723 - \$143,093                                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | On Site                                                                                                                                                                                             |
| <b>Office Arrangement Details</b> | As per the Information Pack                                                                                                                                                                         |
| <b>Classification</b>             | APS Level 6; Executive Level 1                                                                                                                                                                      |
| <b>Position Number</b>            | ASD/09590/25                                                                                                                                                                                        |
| <b>Agency Website</b>             | <a href="https://www.asd.gov.au/careers">https://www.asd.gov.au/careers</a>                                                                                                                         |

### Job Description

[www.asd.gov.au/careers](https://www.asd.gov.au/careers)

### About the Team

We are seeking energetic, highly organised and task-orientated Executive Officers to provide first-rate executive support to a range of Senior Executive Officers across the agency during this exciting period of growth.

Within the Administration function an ASD 6, EL1 Executive Officer is accountable under minimal direction to perform and achieve complex administrative support work within an integrated

workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

ASD offers flexible work practices, excellent training, mentoring and development opportunities as well as a competitive salary and benefits packages.

## **About the Role**

We are seeking enthusiastic and proactive individuals to provide high level executive administrative support to our senior leaders.

As an Executive Officer within ASD, you will have a considerable level of stakeholder engagement and will liaise with stakeholders at all levels in relation to complex issues. You will

be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Australian Signals Directorate outcomes.

Key duties and responsibilities include:

## **ASD 6 Executive Officer**

- Demonstrate a high-level of initiative, have the ability to manage competing priorities, work independently, as well as collaborating effectively in a fast-paced environment.
- Understands the strategic objectives of the organisation; identifies broader factors, trends and influences that may impact on achievement of work objectives; initiates, develops plans, strategies and team goals.
- Successfully develop and implement administrative procedures whilst leading a small team.
- Liaise with stakeholders and assisting with the resolution of moderately complex to complex policy, project or operational issues, responding to their needs and expectations as required.
- Well-developed oral and written communication skills, including proven ability to communicate effectively with stakeholders at all levels and prepare professional business documents.
- Work collaboratively, build and sustain effective relationships, motivate and provide constructive feedback to the team and work area.
- Proven ability to exercise good judgment and maintain high-level professionalism and discretion in handling confidential information.
- Plan and manage the administrative, project and business support activities for the Executive office and other works areas, identify risks and determine appropriate course of action to meet stakeholder needs.

## EL1 Executive Officer

- Managing allocated resources, setting work area priorities, managing workflows, developing strategies.
- Perform complex to very complex procedural, operational, administrative and business management activities that support the delivery of outcomes for the Executive office and for the Australian Signals Directorate more broadly.
- Translate and apply the administrative, operational, technical and resources requirements of an activity and manage the delivery of outcomes and reporting of that activity.
- Manage workflow and resources, prepare work area and team plans detailing measurable milestones and expected outcomes.
- Demonstrate and apply the skills, knowledge and experience necessary to provide advice and services for a range of complex to very complex activities.
- Work collaboratively, build and sustain effective relationships, motivate and provide constructive feedback to the team and work area.
- Select the most appropriate course of action to progress work to meet business objectives
- Assess and evaluate administrative, business, corporate and policy initiatives, identify issues and implement appropriate procedures and work practices.
- Plan and manage the administrative, project and business support activities for the Executive office and other works areas, identify risks and determine appropriate course of action to meet stakeholder needs.

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

## Duties

As the ideal candidate, you will:

- Require in-depth knowledge of, or have the ability to attain this knowledge, to comply with legislative frameworks, government decision-making and Australian Signals Directorate's mission and policy requirements.
- Exercise a considerable degree of independence and perform a leadership role.
- Have sound decision-making and judgement to provide expert policy advice.
- Have in-depth knowledge of the administration function and be responsible for the development, implementation, compliance and review of policies and procedures relevant to their work in the Executive office.
- Manage detailed and sensitive projects that affect strategic, political or operational outcomes for the Australian Signals Directorate.
- Actively manage key stakeholder relationships and be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.

***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

The below experience and skills are desirable but not essential;

- Current or recent experience in an executive support role or office.
- Demonstrated resilience and proven capacity to work in a fast-paced and high-pressure environment independently.
- Demonstrated ability to develop and maintain relationships with internal and external stakeholders.
- Demonstrated proficiency using IT applications and systems such as Microsoft Office, Microsoft Teams, One Note and electronic document management systems.

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

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## To Apply

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|                                |                                                                    |
|--------------------------------|--------------------------------------------------------------------|
| <b>Position Contact</b>        | Name Withheld, ASD@horizonone.com.au                               |
| <b>Agency Recruitment Site</b> | <a href="http://www.asd.gov.au/careers">www.asd.gov.au/careers</a> |

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

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0765570

## Australian Submarine Agency

Closing Date: Sunday 04 January 2026

Australian Submarine Agency  
Infrastructure Planning & Co-ordination

|                            |                                                                                                                                                        |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Program/Project Manager                                                                                                                                |
| Job Type                   | Full-Time, Ongoing                                                                                                                                     |
| Location                   | Adelaide SA, Canberra ACT, Melbourne VIC                                                                                                               |
| Salary                     | \$120,303 - \$135,701                                                                                                                                  |
| Future Merit Locations     | Adelaide, Canberra, Melbourne                                                                                                                          |
| Office Arrangement         | On Site                                                                                                                                                |
| Office Arrangement Details | ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA |
| Classification             | Executive Level 1                                                                                                                                      |
| Position Number            | ASA/09404/25                                                                                                                                           |
| Agency Website             | <a href="https://www.defence.gov.au/about/taskforces/aukus">https://www.defence.gov.au/about/taskforces/aukus</a>                                      |

**Job Description** <https://defencecareers.nga.net.au/?jati=CC6FA0BE-57A4-8005-9B48-E477C6635EEE>

## Duties

### The Role

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

Australia, the United Kingdom (UK), and the United States (US) have joined together through the AUKUS partnership to support a stable, secure, and prosperous Indo-Pacific region. This is a once-in-a-generation opportunity to contribute to one of the most complex and nationally significant programs in Australia's history.

The Australian Submarine Agency's (ASA) Infrastructure Planning and Coordination (IP&C) Division is responsible for planning and coordinating the delivery of physical infrastructure that will enable AUKUS partners to have a rotational presence at HMAS Stirling, Australian's acquisition and sustainment of Virginia class submarines, and Australia's sovereign build and sustainment of SSN-AUKUS submarines.

To achieve this, IP&C Division is supporting the delivery of physical infrastructure at HMAS Stirling and Henderson in Western Australia, and Osborne in South Australia. As an EL1 Assistant Director with IP&C Division, you will provide leadership and coordination across a complex infrastructure program, ensuring alignment with strategic objectives and broader AUKUS milestones. You will manage program and project governance, controls, and build and grow strong relationships with stakeholders across government, industry, and AUKUS partners.

### Key Responsibilities

- Lead and coordinate multi-disciplinary infrastructure teams ensuring the effective delivery of infrastructure activities.
- Represent the ASA IP&C Division in engagement with AUKUS program stakeholders to facilitate delivery of the infrastructure program, including government, infrastructure delivery partners and industry.
- Contribute expertise in quality assurance, governance, and strategic communications, ensuring accurate reporting, stakeholder engagement, and alignment with program objectives.
- Prepare high-quality briefs, submissions, and reports for senior leadership and governance committees.
- Build and maintain strong stakeholder relationships, including AUKUS partners, government agencies, industry participants, and internal divisions, fostering collaboration and shared outcomes.
- Translate strategic objectives into actionable plans, ensuring infrastructure scope aligns with program milestones and regulatory requirements.
- Identify and manage risks and opportunities, incorporating these into planning and decision-making processes.
- Ensure compliance with relevant legislation, policy, engineering standards, and nuclear safety and security principles throughout all phases of delivery.

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

## About our Team

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

At the ASA, the IP&C Division plays a critical role in shaping the future of Australia's submarine capability. We are at the forefront of delivering the physical infrastructure that underpins the AUKUS partnership, including supporting rotational presence at HMAS Stirling, enabling Australia's acquisition and sustainment of Virginia Class submarines, and driving the sovereign build and sustainment of SSN-AUKUS submarines.

Our work spans major sites in Western Australia and South Australia, where we collaborate with government, industry, and international partners to deliver complex, high-profile projects. Joining IP&C means being part of a supportive environment where your contribution is valued and your growth is encouraged. We offer professional development opportunities to help you build your skills and advance your career, while working on complex, high-profile projects that make a real impact.

## Our Ideal Candidate

We are seeking a highly motivated and collaborative professional who thrives in complex, fast-paced environments and can operate with a high degree of independence. Our ideal candidates will bring the following attributes and skills to the role:

- Experience in client-side delivery of major programs and/or projects.
- Strong program and project management skills, including governance, scheduling, risk management, and reporting.
- Excellent communication skills, both written and verbal, with the ability to prepare clear and concise briefs and submissions.
- Ability to influence and negotiate effectively with diverse stakeholders.
- Sound judgement and problem-solving skills, with the ability to manage competing priorities and deliver outcomes under pressure.

## 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 Australian Submarine Agency

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

## To Apply

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|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Kate Shipway, 02 5109 5623                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=CC6FA0BE-57A4-8005-9B48-E477C6635EEE">https://defencecareers.nga.net.au/?jati=CC6FA0BE-57A4-8005-9B48-E477C6635EEE</a> |

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Vacancy VN-0765573

|                                   |                                                                                                                                                        |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Project Manager                                                                                                                                        |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                     |
| <b>Location</b>                   | Adelaide SA, Canberra ACT                                                                                                                              |
| <b>Salary</b>                     | \$95,187 - \$108,734                                                                                                                                   |
| <b>Future Merit Locations</b>     | Adelaide, Canberra                                                                                                                                     |
| <b>Office Arrangement</b>         | On Site                                                                                                                                                |
| <b>Office Arrangement Details</b> | ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA |
| <b>Classification</b>             | APS Level 6                                                                                                                                            |
| <b>Position Number</b>            | ASA/09402/25                                                                                                                                           |
| <b>Agency Website</b>             | <a href="https://www.defence.gov.au/about/taskforces/aucus">https://www.defence.gov.au/about/taskforces/aucus</a>                                      |

**Job Description** <https://defencecareers.nga.net.au/?jati=3BEB5ED7-8181-38AA-AC62-E477C6AB4DB2>

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## Duties

### The Role

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

Australia's acquisition of SSN capability is a complex, multi-decade national endeavour. The future SSNs will be based on the UK's next-generation design and incorporate advanced technologies from all three nations. These submarines will be constructed in Adelaide, requiring significant investment in shipyard infrastructure and supporting facilities.

The South Australian Infrastructure Branch within the Australian Submarine Agency (ASA) plays a critical role in planning and delivering the infrastructure required to support SSN-AUKUS construction and sustainment. This is a once-in-a-generation opportunity to contribute to one of the largest and most influential capability programs in Australia's history.

As an APS 6 Project Manager, you will actively contribute to this whole-of-nation effort. Your responsibilities will include managing and coordinating infrastructure projects, translating policy into actionable programs, and assisting in the development of new capabilities. You will work collaboratively with internal teams and external stakeholders to ensure alignment with strategic objectives and program milestones.

The duties of an APS 6 Project Manager include:

- Manage and coordinate infrastructure project activities, ensuring alignment with organisational standards, engineering requirements, and project complexity.
- Oversee project schedules, risk registers, budgets, and resource allocations, and prepare detailed briefings, submissions, and progress reports in accordance with governance frameworks.
- Apply established technical, operational, professional and administrative activities, procedures, practices and project management methodologies
- Identify and assess infrastructure-related risks and opportunities, incorporating these into planning, prioritisation, and decision-making processes.
- Build and maintain strong stakeholder relationships, including contractors, industry partners, and government agencies, with the ability to communicate effectively and negotiate outcomes.
- Collaborate across multidisciplinary teams, fostering effective working relationships and contributing to collective problem-solving.
- Monitor and analyse infrastructure project performance against approved plans, and develop strategies to address variances and achieve objectives.
- Resolve technical and delivery issues by evaluating alternative solutions and assessing their implications for cost, schedule, and compliance.
- Contribute to the development of infrastructure planning documents, including cost estimates, schedules, work breakdown structures, and performance reports.
- Prepare high-quality correspondence, briefs, and reports, including submissions for senior leadership and governance committees.
- Ensure compliance with relevant legislation, policy, engineering standards, and regulatory frameworks throughout all phases of infrastructure delivery.

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

## **About our Team**

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

At the ASA, the IP&C Division plays a critical role in shaping the future of Australia's submarine capability. We are at the forefront of delivering the physical infrastructure that underpins the AUKUS partnership, including supporting rotational presence at HMAS Stirling, enabling Australia's acquisition and sustainment of Virginia Class submarines, and driving the sovereign build and sustainment of SSN-AUKUS submarines.

Our work spans major sites in Western Australia and South Australia, where we collaborate with government, industry, and international partners to deliver complex, high-profile projects. Joining IP&C means being part of a supportive environment where your contribution is valued and your growth is encouraged. We offer professional development opportunities to help you build your skills and advance your career, while working on complex, high-profile projects that make a real impact.

## **Our Ideal Candidate**

We are seeking individuals with a strong administrative background who excel in delivering core project management tasks within a dynamic and high-profile program. The ideal candidate will be highly organised, detail-oriented, and capable of managing competing priorities in a fast-paced environment. Key attributes and skills include:

- Proven ability to manage and maintain project documentation, including schedules, project management plans, and reporting artefacts.
- Strong skills in preparing high-quality reports, briefs, and submissions, ensuring accuracy and compliance with organisational standards.
- Excellent time management and organisational abilities, with the capacity to coordinate multiple tasks and meet deadlines.
- Demonstrated experience in core project management activities, such as schedule updates, risk tracking, and progress reporting.
- Ability to work collaboratively within a team environment and build effective working relationships.
- Strong written and verbal communication skills, with attention to detail and clarity.
- Sound judgement and an ability to prioritise tasks effectively in line with program objectives

## **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 Australian Submarine Agency

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

### To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Kate Shipway, 02 5109 5623                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=3BEB5ED7-8181-38AA-AC62-E477C6AB4DB2">https://defencecareers.nga.net.au/?jati=3BEB5ED7-8181-38AA-AC62-E477C6AB4DB2</a> |

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Vacancy VN-0765632

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Case Manager to Judicial Registrar or Senior Judicial Registrar                                                                                                                                     |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                                                                                                            |
| <b>Location</b>                   | Various locations - TAS TAS, Various locations - VIC VIC,<br>Various locations - NSW NSW, Various locations - QLD QLD,<br>Various locations - SA SA, Various locations - NT NT                      |
| <b>Salary</b>                     | \$75,022 - \$81,775                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Flexible working arrangements may be negotiated in line with operational requirements                                                                                                               |
| <b>Classification</b>             | APS Level 4                                                                                                                                                                                         |
| <b>Position Number</b>            | 1006-12-25                                                                                                                                                                                          |
| <b>Agency Website</b>             | <a href="https://www.fcfcoa.gov.au/">https://www.fcfcoa.gov.au/</a>                                                                                                                                 |

## Job Description

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

## Join a national team supporting the Courts' important caseload!

As an APS4 Case Manager, you will provide high-level administrative and court support to help ensure court events run smoothly and efficiently. Working closely with Registrars, you will coordinate listings, manage files, prepare and publish orders, liaise with internal stakeholders and external court users, and support the delivery of specialist national court lists.

