



**Australian Government**

**Commonwealth of Australia  
APSJobs - Vacancies Daily  
PS48 Daily Gazette Tuesday - 28 November  
2023.pdf**

Published by Commonwealth of Australia

**APSJobs - Vacancies Daily**

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS48 Weekly Gazette Thursday - 30 November 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS48 Weekly Gazette Thursday - 30 November 2023.pdf.

**Gazette Lodgement Inquiries**

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## Vacancies

Vacancy VN-0733828

### Australian Charities and Not-for-profits Commission (ACNC)

Closing Date: Thursday 07 December 2023

Australian Charities and Not-for-profits Commission  
Various teams

|                        |                                                                              |
|------------------------|------------------------------------------------------------------------------|
| <b>Job Title</b>       | Australian Charities and Not-for-profits Commission Charity Services Officer |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                     |
| <b>Location</b>        | Melbourne VIC                                                                |
| <b>Salary</b>          | \$75,279 - \$81,703                                                          |
| <b>Classification</b>  | APS Level 4                                                                  |
| <b>Position Number</b> | EXT_ACNC_1338_23                                                             |
| <b>Agency Website</b>  | <a href="https://www.acnc.gov.au/about">https://www.acnc.gov.au/about</a>    |

### Job Description

<https://ato.nga.net.au/?jati=83A0A643-D364-D945-19B9-D23413B2FB96>

### Duties

We are seeking motivated individuals to join the Australian Charities and Not-for-Profits Commission.

As a Charity Services Officer, you'll provide a range of customer focused services, supporting charities, stakeholders and the public to assist in meeting their obligations. You'll translate complex advice and information into clear and concise language.

You will undertake administrative and operational tasks that may be related to basic legal research, analysis of documents and reviewing and processing applications. You'll provide guidance to various stakeholders across multiple communication channels to resolve issues.

### Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

## About the Australian Charities and Not-for-profits Commission (ACNC)

We determine whether an organisation meets the legal definition of charity and we work to ensure charities understand and meet their obligations by providing guidance and support. Located in Melbourne CBD, we are proud to have a diverse workforce that understands our vision and purpose and is made up of people who are committed to achieving our Corporate Priorities. We work hard to attract and retain talented staff. We promote a people centred culture that models our values and understands our vision and purpose. You may be required to undergo integrity checks during the course of your engagement with the ACNC. Find out more information about us on our website <https://www.acnc.gov.au/about>.

## To Apply

|                                |                                                                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Megan Bright, (03) 8601 9206                                                                                                                      |
| <b>Agency Recruitment Site</b> | <a href="https://ato.nga.net.au/?jati=83A0A643-D364-D945-19B9-D23413B2FB96">https://ato.nga.net.au/?jati=83A0A643-D364-D945-19B9-D23413B2FB96</a> |

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Vacancy VN-0733961

## Australian Electoral Commission

Closing Date: Tuesday 12 December 2023

Electoral Integrity & Operations Group  
Queensland Operations Central Queensland Area

|                        |                                                               |
|------------------------|---------------------------------------------------------------|
| <b>Job Title</b>       | Assistant Team Leader, Rockhampton                            |
| <b>Job Type</b>        | Full-Time, Ongoing                                            |
| <b>Location</b>        | Rockhampton QLD                                               |
| <b>Salary</b>          | \$79,169 - \$86,763                                           |
| <b>Classification</b>  | APS Level 5                                                   |
| <b>Position Number</b> | 2023-345 10960                                                |
| <b>Agency Website</b>  | <a href="https://www.aec.gov.au/">https://www.aec.gov.au/</a> |

## Job Description

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

An exciting opportunity exists to join a small high performing team that supports, prepares, and delivers federal events, and manages business as usual administration, governance, and project work for two Federal electoral divisions in Queensland. The team is based in the Rockhampton office and responsible for large scale state-based project delivery for electoral events.

Reporting to an APS6 Team Leader, you will be an active participant in the broader Queensland leadership team, modelling exceptional behaviours and contributing to our culture, business planning and deliverables.

During the delivery of events, staffing levels rapidly expand to help manage greatly increased workloads. The team is fast-paced, dynamic, multifaceted, and project orientated.

Our leaders are committed to learning and self-development, and responsible for building the technical capability and fostering the career development of their employees. They value collaboration and working together to ensure delivery of seamless electoral services.

## Duties

As an Assistant Team Leader, you will be responsible for planning and delivering major logistical events, setting expectations for the broader team, and preparing complex correspondence, reports and reviews.

This role's primary functions include managing and supporting all aspects of large-scale projects, managing a small team, which expands in size considerably during an event, and collaborating and communicating with key stakeholders.

During a federal event, you will act as an APS6 Divisional Returning Officer for one of Queensland's thirty electoral divisions. In this role, the Divisional Returning Officer's primary responsibility is to deliver the election in their prescribed electorate.

To excel you'll have:

- An agile attitude that is flexible, positive, innovative, motivated, and resilient.
- Demonstrated experience to meet immutable deadlines in a high performing environment.
- A willingness to support the team, remain positive and respond to pressure in a calm manner, while committing energy and drive to see that goals are achieved.
- Effective communication skills to collaborate and negotiate with team members, business areas and external stakeholders at all levels of seniority.
- Experience in successfully setting priorities and contributing to the delivery of medium to large sized projects and programs.

## Eligibility

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

## Notes

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

## About the Australian Electoral Commission

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The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC's statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent

requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

## To Apply

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|                                |                                                                                                             |
|--------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Kath Bolt, (07) 3159 3623                                                                                   |
| <b>Agency Recruitment Site</b> | <a href="https://candidate.aurion.cloud/aec/production/">https://candidate.aurion.cloud/aec/production/</a> |

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Vacancy VN-0734008

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## Defence Housing Australia

Closing Date: Tuesday 12 December 2023

Business Solutions & Technology  
Technology Program

|                        |                                                               |
|------------------------|---------------------------------------------------------------|
| <b>Job Title</b>       | Business Analyst                                              |
| <b>Job Type</b>        | Full-Time, Ongoing                                            |
| <b>Location</b>        | Canberra ACT                                                  |
| <b>Salary</b>          | \$93,834 - \$107,874                                          |
| <b>Classification</b>  | APS Level 6                                                   |
| <b>Position Number</b> | 493183                                                        |
| <b>Agency Website</b>  | <a href="https://www.dha.gov.au/">https://www.dha.gov.au/</a> |

## Job Description

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

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Business Solutions and Technology is responsible for all software related business analysis, business solutions, software development, IT Services, Infrastructure and Cyber Security. We deliver business as usual activities and innovation driven initiatives that provide efficiencies to the broader organisation. The BS&T team supports project management, business contract fulfilment, staff development, productivity increases and enhanced customer service.

## Duties

As part of this role your responsibilities will include analysis, design and specification of new and existing IT systems to support the business using appropriate standards, methodologies and toolsets. The role will provide expert advice and assistance to system users, investigate complex issues and determine business impact and recommend solutions.

Our ideal candidate will have:

- Excellent presentation, verbal communication, workshop facilitation and writing skills.
- Proven experience in business analysis, human-centered design and the ability to apply critical thinking to deconstruct problems.
- A strong ability to apply structure business analysis deliverables, tools and techniques such as high level and detailed requirements, map business process, user stories, use cases, conceptualise information and construct visual models.
- Proven experience in requirement gathering and development of acceptance criteria and functional specifications with the ability to apply knowledge of business systems and translate business needs into technical requirements.
- Demonstrated experience in the continuous improvement of business processes and procedures.

For further information regarding this role please refer to the Position Description within Defence Housing Australia's careers site. **Eligibility**

The remuneration package includes a base salary and funded 15.4% superannuation. Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

## Notes

**Order of Merit:** Any merit pools established from this merit-based process will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

**How to apply:** For further information including position description please visit <https://careers.dha.gov.au/>

**\*A 500-word one page pitch is required to apply for this role.**

**Applications Close:** AEST 11:55pm Tuesday 12 December 2023.

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

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

## About the Defence Housing Australia

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

## To Apply

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|                         |                                                                       |
|-------------------------|-----------------------------------------------------------------------|
| Position Contact        | Shaun Cordell, 02 6268 3711                                           |
| Agency Recruitment Site | <a href="https://careers.dha.gov.au/">https://careers.dha.gov.au/</a> |

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Vacancy VN-0734012

## Defence Housing Australia

Closing Date: Tuesday 12 December 2023

Business Solutions & Technology  
Technology Program

|                 |                                                               |
|-----------------|---------------------------------------------------------------|
| Job Title       | IT Client Services Team Leader                                |
| Job Type        | Full-Time, Ongoing                                            |
| Location        | Canberra ACT                                                  |
| Salary          | \$93,834 - \$107,874                                          |
| Classification  | APS Level 6                                                   |
| Position Number | 493186                                                        |
| Agency Website  | <a href="https://www.dha.gov.au/">https://www.dha.gov.au/</a> |

## Job Description

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

The Business Solution and Technology (BS&T) Division provide technology and solutions across business analysis, architecture and integration, software development, software provision and support, data provisioning and reporting, telephony and networks, technical support, infrastructure and cyber security. We partner with the business to deliver a suite of initiatives that provide efficiencies to the broader organisation.

## Duties

This position reports to the IT Client Services Manager within the Business Solutions and Technology (BS&T) group. BS&T works at a national level within the Service Delivery Support portfolio at Defence Housing Australia. BS&T is responsible for all software related analysis, solutions, software development, telephony, IT services, infrastructure and cyber security.

Our ideal candidate will have:

- Experience in leading small ICT service delivery teams, focusing on positive outcomes, providing technical leadership and contributing to the coaching of team members and their professional development.
- A strong customer service focus with the ability to maintain service delivery standards, not just within IT Client Services teams, but also within your broader sphere of influence.

- The ability to manage competing priorities, including experience in the management of ICT specific projects and business as usual.
- A strong understanding of ITSM processes and procedures and contribute to their continuous improvement.
- Experience managing desktop and mobile assets as well as software licenses.
- The ability to undertake root cause analysis and resolve complex desktop and application related issues.
- The ability to work with key stakeholders to manage and prioritise existing issues.
- Well-developed oral and written communication skills, analytical and conceptual skills including demonstrated experience in managing and resolving issues in a technical environment.

For further information regarding this role please refer to the Position Description within Defence Housing Australia's careers site.

## Eligibility

The remuneration package includes a base salary and funded 15.4% superannuation. Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

## Notes

**Order of Merit:** Any merit pools established from this merit-based process will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

**How to apply:** For further information including position description please visit <https://careers.dha.gov.au/>

**\*A 500-word one page pitch is required to apply for this role.**

**Applications Close:** AEST 11:55pm Tuesday 12 December 2023.

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

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

## About the Defence Housing Australia

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

## To Apply

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|                         |                                                                       |
|-------------------------|-----------------------------------------------------------------------|
| Position Contact        | Pete Williams, 02 6217 8543                                           |
| Agency Recruitment Site | <a href="https://careers.dha.gov.au/">https://careers.dha.gov.au/</a> |

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Vacancy VN-0734038

Defence Housing Australia

Closing Date:Sunday 07 January 2024

Provisioning  
Technical, Heritage, Upgrades and Defects Technical Construction

|                 |                                                               |
|-----------------|---------------------------------------------------------------|
| Job Title       | Technical Construction Officer                                |
| Job Type        | Full-Time, Ongoing                                            |
| Location        | Melbourne VIC, Darwin NT, Brisbane QLD, Townsville QLD        |
| Salary          | \$93,834 - \$107,874                                          |
| Classification  | APS Level 6                                                   |
| Position Number | 493189                                                        |
| Agency Website  | <a href="https://www.dha.gov.au/">https://www.dha.gov.au/</a> |

Job Description

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

As part of the Service Delivery team, the Property function is responsible for the delivery of developments, construction, acquisitions, sales, upgrades and heritage programs. As a member of the Technical, Heritage, Upgrades & Defects (THUD) Team, you will provide technical support to the Property function and other DHA staff.

Duties

As a Technical Construction Officer, you will provide expertise and technical knowledge in locations around Australia to Project Managers on residential construction, upgrade and heritage projects, as well as support acquisition and leasing provisioning programs. You will also be responsible for providing your expertise and knowledge with managing builder's defects and provide specialised advice to DHA Regional Office staff to assist with complex building maintenance issues.

Our ideal candidate will have:

- A minimum of 5 years' experience within a residential construction environment with a carpentry and/or building background as well as trade or tertiary qualification in the construction industry.
- A strong decision-making ability based on sound judgement, expertise and knowledge.
- Excellent stakeholder engagement and management skills including the ability to effectively communicate with a range of stakeholders both verbally and written.
- A strong ability to manage priorities, organise workloads and meet challenging deadlines under limited direction.

- Demonstrated expertise in undertaking complex research work and analysis including the preparation of reports to communicate outcomes.
- Proven experience using a range of database and workflow management systems and experience using the Microsoft Office Suite.
- A demonstrated ability to read/interpret plans and specifications, using them as a tool along with the Australian Standards and National Construction Code to ensure the scope of works is being completed correctly.
- Previous experience in a similar position, providing supervision of trades and direction on works.
- Proven experience in developing plans and objectives for short-term tasks and contributing to strategic planning for longer-term initiatives.

For further information regarding this role please refer to the Position Description within Defence Housing Australia's careers site. **Eligibility**

The remuneration package includes a base salary and funded 15.4% superannuation. Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

## Notes

**Multiple vacancies - Melbourne, Darwin, Brisbane and Townsville:** we are currently seeking to fill a Technical Construction Officer position at our Melbourne Regional Office. While the primary vacancy is in Melbourne, we encourage applications from candidates in Darwin, Brisbane, and Townsville. These applications will be utilised to establish a merit list for vacancies expected in early 2024.

**Order of Merit:** Any merit pools established from this merit-based process will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

**How to apply:** For further information including position description please visit <https://careers.dha.gov.au/>

**\*A 500-word one page pitch is required to apply for this role.**

**Applications Close:** AEST 11:55pm Thursday 4 January 2024.

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

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

## About the Defence Housing Australia

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

## To Apply

|                                |                                                                       |
|--------------------------------|-----------------------------------------------------------------------|
| <b>Position Contact</b>        | Christopher Paxton, 08 9210 3424                                      |
| <b>Agency Recruitment Site</b> | <a href="https://careers.dha.gov.au/">https://careers.dha.gov.au/</a> |

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Vacancy VN-0733934

## Department of Home Affairs

Closing Date: Monday 11 December 2023

Major Capability  
Sourcing & Vendor Management IT Procurement

|                        |                                                                    |
|------------------------|--------------------------------------------------------------------|
| <b>Job Title</b>       | Procurement Officer                                                |
| <b>Job Type</b>        | Full-Time, Ongoing                                                 |
| <b>Location</b>        | Various locations - ACT ACT                                        |
| <b>Salary</b>          | \$106,527 - \$124,931                                              |
| <b>Classification</b>  | Executive Level 1                                                  |
| <b>Position Number</b> | JR 130403                                                          |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

## Job Description

<https://jobs.homeaffairs.gov.au/job-invite/130403/>

### About our team

The Sourcing & Vendor Management Branch (SVMB) provides expertise to Information Communications Technology (ICT) and non-ICT capability areas in regard to the ongoing identification and management of key relationships with vendors, delivery partners, service providers and partner agencies. SVMB is a centre of excellence for sourcing and procurement, and subsequent contract management activities.

The Branch is committed to building staff capability through formal training and qualifications relating to procurement and contract management, and provides the opportunity to leverage these skills on behalf of the Major Capability and ICT Divisions. SVMB is responsible for leading engagement with people vendors to on board the large contractor workforce utilised by the capability development and delivery areas. This also includes strategic workforce planning and centralised talent acquisition for the Technology and Major Capability Group.

The IT Procurement Section is a centre of excellence that provides subject matter expertise and highly skilled Procurement Officers and Commercial Managers to advise on and undertake all technology and capability related ICT procurements and ongoing commercial management of software and cloud contracts across the Home Affairs Portfolio.

The Section delivers the following end to end services:

- Procurement of IT hardware
- Procurement of IT software, software renewals and services
- ICT contract management for enterprise-wide software contracts to deliver the services agreed, procure new capabilities and ensure ongoing value for money is being met
- Procurement of individual ICT contractor labour hire through to on-boarding (including coordination of ESC requirements and building access) and off-boarding ICT Contractors.

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

## **Our ideal candidate**

We are looking for talented individuals who can:

- Conduct and manage simple procurement activities to complex sourcing projects for IT commodities, hardware and software products and licensing agreements and IT services
- Conduct and manage IT procurement and provide advice in accordance with the Commonwealth Resources Management Framework and Departmental Policy
- Provide high quality, client focused, practical, accurate and timely procurement and contract management services to NEMA in an accurate manner
- Build and maintain a good working relationship with internal and external stakeholders and the Department's IT External Service Providers
- Lead and manage teams to deliver objectives and services effectively.

## **Duties**

### **Duties and responsibilities**

EL1 Procurement Officers are responsible for participating in ICT sourcing activities end-to-end, from market insights and sourcing strategies, to sourcing and procurement transactions through to contract execution, in order to meet the Department's ICT strategy and business requirements in strict adherence to the Commonwealth Procurement Rules and guidelines.

The role requires you to apply your professional knowledge and high quality client service delivery skills to deliver practical, defensible value for money solutions for the Department.

Duties include:

- Conduct and manage IT complex procurement preparation
- Conduct and manage ongoing IT procurement activities
- Manage communication with stakeholders and provide advice on complex or sensitive IT procurement enquiries
- Manage and conduct financial management activities
- Manage a IT procurement team
- Manage and conduct IT procurement risk management
- Conduct and manage complex contract management preparation
- Conduct and manage ongoing contract management activities.

## **Additional information**

EL1 Procurement Officers are a specialist and experienced procurement practitioner. The role reports to the Director, IT Procurement. The EL1 Procurement Officer leads a team of

Procurement Officers to provide in-house procurement related enabling services to the Department to assist in delivering the Department's strategic outcomes, minimising procurement risks and maintain the integrity of the procurement process.

EL1 Procurement Officers work under general direction to manage procurements and provide procurement expertise that enables the cost effective delivery of the contracted goods and services required to support the Department's operations and activities. They manage higher risk or higher value procurement activities, and provide advice and assurance to decision makers to ensure that procurement outcomes align with departmental objectives, procurement legislation, guidelines, policies and procedural instructions and provide value for money.

This role will support provide critical management and support specifically to NEMA's ICT procurement and contract management requirements, on behalf of the ICT Procurement Section This includes the management of shared ICT procurement and contract activities including hardware, software, and services.

#### Mandatory requirements:

- Professionalism in representing the Department to internal and external stakeholders
- Ethical decision making and behaviour
- Act consistently in accordance with integrity frameworks and behaviours.

#### Desirable requirements:

- Certificate IV in Government (Procurement and Contracting) or higher
- Experience in providing procurement advice and services.

### Eligibility

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

### Notes

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

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

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

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

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

## About the Department of Home Affairs

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

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

## To Apply

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|                                |                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jamie Pustavrh, 02 6225 8821                                                                                        |
| <b>Agency Recruitment Site</b> | <a href="https://jobs.homeaffairs.gov.au/job-invite/130403/">https://jobs.homeaffairs.gov.au/job-invite/130403/</a> |

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Vacancy VN-0733936

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## Department of Home Affairs

Closing Date: Monday 11 December 2023

Major Capability  
Sourcing & Vendor Management IT Procurement

|                        |                                                                    |
|------------------------|--------------------------------------------------------------------|
| <b>Job Title</b>       | Procurement Officer                                                |
| <b>Job Type</b>        | Full-Time, Ongoing                                                 |
| <b>Location</b>        | Various locations - ACT ACT                                        |
| <b>Salary</b>          | \$84,335 - \$99,779                                                |
| <b>Classification</b>  | APS Level 6                                                        |
| <b>Position Number</b> | JR 130404                                                          |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

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## Job Description

<https://jobs.homeaffairs.gov.au/job-invite/130404/>

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## About our team

The Sourcing & Vendor Management Branch (SVMB) provides expertise to Information Communications Technology (ICT) and non-ICT capability areas in regard to the ongoing identification and management of key relationships with vendors, delivery partners, service providers and partner agencies. SVMB is a centre of excellence for sourcing and procurement, and subsequent contract management activities. The Branch is committed to building staff capability through formal training and qualifications relating to procurement and contract management, and provides the opportunity to leverage these skills on behalf of the MCD and ICT Divisions.

The Branch is responsible for leading engagement with people vendors to on board the large contractor workforce utilised by the capability development and delivery areas. This also includes strategic workforce planning and centralised people management for the Technology and Major Capability Group.

The IT Procurement Section is a centre of excellence that provides subject matter expertise and highly skilled Procurement Officers and Commercial Managers to advise on and undertake all technology and capability related ICT procurements and ongoing commercial management of software and cloud contracts across the Home Affairs Portfolio.

The Section delivers the following end to end services:

- Procurement of IT hardware
- Procurement of IT software, software renewals and services
- ICT contract management for enterprise wide software contracts to deliver the services agreed, procure new capabilities and ensure ongoing value for money is being met
- Procurement of individual ICT contractor labour hire through to on-boarding (including coordination of ESC requirements and building access) and off-boarding ICT Contractors.

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

## Our ideal candidate

We are looking for talented individuals who can:

- Conduct simple procurement activities to complex sourcing projects for IT commodities, hardware and software products and licensing agreements and IT services
- Conduct IT procurement and provide advice in accordance with the Commonwealth Resources Management Framework and Departmental Policy
- Provide high quality, client focused, practical, accurate and timely procurement and contract management services to NEMA in an accurate manner
- Exceptional interpersonal skills and ability to communicate in a confident and articulate manner, including working collaboratively with team members and other relevant stakeholders to meet their changing needs
- Supervise and manage staff to deliver objectives and services.

## Duties

### Duties and responsibilities

APS 6 Procurement Officers are responsible for participating in ICT sourcing activities end-to-end, from market insights and sourcing strategies, to sourcing and procurement transactions through to contract execution, in order to meet the Department's ICT strategy and business requirements in strict adherence to the Commonwealth Procurement Rules (CPR) and guidelines.

The role requires you to apply your professional knowledge and high quality client service delivery skills to deliver practical, defensible value for money solutions for the department.

Duties include:

- Conduct IT procurement preparation activities
- Conduct ongoing IT procurement activities
- Communicate with stakeholders and provide advice on complex or sensitive IT procurement enquires

- Conduct financial management activities
- Supervise a IT procurement team
- Conduct IT procurement risk management
- Lead contract management preparation
- Conduct ongoing contract management activities.

## **Additional information**

The APS6 Procurement Officer work under limited direction to provide procurement expertise that enables the cost effective delivery of the contracted goods and services required to support the Department's operations and activities. They may manage low risk or low value procurement activities, support the management of higher risk or higher value procurements, and provide advice and assurance to decision makers to ensure the goods and services are provided effectively and constitute value for money.

The APS6 Procurement Officer will maintain the highest levels of integrity in their interactions with internal stakeholders and thoroughly assess and mitigate issues relating to probity, including mandatory reporting. They have a thorough understanding of the procurement to contract life cycle and require in-depth knowledge of relevant legislation, frameworks and policies.

This role will support provide critical management and support specifically to NEMA's ICT procurement and contract management requirements, on behalf of the ICT Procurement Section This includes the management of shared ICT procurement and contract activities including hardware, software, and services.

### **Mandatory requirements:**

- Professionalism in representing the Department to internal and external stakeholders
- Ethical decision making and behaviour
- Act consistently in accordance with integrity frameworks and behaviours.

### **Desirable requirements:**

- Certificate IV in Government (Procurement and Contracting) or higher.
- Experience in providing procurement advice and services.

## **Eligibility**

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

## **Notes**

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

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

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

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

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

## About the Department of Home Affairs

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

## To Apply

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|                                |                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jamie Pustavrh, 02 6225 8821                                                                                        |
| <b>Agency Recruitment Site</b> | <a href="https://jobs.homeaffairs.gov.au/job-invite/130404/">https://jobs.homeaffairs.gov.au/job-invite/130404/</a> |

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Vacancy VN-0734044

|                        |                                                              |
|------------------------|--------------------------------------------------------------|
| <b>Job Title</b>       | Aurion Administrators (various positions)                    |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                     |
| <b>Location</b>        | Canberra ACT                                                 |
| <b>Salary</b>          | \$74,354 - \$141,099                                         |
| <b>Classification</b>  | APS Level 4;APS Level 5;APS Level 6;Executive Level 1        |
| <b>Position Number</b> | 98-2023                                                      |
| <b>Agency Website</b>  | <a href="http://www.treasury.gov.au">www.treasury.gov.au</a> |

## Job Description

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

As part of the Integration Unit in the Enterprise Systems team, you will assist with the system administration of the Aurion HRMIS, contributing to the provision of payroll, recruitment and onboarding services to Treasury.

It is an exciting time for the Enterprise Systems Team at the Treasury, we have just completed a migration to Aurion in the cloud. We also have great support from our Senior Executive as we work to streamline processes, improve data quality and investigate and explore new technologies.

The Integration Unit has a number of close-knit teams including data administration, application development and digital workspaces. We also are the drivers of generative artificial technology in the Information Services Branch and you will have opportunities to engage with and extend into these areas as opportunities arise. We have a culture first approach with a focus on collaboration and respect. All Treasury staff can access working from home arrangements under our flexible workplace policy.

We are seeking applicants with a range of Aurion experience from the APS4 to EL1 levels. In your pitch, please include which level you are applying for.

## Duties

As an Aurion Administrator your responsibilities will include:

- Ongoing system administration of the Aurion Human Resource Management Information System (HRMIS).
- Test and implement changes including upgrades, system enhancements and new modules.
- Ensure compliance with changes in taxation, superannuation, pay rates and conditions.
- Provision of a range of legislative, regulatory and ad hoc reporting requirements.
- Contribution to the continuous improvement of HR systems, information and projects.
- Maintenance of business-focused collaboration and agility in approaches in how Aurion is maintained and supported.
- Development and maintenance of documentation including system administration manuals and training material.

In addition to the above, the desired qualification and experience is provided below for each classification.

### APS4 – Junior Aurion Administrator (\$74,354 - \$78,243)

The successful candidate will have:

- Demonstrated knowledge of Aurion HRMIS or similar HR system.

- Analytical skills and the ability to think strategically in order to identify better practice and implement continuous improvements.
- Proven ability to co-ordinate, prioritise and deliver on multiple tasks to achieve deadlines in a complex environment under direction and supervision.

#### **APS5 – Aurion Administrator (\$83,596 - \$88,949)**

- Provide a range of legislative, regulatory and reporting requirements.
- Contribution to the continuous improvement of HR systems, information and projects.
- Maintain business-focused collaboration and agility in approaches in how Aurion is maintained and supported.
- Develop and maintain documentation including system administration manuals and training material.
- Experience with Aurion Recruitment and Onboarding modules are highly desirable.

#### **APS6 – Aurion Administrator (\$94,300 - \$114,243)**

- Testing and implementation of upgrades, system enhancements, new modules and IT integrations in consultation with relevant stakeholders.
- Ensuring compliance with changes in taxation, superannuation, pay rates and conditions.
- Maintaining high levels of system security through regular reviews of processes.
- Analyse, interpret and apply complex legislation to support system configuration in a proactive manner.
- Maintain business-focused collaboration and agility in approaches in how Aurion is maintained and supported.
- Develop and maintain documentation including system administration manuals and training material.
- Experience with Aurion Recruitment and Onboarding modules are highly desirable as is the ability to work independently.

#### **EL1 – Senior Aurion Administrator (\$123,005 - \$141,099)**

- Be proficient in Aurion Query Tool.
- Have advanced knowledge of Business Process Automation and advanced survey design knowledge.
- Experience in configuring Aurion modules – experience with the recruitment, Award Interpreter/timekeeper modules would be an advantage. Advanced timekeeper ruleset knowledge is required.
- Work collaboratively with other Aurion Administrators.
- Manage project responsibilities and deliverables as required.
- Ability to analyse, interpret and apply complex legislation to support system configuration in a proactive manner.
- Maintain business-focused collaboration and agility in approaches to how Aurion is maintained and supported.
- Develop and maintain documentation including system administration manuals and training material.
- Experience with Aurion Recruitment and Onboarding modules are highly desirable.