## Duties

- Coordinate court listings, maintain records and manage Court databases
- Prepare and publish court orders and draft correspondence
- Support front-end case management of cases by liaising with chambers, litigants and external stakeholders
- Act as Court Officer during and after court and dispute resolution events, ensuring matters progress effectively along the Courts' case management pathway
- Provide administrative support for specialist lists and national initiatives

## Eligibility

### What you'll bring

- Strong administrative, organisational and time-management skills
- Excellent communication and interpersonal skills
- Confidence using Court systems and digital platforms such as Microsoft Teams and Webex
- Experience in case management or administrative support; qualifications desirable

## Notes

### Why join us

- Salary increase from March 2026 offering competitive package: \$91,310–\$99,528 p.a.
- 15.4% employer contribution to superannuation
- Generous annual leave, flex and overtime provisions
- Regular home-based work arrangements supported
- Comprehensive induction and training program
- Supportive, collaborative team with opportunities for mentoring and professional growth
- Clear career development pathways, including into leadership roles
- A diverse and inclusive workplace that supports the RecruitAbility scheme

Salary Package: \$86,575–\$94,368 p.a. (base salary \$75,022–\$81,775 + 15.4% super)

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

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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

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|                                |                                                                                 |
|--------------------------------|---------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Beth Sherratt, 02 4910 6871                                                     |
| <b>Agency Recruitment Site</b> | <a href="https://www.fccoa.gov.au/careers">https://www.fccoa.gov.au/careers</a> |

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Vacancy VN-0765633

## Federal Circuit and Family Court of Australia

Closing Date:Friday 19 December 2025

Federal Circuit and Family Court of Australia  
Family Law Registrar Support

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Legal Case Manager/Associate to Judicial Registrar or Senior Judicial Registrar                                                                                                                     |
| <b>Job Type</b>                   | Full-Time;Part-Time, Non-Ongoing                                                                                                                                                                    |
| <b>Location</b>                   | Various locations - VIC VIC, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - NT NT                                                         |
| <b>Salary</b>                     | \$84,228 - \$91,809                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Flexible working arrangements may be negotiated in line with operational requirements                                                                                                               |
| <b>Classification</b>             | APS Level 5                                                                                                                                                                                         |
| <b>Position Number</b>            | 1007-12-25                                                                                                                                                                                          |
| <b>Agency Website</b>             | <a href="https://www.fccoa.gov.au/">https://www.fccoa.gov.au/</a>                                                                                                                                   |

## Job Description

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

## **Shape the future of family law – join a national team making a real impact for Australian families**

This is a unique opportunity to work directly with Senior Judicial Registrars and Judicial Registrars on real family law cases. You'll apply and grow your legal research skills, provide in-person and virtual court support to judicial officers, prepare and publish orders, and support the efficient conduct of dispute resolution events and specialist national court lists.

### **Duties**

- Undertake legal research, judgment support and proofing
- Support front-end case management of family law matters by liaising with judicial chambers, litigants and external stakeholders
- Prepare and publish orders, draft correspondence and referrals to external agencies
- Maintain accurate records across Court systems and databases

### **Eligibility**

#### **What you'll bring**

- LLB/JD completed or nearing completion
- Excellent communication and interpersonal skills, with a high level of discretion
- A passion for delivering justice
- Outstanding organisational skills and sound IT proficiency

### **Notes**

#### **Why you'll love working with us**

- Competitive package: \$97,199 - \$105,948 p.a.
- 15.4% employer contribution to superannuation
- Supportive, collaborative team with opportunities for mentoring from senior lawyers and judicial officers
- Generous annual leave, flex and overtime provisions
- Regular home-based work arrangements supported
- Comprehensive induction and training program
- A diverse and inclusive workplace that supports the RecruitAbility scheme

**Salary Package: \$97,199–\$105,948 p.a. (base salary \$84,228–\$91,809 + 15.4% super)**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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        | Beth Sherratt, 02 4910 6871                                                       |
| Agency Recruitment Site | <a href="https://www.fcfcOA.gov.au/careers">https://www.fcfcOA.gov.au/careers</a> |

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Vacancy VN-0765635

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Legal Associate                                                                                                                                                                                     |
| <b>Job Type</b>                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| <b>Location</b>                   | Newcastle NSW                                                                                                                                                                                       |
| <b>Salary</b>                     | \$75,022 - \$81,775                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | On Site                                                                                                                                                                                             |
| <b>Office Arrangement Details</b> | This role is based on site                                                                                                                                                                          |
| <b>Classification</b>             | APS Level 4                                                                                                                                                                                         |
| <b>Position Number</b>            | 1002-12-25                                                                                                                                                                                          |
| <b>Agency Website</b>             | <a href="https://www.fcftoa.gov.au/">https://www.fcftoa.gov.au/</a>                                                                                                                                 |

## Job Description

<https://fcjobs.nga.net.au/?jati=2DB38B14-0883-2B67-8343-E47805A66ACD>

Legal associates assist with researching cases, points of law, preparing matters for hearing including other related matters for first instance judges and of the Court. Legal associates are responsible for providing assistance to judicial officers during court hearings and other administrative support to judges, as required. In addition, legal associates perform court support duties.

Legal associates primarily provide assistance to designated judges but may be asked to assist other judges if the need arises. Some travel may be required.

## Duties

The occupant of this position:

- provides research assistance to judicial officers
- assists judicial officers with the management of cases and, if required, enters data into the Court's case management system
- assists with the preparation of matters for both the Court and the Judge, with the Judge's judgment writing as required including head notes, catch wording, and editing in line with the Court's judgments publication standards

- undertakes judicial associate and client service (court officer) duties, and provides assistance by updating chambers loose leaf series, and
- assists with the general operation of chambers, when required.

## **Eligibility**

## **Qualifications**

It is a mandatory that candidates have completed (or near completed) a qualification in law.

## **Desirable**

- A strong academic record
- Have completed the family law subject or have an interest in family law.
- University level public speaking or debating experience
- Interest in advocacy as a career.

## **Selection Criteria**

1. Ability to undertake research (including on-line research) and prepare reports and written correspondence.
2. Sound organisational skills including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
3. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
4. Ability to operate computer-based equipment and associated word processing and other software.
5. Knowledge, or ability to acquire knowledge, of Family Court functions, the organisation, practices, procedures and terminology.

## **Notes**

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

## **Eligibility**

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

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

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

## **Diversity and Inclusion**

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

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

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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**

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|                         |                                                                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | James Colbert, (02) 4910 6727                                                                                                                             |
| Agency Recruitment Site | <a href="https://fcajobs.nga.net.au/?jati=2DB38B14-0883-2B67-8343-E47805A66ACD">https://fcajobs.nga.net.au/?jati=2DB38B14-0883-2B67-8343-E47805A66ACD</a> |

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Vacancy VN-0765647

Future Fund Management Agency

Closing Date:Friday 12 December 2025

|                            |                                                                          |
|----------------------------|--------------------------------------------------------------------------|
| Job Title                  | Manager - Talent Acquisition                                             |
| Job Type                   | Full-Time, Ongoing                                                       |
| Location                   | Melbourne VIC                                                            |
| Salary                     | -                                                                        |
| Future Merit Locations     | Melbourne                                                                |
| Office Arrangement         | Hybrid                                                                   |
| Office Arrangement Details | The Future Fund requires staff to attend office minimum 3 days per week. |
| Classification             | APS Level 6                                                              |
| Position Number            | JR100267                                                                 |
| Agency Website             | <a href="http://www.futurefund.gov.au">www.futurefund.gov.au</a>         |

Job Description

[https://futurefund.wd105.myworkdayjobs.com/en-US/future\\_fund](https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund)

Duties

Investing for the benefit of future generations of Australian's requires the world's best Talent. Our commitment to securing a prosperous future hinge on attracting and retaining individuals who embody the spirit of forward thinking and innovation.

As part of the People, Culture & Inclusion business unit, our Talent team is responsible for building and sustaining a future-ready workforce for diverse, values aligned and high performing individuals who shape and enable investment outcomes, organisational culture, and Australia's future prosperity.

Reporting to the Talent Acquisition Lead, the Manager, Talent Acquisition will oversee end-to-end recruitment processes across investment and non-investment business units, ensuring the identification, attraction, and onboarding of high-quality and diverse talent. The role partners closely with hiring managers to implement sourcing strategies, administer recruitment processes, and deliver a superior candidate experience—all aligned to the Agency's mission of investing for future generations of Australians. Additionally, the position is key in embedding the Agency's "Future Minded" employee value proposition throughout all stages of talent acquisition and early careers programs, supporting organisational culture, diversity, and ongoing strategic workforce goals.

## **Key Responsibilities**

As Manager, Talent Acquisition you will lead and execute tailored end-to-end recruitment lifecycle for roles across the Agency, targeting both experienced and early career talent within investment and non-investment business units. This includes developing and implementing innovative and targeted sourcing strategies (e.g., leveraging LinkedIn Recruiter, sector-specific boards, and talent pools), partnering closely with hiring managers to define roles and apply consistent selection criteria, and embedding structured, data-driven assessment methods. The role also administers recruitment logistics, ensures accurate and compliant candidate records in Workday, manages the onboarding processes, and supports the pipelining of talent for hard-to-fill positions—all to secure high-quality hires aligned with the Agency's mission and organisational culture.

Additionally, you will be responsible for program management of early careers initiatives including our annual internship program. You will be responsible for developing university and professional organisation partnerships, running assessment centres, and coordinating early-career recruitment campaigns—and supports strategic initiatives like employer branding and diversity programs. The position tracks and reports on recruitment metrics (e.g., time-to-fill, candidate source effectiveness, and diversity of hiring pipelines), ensures compliance with APS merit protection and audit requirements, contributes to continuous improvement of talent policies, and actively embeds the Agency's "Future Minded" employee value proposition across all candidate touchpoints in partnership with People, Culture & Inclusion colleagues.

## **Eligibility**

We're seeking a self-driven Talent Acquisition professional with demonstrable experience managing the end-to-end recruitment lifecycle for roles in technology, data or investment management/operations as part of an internal Talent team. You should also have experience managing early careers recruitment as part of a broader remit. Candidates who have worked within the investment management or banking sectors are preferred. You should have a tertiary qualification in a relevant field such as Human Resources, Business or Psychology.

Strong advisory skills, including partnering with leaders on diverse talent needs and maintaining compliance with policies and employment legislation, are essential. The role demands proven capability in leveraging recruitment technology (such as LinkedIn Recruiter) analysing recruitment data to drive continuous improvement and applying core employer branding principles to develop effective Employee Value Proposition (EVP) artefacts. High emotional intelligence, strong communication skills, a proactive approach to diversity and inclusion, adaptability, and attention to detail are also key requirements, along with a collaborative working style within and across functional teams.

Please note the position is open to Australian Citizens.

Notes

About the Future Fund Management Agency

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

To Apply

|                         |                                                                                                                                         |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Vidya Iyer, +61 3 8656 6400                                                                                                             |
| Agency Recruitment Site | <a href="https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund">https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund</a> |

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Agriculture, Water and the Environment

Vacancy VN-0765604

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 26 December 2025

ICT Services  
Enterprise Platforms Information Management

|                                   |                                                                             |
|-----------------------------------|-----------------------------------------------------------------------------|
| <b>Job Title</b>                  | Director, Information Management                                            |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                          |
| <b>Location</b>                   | Canberra ACT                                                                |
| <b>Salary</b>                     | \$146,942 - \$170,725                                                       |
| <b>Future Merit Locations</b>     | Canberra                                                                    |
| <b>Office Arrangement</b>         | Hybrid                                                                      |
| <b>Office Arrangement Details</b> | subject to negotiation                                                      |
| <b>Classification</b>             | APS Level 2                                                                 |
| <b>Position Number</b>            | 2025/3900                                                                   |
| <b>Agency Website</b>             | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a> |

## 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 Services Division and the departments' goal.

ICT Services Division (ISD) is responsible for enabling Information and Communication Technology (ICT) functions and activities in the department. The division provides a secure, modern ICT environment so that the department can conduct its business 24/7 and focus on achieving departmental outcomes. ISD staff work collaboratively across the department, taking advantage of advances in technology, to deliver end-to-end services and solutions that are nationally consistent and deliver organisational and business benefits. As a trusted ICT adviser, ISD aims to strengthen its partnerships with other divisions through the provision of professional advice, innovative solutions and high quality, timely and reliable ICT services. ISD staff are experts in ICT operations, ICT project planning and delivery, ICT applications development and support, ICT security, ICT contracts and vendor management, web services, information, data and records management and ICT governance and strategy. The division also includes the Shared Services Centre which allows organisations to leverage established and emerging infrastructure and capabilities of another organisation providing cost savings, increased ICT buying power and common tools and services.

As Director, Information Management Section, you will lead the department's advancement of records and information management practices. You will be accountable for the ongoing

development and enhancement of the Information Management framework, policies, and systems, ensuring compliance with legislative and whole of government requirements. The Director will drive transformational initiatives and champion a culture of information stewardship that underpins the department's objectives.

## **Duties**

**This is where you play an important role.**

As the Director, Information Management, you will:

- Up lift and continuously improve the department's information management framework, policies and plans.
- Report to the Data and Digital Committee to support governance of the department's Information assets
- Ensure compliance with the Archives Act 1983, and other relevant legislation.
- Oversee secure, accountable, and effective information management practices, including classification, retention, disposal, and access controls.
- Lead digital transition initiatives, including migration to modern Electronic Document and Records Management System (EDRMS) and departmental archival solution for business applications.
- Drive adoption of new technologies and practices to improve information lifecycle management, data governance, and business intelligence capabilities.
- Advocate for information management best practice across the organisation, influencing senior leaders and staff.
- Develop and deliver training, guidance, and support to build information management capability at all levels.
- Liaise with external authorities such as the National Archives of Australia and represent the organisation at inter-agency forums.
- Manage the information management team, including recruitment, performance, and professional development.
- Oversee reporting, audits, and responses to Freedom of Information (FOI), eDiscovery, and integrity requests.

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

## **Eligibility**

**What are we looking for**

**knowledge and experience**

- Deep understanding of relevant legislation, standards, and frameworks (Archives Act, Privacy Act, PSPF, Digital Continuity 2020).
- Demonstrated experience in leading enterprise-wide information management in a large, complex organisation, preferably within government.
- Proven ability to drive digital transformation and manage large-scale change initiatives.

- Strong stakeholder engagement, influencing, and communication skills, including experience working with senior executives and external agencies.
- Strategic thinking, analytical capability, and sound judgement in managing risk and compliance.
- Experience in developing and implementing policies, frameworks, and training programs.
- Relevant tertiary qualifications in information management, records management, law, or a related discipline.
- High level communication and influencing capabilities, with the talent to forge robust working relationships with key stakeholders.
- Proficiency in leading, managing, and mentoring a diverse range of Information Management and Information Technology professionals within a dynamic setting.
- Ability to anticipate and establish priorities, monitor progress and work to deliver outcomes.
- Competence in overseeing and providing information services to support the organisations outcomes.
- Ability to actively collaborate with fellow directors and contribute meaningfully to the leadership of the branch and digital functions.

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.