#### **Eligibility**

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

## Notes

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

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

## About the Department of the Treasury

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

## To Apply

|                                |                                                                                                       |
|--------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | James Chudleigh, 02 6263 2111                                                                         |
| <b>Agency Recruitment Site</b> | <a href="http://careers.tspace.gov.au/cw/en/listing/">http://careers.tspace.gov.au/cw/en/listing/</a> |

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Vacancy VN-0733983

**Murray-Darling Basin Authority**

Closing Date: Monday 11 December 2023

Business Services  
Finance, ePMO & Governance

|                        |                                                                                                      |
|------------------------|------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Director, Projects and Planning                                                                      |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                             |
| <b>Location</b>        | Adelaide SA, Canberra ACT, Goondiwindi QLD, Griffith NSW, Mildura VIC, Murray Bridge SA, Wodonga VIC |
| <b>Salary</b>          | \$132,041 - \$155,615                                                                                |
| <b>Classification</b>  | Executive Level 2                                                                                    |
| <b>Position Number</b> | 101207                                                                                               |
| <b>Agency Website</b>  |                                                                                                      |

## Job Description

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

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

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

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

The MDBA aims to achieve a healthy working Basin for the benefit of all Australians. The Murray–Darling Basin contains a rich diversity of natural environments that are unique in Australia and the world. The Basin is also crucial to Australia's economy and home to 2.3 million Australians, including people from over 40 First Nations. How we manage the Basin as a whole connected system, manage our water carefully, and protect it for future generations is set out in the Murray-Darling Basin Plan.

## Duties

### The Position

The Director Projects and Planning works closely with the Executive and business areas throughout the MDBA to plan, deliver and report on the strategic direction of the organisation and support our high profile programs and projects to ensure that processes are practical, robust and transparent.

The position supports informed decision making across the MDBA by working closely with Program leads across all MDBA Portfolios and providing high level strategic advice to the MDBA Executive, the Murray-Darling Basin Authority, and wider stakeholders.

### Specific Duties

In this role you will lead a small team including:

- In the proactive development of innovative technical solutions for the continuous improvement and optimisation of the MDBA strategic business planning, performance reporting and associated business systems.
- Working closely with the Finance team to lead the annual investment cycle, work planning, budgeting and the program and project performance reporting requirements.
- Assisting the MDBA to deliver on its strategic direction through coordination and delivery of the Corporate Plan
- Evaluating and presenting a balanced scorecard of information such as financial, project performance and risk assessment data for a range of audiences
- Providing assurance on business planning and projects at any time during the lifecycle and/or as requested by the Program Board and Executive Board.
- Evaluating and guiding the prioritisation and scheduling of initiatives while providing advice and support to the team and the wider MDBA.

- Coordinating cross-functional internal and external resources and supervise staff.
- Establishing and maintaining effective working relationships and collaborate with a diverse range of stakeholders.
- Providing high level of written and oral communication including the preparation of agenda papers, presentations and briefing notes for MDBA Executive, Working Groups and High Level Committees as required.

## Eligibility

To be eligible for a position, you must be:

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

We value diversity in gender, backgrounds, culture and experience of our employees and we are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications who are First Nations, come from a diverse cultural or linguistic background or have a disability are encouraged to apply. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

## Notes

What we offer:

- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- Generous leave provisions (four weeks annual leave) and additional Non-attendance days between Christmas and New Year provided
- Being part of a smaller agency with a strong focus on its connection with people.
- Being part of a professional, committed, and friendly team of people.
- Being part of an organisation that recognises and values First Nations people, and their contribution to our work. We have an innovative Reconciliation Action Plan (RAP) aimed at improving relationships, showing respect, and increasing opportunities to deliver outcome for First Nations peoples as part of our business-as-usual activities.
- Competitive Flexible Working Arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.
- Opportunities for professional development, and career progression across a variety of roles and work locations.

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

## About the Murray-Darling Basin Authority

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## To Apply

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|                         |                                                                               |
|-------------------------|-------------------------------------------------------------------------------|
| Position Contact        | Katrina Tonkin, 0466402678                                                    |
| Agency Recruitment Site | <a href="https://www.mdba.gov.au/careers">https://www.mdba.gov.au/careers</a> |

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Vacancy VN-0734003

National Heavy Vehicle Regulator

Closing Date:Tuesday 05 December 2023

Data & Technology  
Digital Enablement

|                 |                        |
|-----------------|------------------------|
| Job Title       | Project Manager        |
| Job Type        | Full-Time, Non-Ongoing |
| Location        | Brisbane QLD           |
| Salary          | \$141,460 - \$149,614  |
| Classification  |                        |
| Position Number | 2279                   |
| Agency Website  |                        |

Job Description

<https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492477&SourceTypeL>

Duties

Our Digital Enablement team are the engine room behind the development and delivery of our digital products at the National Heavy Vehicle Regulator (NHVR). Our diverse digital platforms include, the NHVR Portal, the spatial program and a number of, fixed and mobile, compliance and enforcement applications.

As Project Manager, you will be supporting a business readiness piece. At a high level, you will ensure appropriate management is exercised over various programs of work and that adequate reporting and risk management is undertaken. Working across the business, you will have oversight of over areas that are consequential for technology.

This is a full time, temporary position until 30 June 2024, based in Newstead’s vibrant Gasworks’ precinct – close to transport, cafes and EOT facilities. NHVR offers a supportive hybrid work environment with flexible work from home arrangements.

## Eligibility

As the ideal candidate, you will have demonstrated experience in project management in an organisational change environment. While experience in the technology space is not required, it is definitely advantageous.

With high level interpersonal skills, you can communicate and influence with ease with different audiences and enjoy working collaboratively across the business.

## Application Process

If the above position sounds like an opportunity for you, please apply with your CV and cover letter, addressing the essential requirements of the role.

***Applications close 11:55pm, 4 December 2023.***

Further information and the position description can be found on NHVR's Careers site - <https://careers.nhvr.gov.au/nhvr-careers-home-page>. If you have any questions please don't hesitate to contact the NHVR recruitment team via [recruitment@nhvr.gov.au](mailto:recruitment@nhvr.gov.au).

Successful applicants will be required to complete a national police and work rights check.

*We are committed to being an inclusive, diverse and flexible workplace where differences are valued. We welcome applications from people of all backgrounds, experience and abilities.*

## Notes

## About the National Heavy Vehicle Regulator

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The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia. We are headquartered in Brisbane and employ more than 750 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

## To Apply

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|                                |                                                                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Laura Wilkinson, 07 3309 8544                                                                                                                                                                                           |
| <b>Agency Recruitment Site</b> | <a href="https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&amp;sJobIDs=492477&amp;S">https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&amp;sJobIDs=492477&amp;S</a> |

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Vacancy VN-0734026

## National Heavy Vehicle Regulator

Closing Date: Sunday 17 December 2023

Safety and Productivity  
Strategic Policy

|                 |                                                                               |
|-----------------|-------------------------------------------------------------------------------|
| Job Title       | Manager - Fatigue & Human Factors                                             |
| Job Type        | Full-Time, Ongoing                                                            |
| Location        | Brisbane QLD, Parramatta NSW, East Melbourne VIC, Adelaide SA, Launceston TAS |
| Salary          | -                                                                             |
| Classification  |                                                                               |
| Position Number | S&P - 2297                                                                    |
| Agency Website  |                                                                               |

## Job Description

<https://careers.nhvr.gov.au/jobs/search>

### Duties

#### About the role

With safety at the heart of our agenda we are seeking an experienced fatigue and human factors specialist to join our team. In this business critical role you will be integral in shaping the future of fatigue management and human factors policy through safety programs, policy and legislative reforms that focus on reducing fatalities and serious injury on our roads.

You will be responsible for the continuous improvement and review of policies and business systems, ensuring they are relevant, contemporary and meet community and industry expectations. As the subject matter expert, you will provide specialist advice and insights on related issues which will see you collaborate widely with a diverse internal and external stakeholder group. A proactive approach to identify the trends and emerging issues related to heavy vehicle fatigue, including the role of human factors in delivering improved safety outcomes is an integral part of this role.

Whilst the preference is to be located in Brisbane, for the right candidate, we will consider applications from other locations. Regular travel will form part of the role. On offer is a flexible, supportive and inclusive work environment where the work you produce plays an important part across the heavy vehicle industry in Australia.

In return, we offer

- Unique opportunity to build and uplift your own team
- A competitive salary package including paid leave over Christmas closure
- Hybrid working arrangements in office and from home that provide appropriate work/life balance
- Ongoing training and professional development support
- Access to wellbeing programs including Fitness Passport, discounted health insurance
- Access to salary packaging including novated lease

## Eligibility

### About You

The role would suit an experienced Fatigue & Human Factors practitioner with impeccable communication and stakeholder management skills who can become a trusted partner to our people and our projects. If you enjoy a fast-paced environment and have a passion for high performance and delivering results, then this is the role for you!

As an exceptional fatigue and human factors professional, you will have expert knowledge of driving and or shift work fatigue along with legislative and policy reform experience in a complex business environment. Previous success in managing a program of works that delivered improved safety outcomes and the role of human factors will be fundamental in this role.

As a natural communicator you will enjoy fostering authentic relationships through building rapport and trust with your ease at translating complex and technical language to a diverse stakeholder group.

The ability to solve complex problems through analytical and out of the box thinking will be familiar to you. Along with your meticulous approach to planning and balancing competing priorities in managing a program of works, your understanding of regulatory issues and concepts will be integral to this position.

You'll be great in this role if you...

- Can demonstrate your exceptional leadership and stakeholder engagement qualities with a strong foundation in people management.
- Have formal qualifications in a safety related discipline such as Human Factors, Fatigue Risk Management or Statistical Analysis

### Application Process

If the above position sounds like an opportunity for you, apply today with your CV and cover letter via our Careers page - <https://www.nhvr.gov.au/about-us/careers>. For any further information visit our [website](#).

**Applications close 5pm, 17 December 2023.**

The recruitment process follows the below steps for shortlisted applicants:

- Phone screen
- Interviews – online or in person
- Reference checks
- National police and work rights check

If you have any questions please don't hesitate to contact the NHVR recruitment team on [recruitment@nhvr.gov.au](mailto:recruitment@nhvr.gov.au)

### Notes

## About the National Heavy Vehicle Regulator

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The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia. We are headquartered in Brisbane and employ more than 750 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

## To Apply

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|                                |                                                                                               |
|--------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Sangeeta Paul, 07 3309 8814                                                                   |
| <b>Agency Recruitment Site</b> | <a href="https://careers.nhvr.gov.au/jobs/search">https://careers.nhvr.gov.au/jobs/search</a> |

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Vacancy VN-0733988

## National Library of Australia

Closing Date: Sunday 10 December 2023

Corporate Governance

|                        |                                                                       |
|------------------------|-----------------------------------------------------------------------|
| <b>Job Title</b>       | EL1 Assistant Director, Performance Reporting & Secretariat (Ongoing) |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                       |
| <b>Location</b>        | Parkes ACT                                                            |
| <b>Salary</b>          | \$106,667 - \$126,815                                                 |
| <b>Classification</b>  | Executive Level 1                                                     |
| <b>Position Number</b> | 107068                                                                |
| <b>Agency Website</b>  |                                                                       |

## Job Description

<https://www.nla.gov.au/about-us/jobs-library>

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

We are seeking to fill a leadership position of Assistant Director, Performance Reporting & Secretariat (EL1) on an ongoing basis.

## Duties

As Assistant Director, Performance Reporting & Secretariat you will play a key role in preparing the Library's publicly available performance documents, including the Corporate Plan and Annual Report, as well as providing essential briefing and administrative support to the Library's Council. Success in the role will require the ability to interpret regulatory guidance, but also to work collaboratively and marshal expertise from across the Library. The work of the team is high-profile, and you will need to demonstrate resilience and flexibility to meet priorities as they evolve.

Our ideal candidate will be a team player who enjoys working collaboratively and can manage competing priorities. We are seeking someone with strong communication skills and excellent eye for detail, ideally with experience in writing for government.

### Skills and experience

To see you succeed in this role it is highly desirable that you have secretariat experience.

### Eligibility

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

The preferred candidate will be required to successfully undergo a police record check and be able to obtain and maintain a Baseline security clearance. The preferred candidate must be willing to disclose all relevant and required information.

### Notes

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

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

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

## About the National Library of Australia

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### To Apply

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|                                |                                                                                                         |
|--------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jo Sharp, (02) 6262 1864                                                                                |
| <b>Agency Recruitment Site</b> | <a href="https://www.nla.gov.au/about-us/jobs-library">https://www.nla.gov.au/about-us/jobs-library</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0733930

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

Closing Date: Monday 18 December 2023

Australian Antarctic  
People & Culture Polar Medicine Unit

|                        |                                                                     |
|------------------------|---------------------------------------------------------------------|
| <b>Job Title</b>       | Medical Screening Coordinator                                       |
| <b>Job Type</b>        | Full-Time, Ongoing                                                  |
| <b>Location</b>        | Kingston TAS                                                        |
| <b>Salary</b>          | \$72,002 - \$78,386                                                 |
| <b>Classification</b>  | APS Level 4                                                         |
| <b>Position Number</b> | 2023/4774                                                           |
| <b>Agency Website</b>  | <a href="https://www.dcceew.gov.au/">https://www.dcceew.gov.au/</a> |

## Job Description

<https://dcceewjobs.nga.net.au/?jati=21783E30-8F64-46D5-E403-D234C50297B6>

### Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals.

These goals are to:

- Maintain the Antarctic Treaty System and enhance Australia's influence within it.
- Protect the Antarctic environment.
- Understand the role of Antarctica in the global climate system.
- Undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The People and Culture Branch supports our people and our culture. It plays a key role in coordinating the division's cultural change program in response to Leigh Russell's 2023 independent review of our workplace culture. Through our cultural change program, we are changing the way we do things to make our workplaces safe and inclusive for everyone.