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        | Sarah Tonacia, 0413 887 563                                                                                   |
| Agency Recruitment Site | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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**Department of Agriculture, Fisheries and Forestry**

Closing Date: Friday 26 December 2025

Plant Protection & Environmental Biosecurity  
Plant Health Policy Surveillance

|                                   |                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Senior Policy Officer                                                                               |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                  |
| <b>Location</b>                   | Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD, Darwin NT, Cairns QLD, Adelaide SA, Perth WA |
| <b>Salary</b>                     | \$95,438 - \$108,360                                                                                |
| <b>Future Merit Locations</b>     | Canberra, Melbourne, Sydney, Brisbane, Darwin, Cairns, Adelaide, Perth                              |
| <b>Office Arrangement</b>         | Flexible                                                                                            |
| <b>Office Arrangement Details</b> | subject to negotiation                                                                              |
| <b>Classification</b>             | APS Level 6                                                                                         |
| <b>Position Number</b>            | 2025/3813                                                                                           |
| <b>Agency Website</b>             | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a>                         |

**Job Description**

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

**Why YOU are important to us and what impact will you have on the Plant Protection & Environmental Biosecurity Division and the departments' goal.**

Our team ensures Australia's plants stay healthy by tackling pests and diseases that threaten crops, trade and the environment. We lead policy and support national strategies that protect our natural ecosystems, agricultural production, and way of life—while keeping up with international expectations.

We're the national hub for plant biosecurity, guiding how Australia protects its crops and environment from pests and diseases. By shaping strong policies and fostering collaboration across government and industry, we help maintain Australia's healthy plant status and open doors to markets worldwide.

We are seeking suitable candidates to fill two roles in our National Border Surveillance Policy team within the Surveillance Section. Our team has the responsibility for the day-to-day coordination of the design and delivery of the department's National Border Surveillance operations and supporting initiatives. This includes leading the design, review, and implementation of the National Border Surveillance Policy and Operational Plan; analysing biosecurity, surveillance, and ecological data to develop work instructions and promotional materials; prioritising surveillance activity, monitoring operational delivery, the program, and preparing reports through close collaboration with the operational delivery team.

## **Duties**

### **This is where you play an important role.**

As the Senior Policy Officer, you will:

- developing and deliver evidence-based policy and program advice informed by technical expertise,
- analysing and reviewing complex scientific, and technical information and data into clear, actionable messages tailored for diverse audiences,
- developing clear and concise correspondence, agenda papers, submissions, briefs, discussion papers, and reports,
- applying analytical tools and methodologies (e.g. data validation, quality assurance frameworks, statistical modelling) to assess data integrity & quality, set standards, and support department's evidence-based decision-making capability,
- identifying, source, and critically analyse data to guide national surveillance priorities and inform proactive risk mitigation strategies,
- fostering strong partnerships with government, non-government, and National Border Surveillance network stakeholders—including Biosecurity Officers located across Australia—to support national surveillance, enable data sharing, harmonise practices, and coordinate biosecurity responses,
- maintaining up-to-date knowledge of relevant legislation, government process, and agency regulations,
- providing scientific and technical advice, training, and instructional materials to Biosecurity Officers in partnership with the Operational Science Surveillance network.

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

## **Eligibility**

### **Our ideal candidate will have:**

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

- Possess experience in pest surveillance, entomology, plant pathology, ecology, or botany.
- Have knowledge of the Australian biosecurity system including exotic pests, diseases, and weeds.
- Experience in establishing and maintaining strong networks with a range of government and non-government stakeholders.

- Be capable of working independently and collaboratively in a nationally dispersed team, focused on achieving collective outcome.
- Willingness to learn, ask questions, and be curious.
- Be someone with sound reasoning and logical analysis skills who can use scientific evidence and technical information to develop and drive outcomes.
- Proficient in developing program-specific reporting tools using platforms such as Power BI to support regular reporting needs.
- Strong communication skills, with the ability to engage clearly and succinctly with diverse internal and external stakeholders across a range of formats such as briefings, ministerial correspondences, talking points, submissions, and presentations.
- Self-motivated and organised, with the ability to manage competing priorities, support team productivity and deliver high-quality outputs within timeframes.

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.

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        | Touhidur Rahman, 0421493931                                                                                   |
| Agency Recruitment Site | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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Agriculture, Water and the Environment

Vacancy VN-0765622

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 19 December 2025

People, Property and Security  
People Operations and Safety Branch Workforce Information, Reporting and Establishments (WIRE)

|                                   |                                                                                                                                                                            |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Senior Analyst, Workforce Information, Reporting and Establishments                                                                                                        |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing                                                                                                                                               |
| <b>Location</b>                   | Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW                                                                                                                      |
| <b>Salary</b>                     | \$95,438 - \$108,360                                                                                                                                                       |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                   |
| <b>Office Arrangement Details</b> | subject to negotiation                                                                                                                                                     |
| <b>Classification</b>             | APS Level 6                                                                                                                                                                |
| <b>Position Number</b>            | 2025/3901                                                                                                                                                                  |
| <b>Agency Website</b>             | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a>                                                                                                |

## Job Description

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

## Why YOU are important to us and what impact will you have on the People, Property and Security Division and the departments' goal.

We support our people across the employment life cycle, enabling the effective management of people-related risk and building future ready leaders, people and culture. We prevent, detect and respond to misconduct, fraud and corruption, deliver objective and risk-based internal audit, assurance and advisory services, and provide support to our two independent Inspectors-General. We ensure the effective management of our property portfolio, facilities management, security, sustainability, facilities emergency management, and a range of corporate site services and commercial contracts nationwide.

We support the department's workforce through strategic and operational services that promote wellbeing, inclusion, and performance. Our team leads recruitment, learning and development, diversity initiatives, workforce planning, and safety programs. We help build a workplace culture that values people and prepares them for future challenges. By aligning people strategies with departmental goals, we ensure staff are supported, empowered, and equipped to contribute meaningfully to the department's success.

## Duties

## **This is where you play an important role.**

As the Senior Analyst, Workforce Information, Reporting and Establishments, your duties will include a combination of the following:

- leading a small geographically dispersed team of workforce reporting and/or establishments specialists
- conducting analysis of workforce data to identify trends and patterns relevant to organisational objectives
- assisting in the development and maintenance of reporting mechanisms to communicate findings to stakeholders
- assisting with the resolution of a broad range of issues that impact on the organisational structure (and the positions in the structure) within the department's HRMIS – these will range from minor (i.e. incorrect reporting line) to complex, departmental-wide problems (i.e. restructure of the entire departmental organisational structure)
- collaborating with HR teams to ensure data accuracy and integrity within existing HR systems; and
- contributing to projects related to workforce data collection and analysis.

**Note:** This recruitment process will **initially be used to fill one vacancy on an ongoing basis** and the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill **future ongoing vacancies in the branch** where the duties are of a similar nature. These future vacancies may be able to be performed from any of the locations listed above.

## **Eligibility**

**Our ideal candidate will have:**

### **Knowledge and experience**

To be successful in the Senior Workforce Analyst (APS6) role within WIRE, the successful applicants should be able to demonstrate the following knowledge or experience:

- ability to lead and develop others, including managing performance in a hybrid geographically dispersed team.
- a solid understanding and hands-on experience in HRMIS systems (preferably Aurion)
- analytical and problem-solving skills, and experience using systems such as Excel and Power BI to extract, analyse, visualise and report on workforce data
- an understanding of HR context, regulations, best practices and processes (such as establishments, payroll, recruitment, etc.) and their interconnections
- understanding of relevant policies, guidelines and governance frameworks related to workforce reporting and/or establishments.

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.

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        | Dorota Thorp, 0400 600 708                                                                                    |
| Agency Recruitment Site | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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Agriculture, Water and the Environment

Vacancy VN-0765648

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 18 December 2025

People, Property and Security  
Security, Integrity and Assurance Internal Investigations

|                                   |                                                                             |
|-----------------------------------|-----------------------------------------------------------------------------|
| <b>Job Title</b>                  | Assistant Director - Investigations                                         |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing                                                |
| <b>Location</b>                   | Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW                       |
| <b>Salary</b>                     | \$124,861 - \$134,295                                                       |
| <b>Future Merit Locations</b>     | Brisbane, Canberra, Melbourne, Sydney                                       |
| <b>Office Arrangement</b>         | Flexible                                                                    |
| <b>Office Arrangement Details</b> | Subject to negotiation                                                      |
| <b>Classification</b>             | Executive Level 1                                                           |
| <b>Position Number</b>            | 2025/3992                                                                   |
| <b>Agency Website</b>             | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a> |

## Job Description

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

### Why YOU are important to us and what impact will you have on the People, Property and Security Division and the departments' goal.

We support our people across the employment life cycle, enabling the effective management of people-related risk and building future ready leaders, people and culture. We prevent, detect and respond to misconduct, fraud and corruption, deliver objective and risk-based internal audit, assurance and advisory services and provide support to our two independent Inspectors-General. We ensure the effective management of our property portfolio, facilities management, security, sustainability, facilities emergency management and a range of corporate site services and commercial contracts nationwide.

The Security, Integrity and Assurance Branch is responsible for the delivery of the department's integrated protective security and integrity frameworks. We prevent, detect and respond to security incidents, suspected misconduct, fraud and corruption and develop unique insights to proactively identify and mitigate risks to the department and its operations. Responsible for the provision of independent, objective and risk-based internal audit, assurance and advisory services, we also provide independent support to the Inspector-General of Biosecurity and Inspector-General of Animal Welfare and Live Animal Exports.

Internal Investigations is responsible for conducting complex investigations into allegations of misconduct, fraud, corruption and breaches of security in accordance with the Australian Government Investigations Standard, as well as undertaking reviews of certain workplace decisions and coordinating the departments obligations under the Public Interest Disclosure Scheme.

## **Duties**

### **This is where you play an important role.**

With significant autonomy, the Assistant Director - Investigations leads a team of investigators to undertake complex and at times sensitive workplace or criminal investigations, or to undertake reviews into certain workplace decisions. The Assistant Director - Investigations will:

- lead a team of investigators to undertake and manage an investigation caseload of quality and timely investigations into allegations of misconduct, fraud, corruption and breaches of security in accordance with the Australian Government Investigation Standards
- manage the review of certain workplace decisions in accordance with the *Public Service Act 1999* and Public Service Regulations
- provide investigation and/or coordination support to the Public Interest Disclosure scheme
- coordinate support to the National Anti-Corruption Commission and ensure the department complies with its mandatory reporting requirements
- develop and review complex investigation reports, correspondence, briefs of evidence, briefings for senior officers and reporting
- engage with law enforcement partners and relevant stakeholders, including the National Anti-Corruption Commission, the Australian Federal Police and the Commonwealth Director of Public Prosecutions, on matters that may lead to criminal briefs of evidence or referrals to other law enforcement agencies
- work collaboratively with internal stakeholders including intelligence, security, human resources, work health and safety, workplace relations and legal
- make informed decisions and exercise delegations under the *Public Service Act 1999*, Public Service Regulations and internal management delegations
- provide leadership and support, model ethical decision-making and supervise, coach and mentor others
- represent the department, including in Community of Practice forums, joint taskforces and presentations (internally and externally)
- contribute to continuous improvement and capability development, including the development of investigative policies, procedures, governance improvements and projects
- contribute to the roles and functions of the broader branch and department as required.

**Please note** that this recruitment process will **initially be used to fill two ongoing vacancies and that the roles may be able to be performed from any of the locations listed above**. 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 and non-ongoing vacancies in the branch where the duties are of a similar nature.

## Eligibility

**Our ideal candidate will have:**

- demonstrated experience leading a team of investigators and investigative support officers to conduct complex investigations into allegations of fraud, corruption or breaches of the APS Code of Conduct
- demonstrated experience undertaking administrative and/or criminal investigations, ideally into fraud, corruption or code of conduct matters
- demonstrated experience undertaking reviews of workplace decisions
- demonstrated experience interpreting policy/legislation and applying that knowledge to investigations and/or review of actions
- demonstrated experience developing and reviewing review complex investigation reports, correspondence, briefs of evidence, senior briefings and reports
- demonstrated experience engaging with stakeholders
- experience with presenting at department or APS wide forums
- strong analytic/assessment skills to deliver objective, impartial and ethical integrity related outcomes
- the ability to establish and maintain effective and productive relationships with key stakeholders, including engaging sensitively and communicating with influence
- the ability to exemplify personal drive and promote a pro-integrity culture across the department
- the ability to shape and contribute to strategic thinking
- the ability to work under broad direction and cultivate productive working relationships
- the ability to progress multiple priorities and deliver outcomes with sound judgement and planning
- the ability to deliver outcomes within a regulatory environment and/or integrity framework
- strong interpersonal skills together with the ability to manage sensitive information with discretion.

## 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.

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        | Nikkita West, 0421 096 867                                                                                    |
| Agency Recruitment Site | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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Agriculture, Water and the Environment

Vacancy VN-0765650

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 21 December 2025

ICT Services  
Enterprise Platforms Web and Collaboration Systems

|                                   |                                                                             |
|-----------------------------------|-----------------------------------------------------------------------------|
| <b>Job Title</b>                  | Copilot & Collaboration Administrator                                       |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                          |
| <b>Location</b>                   | Canberra ACT                                                                |
| <b>Salary</b>                     | \$95,438 - \$108,360                                                        |
| <b>Future Merit Locations</b>     | Canberra                                                                    |
| <b>Office Arrangement</b>         | Flexible                                                                    |
| <b>Office Arrangement Details</b> | Subject to negotiation                                                      |
| <b>Classification</b>             | APS Level 6                                                                 |
| <b>Position Number</b>            | 2025/3906                                                                   |
| <b>Agency Website</b>             | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a> |

## Job Description

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

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

The ICT Services Division delivers secure and modern technology solutions that enable the department to operate effectively around the clock. We manage ICT systems that support collaboration, innovation and service delivery across all areas. Our goal is to provide a reliable digital environment that empowers staff to focus on outcomes, not technical barriers. By continuously improving our platforms and tools, we help the department stay agile, connected and ready to meet future challenges.

We manage the digital platforms and systems that support the department's core operations. Our team ensures these platforms are secure, scalable and designed for long-term sustainability. We support innovation through DevOps practices and modern testing approaches, enabling faster and more reliable delivery of digital solutions. From records management to ERP and web systems, we provide the digital foundation that helps staff work efficiently and deliver services that meet public expectations.

As a Copilot and Collaboration Administrator you will provide technical leadership and support across M365 systems. Responsibilities include stakeholder engagement, service improvement and driving innovation with tools like Copilot, Teams and SharePoint. Candidates should demonstrate curiosity and sustainable problem-solving.

## Duties

### **This is where you play an important role.**

As the Copilot & Collaboration Administrator, you will:

- lead the provision of advanced technical support, advice and training to system users across Microsoft Teams, SharePoint Online and Microsoft Copilot
- oversee the monitoring and management of dashboards and task queues, ensuring timely and effective resolution of complex service requests and incidents
- develop, review and implement standard operating procedures, user support materials and administration documentation, ensuring alignment with best practice and departmental standards
- identify opportunities for process improvement in digital collaboration platforms and lead projects or initiatives to enhance service delivery and user experience
- collaborate with internal and external stakeholders to deliver section projects, including requirements gathering, solution design, testing and implementation
- mentor and support junior staff, fostering a culture of continuous learning and professional development.

**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:**

- demonstrated experience providing technical support and leadership in M365 environments, with a focus on Microsoft Teams, SharePoint Online and Microsoft Copilot.
- a proven ability to manage competing priorities, deliver results and drive continuous improvement in a complex, fast-paced environment
- experience in stakeholder engagement, change management and the delivery of training and support to diverse user groups

- a strong understanding of accessibility, usability and information management standards relevant to government digital platforms
- expert knowledge of M365 systems, particularly Microsoft Teams, SharePoint Online and Copilot
- the ability to design and implement innovative digital solutions
- strong analytical and problem-solving skills.

Our ideal candidate will demonstrate the following attributes:

- Contributes to strategic planning and decision-making; anticipates and responds to emerging issues in digital collaboration; aligns team objectives with organisational goals.
- Takes responsibility for delivering high-quality outcomes; manages resources effectively; adapts to changing priorities and drives process improvements.
- Builds and sustains collaborative relationships; mentors and develops team members; negotiates and manages stakeholder expectations.
- Demonstrates resilience, initiative, and a commitment to professional growth; working independently with a commitment to continuous learning
- Communicates complex technical concepts clearly and persuasively to a range of audiences; prepares high-quality written reports and presentations; influences decision-making at multiple levels.

## 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.

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

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## To Apply

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|                         |                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------|
| Position Contact        | Cathy Wells, 0434664635                                                                                       |
| Agency Recruitment Site | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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Attorney-General’s

Vacancy VN-0765551

Attorney-General's Department

Closing Date:Friday 30 January 2026

|                            |                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------|
| Job Title                  | Associate Director - CDPP                                                                           |
| Job Type                   | Full-Time, Non-Ongoing                                                                              |
| Location                   | Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Darwin NT, Perth WA, Adelaide SA, Hobart TAS |
| Salary                     | -                                                                                                   |
| Future Merit Locations     | Canberra, Sydney, Brisbane, Melbourne, Darwin, Perth, Adelaide, Hobart                              |
| Office Arrangement         | On Site                                                                                             |
| Office Arrangement Details | On site                                                                                             |
| Classification             | Statutory Appointment                                                                               |
| Position Number            | N/A                                                                                                 |
| Agency Website             | <a href="https://www.ag.gov.au/Pages/default.aspx">https://www.ag.gov.au/Pages/default.aspx</a>     |

Job Description

<https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx>

The Office of the Commonwealth Director of Public Prosecutions (CDPP) operates as an independent agency within the Attorney-General's portfolio. The Associate Director is appointed by the Governor-General and is an accountable authority of the CDPP.

The CDPP is established by Parliament under the *Director of Public Prosecutions Act 1983* (Cth) (the Act) to prosecute alleged offences against Commonwealth law.

The CDPP aims to contribute to a fair, safe and just society by delivering an effective, independent prosecution service in accordance with the Prosecution Policy of the Commonwealth. The CDPP:

- aims to be fair, consistent and professional in everything it does
- recognises, values and develops the knowledge, skills and commitment of its people
- works efficiently and effectively in accordance with the Prosecution Policy of the Commonwealth
- works collaboratively with its partner agencies to assist them in advancing their goals and priorities
- treats victims of crime with courtesy, dignity and respect, and
- provides information to the public about Commonwealth criminal law and prosecutions.

The CDPP operates nationally with offices in each capital city, Townsville and Cairns. The Office carries out prosecutions in the courts of every Australian state and territory and is also responsible for prosecuting offences in Jervis Bay and Australia's external territories. Further information about the CDPP may be obtained from the [CDPP website](#).

## Duties

The functions of the Associate Director are reflected in section 18B of the Act, which provides the Associate Director has all the powers and functions of the Director, except the Director's powers of delegation. This includes, but is not limited to, instituting and conducting prosecutions for offences against the laws of the Commonwealth. The Associate Director will also lead the 'In-House Counsel team' to be re-introduced by the CDPP in coming months.

The Associate Director will work closely with the Director to set the strategic direction for the CDPP and lead the operations of the Office.

## Eligibility

To be eligible for appointment as Associate Director, applicants must satisfy the following requirements:

1. Be a legal practitioner and have been a legal practitioner for not less than five years.
2. Be appointed as Senior Counsel or King's Counsel.
3. Have, or be able to hold, a Negative Vetting Level 2 security clearance. To be eligible for an Australian Government security clearance, you must be an Australian citizen and have a checkable background.
4. Disclose all interests, pecuniary or otherwise, that may conflict with the performance of their duties, including any other place of employment. This is an ongoing requirement of the role.

## Notes

### Assessment process

Applicants will initially be assessed by a panel on their written application. Shortlisted applicants will be further assessed by the panel at interview, and referees contacted.

### **Terms and conditions**

The successful applicant will be appointed as Associate Director on a full-time basis for a period of up to 7 years. The term of appointment will be determined by the Government. Reappointment is provided for in the Act.

The position can be based in Sydney, Melbourne, Canberra or Brisbane. Other locations may be considered.

Remuneration and allowances for the position are set by the Remuneration tribunal and can be viewed on the Remuneration Tribunal website at: [Remuneration Tribunal \(Remuneration and Allowances for Holders of Fulltime Public Office\) Determination 2025](#).

Applicants who currently receive a Commonwealth or State or Territory parliamentary pension or superannuation, or other related payments, should seek appropriate advice about remuneration.

### **How to apply**

Applications must include:

- an indication of whether you meet the eligibility criteria for this statutory appointment
- a completed statement of claims (2000-word limit) against the eligibility and selection criteria
- an uploaded curriculum vitae no longer than 4 pages outlining qualifications, knowledge and experience
- the names and contact details of at least 2 referees who have direct and relevant experience of your work. You will be notified prior to referees being contacted.

Please let us know the adjustments you need to help you participate in this recruitment process.

**Applications close at 5:00 pm AEDT on Friday, 30 January 2026**

## **About the Attorney-General's Department**

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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, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

|                         |                                                                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | AGD Appointments, 02 6141 6111                                                                                                                  |
| Agency Recruitment Site | <a href="https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx">https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx</a> |

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Attorney-General's

Vacancy VN-0765609

Australian Federal Police

Closing Date:Friday 19 December 2025

|                            |                                                                     |
|----------------------------|---------------------------------------------------------------------|
| Job Title                  | Deputy General Counsel & Coordinator - Criminal Assets Litigation   |
| Job Type                   | Full-Time, Ongoing                                                  |
| Location                   | Melbourne VIC, Sydney NSW                                           |
| Salary                     | \$175,089 - \$231,035                                               |
| Future Merit Locations     | Melbourne, Sydney                                                   |
| Office Arrangement         | On Site                                                             |
| Office Arrangement Details | On Site                                                             |
| Classification             | Executive Level 2                                                   |
| Position Number            | 15574                                                               |
| Agency Website             | <a href="https://careers.afp.gov.au">https://careers.afp.gov.au</a> |

## **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:

- Five weeks (25 days) of paid annual leave per year + additional paid Christmas stand down
- 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**

Criminal Assets Litigation (CAL) is an operational function of the AFP's Chief Counsel Portfolio (CCP) that independently litigates proceeds of crime matters under the Proceeds of Crime Act 2002, the Mutual Assistance in Criminal Matters Act 1987, the International Criminal Court Act 2002 and the International War Crimes Tribunals Act 1995.

There are currently two Executive Level opportunities within CAL.

- Deputy General Counsel & Coordinator – Criminal Assets Litigation (Information Management) – Sydney
- Deputy General Counsel & Coordinator Criminal Assets Litigation and Practice Management - Melbourne

As an Executive Level AFP appointee, you will ensure the achievement of outcomes are in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. Appointees at the Executive Level work under the strategic direction of the senior executive and are responsible for the leadership and management of a number of teams to deliver outcomes.

Appointees at this level require in depth knowledge and understanding of the AFP business and the impact of roles and functions undertaken in relation to the organisation's reputation to effectively manage operations.

## **What will you do?**

An Executive Level role is responsible for leading and managing a team/s dedicated to delivering a business function to the AFP. The role has both a practical and strategic focus requiring the application of sound business principles in the management of resources to meet AFP outputs in the most effective and efficient manner.

This work may include:

- Delivering on intended results using expertise to achieve team objectives ensuring all financial and human resources within their team are effectively directed to the achievement of business area outcomes
- Building capability and responsiveness within the business area contributing to the development of corporate business planning, strategies, and the strategic direction of activities within the AFP
- Leading and managing change showing judgment, intelligence and common-sense and a shared direction
- Thinking ahead and including broader perspectives, as well as nurturing internal and external networks to facilitate cooperation and partnerships
- Using extensive knowledge and expertise to guide, mentor, and develop team leaders and members to ensure the sustainability of skills and knowledge in the AFP
- Demonstrating professional and ethical behaviours displaying initiative, courage and resilience while valuing and using individual differences and diversity to best effect
- Maintaining currency in policy, legislation and subject matter expertise through ongoing professional development and learning opportunities outside the formal education process
- Providing high level conceptual and strategic advice, conducting briefings with and communicating clearly keeping Senior Executive staff relevantly informed
- Negotiating and working to reconcile diverse views

For role specific responsibilities, please see below linked candidate packs.

[Deputy General Counsel & Coordinator – Criminal Assets Litigation \(Information Management\) – Sydney](#)

[Deputy General Counsel & Coordinator Criminal Assets Litigation and Practice Management - Melbourne](#)

## **Eligibility**

### **Essential Requirements**

- You must be an Australian Citizen upon application
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Tertiary qualifications in Law and contemporary, relevant, legal knowledge and expertise in the proceeds of crime and confiscation jurisdiction (or the ability to quickly acquire same).
- A practising certificate as an Australian Legal Practitioner (or the ability to obtain one).
- A strong understanding of Commonwealth legal obligations.
- Experience in leading and managing a team of legal practitioners and support staff.
- High quality practice management skills, including Finance, Recruitment and reporting.

### **Desirable Requirements**

- Significant (8+ years) experience as a litigation lawyer in government and/or the private sector, with at least 2 years' experience at the principal government lawyer (EL2) / senior associate level or equivalent.
- Experience in delivering high level and complex legal advice to peers, senior executives in government, and/or the private sector on a wide variety of litigation and information management issues.
- A sound understanding of the Commonwealth, and AFP legal and policy framework that applies to litigation and relevant law and the sourcing and delivery of legal services.
- Highly developed written and oral communication and negotiation skills, including the ability to communicate with influence with a variety of internal and external stakeholders.
- Experience in training and strategic capacity development in a legal context.
- The ability to analyse complex information quickly and engage appropriately with legal risk.
- The ability to deliver high level legal and strategic advice to the AFP executive.

## **Notes**

### **Additional Information**

- This position is an AFP Executive Level.
- Deputy General Counsel & Coordinator – Criminal Assets Litigation (Information Management) is located in Sydney, applicants are expected to be in Sydney.
- Deputy General Counsel & Coordinator Criminal Assets Litigation and Practice Management is located in Melbourne, applicants are expected to be in Melbourne.

## 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        | Andrew Hanger - Criminal Assets Litigation and Practice Management, (02) 5126 2461                      |
| Agency Recruitment Site | <a href="https://careers.afp.gov.au/job-invite/15574/">https://careers.afp.gov.au/job-invite/15574/</a> |

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## Defence

Vacancy VN-0765297

### Department of Defence

Closing Date: Sunday 18 January 2026

Joint Capabilities Group  
Joint Logistics Command

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Materiel Maintenance Manager                                                                                      |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Guildford WA                                                                                                      |
| <b>Salary</b>                     | \$95,187 - \$108,734                                                                                              |
| <b>Future Merit Locations</b>     | Guildford                                                                                                         |
| <b>Office Arrangement</b>         | On Site;Flexible                                                                                                  |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 6                                                                                                       |
| <b>Position Number</b>            | JCG/09262/25                                                                                                      |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=51130981-9453-BBE2-1BC2-E464B1EF319B>

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## Duties

### The Role

The Materiel Maintenance Manager is accountable under broad direction to perform and achieve complex materiel logistics maintenance support work within an integrated workforce and in alignment with Defence contracts. Working independently, the role will provide detailed materiel logistics maintenance support and technical professional and policy advice in relation to complex work and contract management. This position will also contribute to strategic planning, program and project management and policy development.

The Materiel Maintenance Manager will have considerable stakeholder engagement, liaising across APS, ADF and contracted industry partners in relation to complex issues. They will be expected to anticipate and respond to stakeholder needs and enquiries to meet Defence outcomes.

The Materiel Maintenance Manager will also be responsible for managing a budget and a small team.

Some travel is required for this role and therefore the successful candidate must be willing to obtain and maintain a current class C driver's licence.

## About our Team

Joint Logistics Unit - West (JLU-W) combines Australian Defence Force, Australian Public Service and Industry Partners in a unified logistics capability. The unit forms part of the Logistics Operations Branch under Joint Logistics Command. JLU-W provides regional logistics support to Defence capability throughout Western Australia. JLU-W operates across a number of sites including HMAS Stirling on Garden Island off the coast of Rockingham, Palmer Barracks in South Guildford and RAAF Base Pearce in Bullsbrook.

JLU-W logistics services include:

- Warehousing and distribution
- Materiel maintenance
- Contingency stores management
- Loan pool/equipment and vehicles

The Materiel Maintenance Manager supports the unit in delivering preventative and corrective maintenance to allocated materiel logistics platforms and systems, in accordance with legislative and organisational requirements. The role develops, analyses, implements and maintains materiel logistics plans, processes and procedures related to maintenance support for allocated platforms and systems.

## Our Ideal Candidate

We are seeking a highly motivated, confident and professional individual with exceptional maintenance and contract skills, a proactive approach to work and a can-do attitude to join our team at Palmer Barracks, South Guildford.

The ideal candidate will exercise both initiative and judgement in the interpretation of legislation and policy and in the application of practices and procedures, and provide technical and policy advice in relation to the equipment and platforms they sustain.

The ideal candidate will be capable to lead a team, and be accountable to set work priorities and manage workflows. They are expected to be capable of building and developing team capability through coaching, feedback and guidance.

We provide a working environment that offers you a diverse range of work, flexibility to be innovative and the guidance and support to ensure that you will always have everything that you need to succeed.

## 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

|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Torsten Chudziak, 0408 612 597                                                                                                                                          |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=51130981-9453-BBE2-1BC2-E464B1EF319B">https://defencecareers.nga.net.au/?jati=51130981-9453-BBE2-1BC2-E464B1EF319B</a> |

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## Defence

Vacancy VN-0765460

### Department of Defence

Closing Date: Sunday 21 December 2025

Defence Digital Group  
Military Systems

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Cloud Platform Engineer                                                                                           |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Canberra ACT, Melbourne VIC, Sydney NSW                                                                           |
| <b>Salary</b>                     | \$120,303 - \$135,701                                                                                             |
| <b>Future Merit Locations</b>     | Canberra, Melbourne, Sydney                                                                                       |
| <b>Office Arrangement</b>         | Flexible                                                                                                          |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | Executive Level 1                                                                                                 |
| <b>Position Number</b>            | DDG/09372/25                                                                                                      |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=DF729BE0-D287-B9A3-E423-E46650D4B8BE>

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## Duties

### The Role

Defence Digital Group (DDG), Engineering Branch is seeking highly experienced and technical Cloud Solution and/or Platform Engineers who will lead the planning, designing and execution of solutions related to Defence's enterprise cloud platforms.

DDG Engineering Branch is responsible for providing and applying technological principles to create, manage and maintain digital systems and infrastructure in a scaled agile framework (SAFe). Our aim is to reduce the complexity and remove legacy systems to improve efficiency, reduce costs and enhance agility.

You will follow best practices for ICT architecture, cyber security and performance, and execute cloud migration and modernisation strategies and drive the move from legacy systems to modern, efficient, cloud-native solutions for Defence by:

- Working closely with stakeholders to ensure the right problems are solved in the right way;
- Design and deliver high-quality solutions within the Defence ICT landscape;
- Align solutions with business strategy and drive best practices in implementation;
- Identify and implement improvements to existing solutions and processes.