The branch has a strong focus on expeditioners (people who spend time working in Antarctica and Sub-Antarctica) including, expeditioner recruitment, onboarding, training, performance management, medical and organisational psychological services and offboarding. The branch also provides critical divisional services across media and communication, risk and business continuity.

The AAD is committed to positive culture that values diversity, equity, and inclusion. We are adapting to be ready for our future, to deliver our new capabilities, and to be a great place to work.

The Polar Medicine Unit (PMU) delivers comprehensive healthcare services to Australia's Antarctic Program. This is done by managing the recruitment and training of Antarctic medical and other healthcare personnel, the provision of medical supplies and logistics, and 24/7 telemedical support for Antarctic and sub-Antarctic stations, field programs, ships and aircraft; and the medical assessment of Australian Antarctic Program participants.

The PMU also conducts practical research on human adaptation to extreme Antarctic environments and the evidence base and innovation to deliver quality and safe healthcare. The PMU provides specialist remote and isolated medical support to a number of external state and Commonwealth agencies on a regular basis, and has an international profile and reputation for its world leading expertise amongst Antarctic nations.

### **The Job**

The Medical Screening Coordinators will provide dynamic and extensive support to the Polar Medicine Unit and Australian Antarctic Program through the coordination of Antarctic medicals. Working both independently and under the direction of Head Office Medical Practitioners, this position will be responsible for the timely management of medical appointments and tests, follow up action and medical records management. This will be for a range of personnel including head office staff, Australian Antarctic Program expeditioners, external organisations and external Antarctic programs.

Under the general guidance of the Chief Medical Officer, the Medical Screening Coordinator will:

- Coordinate medical and adaptability arrangements for personnel participating in Australia's Antarctic Program.
- Organise travel arrangements associated with testing arrangements.
- Follow up outstanding medical and adaptability tests and results.
- Liaise regularly with other members of the PMU and Corporate Services on medical and adaptability requirements and outcomes.
- Ensure the secure and confidential management of medical and adaptability records, including storage, access, reproduction, transfer, database update and archiving.
- Arrange payment of medical accounts and reimbursement from external agencies and individuals.
- Raise debit advice notices and maintain records of outstanding commitments.
- Ability to learn the processes associated with medical and adaptability testing for individuals participating in Australia's Antarctic Program.
- Effective communication and interpersonal skills; including the ability to deal with individuals on a range of sensitive and confidential matters.
- Well-developed coordination and organisational skills; as demonstrated by the capacity to meet regular deadlines, plan workloads in advance and balance competing priorities during peak workload periods.
- Well-developed awareness of medical concepts and specialist medical terminology.
- Develop good working relationships with internal and external stakeholders.
- Attend regular meetings with medical screening contractor for problem solving and process improvement toward KPI assessment and reporting.

### **Duties**

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

- Experience in working in a medical or occupational health administration or coordination preferred but not essential.
- Attention to detail to ensure accuracy of information.

### **Skills and capabilities**

- Ability to prioritise tasks and manage own time effectively in a busy operational environment.
- Ability to clearly and accurately communicate across internal and external stakeholders.

- Ability to manage and action competing priorities, often at short notice, to meet varying deadlines.
- Maintain a high level of confidentiality at all times and perform tasks that are sensitive in nature.

Eligibility

**Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Notes

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

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

To Apply

|                         |                                                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Dr Catherine Oermann, 03 6232 3443                                                                                                                              |
| Agency Recruitment Site | <a href="https://dcceewjobs.nga.net.au/?jati=21783E30-8F64-46D5-E403-D234C50297B6">https://dcceewjobs.nga.net.au/?jati=21783E30-8F64-46D5-E403-D234C50297B6</a> |

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Attorney-General's

Vacancy VN-0733922

|                        |                                                                        |
|------------------------|------------------------------------------------------------------------|
| <b>Job Title</b>       | Deputy General Counsel (Coordinator) - Employment & Dispute Resolution |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                                         |
| <b>Location</b>        | Canberra ACT                                                           |
| <b>Salary</b>          | \$161,105 - \$212,583                                                  |
| <b>Classification</b>  | Executive Level 2;Senior Executive Service Band 1                      |
| <b>Position Number</b> | 12466                                                                  |
| <b>Agency Website</b>  | <a href="https://careers.afp.gov.au">https://careers.afp.gov.au</a>    |

## Job Description

<https://careers.afp.gov.au/job-invite/12466/>

### 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 of paid annual leave per year + additional paid Christmas stand down
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and professional development opportunities

At the AFP, we recognise your contribution to our workforce and offer an attractive remuneration package, including a generous salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the [Executive Level Enterprise Agreement](#) **Duties**

The Australian Federal Police (AFP) is seeking a dynamic, motivated, highly experienced and suitably qualified senior employment and dispute resolution lawyer to join the AFP Legal Team as Deputy General Counsel (Coordinator) of our Employment and Dispute Resolution Teams.

You will 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. They 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.

You will also be 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.

Executive Level employees must also ensure the achievement of outcomes are in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

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

AFP Legal is the AFP's in-house legal practice delivering high quality legal services across the broad spectrum of AFP activities both domestically and overseas. AFP lawyers work in an exciting and intellectually challenging environment, providing legal advice in the areas of commercial law, criminal law, information law, national security law, dispute resolution, administrative law and employment law.

Reporting directly to the General Counsel Corporate, the Coordinator Employment and Dispute Resolution will provide high level leadership to the AFP Employment Law team and the Dispute Resolution team, working in partnership with the Legal Management Team, AFP Senior Executives and external stakeholders, to provide high level legal advice to achieve AFP outcomes.

The Successful Executive Level employee will be responsible for:

- Providing high level technical and strategic legal advice required by the AFP in relation to complex employment related matters, including recruitment and cessation of employment, discrimination, performance management, workers compensation, work health and safety and AFP Code of Conduct/Professional standards.
- Conducting and managing all civil litigation claims across State and Federal courts where AFP interests are represented.
- Appearing in proceedings before the Fair Work Commission, the Administrative Appeals Tribunal, Coronial Inquiries and the Australian Human Rights Commission.

- Representing the AFP in complex negotiations and meetings with other parties or their legal representatives in relation to matters involving the AFP.
- Building and maintaining stakeholder relationships within the AFP and externally, including with external legal service providers, Comcover and Counsel.
- Providing briefings to the AFP senior executive on relevant employment and litigation matters, and coordinating the provision of training on employment law, administrative decision making and dispute resolution to the broader AFP as required.
- Providing high quality leadership and supervision to a team of employment and dispute resolution lawyers within AFP Legal including: leading and managing the two teams, providing guidance and supervision on all matters and coordinating and supervising the delivery of high quality legal advice and services by these teams and external legal service providers.
- Contributing to the AFP strategies and initiatives for continuous improvement and the long term success of the AFP;
- Building and sustaining internal and external professional networks and collaborative working relationships;
- Identifying, evaluating and supporting technological changes, policy and legislation within the relevant field that can be utilised to enhance the AFP's response capability;
- Maintaining currency in policy, legislation and subject matter expertise through ongoing professional development and learning opportunities outside the formal education process.

## **Eligibility**

### **Essential Requirements**

The successful candidate must have:

- A security clearance at the Negative Vetting 1 (Secret) level (or the ability to obtain and maintain such a clearance).
- Tertiary qualifications in Law and contemporary, relevant, employment and litigation related legal knowledge and expertise.
- A practising certificate as an Australian Legal Practitioner.
- Significant (7+ years) experience as an employment lawyer (including litigation and dispute resolution experience) in government and/or the private sector, with at least 2 years' experience at the principal government lawyer (EL2) / senior associate level.
- A strong understanding of Commonwealth legal obligations.
- Significant experience in leading and managing a diverse team of legal practitioners.
- High quality practice management skills.

### **Desirable Requirements**

The ideal candidate will have:

- Experience in delivering high level and complex legal advice to senior executives in government and/or the private sector on a wide variety of employment, administrative law and dispute resolution matters issues.
- A comprehensive understanding of the Commonwealth legal framework relating to employment, dispute resolution, administrative decision making and model litigant obligations.

- A sound understanding of the Commonwealth and AFP legal policy framework that applies to recruitment and cessation of employment, discrimination, performance management, workers compensation and work health and safety.
- Highly developed written and oral communication and negotiation skills, including the ability to communicate with influence with a variety of internal and external stakeholders.
- The ability to analyse complex information quickly and engage appropriately with legal risk.
- Highly developed leadership, management and practice management skills.
- The ability to deliver high level legal and strategic advice to the AFP Executive.

## Notes

- This position is an AFP Executive level (Band 9)
- AFP employees are required to have received a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used). Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.

## Commitment to Diversity and Inclusion

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

## About the Australian Federal Police

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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

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|                         |                                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------|
| Position Contact        | Emily Caldwell, 02 5126 7355                                                                            |
| Agency Recruitment Site | <a href="https://careers.afp.gov.au/job-invite/12466/">https://careers.afp.gov.au/job-invite/12466/</a> |

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## Attorney-General's

Vacancy VN-0734001

### Australian Federal Police

Closing Date: Thursday 21 December 2023

|                 |                                                                     |
|-----------------|---------------------------------------------------------------------|
| Job Title       | Policy Support Officer                                              |
| Job Type        | Full-Time, Ongoing                                                  |
| Location        | Canberra ACT                                                        |
| Salary          | \$95,010 - \$102,927                                                |
| Classification  | APS Level 6                                                         |
| Position Number | 12490                                                               |
| Agency Website  | <a href="https://careers.afp.gov.au">https://careers.afp.gov.au</a> |

### Job Description

<https://careers.afp.gov.au/job-invite/12490/>

#### Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay

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

## Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of **Policy Support Officer - CTSI Strategy & Coordination Team**.

CTSI will undertake this process to fill current vacancies in both the Counter Terrorism Strategy and Coordination (CTSC) team and the Special Investigations Strategy and Coordination (SI-SC) team.

The role of the CTSC team is to provide centralised support to multijurisdictional joint counter terrorism (CT) operations, provide strategic support through the effective management of functional information, and provide CT policy and administrative support to the AFP Executive and Government, as well as strategic forums such as the Joint Counter Terrorism Board.

SI is responsible for investigating complex and protracted investigations that are high-level, complex and sensitive in nature, to reduce or prevent harm to Australia's National Security or National interests. SI-SC provide high-level, timely and strategic policy advice and administrative support to investigators and the AFP Executive and Government. Further, SI-SC perform secretariat duties to the AFP's Sensitive Investigations Oversight Board.

The two teams work collaboratively to support the business of the CTSI Command.

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

## What will you do?

The successful candidates will have well-developed initiative, good analytical and conceptual skills and sound communication and liaison abilities.

Team members are responsible for delivering the following:

- Researching, analysing and formulating positions on existing and emerging National Security, Counter Terrorism and Special Investigations policy issues;
- Contributing to Whole of Government and interagency work in the Counter Terrorism and Special Investigations context;
- Contributing to advice to Government and other partners with regards to AFP Counter Terrorism and Special Investigations;
- Consulting and liaising with all relevant areas of the AFP and external stakeholders on complex policy and law enforcement issues;
- Contributing to responses to media and FOI enquiries;
- Collation of fortnightly functional reports to State Police and partner agencies;
- Contributing to the development and implementation of corporate policies, processes and systems which enhance the delivery of AFP operational outcomes; and
- Providing high-level secretariat duties for AFP Senior Executive level forums.

## **Eligibility**

### **Essential Requirements**

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 2 security clearance or the ability to obtain one.
- Effective written and verbal communication, including high attention to detail.
- An ability to work in a complex, dynamic and sensitive environment.

### **Desirable Requirements**

- Demonstrated stakeholder management skills and the ability to form productive working relationships as a member of a team.
- Awareness and understanding of external government, Attorney-General's, Home Affairs, AFP corporate, operational, and business requirements.
- An ability to follow work procedures and processes that support organisational standards, procedures and strategic directives.
- Policy Experience - Training and experience providing policy advice on ministerial, legislative, and freedom of information requests.
- An ability to prioritise tasks, take initiative and work autonomously when required.

## **Notes**

- This position is an AFP Band Level 5
- Consideration will be given for successful candidates, with suitable experience, to work from locations other than Canberra, subject to management approval. Please indicate as part of your application, which region you hope to work from, noting Canberra is the preferred location.
- Shortlisting of applications for this process will not commence until early January 2024. Advice on the outcome of shortlisting is unlikely to be communicated to applicants before the end of January 2024.
- AFP employees are required to have received a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used). Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.

## **Commitment to Diversity & Inclusion**

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

## About the Australian Federal Police

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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

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|                                |                                                                                                         |
|--------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Sarah Osborne, (02) 5126 7221                                                                           |
| <b>Agency Recruitment Site</b> | <a href="https://careers.afp.gov.au/job-invite/12490/">https://careers.afp.gov.au/job-invite/12490/</a> |

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## Attorney-General's

Vacancy VN-0734006

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**Comcare**

Closing Date: Tuesday 12 December 2023

Legal Group  
Statutory Oversight Team

|                        |                                          |
|------------------------|------------------------------------------|
| <b>Job Title</b>       | Legal Adviser                            |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing |
| <b>Location</b>        | Canberra ACT, Melbourne VIC              |
| <b>Salary</b>          | \$85,427 - \$89,150                      |
| <b>Classification</b>  | APS Level 5                              |
| <b>Position Number</b> | 00674                                    |
| <b>Agency Website</b>  |                                          |

## Job Description

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

### Overview of the Team

The Statutory Oversight Team sits within the Legal Group and is responsible for providing expert advice on the application of statutory processes to business areas within Comcare. We manage Comcare's risk and ad-hoc niche areas of work by liaising across all of Comcare's functions and business areas to ensure Comcare is legally compliant and achieves its stated objectives.

The team is primarily responsible for ensuring Comcare's compliance under various statutory processes including the *Freedom of Information Act 1982* (FOI Act), the *Public Interest Disclosure Act 2013* (PID Act), the *Privacy Act 1988* and the *Ombudsman Act 1976*, and statutory reviews under the *Work Health and Safety Act 2011* (WHS Act).