The Department will be creating merit pools to fill vacancies across the Organisation over the next 18 months.

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

Our ideal candidates will demonstrate strong experience in:

- Designing and deploying of cloud infrastructure using AWS or Azure services following the Well-Architected framework;
- Implementing infrastructure-as-code on Azure and AWS;
- Cloud networking configurations and deployments (e.g. VPC, Subnets, Route tables, Transit Gateway, Route 53, Direct Connect, DNS, VNet, ExpressRoute);
- Implementing policy based guardrails and security control policies on Azure and AWS;
- DevSecOps, CI/CD pipelines and tooling;
- Containerisation technologies like Docker and Kubernetes based orchestrators on EKS, AKS and OpenShift;
- Collaboration with security, application, data, and network engineering teams to deliver integrated platform capabilities;
- Developing and enforcing cloud best practices, standards and patterns, aligned to technology blueprints and organisational goals;

- Cloud security principles, including managing Identity and Access Management (IAM) roles, policies and ensuring network security;
- Proven ability to deliver quality-focused business outcomes;
- Collaborative team player who values diverse perspectives and enables team success;
- Coaching and mentoring team members and sharing knowledge.

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        | DDG Recruitment,                                                                                                                                                        |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=DF729BE0-D287-B9A3-E423-E46650D4B8BE">https://defencecareers.nga.net.au/?jati=DF729BE0-D287-B9A3-E423-E46650D4B8BE</a> |

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Defence

Vacancy VN-0765477

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Security and Business Support Officer                                                                             |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Russell ACT                                                                                                       |
| <b>Salary</b>                     | \$86,887 - \$93,066                                                                                               |
| <b>Future Merit Locations</b>     | Russell                                                                                                           |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 5                                                                                                       |
| <b>Position Number</b>            | CASG/09211/25                                                                                                     |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=C3BC6360-3249-BE75-79C8-E46652786D42>

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## Duties

### The Role

As the APS 5 Security and Business Support Officer, you will be an integral part of the Electromagnetic Warfare and Intelligence Systems (EWIS) Branch team, collaborating to support the Branch team and Systems Program Office's (SPO) with workforce coordination, security and other administration processes.

The role is integral in facilitating workforce co-ordination and reporting; information management; administrative support; task management and providing support to the Senior Security Advisor in delivering security services to the Branch and SPO's.

### About our Team

The Electromagnetic Warfare and Intelligence Systems branch under Joint Systems Division is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We deliver joint capability and work primarily on three areas: electronic protection, electronic support and electronic attack and seeks to be recognised and respected as a centre of expertise and global leader delivering and supporting capability solutions in the EWIS and Active Electronically Scanned Array radar domains.

Within this small but high performing team, you will be provided with a supportive team environment and significant professional development opportunities to help progress in your career. The successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

## **Our Ideal Candidate**

The ideal candidate will have excellent communication and interpersonal skills with attention to detail, an ability to follow instructions and processes in accordance with policy, legislation and frameworks. Critical thinking skills, with the ability to be assertive in decision-making and have a positive and inclusive approach to working as a part of a team will enable success in the role.

You will undertake and investigate best-fit solutions and perform procedural and business administration support work to achieve results and contribute towards ongoing improvement of work practices. The right person for this role will demonstrate the flexibility to respond to the changing context and shifting priorities of the Defence environment to achieve business outcomes.

## **Eligibility**

### **Security Clearance:**

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

## **Notes**

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

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Glenn Vermeulen, 02 5108 4721                                                                                                                                           |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=C3BC6360-3249-BE75-79C8-E46652786D42">https://defencecareers.nga.net.au/?jati=C3BC6360-3249-BE75-79C8-E46652786D42</a> |

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## Defence

Vacancy VN-0765501

### Department of Defence

Closing Date: Sunday 18 January 2026

Capability Acquisition and Sustainment Group  
Air Defence & Space Systems Division

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Contracting Officer                                                                                               |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Brindabella Business Park ACT                                                                                     |
| <b>Salary</b>                     | \$95,187 - \$108,734                                                                                              |
| <b>Future Merit Locations</b>     | Brindabella Business Park                                                                                         |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 6                                                                                                       |
| <b>Position Number</b>            | CASG/09482/25                                                                                                     |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=A228D22C-E4DC-348B-BB1B-E4774FFED54A>

### Duties

### The Role

The satellite communications (SATCOM) Contracting Team supports projects and products within the systems program office (SPO) across all phases of the procurement lifecycle.

Are you self-motivated; enthusiastic; and a forward thinker. Our ideal candidate will be accountable under limited direction to performing complex procedural, operational, and administrative work within the satellite communications (SATCOM) Contracting Team.

You will be accountable to interpret and provide advice and assistance on procurement and contract management issues in accordance with legislation, procurement policies and procedures.

You will have high levels of flexibility to respond to changing priorities and challenges of the work environment. Sound decision-making and judgment skills; excellent communication; and stakeholder engagement skills are key attributes required for the position.

You will also actively participate in teamwork, group activities and contribute towards ongoing self-improvement and professional development.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise 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**

Space Systems Branch acquires and sustains SATCOM systems, and is a trusted advisor of SATCOM systems for the Australian Defence Organisation. The team comprises professionals from various disciplines including project management, engineering, commercial, and logistics.

This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel. The team works from Brindabella Park offices in Canberra and maintains close collaboration with other parts of Defence and other Government Agencies.

## **Our Ideal Candidate**

Our ideal candidate will have extensive experience in procurement and contract management providing policy advice and support in relation to complex work.

They may have experience as leading teams and being accountable to set work priorities and manage workflows. The candidate will have considerable experience in stakeholder engagement including identifying, anticipating and responding to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

Key attributes, knowledge and experience we are looking for:

- A self-motivated, collaborative, and innovative thinker whom can work in a fast-paced environment.
- Experience in a similar role, in particular contract management, performance, service delivery or delivery of logistics outcomes.
- Good interpersonal skills; ability to liaise with internal and external stakeholders on moderately complex operational and administrative matters.
- Strong time management skills, including the ability to prioritise a changing workload and negotiate an outcome.

## 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.

## About the Department of Defence

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## To Apply

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Philip Box, 02 5109 9378                                                                                                                                                |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=A228D22C-E4DC-348B-BB1B-E4774FFED54A">https://defencecareers.nga.net.au/?jati=A228D22C-E4DC-348B-BB1B-E4774FFED54A</a> |

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## Defence

Vacancy VN-0765516

### Department of Defence

Closing Date: Sunday 04 January 2026

Defence Science and Technology Group  
DST Headquarters

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Contracting Support Officer                                                                                       |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Edinburgh SA, Fairbairn ACT, Fishermans Bend VIC                                                                  |
| <b>Salary</b>                     | \$86,887 - \$93,066                                                                                               |
| <b>Future Merit Locations</b>     | Edinburgh, Fairbairn, Fishermans Bend                                                                             |
| <b>Office Arrangement</b>         | Flexible                                                                                                          |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 5                                                                                                       |
| <b>Position Number</b>            | DSTG/09509/25                                                                                                     |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=BE0A9E3E-B829-1A32-E484-E4775279441D>

### Duties

### The Role

The Science Commercial team delivers the centralised commercial, procurement and contracting function within Defence Science and Technology Group (DSTG). It supports Defence's Innovation, Science and Technology (IS&T) objectives by implementing contracts and agreements with external parties including Australian universities, industry partners and other research agencies.

The APS 5 Contracting Support Officer role will be focused on providing operational support to research procurement and contract drafting activities, under guidance, using the applicable research contract templates. This role requires a basic understanding of Commonwealth Procurement Rules, Defence Procurement Policies, and DSTG research procurement processes.

The APS 5 Contracting Support Officer role requires good communication skills, and proficiency at engaging with internal and external stakeholders, to respond to simple procurement and contract enquiries. This role will be accountable to contribute towards ongoing self-improvement and professional development, and is suited to highly organised, pro-active and personable individuals who enjoy working in a fast tempo environment with a client focus mindset.

## **About our Team**

Within the Science Partnership Branch of DSTG, the Science Commercial team supports Defence IS&T objectives through the provision of high-level contracting and procurement support to draft, negotiate and implement research contracts and agreements.

Working with Defence and Commonwealth procurement policies and procedures, the team is comprised of highly experienced commercial and procurement specialists with considerable experience in both traditional Defence procurement, contracting and commercialisation domains as well as research specific enterprises.

The team provides high-level support to the entire Australian Defence Organisation to deliver efficient and effective procurement and contracting support. It works closely with specialist areas within Defence including security, legal, and partnering to ensure our procurement and contracting advice is robust and complies with Defence and Commonwealth policies and rules as applicable to IS&T activities.

The team comprises highly experienced procurement and contracting specialists with diverse backgrounds and experience, who embody Defence and Australian Public Service values. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

## **Our Ideal Candidate**

Role includes but not limited to:

- Develop procurement documentation and draft simple research agreements under guidance;
- Assist with the maintenance of internal documentation for Science Commercial templates and processes;
- Willing to expand skills and knowledge in research procurement and contracting through on the job training, and undertake ongoing self-improvement and professional development;
- Build, manage and maintain strong relationships with internal and external stakeholders, to achieve tasks and business objectives;
- Demonstrate effective, well-developed communication skills with the ability to tailor the approach, both written and verbal;
- Demonstrate a highly motivated and solutions focused approach; is trustworthy, transparent and possesses the highest level of integrity; and is able to work in a collaborative team environment to achieve shared objectives;
- Demonstrate a strong attention to detail and the ability to effectively prioritise work activities to meet deadlines;
- Use initiative, analyse information and apply critical thinking skills.

We are seeking enthusiastic individuals who pride themselves on delivering to a high standard of service to clients with excellent attention to detail.

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

## To Apply

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|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Karyn Thomas, 08 8393 2797                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=BE0A9E3E-B829-1A32-E484-E4775279441D">https://defencecareers.nga.net.au/?jati=BE0A9E3E-B829-1A32-E484-E4775279441D</a> |

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Defence

Vacancy VN-0765533

Department of Defence

Closing Date:Sunday 21 December 2025

ARMY  
2nd Division

|                            |                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Logistics Officer                                                                                                 |
| Job Type                   | Full-Time, Ongoing                                                                                                |
| Location                   | Ballarat VIC                                                                                                      |
| Salary                     | \$69,898 - \$77,016                                                                                               |
| Future Merit Locations     | Ballarat                                                                                                          |
| Office Arrangement         | On Site                                                                                                           |
| Office Arrangement Details | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| Classification             | APS Level 3                                                                                                       |
| Position Number            | ARMY/08569/25                                                                                                     |
| Agency Website             |                                                                                                                   |

Job Description

<https://defencecareers.nga.net.au/?jati=F013259A-B89A-A229-2D85-E477C7062868>

Duties

The Role

The APS 3 Logistics Officer provides essential support to the unit by managing inventory, coordinating supply and transport activities, and maintaining accurate logistics records. Working closely with Army Reserve personnel, the role requires strong organisational skills, attention to detail, and the ability to operate within Defence systems such as ERP. The officer contributes to operational readiness by ensuring equipment and stores are available, accounted for, and compliant with Defence standards.

Key attributes include reliability, teamwork, and a proactive approach to problem-solving. Applicants should be comfortable working in a structured environment and capable of handling physical tasks when required.

### Top 3 Job Requirements:

- Experience or training in logistics, warehousing, or supply chain operations.
- Ability to use Defence logistics systems and Microsoft Office applications.
- Eligibility for Baseline security clearance and Australian citizenship.

### About Our Team

The team's primary function is to ensure the effective management of equipment, stores, and supply chain operations to maintain operational readiness for training and deployment activities. Working closely with Army Reserve personnel, the team supports both routine and field-based logistics tasks, contributing directly to the capability and preparedness of the Regiment. Their work aligns with Defence's broader mission by enabling efficient resource utilisation, compliance with logistics governance, and support to force generation objectives.

### Our Ideal Candidate

Our ideal candidate is a reliable and motivated individual with a strong work ethic and a keen eye for detail. They will have experience or training in logistics, warehousing, or supply chain operations, ideally within a Defence or structured environment. The candidate will demonstrate excellent organisational and communication skills, be proficient in using ICT systems (including ERP and Microsoft Office), and be comfortable working both independently and as part of a team. A proactive approach to problem-solving, a commitment to Defence values, and the ability to adapt to changing priorities are essential. Physical fitness and a willingness to support field activities are also desirable.

### 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        | Stephanie Moncur, 0417 140 107                                                                                                                                          |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=F013259A-B89A-A229-2D85-E477C7062868">https://defencecareers.nga.net.au/?jati=F013259A-B89A-A229-2D85-E477C7062868</a> |

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Defence

Vacancy VN-0765538

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Operations Manager                                                                                                |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Karrakatta WA                                                                                                     |
| <b>Salary</b>                     | \$95,187 - \$108,734                                                                                              |
| <b>Future Merit Locations</b>     | Karrakatta                                                                                                        |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 6                                                                                                       |
| <b>Position Number</b>            | ARMY/08684/25                                                                                                     |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=2E715EDC-AE0E-2289-0BEE-E477C72CC425>

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## Duties

### The Role

As the APS 6 Operations Manager at Headquarters 13th Brigade you will contribute to operational planning activities, monitor operations room information systems, prepare warning orders and task orders, manage exercise and operational staffing documents and contribute to strategic planning, program and project management and policy development.

You will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of your work. Additionally, the duties include, but are not limited to:

- Building and sustaining relationships with stakeholders to understand their expectations and concerns to meet business objectives.
- Regular liaison with Direct Command Units, higher Headquarters and other military and civilian organisations.
- Evaluating lessons learned and identifying opportunities for continuous improvement for the work area.
- Undertaking objective analysis and drawing accurate conclusions based on evidence providing detailed technical, professional and procedural advice.
- Taking the initiative to progress work to meet business objectives.
- Perform the duties of the Unit Security Officer including, providing security advice, delivering briefings, ensuring effective access controls and shaping security culture.

## About our Team

Located in Perth, the 13th Brigade is the Australian Army Brigade within Western Australia whose role is to generate Army force elements and specialist capabilities in support of Army's capability and operations.

13 Brigade is looking for a high performing, experienced operations and planning specialist to be part of a highly skilled and diverse team dedicated to continuous improvement and the provision of subject matter expertise.

## Our Ideal Candidate

We are seeking someone who can cultivate productive relationships, deliver quality outputs and achieve results within defined timeframes. To be successful in this role you will:

- Be able to undertake a diverse range of tasks
- Have highly developed interpersonal skills to liaise, collaborate, and build productive stakeholder relationships across reporting lines, including engaging senior executives.
- Maintain exemplary levels of personal integrity, sensitivity, confidentiality and discretion with credibility.
- Have strong initiative and sound judgement.
- Produce quality work within short timeframes and with competing priorities.

## 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        | Alun Cameron, 02 5108 3230                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=2E715EDC-AE0E-2289-0BEE-E477C72CC425">https://defencecareers.nga.net.au/?jati=2E715EDC-AE0E-2289-0BEE-E477C72CC425</a> |

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Defence

Vacancy VN-0765562

Department of Defence

Closing Date: Sunday 18 January 2026

Air Force  
Air Force Headquarters

|                            |                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Writer/Editor                                                                                                     |
| Job Type                   | Full-Time, Ongoing                                                                                                |
| Location                   | Fairbairn ACT                                                                                                     |
| Salary                     | \$95,187 - \$108,734                                                                                              |
| Future Merit Locations     | Fairbairn                                                                                                         |
| 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            | AF/07868/25                                                                                                       |
| Agency Website             |                                                                                                                   |

Job Description

<https://defencecareers.nga.net.au/?jati=0AAB21ED-CCA5-C7E5-86A4-E4778E896AF9>

## **Duties**

### **The Role**

Seeking an experienced, highly motivated Writer/Editor to work within Defence Flight Safety Bureau (DFSB), a directorate of Defence Aviation Safety Authority (DASA).