The Statutory Oversight team is responsible for:

- Delivering Comcare's privacy function including actively promoting privacy, developing training, undertaking Privacy Impact Assessments and ensuring all Comcare activities are consistent with the Privacy Act;
- Managing Comcare's freedom of information function including reviews and appeals and acting as Comcare's liaison with the Office of the Australian Information Commissioner;
- Undertaking an integrity role including receiving Public Interest Disclosures (PID) and National Anti-Corruption Commission matters and co-ordinating PID investigations;
- Acting as Comcare's liaison with the Commonwealth Ombudsman and preparing responses to their enquiries and investigations;
- Assessing and reporting on Comcare's model litigant compliance;
- Undertaking oversight functions including managing escalated complaints;
- Managing Comcare's administrative release function.

### Duties

Under supervision, the Legal Adviser supports the development of client-focused legal advice and support to Comcare staff including providing privacy and FOI advice and processing complex FOI and privacy requests.

The Legal Adviser will manage risk effectively and manage their workload in a manner consistent with the APS Values and Code of Conduct, the *Legal Services Directions 2017*, and internal Comcare procedures and guidelines.

### Eligibility

#### Qualifications

- Undergraduate degree in law.
- Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory.
- Current Practising Certificate or ability to obtain one within three months.

## Notes

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

## About the Comcare

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

## To Apply

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|                                |                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Liz Bell, 1300 366 979                                                                                                  |
| <b>Agency Recruitment Site</b> | <a href="https://www.comcare.gov.au/careers/current_vacancies">https://www.comcare.gov.au/careers/current_vacancies</a> |

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## Attorney-General's

Vacancy VN-0734004

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### Federal Court of Australia

Closing Date: Tuesday 12 December 2023

Federal Circuit and Family Court of Australia  
Court and Tribunal Services

|                        |                                                                                                         |
|------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Client Service Officer                                                                                  |
| <b>Job Type</b>        | Full-Time, Ongoing                                                                                      |
| <b>Location</b>        | Parramatta NSW                                                                                          |
| <b>Salary</b>          | \$68,643 - \$74,529                                                                                     |
| <b>Classification</b>  | APS Level 4                                                                                             |
| <b>Position Number</b> | 8336                                                                                                    |
| <b>Agency Website</b>  | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

## Job Description

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

This position is primarily responsible for the provision of services directly to the judiciary in specific locations and the public both locally (face to face) and/or nationally (as part of a dispersed national team).

Staff working nationally will work in the Strategic Support Hub (SSH) and have broad responsibility nationally across both general federal and family law jurisdictions for enquiries management, filed document management and Registrar Support in Family Law. The SSH includes the contact centre and national entry point for telephone, email and live chat contacts and national document management for both general federal and family law. It also oversees the National Support Pool assisting Deputy Registrars working in family law nationally. Staff at the SSH report to the Team Leaders Strategic Support Hub and may be located at dispersed locations nationally working with other SSH staff.

Staff working in Location Based Support will provide a pivotal role delivering local services directly to the judiciary and face-to-face clients attending court locations. Staff in Location Based Support are located in a specific registry location to provide support at a local level. Staff within this stream report to a Location Based Team leader, either Manager Court Operations or Director Court Operations, depending on the location's size and structure.

SSH and Location Based Support staff integrate across areas of responsibility to provide a holistic service to judges, staff, litigants and the profession.

This position may be required to work in either the SSH or Location Based Support across any of the streams of work managed by the respective teams. There is an expectation that regular role rotation and cross skilling will take place to ensure all staff maintain a broad range of skills.

## Duties

- Provide information and advice relating to court services, procedures, processes and forms as well as external options to clients to assist them to resolve their enquiries and issues
- Progress cases by providing administrative services in accordance with court processes, including document lodgement, enquiries management, Registrar support and receiving and reconciling court fees and charges
- Assist in the management of complex cases through the case management system
- Work independently within defined rules to apply legislation, guidelines and court processes.
- Identify issues and contribute to the resolution of problems.
- Schedule and prioritise matters for hearing and other interventions to achieve the earliest possible resolution
- Liaise with a range of internal and external stakeholders including Judge's chambers, Registrars and their support staff, managers, legal practitioners, community organisations and other service providers to assist the resolution of cases
- Coach employees, identify training needs and provide quality assurance
- Collate, analyse and produce reports as required, and

- Assist Registrars as required.

## Eligibility

1. A demonstrated record of success in the provision of service to clients involving working directly with the general public and a demonstrated understanding of and commitment to providing client focused services in a high volume environment.
2. A demonstrated high level of organisational, analytical and problem solving skills, the ability to use initiative and work independently and the ability to prioritise work to meet deadlines.
3. A demonstrated ability to work well in a team, foster a positive team environment and demonstrated experience coaching and training colleagues (or related experience) .
4. A demonstrated capacity to communicate effectively both orally and in writing with people from a wide range of backgrounds, including clients, other staff members, the judiciary and senior management. This will include a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
5. A demonstrated ability to contribute to and support change in the workplace including a strong ability to identify opportunities for process improvement. In addition, quickly acquire a sound working knowledge of court procedures, guidelines and policies.

## Notes

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

## About the Federal Court of Australia

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The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

## To Apply

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|                                |                                                                                                         |
|--------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jaimol Poovakkulathuchacko, 0425 243 124                                                                |
| <b>Agency Recruitment Site</b> | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

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**Attorney-General's**

Vacancy VN-0734031

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## Federal Court of Australia

Closing Date: Tuesday 05 December 2023

Federal Circuit and Family Court of Australia (FCFCOA)  
Chambers of the Chief Executive Officer and Principal Registrar of the  
FCFCOA

|                        |                                                                                                                   |
|------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | National Executive Chambers Manager and Events Coordinator to the Chief Executive Officer and Principal Registrar |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                                                                   |
| <b>Location</b>        | Melbourne VIC                                                                                                     |
| <b>Salary</b>          | \$122,007 - \$142,988                                                                                             |
| <b>Classification</b>  | Executive Level 2                                                                                                 |
| <b>Position Number</b> | 8671                                                                                                              |
| <b>Agency Website</b>  | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a>           |

## Job Description

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

### Duties

*This position is within the Federal Circuit and Family Court of Australia*

#### Position overview

The National Executive Chambers Manager and Events Coordinator to the Chief Executive Officer and Principal Registrar of the FCFCOA ('CEO/PR') provides crucial assistance, support and advice to the CEO/PR to support the exercise of his statutory duties and day-to-day responsibilities across two extremely busy Courts. Together, the Courts comprise 112 judges; hundreds of legal, social science and related support staff; registries and circuits across 43 locations; and responsibility for around 104,000 filings per year.

The National Executive Coordinator is an integral part of a national operations team, and supports the CEO/PR across the following key areas:

1. efficient and effective management of the CEO/PR's chambers;
2. management and coordination of conferences, functions, meeting and key events involving the
3. CEO/PR, Senior Court Executives, Registrars, Court Child Experts, Indigenous Family Liaison Officers
4. and national operations staff of the Courts;
5. coordination of professional education, wellbeing and induction programs for Registrars and staff,
6. in collaboration with other key national operations staff; and
7. oversight of the coordination and delivery of important projects, including ensuring key deadlines
8. are met and outcomes delivered.

### Competencies and Experience

- Experience working in a professional environment with high level stakeholders, such as a Court, law firm or Government.
- Excellent judgment including exercising highest levels of discretion, planning, diplomacy, and confidentiality.
- A high standard of professional written, oral, and interpersonal communication.
- Excellent initiative and proactive attitude, and proven ability to organise, multitask and deliver results to tight deadlines.

## Selection Criteria

The successful applicant will need to have:

- Demonstrated high-level organisational skills, including the ability to critically analyse and evaluate large volumes of information, manage competing priorities effectively, and exercise sound judgment in decision-making in a high-pressured environment.
- Demonstrated leadership and management skills.
- Highly developed oral and written communication skills, including the ability to communicate effectively with judges and staff of the Courts, external organisations and members of the public.
- Demonstrated ability to work in an environment requiring utmost tact, diplomacy and discretion.
- Highly developed interpersonal, liaison and negotiation skills, including the ability to build and maintain positive professional relationships with key staff and stakeholders; represent the Courts at a senior level; and influence behaviour and attitudes at all levels.
- A demonstrated understanding and commitment to the application of the Australian Public Service (APS) Values, to abide by the APS Code of Conduct and the ability to comply with the principles of Workplace Diversity and Occupational Health and Safety.

## Recruitment Process

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

To be considered you will need to upload a concise expression of interest (2 page maximum) detailing how your experience and skills relate to the position description and selection criteria and attach a current resume.

## Contact Officer

For more information, confidential enquiries can be made to Virginia Wilson, Deputy Principal Registrar, by email [Virginia.Wilson@fcfcoa.gov.au](mailto:Virginia.Wilson@fcfcoa.gov.au).

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

## About the Federal Court of Australia

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The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

## To Apply

|                                |                                                                                                         |
|--------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Virginia Wilson, (02) 6113 9336                                                                         |
| <b>Agency Recruitment Site</b> | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

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## Defence

Vacancy VN-0734019

### Australian War Memorial

Closing Date: Thursday 07 December 2023

National Collector  
National Collection Research Centre

|                        |                                                                                                             |
|------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Curatorial Assistant - Image Production                                                                     |
| <b>Job Type</b>        | Full-Time, Non-Ongoing                                                                                      |
| <b>Location</b>        | Dickson ACT                                                                                                 |
| <b>Salary</b>          | \$61,356 - \$66,580                                                                                         |
| <b>Classification</b>  | APS Level 3                                                                                                 |
| <b>Position Number</b> | NPs                                                                                                         |
| <b>Agency Website</b>  | <a href="https://www.awm.gov.au/get-involved/employment">https://www.awm.gov.au/get-involved/employment</a> |

### Job Description

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

The Memorial's Research Centre holds the written records of war, both published and unpublished. The Research Centre manages and provides access to these collections. The Digitised Collections team curates, digitises and publishes Research Centre Online Collections and supports the Memorials public programs, exhibitions and projects.

This position directly supports the Memorial's Digitisation Project and commitment to collection digitisation and collection movement. Under general direction, this position is responsible for image production and ingestion, preparation and re-housing of archival collections for the digitisation process, less complex cataloguing of archival records, image quality assurance, and supports the promotion of the digitisation program.

The work involves digital image capture of archival records to preservation standards using a range of equipment, including large format scanning, image quality assurance and ingestion, maintenance of scanning equipment, contributing to Project work targets and documentation using a range of systems including the Collection Management System (CMS) and Digital Assets Management

## Duties

- Digital image capture of archival records to preservation standards using a range of equipment and software including Photoshop
- Perform image quality control, and ingestion into the Memorial's Digital Assets Management System (DAMs)
- Basic cataloguing, arrangement and description of Research Centre collection material using the Memorial's Collection Management System [CMS]
- Perform data clean up and maintain a range of scanning equipment as required
- Prepare and re-house archival collections for digitisation
- Perform a variety of administrative and other tasks to support the work of the Digitised Collections section
- Support the promotion of the digitisation program

## Eligibility Notes

May include rostered hours with the standard ordinary working hours.

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

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

## About the Australian War Memorial

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

## To Apply

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|                                |                                                                                                             |
|--------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Sue Ducker, (02) 6243 4587                                                                                  |
| <b>Agency Recruitment Site</b> | <a href="https://www.awm.gov.au/get-involved/employment">https://www.awm.gov.au/get-involved/employment</a> |

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## Health

Vacancy VN-0733942

### Aged Care Quality and Safety Commission

Closing Date: Sunday 30 June 2024

Regulatory Policy and Intelligence  
Intelligence and Analysis

|                        |                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Temporary Employment Register - Data, Reporting, Intelligence and Analysis                    |
| <b>Job Type</b>        | Full-Time, Non-Ongoing                                                                        |
| <b>Location</b>        | Sydney NSW, Canberra ACT, East Melbourne VIC, Adelaide SA, Hobart TAS, Brisbane QLD, Perth WA |
| <b>Salary</b>          | -                                                                                             |
| <b>Classification</b>  | APS Level 4; APS Level 5; APS Level 6; Executive Level 1; Executive Level 2                   |
| <b>Position Number</b> | TBC                                                                                           |
| <b>Agency Website</b>  |                                                                                               |

### Job Description

<https://www.agedcarequality.gov.au/careers/temporary-employment-register>

The Intelligence and Analysis section of the Commission is seeking talented people with a broad range of skills, experience, and qualifications to register for our Temporary Employment Register (TER) – Data, Reporting, Intelligence and Analysis roles.

This TER assists with filling temporary positions (up to a possible maximum period of 3 years) in our Intelligence and Analysis section.

Candidates should be aware this is a register only and that you will only be contacted regarding your application if a vacancy arises that matches your skills, qualifications and/or experience.

#### About the Section

The Intelligence and Analysis section provides the Commission with the data, information, and intelligence it needs to deliver, assess, and tailor regulatory operations to protect the safety, health, and well-being of aged care consumers effectively and efficiently.

We are looking for self-motivated individuals who are eager learners and can engage effectively with stakeholders to develop and deliver data products and services.

Below are types of roles we may be seeking to fill within our Intelligence and Analysis Section, with the tasks and capabilities for each type of role listed. The complexity of work undertaken in these types of roles will be proportionate with the capabilities outlined in the Integrated Leadership System.

### Duties

#### Information Project roles

Duties include, but are not limited to -

- Preparing complex information in plain English reports and briefs, so that it can be quickly and easily understood by a general audience. Interpreting and providing data and information to facilitate publications, executive reports, Ministerial briefs, surveys and research projects produced or undertaken by the Commission.

- Coordinating projects and managing initiatives with key stakeholders, including identifying business needs and ensuring outcomes that align with the business needs, coordinating delivery of milestone tasks, managing schedules and monitoring for issues/risks with project deliverables, and escalating if necessary.
- Providing survey administration support, including engaging with stakeholders, questionnaire design, building of surveys in survey software, reporting on and analysing survey responses.