As part of the Publishing and Multimedia team, you will:

- utilise writing and editing expertise to enhance safety military aviation safety
- identify opportunities to inform and educate the aviation community about Defence aviation safety
- assist in the development of communication and media products.

There may be opportunities to develop basic design skills.

Specific duties:

- Provide expert writing and editing support for the development of internal and external military aviation safety communication and media products.
- Research, analyse information and liaise with stakeholders and subject matter experts to identify opportunities for education and promotion of Defence aviation safety.
- Generate and edit high-quality, complex, targeted communication, including Defence aviation safety publications (ie Spotlight magazine), reports and web content.
- As part of a small team, deliver print and digital aviation safety campaigns.

### **About our Team**

DASA is responsible for enhancing and promoting the safety of military aviation through the implementation of a Defence Aviation Safety Program that promotes a generative safety culture and independently assures the effective management of Defence aviation safety risks.

DASA is a complex organisation consisting of headquarters elements and directorates providing aviation safety assurance and specialist engineering services to the Defence aviation community. The organisation has a strength of around 300 personnel, made up of ADF members and APS, and is physically located in Melbourne VIC, Canberra ACT, and Amberley QLD—though this role is located in only in ACT.

DFSB is a directorate of DASA and is responsible for the provision of aviation safety promotion, research, education and independent accident investigation capabilities for the Defence aviation community. The Publishing and Multimedia team create, deliver and maintain communication products for DFSB.

## Our Ideal Candidate

Our ideal candidate will demonstrate the ability to:

- research, interview, write, develop and edit high-quality, complex, technical and targeted publishing and multimedia products
- communicate effectively (both verbally and in writing) with stakeholders and subject matter experts to identify and deliver agreed outcomes
- work with limited supervision, prioritising competing demands and meeting tight deadlines
- collaborate and negotiate with influence to deliver agreed media and communication outcomes
- produce clear, concise and accurate written material to meet the needs of a varied audience
- identify media and communication opportunities for internal and external audiences to achieve agreed promotion outcomes
- understand the Defence aviation industry or an aptitude to gain the understanding required.

## 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

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Ms Tamara Robinson, 02 5131 5965                                                                                                                                        |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=0AAB21ED-CCA5-C7E5-86A4-E4778E896AF9">https://defencecareers.nga.net.au/?jati=0AAB21ED-CCA5-C7E5-86A4-E4778E896AF9</a> |

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Defence

Vacancy VN-0765569

Department of Defence

Closing Date:Sunday 18 January 2026

NAVY  
Fleet Command

|                            |                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Job Title                  | HMAS Moreton Command Safety Adviser                                                                               |
| Job Type                   | Full-Time, Ongoing                                                                                                |
| Location                   | Bulimba QLD                                                                                                       |
| Salary                     | \$86,887 - \$93,066                                                                                               |
| Future Merit Locations     | Bulimba                                                                                                           |
| 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/09504/25                                                                                                     |
| Agency Website             |                                                                                                                   |

Job Description

<https://defencecareers.nga.net.au/?jati=4D1E6136-0976-5C94-A45E-E477C5C62071>

Duties

The Role

Within the Strategic Welfare function an APS 5 Work Health and Safety Officer is accountable under limited direction to perform and achieve complex work health and safety 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. An APS 5 Work Health and Safety Officer will be accountable for organising their workflow and making independent decisions relating to their area of responsibility.

They will interpret and provide advice within the strategic welfare function area based on legislation, policy and procedures. They will undertake specialist research and analysis, conduct reviews, assessment, investigations and perform procedural, clerical and administrative support work to achieve results.

## About our Team

The APS 5 Work Health and Safety Officer is an integral member to the Moreton Command Team and their Subject Matter Expertise assists in achieving command aims during a period of growth. As our people are our greatest asset, you can be assured you will be supported to innovate, create value, and proudly play a meaningful role, finding your sense of purpose.

## Our Ideal Candidate

We are looking for people with initiative, strong organisational skills and the ability to respond appropriately to pressures and changing priorities. The successful candidate will need to be able to understand and interpret policy.

As the APS 5 WHS Officer, they must:

- Be able to work in an integrated workforce consisting of ADF and APS.
- Have strong interpersonal, verbal and written communication skills.
- Build productive relationships with internal and external stakeholders.

## 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

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|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Natasha Bennett Scott, 02 9537 2558                                                                                                                                     |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=4D1E6136-0976-5C94-A45E-E477C5C62071">https://defencecareers.nga.net.au/?jati=4D1E6136-0976-5C94-A45E-E477C5C62071</a> |

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Defence

Vacancy VN-0765579

Department of Defence

Closing Date:Sunday 14 December 2025

ARMY  
Forces Command

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Clinical Placement and Travel Administration Officer                                                              |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Bandiana VIC                                                                                                      |
| <b>Salary</b>                     | \$79,176 - \$86,438                                                                                               |
| <b>Future Merit Locations</b>     | Bandiana                                                                                                          |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 4                                                                                                       |
| <b>Position Number</b>            | ARMY/09497/25                                                                                                     |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=30ABAF5D-B425-B712-8A39-E477C736324F>

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## Duties

### The Role

The Clinical Placement and Travel Administration Officer is responsible for the planning, coordination, liaison and administration required to support clinical placement and conditions of service travel for all trainees on courses within Medical Technician Wing at the ADF School of Health.

The position requires a good level of computer literacy and use of the Microsoft Office Suite of tools. Understanding of Defence travel policy guidelines is highly desirable.

Key duties include:

- Booking and monitoring of all clinical placement travel through official travel booking systems in accordance with Defence travel policies
- Providing mentoring and support to staff and trainees of travel administration including but not limited to assisting them in completing relevant documentation, forms and utilising online systems
- Responsibly reporting and being financially accountable directly to the ADFSH Operations Officer and Unit Resources Manager and the Officer Commanding of MTW

- Oversee JMED trainees' acquittal of trainee travel payments, including but not limited to entering expenses incurred during travel and matching invoice payments on the Defence expense management systems
- Utilise a number of systems including but not limited to basic pdf forms, Microsoft suite of applications, Army Capability Management System, Card Management System, Defence Housing online, PMKeyS, Corporate Travel Management and Enterprise Resource Planning
- Assist ADFSH OPS Cell and ALTC Finance Cell with future resources planning

## About our Team

Medical Technician Wing is responsible for the delivery of training to the Joint Medic. This position will directly liaise with Wodonga Institute of TAFE and the ADF to facilitate the coordination of clinical placement for ADF trainees completing their Diploma of Nursing. The workplace is a dynamic mix of senior civilian and military clinical instructors that are working towards producing the front-line clinical responders of the ADF.

## Our Ideal Candidate

The ideal candidate will have advanced computer literacy and will be able to engage effectively with external businesses to coordinate trainee travel bookings. The ideal candidate will be self-directed and have strong interpersonal skills.

## 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

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Guy Williams, 02 8108 6883                                                                                                                                              |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=30ABAF5D-B425-B712-8A39-E477C736324F">https://defencecareers.nga.net.au/?jati=30ABAF5D-B425-B712-8A39-E477C736324F</a> |

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## Defence

Vacancy VN-0765615

### Department of Defence

Closing Date: Sunday 04 January 2026

Guided Weapons and Explosive Ordnance  
GWEO Capability Development Division

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Strategic and International Policy Officer                                                                                                                                                          |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Brindabella Business Park ACT                                                                                                                                                                       |
| <b>Salary</b>                     | \$95,187 - \$108,734                                                                                                                                                                                |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.                                                                                   |
| <b>Classification</b>             | APS Level 6                                                                                                                                                                                         |
| <b>Position Number</b>            | GWEO/09637/25                                                                                                                                                                                       |
| <b>Agency Website</b>             |                                                                                                                                                                                                     |

**Job Description** <https://defencecareers.nga.net.au/?jati=AA7EDC87-D775-54C4-A88D-E47803F14504>

### Duties

### The Role

The Strategy and Plans Branch within Guided Weapons and Explosive Ordnance (GWEO) Group, within the Department of Defence, has APS6 vacancies in the Strategy and International Engagement team. You will be given the unique opportunity to work within a diverse team to deliver Australian Defence Force systems that are at the leading edge of Defence Capability.

The Strategy and International Engagement team consists of two main streams of work. The international engagement stream works closely with foreign governments and internal Defence stakeholders to manage GWEO Group's equities. The Strategy stream works closely with internal Defence and government stakeholders, and leads or has direct input to the development of key strategic documents and cabinet submissions. Both streams of work are integral to growing Australia's relatively modest defence industrial base for the manufacture, repair, and overhaul, of select weapons, which is a top priority of the Defence Strategic Review and 2024 Australian GWEO Plan.

You will spend your days:

- Working with team in the development, advocacy, prioritisation, implementation and review of Defence and strategic policies (domestic and international).
- Independently managing administrative arrangements of divisional representation at senior departmental or interdepartmental committees and international meetings.
- Developing in-depth knowledge of the role and functions of the GWEO enterprise and an understanding of how these relate to a wider Defence ecosystem.
- Proactively progressing tasks relating to the delivery of programs, projects and activities and/or international engagement activities, in conjunction with relevant stakeholders.
- Leading the drafting of briefing materials, policy and planning documents, reports, ministerial correspondence and other relevant documents, and understanding how broader geostrategic factors affect Defence and strategic policies.
- Building and sustaining positive relationships while working collaboratively with internal and external stakeholders on matters relating to policy development and implementation.

You will be responsible for engaging with stakeholders to identify and address issues, provide informed advice to support both team and Defence objectives, and contribute to team activities in alignment with the work plan. You will also offer guidance to team members on task completion methods.

**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 Strategy and International Engagement team is an integral part of GWEO Manufacturing Division within GWEO Group. The GWEO Group is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements.

We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one that directly reflects the needs and scope of Defence's varied operational requirements.

The Strategy and International Engagement team was established to develop the policy framework for the GWEO Group, advance GWEO objectives through international engagement and provide policy advice to government on the GWEO Program.

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

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

Other benefits include:

- 15.4% superannuation.
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study.
- Additional leave days between Christmas and New Year.
- Focus on work/life balance.
- Salary sacrifice opportunities.
- Complimentary parking at the office located at Brindabella Business Park.

## **Our Ideal Candidate**

Our ideal candidates will demonstrate:

- Leadership and Accountability - have accountability for tasks and decisions, and supports less experienced employees in achieving their goals through the provision of guidance and quality assurance.
- Stakeholder Engagement - be a clear communicator, and able to quickly build relationships, network, and interact well across all levels of the APS, Australian Defence Force and our industry partners.

- Planning and Organisation - contribute to the development of team objectives for short-term tasks and strategic planning for longer-term initiatives whilst managing time, resources, risk, people, and monitoring progress.
- Adaptability and responsiveness - accept new ideas, adapt to interpersonal styles, show sensitivity to different cultures or backgrounds and the ability to adapt to changing requirements and respond appropriately.
- Independence and make decisions using good judgement, expertise and knowledge, under limited guidance, and perform objective and systematic research and analysis, to draw accurate evidence based conclusions.

If you are someone who:

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

Then one of these roles are for you!

## Eligibility

### Security Clearance:

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

## Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. 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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The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

## To Apply

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|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Matt Troup, 02 5109 8463                                                                                                                                                |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=AA7EDC87-D775-54C4-A88D-E47803F14504">https://defencecareers.nga.net.au/?jati=AA7EDC87-D775-54C4-A88D-E47803F14504</a> |

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Health

Vacancy VN-0765638

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Sunday 21 December 2025

Office of Business Support Human Resources

|                            |                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Assistant Director Payroll Operations & DEI                                                                                                                                                         |
| Job Type                   | Full-Time, Ongoing                                                                                                                                                                                  |
| Location                   | Yallambie VIC                                                                                                                                                                                       |
| Salary                     | -                                                                                                                                                                                                   |
| Future Merit Locations     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| Office Arrangement         | Flexible                                                                                                                                                                                            |
| Office Arrangement Details | Flexible                                                                                                                                                                                            |
| Classification             | Executive Level 1                                                                                                                                                                                   |
| Position Number            | 13725                                                                                                                                                                                               |
| Agency Website             | <a href="https://www.arpsa.gov.au/">https://www.arpsa.gov.au/</a>                                                                                                                                   |

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.

Human Resources is responsible for driving the development and delivery of a range of strategic and operational human resource management functions. Working in partnership with ARPANSA's branches and offices, Human Resources provides services and advice on the Agency's employment framework, workplace relations, workforce and succession planning initiatives, workforce metrics and analysis, talent management, organisational design and classification management, as well as the payroll and recruitment activities.

### **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 be responsible for the management and day-to-day operation of the agency's payroll processing (including liaison with the outsourced payroll provider), and all associated contracts and administration required to action events across the full employee lifecycle. This key role is expected to provide expertise to ARPANSA managers and staff on all pay matters and enable and uplift self-service as appropriate. Specifically, this role is a key customer service interface with the agency, being the initial contact point for general employment related queries.

Additionally, this role leads the Diversity, Equity and Inclusion (DEI) program of work in the agency derived from the agency DEI Plan working with an Executive Sponsor and a key group of DEI advocates across the agency to deliver the plan. This role will also take an active role in updating relevant HR policies, systems and services to ensure alignment to the strategic priorities established by the agency and Government.

### **Key accountabilities**

- Plan, manage and lead the effective delivery of payroll processing, including liaison with the payroll service provider to ensure satisfactory compliance of service delivery and operational services of the agency's employment frameworks.
- Conduct regular reviews of our payroll system and processes and report on audit/quality control activities.
- Lead the contract review for the current Payroll provider (Aurion) to ensure a more sustainable arrangement for payroll processing post September 2026.

- Partner with managers and employees to provide expert advice on all payroll related matters in alignment with relevant legislation, policies, and the ARPANSA Enterprise Agreement.
- Prepare data and reporting for all payroll related surveys and auditing and for compliance purposes.
- Document and maintain best practice policies, processes and systems in support of all payroll and DEI matters in the agency.
- Build and sustain effective relationships both internally and with external stakeholders, including unions, professional associations, service providers and Government agencies to support the achievement of corporate and section goals.
- Refresh the DEI Agency Plan, using relevant data insights to ensure an intersectional approach to areas of DEI focus over the coming years with measurable outcomes.
- Drive the operational elements of the DEI Plan through consultation and participation with decision makers as required, including project-based activities.
- Lead and or contribute to key HR project work as required.

## **Eligibility**

To be considered for this position you must have:

- Tertiary qualifications and/or experience in leading the effective delivery of payroll processing, with experience with Aurion considered highly advantageous.
- Proven knowledge and extensive experience in successfully delivering contemporary human resource management services, strategic reporting, project implementation and employee relations activities within a corporate environment in the private or public sector.
- Sound understanding of the Commonwealth's legislative and policy frameworks and have the ability to interpret enterprise agreement conditions and apply them appropriately.
- Highly developed operational skills with a proven track record of promoting change management and being able to respond flexibly and promptly to organisational and branch and office requirements.
- Well developed stakeholder engagement, communication and negotiation skills and an ability to assist in the development of an effective, inclusive, consultative and high performing organisational culture across the section, office and ARPANSA.