#### Capabilities required

- Project coordination or project management
- Questionnaire design
- Monitoring and evaluation
- Report writing

#### **Intelligence roles**

Duties include, but are not limited to -

- Leading the development of intelligence products, including information gathering from a variety of sources such as regulatory activities and outcomes, internal and external stakeholder engagement, open-source information, and information and intelligence from other relevant organisations (such as databases).
- Recommending treatments/strategies in relation to the Aged Care Act and Aged Care Quality and Safety Commission Rules to address identified and validated concerns, or to inform the development of hypotheses for validation and treatment, and to support successful progress of campaign activities.

#### Capabilities required

- Information collection, collation, and manipulation skills
- Analytical skills (quantitative and qualitative, ideally intelligence analysis skills)
- Report writing, and written and verbal communication skills

#### **Information and Reporting roles**

Duties include, but are not limited to -

- Providing timely and accurate data and information, including developing reports, infographics and presentations detailing the findings of analysis conducted for various projects.
- Conducting routine performance reporting and designing self-service reporting to support operational areas within the Commission, responding to ad hoc requests for data and information, and providing input into ministerial and estimates briefings.
- Interpreting and providing data and information to facilitate publications, executive reports, Ministerial briefs, and research projects produced or undertaken by the Commission.

#### Capabilities required

- Excel skills
- Self-service reporting and dashboard development, including the use of Power BI

## **Data Analysis roles**

Duties include, but are not limited to -

- Providing technical and analytical support and capability to the Commission's operations through developing and delivering analytics products from multiple information and data sources.
- Performing data extraction and analysis including data modelling and statistical analysis to assist with data-driven decision making for current and future projects.
- Contributing to the development of capability for advanced analytical techniques within the Section.

### Capabilities required

- Statistical modelling
- Complex statistical analysis

## **Data Management roles**

Duties include, but are not limited to -

- Developing and implementing frameworks, policies and operating practices relating to data governance, data management and data quality, focused on maximising the availability and use of data in strategic and day-to-day contexts.
- Using both conceptual and technical components, with the latter including the development and application of tools and technologies to facilitate data warehousing, management and tracking.

### Capabilities required

- Data extraction, linking and transformation
- Data applications development (data collection and workflow focus)
- Data design and evaluation (including metadata development and curation)
- Data policy development and implementation

## **Eligibility**

We encourage talented people from the following analytical professions, or with the following technical skills to apply:

- Quantitative and Qualitative Data Analysts
- Information and Reporting Officers
- Data Managers
- Statistician
- Data Scientists

## **Desirable technical skills (across all roles):**

- PowerBI and Qlik
- PowerApps
- Microsoft Azure stack (metadata, data transformation and data analysis focus)
- R, Python and/or related statistical analysis software
- Advanced Excel skills (data integration, transformation, and macro development focus)
- SQL coding

## Position Eligibility Requirements

To be eligible for employment with the Commission, applicants must be an Australian citizen at the time an offer of employment is made. An applicant's suitability for employment with the Commission will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check
- Completion of a medical declaration and pre-employment medical (where required)
- Providing evidence of qualifications (where required)
- A current security clearance or the ability to obtain security clearance at the required level.

## Notes

Non-ongoing opportunities will be offered for varying periods up to 18 months with a possibility of extension to a maximum of three years.

### How to Apply?

1. Navigate to 'Current Vacancies' section of the careers page
2. Click on the 'View Temporary Employment Register'
3. Navigate to the Data, Reporting, Intelligence and Analysis Temporary Employment Register and click Apply Now
4. At bottom of the Advertisement, you will be asked to create an account if you are a first-time user or to sign in to complete your application.
5. Select which position(s) you are applying for and submit your resume.
6. Click 'Apply Now' when you are ready to submit your application.

Only completed applications will be accepted.

If your resume indicates you may have the required skills for a vacancy, you will be invited to provide a short, written statement of your suitability for the role and you will be invited to attend a short interview.

### Contact Officer

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

### Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful, and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

### Further information:

For further information about the Quality Commission, office locations and other related resources, please visit <https://www.agedcarequality.gov.au>

For more information on the Australian Public Service, please visit  
<http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4> and  
<http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>

## About the Aged Care Quality and Safety Commission

---

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care. The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life. We aim to build confidence and trust in aged care, empower consumers, promote best practice service provision, promote quality standards and hold providers to account for their performance against the expected standards of care. We seek to promote an aged care system that develops safer systems of care, inculcates a culture of safety and quality, and learns from mistakes, while providing the oversight that can assure the community that aged care services are operating as they should, including working on continuous improvement. Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website [www.agedcarequality.gov.au](http://www.agedcarequality.gov.au)

## To Apply

|                                |                                                                                                                                                                 |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Recruitment team, (02) 9633 3262                                                                                                                                |
| <b>Agency Recruitment Site</b> | <a href="https://www.agedcarequality.gov.au/careers/temporary-employment-register">https://www.agedcarequality.gov.au/careers/temporary-employment-register</a> |

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## Health

Vacancy VN-0734039

### Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Monday 11 December 2023

ACSQHC  
ACSQHC National Standards

|                        |                                                                                                       |
|------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | EL1 Senior Project Officer, Primary Care and Pathology Accreditation Scheme                           |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                                                       |
| <b>Location</b>        | Sydney NSW                                                                                            |
| <b>Salary</b>          | \$111,929 - \$127,657                                                                                 |
| <b>Classification</b>  | Executive Level 1                                                                                     |
| <b>Position Number</b> | 20021655                                                                                              |
| <b>Agency Website</b>  | <a href="https://www.safetyandquality.gov.au/careers">https://www.safetyandquality.gov.au/careers</a> |

## Job Description

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

The Senior Project Officer will be responsible for leading the work on the assigned work plan deliverables and the development of resources for primary care or pathology as required as well as contributing to broader activities to support the National Standards Program. This will include undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

## Duties

Duties of the Senior Project Officer will include, but are not limited to, the following:

1. With the Director, lead the planning and conceptualisation of strategies and national guidance to support the National Standards Program.
2. Review, analyse and summarise published literature, data, policy papers and other published material to inform policy and program direction and prepare high-quality written reports, briefs and other documents for a range of audiences on complex healthcare issues.
3. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress; providing recommendations about managing risk, and identifying and resolving problems.
4. Keep knowledge of current strategic and clinical issues and investigate how they may be addressed by the Commission and maintain knowledge of relevant legislative and reporting requirements, Australian and International standards, quality assurance procedures and best practice models.
5. Provide secretariat support to the work of relevant committees and expert groups managed by the program.
6. Consult with experts and stakeholders including development of consultation strategies and coordination of formal consultation processes to achieve the objectives of the Commission.
7. Liaise, and foster productive working relationships with other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors.
8. Participate in, and present to, committee meetings, forums and workshops on relevant topics.
9. Participate on the roster of the Commission Advice Line available to health services seeking practical and technical advice when implementing the National Safety and Quality Health Service (NSQHS) Standards.
10. Undertake work activities with an awareness of the possible impact on strategic, political or operational outcomes for the agency/program.
11. Provide public health and/or health informatics expertise across a broad range of activities as required.
12. Engage with risk, including the conduct of risk assessment and risk management activities for area of responsibility.
13. Other duties as required and directed.

## Eligibility

The successful candidate will have:

- Excellent policy development and project management experience relevant to safety and quality.
- Demonstrated high level research and analytical skills.
- Demonstrated excellent writing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
- Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders.
- Demonstrated ability to work independently, as well as part of a small team.

## Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience, qualifications and referee details (one of which must be your current supervisor).
- A statement addressing your suitability against each of the selection criteria (no more than 300 words per selection criteria).

Candidates must be Australian citizens to be eligible to apply.

Questions about the role can be directed to Margaret Banks (02) 9126 3684.

Closing date for applications is **midnight, Monday 11 December 2023.**

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

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

|                         |                                                                                                       |
|-------------------------|-------------------------------------------------------------------------------------------------------|
| Position Contact        | Margaret Banks, 0291263684                                                                            |
| Agency Recruitment Site | <a href="https://www.safetyandquality.gov.au/careers">https://www.safetyandquality.gov.au/careers</a> |

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Health

Vacancy VN-0733851

|                        |                                                       |
|------------------------|-------------------------------------------------------|
| <b>Job Title</b>       | Systems Analyst, Information Technology Division      |
| <b>Job Type</b>        | Full-Time, Ongoing                                    |
| <b>Location</b>        | Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC |
| <b>Salary</b>          | \$91,092 - \$102,765                                  |
| <b>Classification</b>  | APS Level 6                                           |
| <b>Position Number</b> | 23-ITDIV-21459                                        |
| <b>Agency Website</b>  |                                                       |

## Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The primary role of the System Analyst is to provide technical expertise to support the development of system interfaces and technical documents.

The role will analyse the existing services provided and identify and develop areas of enhancements..

The role is accountable for collaboration between cross-functional teams to analyse, design and implement system integration solutions.

## Duties

The Key responsibilities of a System Analyst are:

- Engage with business stakeholders, understand their requirements and provide technical expertise to support the development of system interfaces and technical documents.
- Analyse the existing services provided and identify and develop areas of enhancements.
- Collaborate with cross-functional teams to analyse, design and implement system integration solutions.
- Provide input to interface solution designs, integration artefacts and project work packages.
- Proactively identify and mitigate risks, issues and dependencies with system integration, escalating issues as necessary.
- Coordinate and support system readiness, test execution, defect resolution and integration implementation.

## Eligibility

To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications (where required); and
- Obtaining and maintaining a security clearance at the required level.

## Notes

- Applications close 11:30pm AEDT

- Applicants should quote reference number 23-ITDIV-21459 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

## About the Department of Health and Aged Care

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The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

## To Apply

---

|                                |                                                                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jestin Chackala Tom, N/A                                                                                                                          |
| <b>Agency Recruitment Site</b> | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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## Home Affairs

Vacancy VN-0734020

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## National Emergency Management Agency

Closing Date: Tuesday 12 December 2023

N/A  
Data and Technology CIO COORDINATION

|                        |                                                                         |
|------------------------|-------------------------------------------------------------------------|
| <b>Job Title</b>       | NEMA IT Junior Developer                                                |
| <b>Job Type</b>        | Full-Time, Ongoing                                                      |
| <b>Location</b>        | Various locations - ACT ACT                                             |
| <b>Salary</b>          | \$87,793 - \$98,660                                                     |
| <b>Classification</b>  | APS Level 6                                                             |
| <b>Position Number</b> | 130459                                                                  |
| <b>Agency Website</b>  | <a href="https://nema.gov.au/about-us">https://nema.gov.au/about-us</a> |

## Job Description

<https://jobs.homeaffairs.gov.au/job-invite/130459/>

### National Emergency Management Agency:

National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with local communities as well as state and territory Governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters;
- Work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating Government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning;
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

### Overview of the Branch and Section:

The Technology and Change Section (the Section) sits within the Data and Technology Branch of the National Emergency Management Agency (NEMA). The Section has a dual role in delivering key infrastructure and systems projects for the Agency, while also ensuring that the systems are fit-for-staff purpose, strategic investments, and change management is performed to support staff through enhanced or new system in their day-to-day work.

To fill this broad remit, the Section works as a closely knit, cross-functional team, where each member has a core focus and area of accountability based on their expertise and experience but is often required to step outside this focus area and assist their team members to ensure delivery for the Agency.

The core capabilities that support the Section are business analysis, system development and design, project management, stakeholder management and change management.

In addition to internally focused projects, the Section is also responsible for the National Tell Us Once Program. This is a complex, multi-jurisdictional and cross-agency data sharing project that seeks to address legislative, technical, and cultural barriers to data sharing to enable individuals impacted by disaster to optionally have their data shared across the support eco-system. The goal of this work is to prevent individuals from having to repeat their story multiple times, as they interact with Not-for-Profits, Commonwealth and State/Territory governments and local government support.

### **About the role:**

Are you enthusiastic about IT and looking to make an impact on the lives of all Australians? This role is your opportunity to contribute to Australia's resilience against emergencies by leveraging the power of the Agency's IT platforms and digital innovation to connect audiences with accurate, relevant, engaging, and accessible information and resources.

This exciting opportunity is to work in a collaborative and supportive environment while making meaningful impact by providing exceptional technical support to end-users. NEMA wants a team member who is willing to seek ongoing professional development opportunities to enhance your skills and knowledge. If you are a customer-focused IT professional with a passion for delivering top-notch technical support, we would love to hear from you! Apply now and become a vital part of our dedicated IT support team.

You will work to the Technology and Support team, and closely with colleagues in the Data and Technology Branches. You will establish strong connections across the agency and with key external stakeholders. As such, you will have strong communication and interpersonal skills, which will allow you to engage effectively with stakeholders from a variety of backgrounds and levels of seniority.

At times staff within NEMA may be required to work outside of standard business hours, particularly during the high-risk weather season.

## **Our ideal candidate:**

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

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

## **Duties**

### **Specific duties/responsibilities:**

- Supporting web development on the Drupal framework, maintaining and enhancing existing websites
- Estimating development tasks for website development projects and enhancements
- Develop CI/CD pipeline for task automation and software deployment
- Document software design and technical implementation
- Automate software testing with Unit testing
- Engage with stakeholders to make sure business requirements are met.

### **Role requirements/qualifications:**

It is expected the IT Junior Developer will have:

- 2+ years' experience using HTML, CSS, JavaScript & PHP
- Demonstrated experience developing applications on Microsoft Platform such as Dynamic 365, Azure Cloud
- Experience with web application development and familiar with HTML, CSS, and JavaScript
- Excellent client service skills and the ability to communicate with a wide range of stakeholders
- Strong problem-solving skills and the ability to take responsibility for issues that arise
- Knowledge of basic I.T. processes and hardware including email, printers, and file sharing
- Strong attention to detail
- A Degree or Diploma in Information Technology or related disciplines is desirable
- Australian Citizenship
- Be willing to undertake a Security Clearance process.

## **Eligibility**

To be eligible to work with the National Emergency Management Agency you must:  
Be an Australian Citizen

- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period

- Undergo a health assessment (where applicable).

Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

## Notes

The Department is committed to workforce diversity and applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

This process is being used to fill immediate vacancies. A merit pool may be established and used to fill similar vacancies for up to 18 months from the date the vacancy was advertised in the Gazette.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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

## About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

## To Apply

|                                |                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Abi Mukunthan, -                                                                                                    |
| <b>Agency Recruitment Site</b> | <a href="https://jobs.homeaffairs.gov.au/job-invite/130459/">https://jobs.homeaffairs.gov.au/job-invite/130459/</a> |

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# Industry, Science, Energy and Resources

Vacancy VN-0733929

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

Closing Date: Tuesday 12 December 2023

Technology & Digital

|                 |                                                                                                                                                                                                                                    |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | Policy and Program Officers                                                                                                                                                                                                        |
| Job Type        | Full-Time, Ongoing                                                                                                                                                                                                                 |
| Location        | Various locations - NSW NSW, various locations in QLD QLD, Various locations - TAS TAS, Various locations - ACT ACT, various locations in VIC VIC, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA |
| Salary          | \$80,250 - \$99,167                                                                                                                                                                                                                |
| Classification  | APS Level 5; APS Level 6                                                                                                                                                                                                           |
| Position Number | 0416_11/23                                                                                                                                                                                                                         |
| Agency Website  | <a href="https://www.industry.gov.au/">https://www.industry.gov.au/</a>                                                                                                                                                            |

## Job Description

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

## About the Department

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

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

## About the team

This is a great opportunity to work with a collaborative, talented, friendly and flexible team on policy and programs at the cutting edge of technology.

We provide a flexible working environment which includes remote working options. For most roles, candidates do not need to be based in Canberra. DISR has offices in most state and territory capitals. We are a flexible and supportive workplace and are open to part-time and job-sharing options for the positions.

We prioritise and invest in the growth and development of our teams and individuals, and seek to

create a workplace which values inclusion and diversity.

The Technology and Digital Division has a range of roles on offer, providing the opportunity to work in teams that are:

- Leading policy development and implementation to support the responsible development and use of AI.
- Developing Australia's first National Robotics Strategy to promote the responsible production and adoption of robotics and automation technologies.
- Delivering the National Quantum Strategy which will have enormous economic and national security implications, ultimately impacting the health and wellbeing of Australians.
- Leading whole-of-government approaches to critical technology policy, including advising government on over-the-horizon opportunities and risks.
- Driving whole-of-government coordination of digital policies that impact the economy, including supporting the Government's commitment to reach 1.2 million tech-related jobs by 2030 and monitoring the landscape of our increasing digital world.
- Managing, developing and implementing policy that supports how emerging technologies are regulated to enable a thriving digital economy for Australia.
- Working with leading experts and industry stakeholders domestically and internationally on the design and development of technical standards for critical technologies.
- Contributing to building stronger cyber security capability for the Australian economy.

The Critical Technologies Branch is also seeking candidates with national security experience or an understanding of broader national security policy issues that are interested in working flexibly. Our branch performs a whole-of-government function and is responsible for providing advice to Government on the national security and economic risks and opportunities associated with critical technologies policy, so understanding how to apply national security policy advice into the broader economic and government policy space is highly desirable. We're seeking a candidate with an NV1 or NV2 security clearance - or the willingness to upgrade their clearance - for a Canberra based position.

## Our ideal candidate

Our ideal candidates are dependable, curious, positive, flexible, effective communicators, team players, work well under pressure and like to have fun at work!

We are looking for people with strong backgrounds in areas of policy, program delivery, governance, economic and strategic analysis, stakeholder engagement, procurement, financial, international negotiation, national security or subject matter expertise.

We are building a dynamic and diverse team, our ideal candidates will demonstrate the following capabilities:

- Have excellent written and oral communication skills
- Be collaborative and have excellent interpersonal skills
- Have strong research and problem-solving skills
- Have strong coordination skills, be highly organised and be able to manage competing priorities
- Have strong research and analytical skills
- Show initiative and work independently to complete tasks with limited guidance
- Thrive in a dynamic working environment and embrace change
- Be a team player and contribute to setting the direction of work priorities

We will work with new team members to build their subject-matter expertise in the division's focus areas and provide opportunities to develop skills in designing policy and implementing programs.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. Individuals with diverse backgrounds are encouraged to apply for these positions. **Duties**

Please note: Technology and Digital Division is not a corporate ICT service delivery division. We focus on government policy and program delivery.

As a Policy or Program Officer, at the APS 6 level, you may:

- Develop policy, including working on New Policy Proposals and Cabinet processes.
- Contribute to whole-of-Government collaboration on strategies and policy relating to critical and digital technologies.
- Contribute to program design and implementation including grant programs and whole-of-Government taskforce programs.
- Prepare written and verbal briefings and correspondence for senior staff, Ministers and stakeholders to provide advice, assistance and information relating to policy or programs.
- Undertake research and analysis into relevant policy and program issues and preparing reports and briefings.
- Problem solve, including consulting with subject matter experts and escalating as appropriate.
- Lead secretariat functions.
- Plan and draft briefings for international stakeholder engagement.
- Contribute to the shared goals of the team and creating a positive culture.

As a Policy or Program Officer, at the APS 5 level, you may:

- Assist with problem solving and issue resolution, and escalating risks as appropriate.
- Assist with preparing written or verbal briefings and correspondence for senior staff, Ministers, and stakeholders.
- Undertake secretariat functions including arranging the logistics for large meetings or summits.
- Undertake research and analysis into relevant policy and program issues.
- Coordinate responses to ad-hoc data requests from policy, program areas, and Ministers' offices.
- Assist and coordinate the planning of, and briefings for, international stakeholder engagement.
- Manage shared mailboxes to ensure that tasks, coordination requests and enquiries are handled by the team in a timely manner.
- Contribute to the shared goals of the team and creating a positive culture.

## Eligibility

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

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

## Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Industry House, NSW - Sydney, NT - Darwin - Mitchell St, QLD - Brisbane - Cleveland, QLD - Townsville, SA - Adelaide - Flinders St, TAS - Hobart, VIC - Melbourne - Bourke St, WA - Perth - The Esplanade based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further

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

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

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

## To Apply

|                         |                                                                                                                                 |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Katie Lockie, 02 6243 7433 <a href="mailto:katie.wylie@industry.gov.au">katie.wylie@industry.gov.au</a>                         |
| Agency Recruitment Site | <a href="https://industrycareers.nga.net.au/?AudienceTypeCode=EXT">https://industrycareers.nga.net.au/?AudienceTypeCode=EXT</a> |

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## Industry, Science, Energy and Resources

Vacancy VN-0733980

IP Australia

Closing Date: Tuesday 12 December 2023

Customer Experience Communications or Partnerships & Engagement

|                        |                                                                                                                                                                                                                                  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Advisor                                                                                                                                                                                                                   |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                                                   |
| <b>Location</b>        | Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - TAS TAS, Various locations - SA SA, Various locations - VIC VIC |
| <b>Salary</b>          | \$88,368 - \$100,383                                                                                                                                                                                                             |
| <b>Classification</b>  | APS Level 6                                                                                                                                                                                                                      |
| <b>Position Number</b> | 494537                                                                                                                                                                                                                           |
| <b>Agency Website</b>  | <a href="https://www.ipaustralia.gov.au/about-us">https://www.ipaustralia.gov.au/about-us</a>                                                                                                                                    |

## Job Description

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

We are looking for experienced professionals – a communications specialist (for the Communications team) and a partnerships and engagement specialist (for the Public Education & Awareness team).

*When applying, please identify which role you would like to be considered for.*

These are hands-on, relationship-oriented roles with great variety. In the Communications team, you will be responsible for developing and implementing a range of communication plans to support the delivery of agency objectives. In the Public Education & Awareness team, you'll help educate Australians about IP rights to encourage them to protect and benefit from ideas.

In both roles, you will be expected to work collaboratively across the organisation and use your expertise to deliver excellence, identify opportunities and continually improve how we engage with our stakeholders.

## Duties

### Senior Advisor – Partnerships & Engagement

As a member of the Public Education & Awareness team, you will:

- Develop and manage relationships with existing partners and other external stakeholders to (i) understand their IP education needs and/or those of their stakeholders, and (ii) identify how we can help address those needs
- Develop and deliver accessible and engaging content for our partners and stakeholders to promote IP and increase understanding of IP rights among industry, government and the university sectors
- Plan, promote, and host or present online and in-person IP education sessions, in collaboration with strategic partners or IP Australia colleagues

- Identify relevant events and the appropriate level of engagement to build IP awareness and uplift knowledge
- Develop, implement and evaluate stakeholder engagement activities, communication strategies and public education campaigns, using data to inform continued improvement.

## Senior Advisor – Communications

As a member of the Communications team, you will:

- Work across the agency to develop and deliver engaging communications plans for both internal and external audiences, including channel strategy and content development
- Support the development and delivery of complex communication campaigns
- Evaluate communication activities and use data to guide continual improvement
- Provide communications advice, support and guidance to business areas to successfully deliver business outcomes
- Build and maintain collaborative working relationships with colleagues, managers and key stakeholders
- Lead a small team of communications professionals.

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

## Eligibility

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

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

## Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of three years.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm Country) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. Employees who are not located near an office, work completely remotely.

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

## About the IP Australia

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IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

## To Apply

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|                                |                                                                                                                                   |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Fiona Brunner / Matt Heffernan, 6160 5376 / 6285 0702                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://www.ipaustralia.gov.au/about-us/careers/vacancies">https://www.ipaustralia.gov.au/about-us/careers/vacancies</a> |

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## Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0734043

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### Civil Aviation Safety Authority Australia

Closing Date: Thursday 14 December 2023

Legal, International and Regulatory Affairs  
Advisory and Drafting

|                        |                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Lawyer - Affirmative Measures - Aboriginal and Torres Strait Islander                              |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                                                           |
| <b>Location</b>        | Canberra ACT                                                                                              |
| <b>Salary</b>          | \$107,907 - \$126,171                                                                                     |
| <b>Classification</b>  | Executive Level 1                                                                                         |
| <b>Position Number</b> | 3947                                                                                                      |
| <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>

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The Advisory and Drafting Branch is responsible for providing legal advice on regulatory and corporate matters, drafting legislative and other legal instruments, preparing drafting instructions to the Office of Parliamentary Counsel and overseeing legal aspects of contract management.

The Branch is also responsible for managing requests under the Freedom of Information Act and the disposition of matters arising under the Privacy Act and other Commonwealth legislation.

Reporting to the Principal Lawyer, the Senior Lawyer will be offered a challenging and rewarding opportunity for a dedicated and diligent individual.

## Duties

Under limited supervision, the Senior Lawyer is responsible for the following deliverables, which represent an ongoing body of work:

- deliver quality legal services that meet client expectations, compliance requirements and professional standards
- draft or settle effective, consistent and clear commercial agreements and similar documents
- advise on commercial law, information law and regulatory policy matters in ways that effectively manage legal risks
- establish and maintain professional relationships with other business areas
- assist in maintaining professional standards by participating in team meetings, sharing knowledge with team members and managing work according to priorities
- support and supervise (as required) mentor and guide other staff to achieve business goals and improve business practices
- promote workplace safety, equity and diversity, and act in accordance with CASA Values, and
- perform other duties as required.

Our ideal candidate

The role will suit a lawyer with experience in commercial law, information law and regulatory advising.

Our ideal candidate must demonstrate the following:

- substantial knowledge and experience (generally four years or more as a practising lawyer) in areas of relevance and a thorough knowledge of the Commonwealth legal environment
- a strong understanding of commercial law, information law and statutory interpretation
- sound professional and business judgement
- familiarity with, or the ability to quickly become familiar with, civil aviation legislation
- outstanding research and analytical skills, well-developed written communication skills and the ability to provide clear and succinct written advice
- ability to work under pressure with limited supervision
- a client focused, practical approach to legal and policy issues
- innovative, strategic thinking, coupled with the ability to identify and treat risk
- knowledge and experience in mentoring and developing other staff in a team environment.

## Eligibility

Employment with CASA is subject to the Civil Aviation Act 1988.

To apply you must:

- be entered on in the High Court of Australia's Register of Practitioners or on a Supreme Court roll of barristers and solicitors
- be an Australian citizen or permanent resident
- be willing to undergo pre-employment screening and to provide information for a police record check, and
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people.

## Notes

## 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

|                                |                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Mark Murphy, 02 6217 1377                                                                                 |
| <b>Agency Recruitment Site</b> | <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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## Treasury

Vacancy VN-0733906

### Australian Securities and Investments Commission

Closing Date: Sunday 10 December 2023

|                        |                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Strategic Reporting Analyst                                                                         |
| <b>Job Type</b>        | Full-Time, Ongoing                                                                                  |
| <b>Location</b>        | Melbourne VIC, Sydney NSW                                                                           |
| <b>Salary</b>          | \$114,351 - \$126,072                                                                               |
| <b>Classification</b>  | Executive Level 1                                                                                   |
| <b>Position Number</b> | 18291                                                                                               |
| <b>Agency Website</b>  | <a href="https://asic.gov.au/about-asic/what-we-do/">https://asic.gov.au/about-asic/what-we-do/</a> |

### Job Description

[https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in\\_organid=16529&in\\_jnCounter=225806075](https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=225806075)

- ASIC is seeking to appoint a Strategic Reporting Analyst to join their Strategic Insights and Performance Reporting team
- Salary between \$114,351 - \$126,072 (plus 15.4% superannuation) depending on experience
- Permanent position based in Melbourne or Sydney

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

## **The team**

The Strategic Insights & Performance Reporting team is responsible for providing a range of reporting services to ASIC's enforcement and regulatory teams, as well as business planning and operational performance reporting. The reporting team prepares reports to enable effective monitoring of ASIC's performance, with a view to supporting executive decision-making. The reports are prepared for both internal and external audiences, covering key activities including ASIC's surveillance and enforcement actions, regulatory results, and interactions with industry.

## **Duties**

### **The role**

#### **As a Strategic Reporting Analyst, you will:**

- explore different approaches to performance measurement and reporting, including contributing to the development of measurement design and reporting methodology.
- design, develop and implement innovative approaches to the presentation of information to enable senior leaders to monitor performance, prioritise business activities and make decisions about resourcing.
- undertake complex analysis using data drawn from different sources to identify trends and systemic issues impacting performance.
- prepare papers and written analysis for senior leadership meetings, outlining the approach that has been taken to develop reports, key findings, business insights, and recommendations.
- establish and maintain relationships with key stakeholders to identify opportunities to enhance performance information and ensure reports align with the evolving needs of teams.
- collaborate with team members and key stakeholders to develop new analytical reporting products.
- respond to ad hoc requests for statistics and information from senior leaders or other stakeholders.