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 comprehensive knowledge of pay-processing operations including the ability to manage an outsourced payroll arrangement;
2. In-depth knowledge and understanding of Commonwealth HRM legislative and policy frameworks and ability interpret, apply and advise on APS conditions of service;
3. Ability to report and undertake analysis of workforce data in a clear and concise manner to advise and influence strategic decisions, together with developed skills and experience in the use of technology including the suite of Microsoft Office programs, databases and electronic document management systems;
4. Demonstrated ability to meet strict deadlines and prioritise workloads including setting priorities for projects and delivering outcomes under limited direction;
5. Well-developed liaison and communication skills including the ability to impart information clearly and accurately to key stakeholders; and
6. Experience leading or significantly contributing towards a DEI program of work.

## 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 Guide Book 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        | Nicole Coultres, 03 9433 2416                                                                                                                                                                           |
| Agency Recruitment Site | <a href="https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI0NzA0ODExNDM">https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI0NzA0ODExNDM</a> |

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Industry, Science, Energy and  
Resources

Vacancy VN-0765640

Geoscience Australia

Closing Date:Sunday 14 December 2025

Corporate  
Human Resources Safety

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Manager, Safety                                                                                                                                                                                     |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Symonston ACT                                                                                                                                                                                       |
| <b>Salary</b>                     | \$117,669 - \$133,019                                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.                                                                          |
| <b>Classification</b>             | Executive Level 1                                                                                                                                                                                   |
| <b>Position Number</b>            | 19281                                                                                                                                                                                               |
| <b>Agency Website</b>             | <a href="http://www.ga.gov.au">www.ga.gov.au</a>                                                                                                                                                    |

## Job Description

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

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

## About us

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

## Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to 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.

We prioritise the health, safety, and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

At the core of everything we do is the safety of our people. Strengthening safety performance is central to our mission, and we are dedicated to creating a safe, healthy, and respectful workplace. This commitment includes embedding best-practice WHS systems aligned with Australian and international standards and fostering open consultation and collaboration across the organisation.

## **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 HR Safety Team is committed to strengthening workplace health, safety, and wellbeing across Geoscience Australia. Working together, we embed best-practice safety systems, governance, and culture, ensuring all staff can contribute to and benefit from a safe, healthy, and inclusive work environment.

As part of this team, the Governance and Strategy stream develops and maintains WHS governance systems, policies, and frameworks that align with legislative requirements and organisational goals. This stream plays a key role in monitoring, evaluating, and continuously improving WHS governance, ensuring Geoscience Australia remains proactive in managing safety risks and compliance.

## **Duties**

As the Safety Manager, you will lead initiatives to strengthen Geoscience Australia's safety culture, ensuring WHS strategies address psychosocial risks, workplace behaviours, and organisational safety engagement. Your leadership will drive proactive risk management, behavioural safety improvements, and shared responsibility for safety at all levels.

Reporting to the Director, Safety, you will oversee proactive psychosocial risk management initiatives and projects, collaborating with Business Partners, Health and Wellbeing, and Governance and Strategy colleagues, and develop initiatives that foster trust, accountability, and respect in workplace safety. Your work will drive proactive risk management and strategic cultural improvements that embed WHS as a core organisational value.

## **What you will do**

In this role you will:

- Shape and implement WHS culture focused initiatives and risk strategies, ensuring alignment with safety governance frameworks and broader organisational goals.
- Partner with the Manager, Safety Governance and Strategy to integrate psychosocial safety and cultural risk management into WHS governance systems.
- Collaborate with Business Partners and Health and Wellbeing to align cultural uplift initiatives with the organisation's safety risk profile, support development of operational tools to aid leaders and managers in assessing and monitoring psychosocial safety risks.
- Enable psychosocial risk management initiatives, ensuring proactive identification, mitigation, and proactive response to workplace risks.
- Monitor and analyse cultural and systemic safety risks, identifying trends and implementing strategies to enhance workplace safety behaviours.
- Develop engagement and education programs that foster a positive safety culture, trust, and accountability across the organisation.
- Provide high-level WHS advice on psychosocial hazards, workplace culture, and risk management, supporting managers and teams in fostering safe, inclusive environments.
- Ensure delivery of routine WHS compliance tasks and reporting requirements, embedding best practice governance approaches.
- Represent Geoscience Australia in external forums, advocating for safety leadership and governance excellence.

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

- Collaborate with HR colleagues to ensure WHS governance reflects cultural and psychosocial safety considerations.
- Lead culture and behavioural safety initiatives that drive meaningful change and workplace safety engagement.
- Anticipate and manage WHS cultural risks, embedding proactive solutions into governance strategies.
- Influence and guide managers and employees, building trust and embedding positive safety behaviours.
- Navigate complex workplace dynamics, fostering a respectful, inclusive, and psychologically safe culture.
- Stay adaptable and resilient in an evolving safety landscape, supporting the organisation in managing emerging risks.

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

- Expertise in workplace culture, behavioural safety, and psychosocial risk management.
- Strong understanding of WHS governance, psychological safety frameworks, and organisational risk management.
- Experience leading cultural change initiatives, particularly in safety and risk contexts.
- Demonstrated ability to influence and engage stakeholders, including senior leaders, managers, and employees.
- Strong analytical and problem-solving skills, with experience in monitoring and evaluating safety culture programs.
- Tertiary qualifications in WHS, Organisational Psychology, Human Resources, or a related discipline, or equivalent experience, are highly desirable.

## To Apply

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

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

If you have any questions regarding the role, please contact Paul Horton on 0473 029 980 or email [Paul.Horton@ga.gov.au](mailto:Paul.Horton@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 Human Resources on (02) 6249 9777 or email [recruitment@ga.gov.au](mailto: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        | Paul Horton, 0473 029 980                                                                                                 |
| Agency Recruitment Site | <a href="https://www.ga.gov.au/about/careers/current-vacancies">https://www.ga.gov.au/about/careers/current-vacancies</a> |

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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0765508

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 January 2026

Air Navigation, Transformation & Risk  
Safety, Risk and Intelligence

|                                   |                                                                                                             |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Safety Analyst                                                                                              |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                          |
| <b>Location</b>                   | Brisbane QLD                                                                                                |
| <b>Salary</b>                     | \$107,474 - \$117,914                                                                                       |
| <b>Future Merit Locations</b>     | Brisbane                                                                                                    |
| <b>Office Arrangement</b>         | Hybrid                                                                                                      |
| <b>Office Arrangement Details</b> | Candidate may work from home averaging up to 50% of their working hours' in the Office Arrangement details. |
| <b>Classification</b>             | APS Level 6                                                                                                 |
| <b>Position Number</b>            | 3064                                                                                                        |
| <b>Agency Website</b>             | <a href="https://www.casa.gov.au/about-us/careers-casa">https://www.casa.gov.au/about-us/careers-casa</a>   |

## Job Description

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

## About the opportunity

The Safety Analyst role forms part of the Safety, Risk, and Intelligence Branch. It requires high levels of autonomy, judgement, and initiative to undertake analytical tasks that contribute towards CASA's evidence-based decision-making processes.

The Safety Analyst reports to the Section Manager Safety Intelligence & Analysis and is responsible for analysing and converting data into valuable intelligence. The role will be required to conduct analytical tasks, produce in-depth reports, and provide key insights using contemporary analytical tools. The successful candidate will have the ability to demonstrate their analytical skills based on rich and diverse aviation related data collected through various avenues.

## Key Responsibilities

The Safety Analyst is responsible for the following deliverables, which represent an ongoing body of work:

- Perform complex data analysis tasks conducted to identify potential safety issues based on discovered data trends, patterns, themes, and emerging risks.

- Prepare papers, briefings and reports incorporating statistical techniques, methods and/or models to discover notable relationships or significant changes in safety data from a variety of sources through contemporary analytical tools.
- Design, develop and publish self-serve reports and dashboards using data visualization tools such as Power BI for regular business area consumption.
- Produce and deliver presentations to share and communicate analytical findings to a variety of internal or external stakeholders at forums, meetings, or conferences.
- Communicate and make balanced recommendations using professional judgement, evaluating ambiguous and incomplete information, factoring in risks and being sensitive to the context.
- Engage, liaise and work proactively with internal and external stakeholders to collect, analyse and share safety data and information.
- Propose and facilitate innovative initiatives that contribute to improve analytical processes, methods, and tools to increase efficiency, accuracy, and data quality.
- Lead, manage, and coordinate key projects, research tasks and team deliverables.
- Review analytical briefs, research papers, self-serve reports and associated code used for extraction/analysis, with the ability to provide validation and constructive feedback.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with the CASA values and behaviours.
- Work supportively and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.
- Other duties as required.

## **Duties**

### **Our ideal candidate**

Ideal candidates for this role are data-minded leaders that possess proficient analytical and problem-solving capabilities. You will have the ability to use technical skills to analyse data, apply statistical analysis techniques, and present complex information in an effective manner that leads to valuable intelligence.

You will be able to work collaboratively with others and build productive relationships with a wide range of internal and external stakeholders. Our ideal candidate for this role will have:

- Proficient analysis skills with the ability to explore data patterns and trends to identify aviation safety issues and make effective findings using statistical methods & critical thinking abilities.
- Strong problem-solving skills including the ability to manipulate and manage data to inform effective decision making.
- Knowledge and experience in the use and application of contemporary analytical tools and programming languages (eg Power BI, SQL, R, Python).

- Demonstrated experience in conducting detailed analysis through technical skills and stakeholder engagement relationships.
- Excellent written and verbal communication skills with the ability to present data and information effectively in a complex technical environment and to a broad audience.
- Demonstrated experience in managing deadlines and working cooperatively with a broad range of stakeholders.
- Tertiary or similar qualifications in data analytics, data science, statistics, mathematics, or other relevant fields.

## **Eligibility**

### **Eligibility Requirements**

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

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australian citizen.

## **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**

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"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 input and ideas of others.

## **To Apply**

---

|                         |                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------|
| Position Contact        | Yosef Zamora, 07 3144 7363                                                                                |
| Agency Recruitment Site | <a href="https://www.casa.gov.au/about-us/careers-casa">https://www.casa.gov.au/about-us/careers-casa</a> |

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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0765511

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 January 2026

Air Navigation, Transformation & Risk  
Safety, Risk and Intelligence

|                            |                                                                                                             |
|----------------------------|-------------------------------------------------------------------------------------------------------------|
| Job Title                  | Safety Analyst - Aboriginal and/or Torres Strait Islander and/or Disability                                 |
| Job Type                   | Full-Time, Ongoing                                                                                          |
| Location                   | Brisbane QLD                                                                                                |
| Salary                     | \$107,477 - \$117,914                                                                                       |
| Future Merit Locations     | Brisbane                                                                                                    |
| Office Arrangement         | Hybrid                                                                                                      |
| Office Arrangement Details | Candidate may work from home averaging up to 50% of their working hours' in the Office Arrangement details. |
| Classification             | APS Level 6                                                                                                 |
| Position Number            | 3064                                                                                                        |
| Agency Website             | <a href="https://www.casa.gov.au/about-us/careers-casa">https://www.casa.gov.au/about-us/careers-casa</a>   |

Job Description

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

About the opportunity

The Safety Analyst role forms part of the Safety, Risk, and Intelligence Branch. It requires high levels of autonomy, judgement, and initiative to undertake analytical tasks that contribute towards CASA's evidence-based decision-making processes.

The Safety Analyst reports to the Section Manager Safety Intelligence & Analysis and is responsible for analysing and converting data into valuable intelligence. The role will be required to conduct analytical tasks, produce in-depth reports, and provide key insights using contemporary analytical tools. The successful candidate will have the ability to demonstrate their analytical skills based on rich and diverse aviation related data collected through various avenues.

## **Key Responsibilities**

The Safety Analyst is responsible for the following deliverables, which represent an ongoing body of work:

- Perform complex data analysis tasks conducted to identify potential safety issues based on discovered data trends, patterns, themes, and emerging risks.
- Prepare papers, briefings and reports incorporating statistical techniques, methods and/or models to discover notable relationships or significant changes in safety data from a variety of sources through contemporary analytical tools.
- Design, develop and publish self-serve reports and dashboards using data visualization tools such as Power BI for regular business area consumption.
- Produce and deliver presentations to share and communicate analytical findings to a variety of internal or external stakeholders at forums, meetings, or conferences.
- Communicate and make balanced recommendations using professional judgement, evaluating ambiguous and incomplete information, factoring in risks and being sensitive to the context.
- Engage, liaise and work proactively with internal and external stakeholders to collect, analyse and share safety data and information.
- Propose and facilitate innovative initiatives that contribute to improve analytical processes, methods, and tools to increase efficiency, accuracy, and data quality.
- Lead, manage, and coordinate key projects, research tasks and team deliverables.
- Review analytical briefs, research papers, self-serve reports and associated code used for extraction/analysis, with the ability to provide validation and constructive feedback.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with the CASA values and behaviours.
- Work supportively and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.
- Other duties as required.

## **Duties**

### **Our ideal candidate**

Ideal candidates for this role are data-minded leaders that possess proficient analytical and problem-solving capabilities. You will have the ability to use technical skills to analyse data, apply statistical analysis techniques, and present complex information in an effective manner that leads to valuable intelligence.

You will be able to work collaboratively with others and build productive relationships with a wide range of internal and external stakeholders. Our ideal candidate for this role will have:

- Proficient analysis skills with the ability to explore data patterns and trends to identify aviation safety issues and make effective findings using statistical methods & critical thinking abilities.
- Strong problem-solving skills including the ability to manipulate and manage data to inform effective decision making.
- Knowledge and experience in the use and application of contemporary analytical tools and programming languages (eg Power BI, SQL, R, Python).
- Demonstrated experience in conducting detailed analysis through technical skills and stakeholder engagement relationships.
- Excellent written and verbal communication skills with the ability to present data and information effectively in a complex technical environment and to a broad audience.
- Demonstrated experience in managing deadlines and working cooperatively with a broad range of stakeholders.
- Tertiary or similar qualifications in data analytics, data science, statistics, mathematics, or other relevant fields.

## **Eligibility**

### **Eligibility Requirements**

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

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australian citizen.

## **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        | Yosef Zamora, 07 3144 7363                                                                                |
| Agency Recruitment Site | <a href="https://www.casa.gov.au/about-us/careers-casa">https://www.casa.gov.au/about-us/careers-casa</a> |

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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0765631

|                                   |                                                                                             |
|-----------------------------------|---------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | EL2 - Director, Various Branch, Communications and Media Group                              |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                          |
| <b>Location</b>                   | Canberra ACT                                                                                |
| <b>Salary</b>                     | \$144,716 - \$173,095                                                                       |
| <b>Future Merit Locations</b>     | Canberra                                                                                    |
| <b>Office Arrangement</b>         | Flexible                                                                                    |
| <b>Office Arrangement Details</b> | Flexible working arrangements can be negotiated in accordance with the department's 2024 EA |
| <b>Classification</b>             | Executive Level 2                                                                           |
| <b>Position Number</b>            | 47332                                                                                       |
| <b>Agency Website</b>             | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a>         |

## Job Description

<https://www.infrastructure.gov.au/department/careers>

## The opportunity we have available

## About the Communications and Media Group

The Group is the lead advisor to the Australian Government on communications and media matters. We support the Government to promote economic growth and social benefits by helping all Australians realise the opportunities of digital technologies and communication and media services. Our aim is to create an environment in which all Australians have access to high quality communications and media services. This helps support access to education, employment and other essential services, providing opportunities for improving social cohesion and economic productivity.