## **About you**

- Relevant tertiary qualifications in communications, public relations or other relevant discipline, or substantial relevant experience.
- Significant experience in the design and execution of complex communications and stakeholder engagement strategies with demonstrable outcomes.
- Excellent verbal and written communication skills.
- Significant influencing skills including managing stakeholder relationships and project management.
- Excellent relationship management skills, including experience influencing and advising executives and technical experts.
- Demonstrated experience leading stakeholder engagement and external communications in a corporate, government or professional services environment.
- Experience driving and measuring campaigns across a range of communications platforms.
- Understanding of best practice approaches to stakeholder engagement and project management.
- Ability to work under pressure, manage multiple projects and display sound judgment.

## **About ASIC**

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

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

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

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

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

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

View the position description for more information or click 'apply' to start your application.

Applications for this role will close at 11:59pm (AEDT) on 7 December 2023.

Eligibility  
Notes

About the Australian Securities and Investments Commission

To Apply

|                         |                                                                                                                                                                                                                             |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Nicole Moore, 0434 801 455                                                                                                                                                                                                  |
| 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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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0733681

|                        |                                                               |
|------------------------|---------------------------------------------------------------|
| <b>Job Title</b>       | Accounts Receivable Officer                                   |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                                |
| <b>Location</b>        | Canberra ACT                                                  |
| <b>Salary</b>          | \$76,696 - \$81,802                                           |
| <b>Classification</b>  | APS Level 4                                                   |
| <b>Position Number</b> | DVAO1870                                                      |
| <b>Agency Website</b>  | <a href="https://www.dva.gov.au/">https://www.dva.gov.au/</a> |

## Job Description

<https://www.dva.gov.au/about-dva/jobs>

The Financial Operations Directorate is responsible for delivering Accounts Payable and Receivable, Treasury, Credit Card Management, Travel and Financial Systems Administration.

The Financial Operations Directorate is looking for staff to continue to support changes and improvements in the way we operate. A key change is the implementation of new systems to support a modern and contemporary operating environment, with a new expense management and travel system being rolled out and as well as a new Financial Management Information System.

## Duties

- Participate in day-to-day operational functions including: account processing, invoicing, monitoring and review, quality assurance, customer service, reconciliations, validations and corrections and records management to ensure the department's financial and governance responsibilities and obligations are achieved.
- Maintain awareness of Commonwealth financial compliance and legislative frameworks.
- Utilise financial systems and analytical tools to research, analyse and reconcile data.
- Manage prioritisation of own workloads checking accuracy of information and work, ensuring quality processing and receipting.

## Eligibility

- Applicants must be an Australian citizen to apply.

## Notes

This recruitment process is being used to fill an ongoing position.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to meet the Nation's commitment to care for our veteran and defence service community who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, the Department of Defence, the international veteran community and international veterans' administrations. DVA's vision is to be a responsive and flexible organisation, efficiently delivering high quality, connected services to all generations of veterans and the wider veteran community.

To Apply

|                         |                                                                                           |
|-------------------------|-------------------------------------------------------------------------------------------|
| Position Contact        | Chamila Hettiarachchi, (02) 6289 6017                                                     |
| Agency Recruitment Site | <a href="https://www.dva.gov.au/about-dva/jobs">https://www.dva.gov.au/about-dva/jobs</a> |

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Communications and the Arts

Vacancy VN-0733960

Australian Communications and Media Authority

Closing Date:Tuesday 12 December 2023

Corporate and Research  
Research, Data, Regulation and Governance Data Strategy and Visual Analytics

|                        |                                                             |
|------------------------|-------------------------------------------------------------|
| <b>Job Title</b>       | Assistant Manager, Data Analytics                           |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                              |
| <b>Location</b>        | Belconnen ACT, Pyrmont NSW, Melbourne VIC                   |
| <b>Salary</b>          | \$106,545 - \$120,152                                       |
| <b>Classification</b>  | Executive Level 1                                           |
| <b>Position Number</b> | 2499-2023-1                                                 |
| <b>Agency Website</b>  | <a href="http://www.acma.gov.au">http://www.acma.gov.au</a> |

## Job Description

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

We are seeking an Assistant Manager, Data Analytics to support the Data Strategy and Visual Analytics Section to deliver the ACMA's Data Strategy and Governance Framework and help us better capture, use and share our data.

You will be a member of a data and analytics hub of domain experts and part of a growing team delivering data solutions within the agency. You will assist in scaling our data capability and maturity to advance analytics and apply new tools and techniques for data-driven decision-making.

## Duties

To succeed in this role, you will have experience with leading, implementing and managing data projects and/or the delivery of data analytics products or solutions with cross functional multi-disciplinary teams.

We are looking for a candidate with experience in project conceptualisation and project delivery that are fit for purpose. An understanding of design thinking, user centred design to define problems and create data analytics products or solutions and Agile methodologies would be beneficial.

## Eligibility

To be eligible for employment with the ACMA, applicants must be an Australian citizen.

The successful applicant must be able to obtain and maintain a baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

## Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

## About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit [acma.gov.au](http://acma.gov.au) for more information on joining our team.

## To Apply

|                         |                                                                               |
|-------------------------|-------------------------------------------------------------------------------|
| Position Contact        | Donna Perez, 02 9334 7962                                                     |
| Agency Recruitment Site | <a href="https://www.acma.gov.au/careers">https://www.acma.gov.au/careers</a> |

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## Communications and the Arts

Vacancy VN-0733937

### National Museum of Australia

Closing Date: Monday 11 December 2023

Discovery and Collections  
Collection Engagement

|                 |                                                                                               |
|-----------------|-----------------------------------------------------------------------------------------------|
| Job Title       | Senior Photographer                                                                           |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                  |
| Location        | Acton ACT                                                                                     |
| Salary          | \$76,250 - \$80,855                                                                           |
| Classification  | APS Level 5                                                                                   |
| Position Number | 121106                                                                                        |
| Agency Website  | <a href="https://www.nma.gov.au/about/employment">https://www.nma.gov.au/about/employment</a> |

### Job Description

[www.nma.gov.au/about/employment](https://www.nma.gov.au/about/employment)

- Great team environment that values collaboration and teamwork
- 15.4% contribution to your superannuation

- **Work in a national significant business that encourages creativity and innovative thinking**

The National Museum of Australia (the Museum) is home to the National Historical Collection and is one of the nation's major cultural institutions.

This is a unique opportunity for solutions based and agile documentation professionals to join a well-established enterprise that is seeking to shape the next chapter of its current and future processes.

These include collection documentation, collection imaging, digitisation, and digital preservation, supporting and developing the Museum's Collection Management System (EMu) and Digital Asset Management System (Piction), managing associated IP rights, managing the Library and Archive collections and providing public access to the collection – both online and on-site in the Museum's collection stores.

The Business Unit also includes a First Nations Collections section, which is responsible for repatriation, facilitating First Nations community access to collections, and enhancing the knowledge of the First Nations collections held by the Museum. **Duties**

This position plays a key role in the Changeable and Digital Collections team delivering its key outcomes through:

- Undertaking a broad range of imaging work relating to the Museum's collections and related activities. This includes studio reprographic and studio object photography, and photographing people, events and locations.
- Uses a range of professional capture devices, and associated software application to produce high quality digital images of collection objects ensuring that technical specifications, service standards and business targets are met.
- Process, colour manage, name and create preservation master and derivative image files in line with established NMA digital preservation standards and specifications.
- Ensure a high level of quality assurance of image files and associated metadata for ingestion in the Digital Asset Management System.
- Maintain technical knowledge of developments in photography and digital imaging, including 3D capture, to enhance skills, enable effective operation and identify opportunities to improve existing processes.
- Liaising with Museum staff to prepare collection material for imaging.

#### **Our ideal candidates will:**

- Have skills in creating high-quality digital records of museum objects using a range of photographic and digital imaging technologies and associated software and associated post-capture-production techniques.
- Great attention to detail, will be able to meet set deadlines, and will be able to respond constructively to changing priorities and tight deadlines.
- Knowledge and understanding of Collection Management Systems and Digital Asset Management Systems, you will ensure a high level of quality assurance of image files and associated metadata for the purpose of facilitating digital access to the Museum's collections.
- Schedules and negotiate daily priorities, materials to be digitised and the use of studio resources to meet specific project timelines.
- You will have effective communication skills, have an ability to work across multi-disciplinary areas of the museum and will be comfortable in working in a high energy technical team and embrace emerging technological opportunities.

The Museum is committed to diversity and inclusion. We welcome applications from Australia's First Nations peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.

## Selection criteria

**Applicants must respond to each of the following selection criteria in their application, in no more than 2 pages. Applications should also include contact details for two referees.**

1. Relevant qualifications and/or experience and understanding of contemporary digital photographic and imaging technologies and processes in a museum setting, including experience working in a colour-managed environment.
2. High level experience in undertaking studio photography in a museum environment, including appropriate object handling procedures, and the ability to photographing people and events, including under challenging situations.
3. Experience and understanding of the operation and application of a digital asset management system in an imaging setting.
4. Sound organisational and communication skills, with an ability to present accurate and clear information, a systematic approach to dealing with urgent and varied tasks, and an ability to meet set targets.
5. Initiative in the workplace and ability to work effectively with interdisciplinary teams including the capacity to respond to changing priorities and the ability to assist in managing the Museum's imaging activities.
6. Knowledge and understanding of the principles and practices of Workplace Diversity and Equity, Workplace Relations and commitment to relevant legal and regulatory responsibilities, including Workplace Health and Safety.

## Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, including a police records check.

## Notes

Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply. The National Museum of Australia is an equal employment opportunity workplace.

The National Museum of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

## About the National Museum of Australia

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The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

## To Apply

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|                         |                                                                                      |
|-------------------------|--------------------------------------------------------------------------------------|
| Position Contact        | Karen Peterson, 02 6208 5284                                                         |
| Agency Recruitment Site | <a href="http://www.nma.gov.au/about/employment">www.nma.gov.au/about/employment</a> |

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## Communications and the Arts

Vacancy VN-0733938

### National Museum of Australia

Closing Date: Monday 11 December 2023

Discovery and Collections  
Collection Engagement

|                 |                                                                                               |
|-----------------|-----------------------------------------------------------------------------------------------|
| Job Title       | Library and Archives Coordinator                                                              |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                  |
| Location        | Various locations - ACT ACT, Mitchell ACT, Canberra ACT                                       |
| Salary          | \$84,406 - \$94,604                                                                           |
| Classification  | APS Level 6                                                                                   |
| Position Number | 140076                                                                                        |
| Agency Website  | <a href="https://www.nma.gov.au/about/employment">https://www.nma.gov.au/about/employment</a> |

### Job Description

[www.nma.gov.au/about/employment](https://www.nma.gov.au/about/employment)

- **Great team environment that values collaboration and teamwork**
- **15.4% contribution to your superannuation**
- **Work in a national significant business that encourages creativity and innovative thinking**

The National Museum of Australia (the Museum) is home to the National Historical Collection and is one of the nation's major cultural institutions.

This is a unique opportunity for solutions based and agile documentation professionals to join a well-established enterprise that is seeking to shape the next chapter of its current and future processes.

These include collection documentation, collection imaging, digitisation, and digital preservation, supporting and developing the Museum's Collection Management System (EMu) and Digital Asset Management System (Piction), managing associated IP rights, managing the Library and Archive collections and providing public access to the collection – both online and on-site in the Museum's collection stores.

The Business Unit also includes a First Nations Collections section, which is responsible for repatriation, facilitating First Nations community access to collections, and enhancing the knowledge of the First Nations collections held by the Museum. **Duties**

This position plays a key role in the Collection Engagement team delivering its key outcomes through managing the Museum's onsite Research Library and Archives and provides a range of specialised information services to Museum staff and external clients.

### **Our ideal candidates will:**

- Possess the abilities and experience to lead the development and maintenance of the Museum's Research Library's print and electronic collections, undertake original and copy cataloguing of monographs and undertake other collection management tasks related to the Museum's library and archival holdings.
- Have the capacity to provide assistance and deliver training as required in the use of library databases and online catalogue and provide reader services for staff including circulation and reference enquiries.
- Skills and confidence levels to independently supervise the library throughout regular allotted intervals and absences of other staff.
- Have the capability to be the library database's (Libero) administrator, provide assistance, deliver training as required in the use of library databases and online catalogue, and provide information services for staff and external users.
- Have the skill and confidence to lead a small team of staff and volunteers to provide these services and to develop the Library's holdings.
- Assist with providing advice on strategic direction and assistant in reviewing and developing the Museum's archival collections, improving their discoverability, access and use.

### **Selection criteria**

**Applicants must respond to each of the following selection criteria in their application, in no more than 2 pages. Applications should also include contact details for two referees.**

1. A relevant qualification and/or experience applicable to working in a library or archives setting.
2. Demonstrated experience in applying contemporary collection management principles and practices to library and archival collections in a museum setting.
3. Experience managing a small team. the ability to think and act strategically, and experience in building and sustaining strong relationships with internal and external stakeholders, including library management systems vendors.
4. Well-developed oral and written communication skills and ability to provide information services to library users.
5. Administrative experience or advanced understanding of library management systems and the application and maintenance of associated standards and guidelines.
6. Knowledge and understanding of the principles and practices of Workplace Diversity and Equity, Workplace Relations and commitment to relevant legal and regulatory responsibilities, including Workplace Health and Safety.

### **Eligibility**

#### **Eligibility**

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, including a police records check.

### **Notes**

Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply. The National Museum of Australia is an equal employment opportunity workplace.

The National Museum of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the National Museum of Australia

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To Apply

|                         |                                                                                      |
|-------------------------|--------------------------------------------------------------------------------------|
| Position Contact        | Karen Peterson, 02 6208 5284                                                         |
| Agency Recruitment Site | <a href="http://www.nma.gov.au/about/employment">www.nma.gov.au/about/employment</a> |

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