We are responsible for broadband, telecommunications, media and digital platform industry policy, providing advice on the Australian market as well as international developments. We advise on communications infrastructure investment and consumer policy, radiocommunications policy, online safety, as well as provide oversight of the Government's shareholding interests in Australia Post and the National Broadband Network.

The Group is a dynamic workplace, and supports flexible working arrangements. Managers work with staff to structure a work week that suits both the employee and their team to achieve common objectives. It has an inclusive and enjoyable workplace culture, and leads on government engagement with industry and other stakeholders, including telecommunications companies, regulators and ombudsmen, both in Australia and overseas.

## **Duties**

### **What will you do?**

Are you ready to take the next step in your career? We are looking for highly motivated Directors (EL2) in the Communications and Media Group. There are four Divisions in the Group providing advice on communications infrastructure, communications services and consumer matters, media policy as well as digital platforms, online safety and Australia's media classification scheme. As a Director in the Group, you will report to the Assistant Secretary in one of these divisions, to:

- Provide advice on communications and media policy, ranging from broadcasting to social media and from radiocommunications to digital inclusion, depending on the division
- Collaborate with colleagues across the Group to pursue strategic opportunities, such as understanding and responding to the emergence of new communications and digital technologies
- Engage with external stakeholders to better inform advice and policy direction, including government business enterprises such as the National Broadband Network and Australia Post
- Support for the Minister to provide strategic policy guidance to portfolio agencies such as the Australian Communications and Media Authority
- Develop your team's skills and knowledge and provide them the support and resources to successfully deliver on your work responsibilities
- Some roles may require occasional international travel

### **Who are we looking for?**

To be a successful applicant you should demonstrate your capability against the Executive level 2 Work level standards and identify your experience in the following areas:

- The ability to evaluate complex information to make connections and sound decisions while exercising good judgement

- The ability to communicate effectively, both written and verbal, to deliver information in a variety of formats for a range of audiences, including to represent Australia internationally
- The provision of formal advice to the Executive and Government, such as Cabinet submissions and proposals for new policies and programs
- The development of project plans, tapping into expertise and resources, and being creative in your thinking to get good outcomes
- The ability to manage challenges, especially when dealing with more complex policy issues
- The ability to develop good relationships and leverage technical expertise from across government, industry and key stakeholders including international allies.
- Being responsive to priority work while considering longer-term impacts and outcomes.
- The ability to lead and mentor a team with significant responsibilities delegated to team members
- The willingness to guide the achievement of team outcomes, monitor team progress and follow through to delivery
- A willingness to continue to learn, develop, and foster an environment for team members to do the same.

International travel may be required for at least one of the roles.

We look forward to hearing from you and are excited to help you further develop and expand your skills and progress your future career goals.

We encourage candidates from diverse backgrounds

## Eligibility

### Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline and Negative Vetting 1 clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must satisfactorily complete an Australian Federal Police criminal history check.

- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTIQ+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

|                         |                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Jason Ashurt, 0438403802                                                                                                |
| Agency Recruitment Site | <a href="https://www.infrastructure.gov.au/department/careers">https://www.infrastructure.gov.au/department/careers</a> |

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765614

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Assistant Director, Aboriginal and Torres Strait Islander Engagement                                                                                                                                |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Darwin NT                                                                                                                                                                                           |
| <b>Salary</b>                     | \$119,189 - \$128,279                                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | On Site                                                                                                                                                                                             |
| <b>Office Arrangement Details</b> | Due to the nature of the role, you will be required to work most days on site at our Darwin office.                                                                                                 |
| <b>Classification</b>             | Executive Level 1                                                                                                                                                                                   |
| <b>Position Number</b>            | 50602                                                                                                                                                                                               |
| <b>Agency Website</b>             | <a href="https://www.naa.gov.au/about-us/our-organisation">https://www.naa.gov.au/about-us/our-organisation</a>                                                                                     |

## Job Description

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

Do you have a passion for Aboriginal and Torres Strait Islander histories and cultures?

Do you want to work in a dedicated, passionate team leading and contributing to embedding a First Nations perspective into the implementation activities for Strategy 2025-2030 and creating welcoming and respectful engagement experiences and services for Aboriginal and Torres Strait Islander peoples?

If so, we want you to join our team!

The Access and Public Engagement Branch is the public face of National Archives of Australia, delivering reference, description and research services, examination of records for release in the open period, exhibition, education and public programs, 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.

Aboriginal and Torres Strait Islander Engagement is responsible for the strategic and operational implementation of National Archives' Aboriginal and Torres Strait Islander initiatives working with business areas across the organisation delivering related functions, policies and activities including collection management, agency engagement and access and public engagement onsite, offsite and online - to enable Aboriginal and Torres Strait Islander peoples to connect to and access the national archival collection, archival services, and employment.

The Assistant Director Aboriginal and Torres Strait Islander Engagement role is based in the Northern Territory Office.

## **Duties**

Under broad direction the main duties of the role are to:

- Lead and contribute to embedding a First Nations perspective into the implementation activities for Strategy 2025-2030. This includes undertaking research and consulting with internal and external stakeholders on improving collection management practice for Aboriginal and Torres Strait Islander records.
- Collaboratively develop and deliver the strategic direction of the Aboriginal and Torres Strait Islander Engagement section.
- Build staff capability and competency when working with Aboriginal and Torres Strait Islander peoples and collections.
- Work collaboratively with the Manager, Northern Territory to support staff to deliver National Archives' services and programs, external engagement activities and the daily operations of the NT office.
- Provide expert and culturally appropriate advice, manage complex or sensitive projects, issues and risks, and make decisions relating to National Archives' engagement with Aboriginal and Torres Strait Islander peoples, groups, and organisations.
- Analyse, research, and answer complex reference and access requests relating to records in the national archival collection.
- Represent the National Archives, build and maintain productive and professional relationships with internal and external stakeholders at meetings and deliver a high standard of customer service.
- Implement, promote and work in accordance with the National Archives' Strategy 2025–2030: Evolving National Archives, Our Values, and change agenda.
- 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.

Relevant tertiary qualifications, experience in administration and project management, archives or cultural heritage collection related fields and/or membership or eligibility for membership of relevant professional associations are desirable, but not necessary.

In the absence of formal qualifications, applied knowledge and understanding of Aboriginal and Torres Strait Islander peoples and history and evidence of skills, knowledge and equivalent experience relevant to the role are desirable.

Candidates are required to understand issues affecting Aboriginal and Torres Strait Islander peoples and have effective culturally appropriate engagement and communication skills.

## Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to obtain and maintain a security clearance at a NV1 clearance level.

The filling of this vacancy is intended to constitute an affirmative measure under subsection 8(1) of the Racial Discrimination Act 1975' and as such is only available to Aboriginal and/or Torres Strait people.

## 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 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

|                                |                                                                                                 |
|--------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Kylie Moloney, 02 6212 3441                                                                     |
| <b>Agency Recruitment Site</b> | <a href="http://careers.naa.gov.au/cw/en/listing/">http://careers.naa.gov.au/cw/en/listing/</a> |

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## Treasury

Vacancy VN-0765600

### Australian Bureau of Statistics

Closing Date: Sunday 14 December 2025

Census Field Operations

|                            |                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------|
| Job Title                  | Census Workforce Support Team Leaders / Officers                                                    |
| Job Type                   | Full-Time, Non-Ongoing                                                                              |
| Location                   | Belconnen ACT, Perth WA                                                                             |
| Salary                     | \$75,746 - \$95,705                                                                                 |
| Future Merit Locations     | Belconnen, Perth                                                                                    |
| 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 4; APS Level 5                                                                            |
| Position Number            | 25/Census_WST_APS4_5                                                                                |
| Agency Website             | <a href="https://www.abs.gov.au/">https://www.abs.gov.au/</a>                                       |

### Job Description

<https://abs.nga.net.au/?jati=E6349251-B608-1D35-5660-E477CA8FA311>

The Australian Bureau of Statistics (ABS) is recruiting several staff to join the **Census Workforce Support Team** for the 2026 Census of Population and Housing, with non-ongoing (temporary) contracts from March 2026 to October 2026.

### Duties

**Census Workforce Support Team Leaders (APS 5)** will manage a team of agents responsible for providing high quality, frontline assistance which may include resolving queries relating to application assistance and operational procedures.

Team Leaders will support their team to be successful through training, coaching and performance feedback. They will contribute to the setting of work priorities and encourage best practices through leadership by example.

The key duties and responsibilities of a Census Workforce Support Team Leader (APS 5) are to:

- ensure operations are conducted with the wellbeing and safety of your team front of mind
- lead a team of agents to provide exceptional customer service to a wide variety of stakeholders
- encourage the development of supervised team members through coaching, identifying training needs and monitoring performance
- liaise with internal and external stakeholders to support positive business outcomes
- identify areas of opportunity to improve service levels through analysis of real-time data
- assist in the management of daily call centre operations and with a focus on quality assurance and issues resolution
- support the implementation of changes to improve procedures or processes during operations
- manage and resolve more complex issues and customer enquiries
- identify and raise issues and emerging crises that require a timely resolution.

**Census Workforce Support Officers (APS 4)** will provide high quality, frontline assistance which may include resolving queries relating to application support, technical and operational procedures in a dynamic call centre environment. They will contribute to ideas and identify areas of opportunity for improvement.

The key duties and responsibilities of a Census Workforce Support Officer (APS 4) are to:

- ensure operations are conducted with the wellbeing and safety of your team front of mind
- provide exceptional customer service through multiple communication channels
- assess and use judgement to determine customer needs and requirements, and where appropriate refer them to relevant information
- identify areas of opportunity to improve service levels and contribute to the resolution of issues and problems
- review operating procedures to ensure all work is carried out meets quality standards
- build and sustain positive relationships with team members and actively participate in teamwork and group activities
- build and maintain relationships with stakeholders.

### **What we are looking for**

To be suitable for the role of **Census Workforce Support Team Leader (APS 5)**, you should have most or all of the following skills, qualities, and experience:

- experience leading teams in a customer service or call centre environment
- ability to assist staff development through training, coaching and providing feedback
- customer focus and committed to providing effective and responsive services to clients
- strong written, verbal and phone communication skills
- good attention to detail and ability to manage competing priorities
- strong analytical skills to identify risks and contribute to solutions
- ability to communicate, liaise and maintain relationships with stakeholders.

To be suitable for the role of **Census Workforce Support Officer (APS 4)**, you should have most or all of the following skills, qualities, and experience:

- customer focus and committed to providing effective and responsive support
- good teamwork skills with an optimistic, flexible attitude which promotes a positive workplace culture
- strong written, verbal and phone communication skills
- good analytical skills to identify opportunities and contribute to solutions
- high attention to detail with accurate data entry skills
- demonstrated ability to contribute to and support change in the workplace.

## Eligibility

You must be an Australian citizen to be eligible to apply.

## Notes

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 400 words) providing examples of how you have demonstrated the skills and qualities required for the role.

Note: if you wish to apply for both roles, you will only need to submit one statement, pitched at the APS 5 level for the Workforce Support Team Leader 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

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|                         |                                                                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Kylie Bucat, (02) 6252 5153                                                                                                                       |
| Agency Recruitment Site | <a href="https://abs.nga.net.au/?jati=E6349251-B608-1D35-5660-E477CA8FA311">https://abs.nga.net.au/?jati=E6349251-B608-1D35-5660-E477CA8FA311</a> |

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Treasury

Vacancy VN-0765616

Australian Securities and Investments Commission

Closing Date:Wednesday 17 December 2025

|                            |                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------|
| Job Title                  | Senior Manager - Health, Safety & Wellbeing                                                         |
| Job Type                   | Full-Time, Ongoing                                                                                  |
| Location                   | Sydney NSW, Melbourne VIC, Canberra ACT, Perth WA, Brisbane QLD                                     |
| Salary                     | -                                                                                                   |
| Future Merit Locations     | Sydney, Melbourne, Canberra, Perth, Brisbane                                                        |
| Office Arrangement         | Flexible                                                                                            |
| Office Arrangement Details | Hybrid                                                                                              |
| Classification             | Executive Level 2                                                                                   |
| Position Number            | 1897339                                                                                             |
| Agency Website             | <a href="https://asic.gov.au/about-asic/what-we-do/">https://asic.gov.au/about-asic/what-we-do/</a> |

## Job Description

[https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in\\_organid=16529&in\\_jnCounter=226422024](https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226422024)

## 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.

As ASICs **Senior Manager - Health, Safety & Wellbeing**, you'll set the strategy, partner with leaders and deliver bestpractice initiatives that keep our people safe - physically and psychologically, while reducing risk and elevating organisational wellbeing.

- Location – Sydney, Melbourne, Brisbane, Canberra or Perth
- Salary starting from \$152,074 (depending on experience) plus 15.4% superannuation
- Permanent role
- Applications close at 11:59pm AEST Wednesday, 17 December 2025

## The team

People & Culture (P&C) is responsible for delivering people initiatives that are aligned with business strategy across the full employee lifecycle. The team delivers robust people strategies and services that support leaders and employees during their careers with ASIC.

## The role

As a **Senior Manager - Health, Safety & Wellbeing**, you will:

- Provide expert advice on WHS performance, workers' compensation, injury management and compliance.
- Develop and oversee ASIC's WHS strategy, systems and procedures.
- Maintain and enhance the WHS management system, guiding leaders on legislative responsibilities.
- Drive proactive injury prevention, return-to-work plans and risk management.
- Analyse and report WHS metrics to inform decision-making.
- Reduce risk through targeted education and awareness programmes.
- Stay current with WHS legislation and best practice.
- Benchmark and apply insights on early intervention and employee wellbeing.
- Lead and manage WHS Advisers, ensuring alignment with ASIC values and behaviours.
- Conduct risk assessments, investigate incidents and implement corrective actions.
- Collaborate across P&C to deliver strategic priorities and initiatives.
- Demonstrate strong leadership to achieve team and organisational goals.
- Ensure compliance with ASIC's WHS Policy and maintain a safe workplace.

## About you

In addition, you will have:

- Bachelor's degree in Work Health and Safety or relevant field.
- Specialist knowledge and experience with WHS legislation and standards.
- The demonstrated ability to inspire a sense of purpose and direction. Lead and coach a small team, demonstrating inclusive team practices and an ability to deliver outcomes through others.
- The demonstrated ability to think critically when extracting and interpreting information; mine and analyse data to connect patterns and identify trends and risks; think laterally about issues to produce effective strategies and solutions.
- The demonstrated ability to adapt quickly and effectively to new requirements and situations, showing initiative to take action to remain abreast of new trends and developments; an ability to learn from past experience and apply learning to perform future tasks successfully.
- The demonstrated ability to apply different technologies to gather and process information efficiently and effectively; understand the communication and technological systems used by ASIC and the industry and apply that understanding to produce effective registry strategies and solutions.
- The demonstrated ability to build, maintain and utilise networks and relationships within ASIC and across domestic and international stakeholders and regulatory bodies. An ability to effectively communicate with stakeholders.

**View the position description for more information or click 'apply' to start your application. Applications close at 11:59pm AEST Wednesday, 17 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        | Zaynah Dastoor, 0435 700 074                                                                                                                                                                                                |
| Agency Recruitment Site | <a href="https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&amp;in_jnCounter=2">https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&amp;in_jnCounter=2</a> |

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

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies