



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS48 Daily Gazette Wednesday - 27 November
2024.pdf**

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APSJobs - Vacancies Daily

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

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

These Vacancies Daily will also appear in the Gazette PS48 Weekly Gazette Thursday - 28 November 2024.pdf.

Gazette Lodgement Inquiries

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Vacancies

Vacancy VN-0751845

Australian Children's Education and Care Quality Authority

Closing Date:Sunday 08 December 2024

Leadership, Quality and Regulatory Support
Quality and Regulatory Support Regulatory Authority Support

Job Title	Manager Quality and Regulatory Support
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$118,578 - \$156,463
Future Merit Locations	Sydney
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	1-3 days working from home
Classification	
Position Number	415
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=415

Manager Quality and Regulatory Support

- Help children have the best start in life through high quality education & care.
- Improve outcomes for children and families in early education and care.
- Join an expert team working across governments at the national level.

About [ACECQA](#)

We want children in Australia to have the best start in life.
We provide national leadership on the implementation of the National Quality Framework ([NQF](#)) and collaborate with the Australian and state and territory governments to:

- implement changes that benefit children birth to 13 years-of-age and their families
- monitor and promote the consistent application of the [Education and Care Services National Law](#) across all states and territories
- support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Manager Quality and Regulatory Support leads a team of professionals responsible for providing advice on quality programs, practices and policies in children's education and care services and supporting the sector and authorised officers (and other relevant regulatory authority staff) to implement the NQF.

This role is full time and fixed-term (12 months) at ACECQA Band 6/7 (\$118,578 - \$156,463). **Duties**

Key Accountabilities

- Adhere to the spirit and practice of ACECQA's Code of Conduct, build an inclusive and agile performance culture, and role model ACECQA's values and behaviours, with a focus on quality, standards and continuous improvement through performance planning and management.
- Provide leadership and management in the relevant area of expertise relevant to the role, and contribute to the overall leadership of the team in line with its core purpose.
- Manage assigned functions and projects in consultation with the Senior and General Managers and key stakeholders, which may include: overseeing ACECQA's excellent rating function, regulatory authority training and support, leading projects to promote exceptional practice in the children's education and care sector, researching and overseeing the provision of advice to key stakeholders, producing and/or overseeing the design and delivery of professional development programs, and leading the development and production of support materials and resources.
- Contribute to the direction of assigned functions and projects in consultation with the Senior and General Managers to shape the function or project to serve stakeholder needs, improve efficiency and effectiveness, and fulfil ACECQA's overall commitments and functions.
- Deliver briefs, reports, correspondence, presentations, updates, guidelines, information sheets and FAQs to provide expert advice for the ACECQA Executive, Board and external stakeholders.
- Act on behalf of ACECQA at inter-jurisdictional meetings and other forums to represent and explain the views of ACECQA within the relevant area of expertise.
- Build and maintain effective working relationships with peak organisations, the Australian Government, state and territory regulatory authorities, and other key stakeholders to promote ACECQA's objectives.
- Build and maintain stakeholder networks, both internal and external, to identify opportunities, achieve outcomes and facilitate cooperation.
- Develop and maintain effective working relationships with staff across the organisation.
- Lead, inspire, motivate and develop staff to deliver ACECQA's business outcomes and support the ACECQA's objectives.
- Other duties as required.

Key Selection Criteria

Essential

- Demonstrated leadership and management capabilities and experience in a complex, agile and diverse environment.
- Demonstrated capabilities and experience in children's education and care service delivery, vocational education, regulatory functions, and/or public sector management.

- Demonstrated experience in developing and managing projects and programs of work, including the ability to independently scope, plan, control and manage projects, and provide accurate reporting.
- Demonstrated ability to research, analyse and develop clear, timely and accurate recommendations, briefs and reports to change, interpret or develop policies and programs
- Proven ability to develop productive working relationships with external stakeholders and peak organisations.
- Highly developed communication and interpersonal skills, including a demonstrated ability to communicate effectively across audiences and genres (including presentations, articles and resources) backed by high level written communication skills.
- Demonstrated ability to negotiate confidently with internal and external stakeholders.
- Demonstrated ability to deliver engaging and informative training and professional development programs to adult learners.

Desirable

- Knowledge and understanding of legislation, research, policies, practices, theories and trends relating to the children's education and care sector.
- Tertiary qualifications in a relevant discipline.
- Experience in a regulatory authority.

Eligibility

The closing date for applications is **8 December 2024** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA [Recruitment Candidate Portal](#), navigate to Manager Quality and Regulatory Support vacancy and click **Apply for Job**. The application process will require you to:

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Provide the details of at least two (2) managers (within the last five years) of employment for referee checks.
- Attach a written response to the targeted questions below of no more than 2 pages

Targeted Questions

This role leads a team that is responsible for the development and delivery of national training and resources for state and territory regulatory authority authorised officers to deliver on their obligations under the National Quality Framework for children's education and care services.

1. How do your skills and experience position you well to lead the team in this work?
2. How will you contribute to ensuring that the integrity of the training provided and resources developed for regulatory authority authorised officers is maintained? All complete applications will be acknowledged.

All complete applications will be acknowledged. **Notes**

If you have any questions about the role or about the recruitment process please email the HR team at recruitment@acecqa.gov.au.

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=415

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Vacancy VN-0751896

Future Fund Management Agency

Closing Date:Wednesday 04 December 2024

Investment and Business Operations

Job Title	Analyst, Knowledge
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Tues & Wed compulsory in office days + 1 additional day in office
Classification	APS Level 4
Position Number	JR100156
Agency Website	www.futurefund.gov.au

The Future Fund Management Agency has embarked on an ambitious transformation journey over the past four years, significantly enhancing its investment data, information and technology capabilities. As part of this transformation, we have established the Investment Data Management (IDM) function, which includes four key teams:

- **Data Operations and Change.** This team oversees the end-to-end operational lifecycle of the Agency's investment data, enabling effective decision-making and implementing new initiatives and changes.
- **Data Governance and Experience.** This team ensures data integrity, reliability, and the future-proofing of the data function by governing the Agency's investment data. It also focuses on providing a user-friendly experience for accessing and comprehending the Agency's investment data.
- **Relationship and Business Unit Management.** This team manages relationships and strategic alignment with our data and data technology providers, supporting the management of the IDM business unit.
- **Knowledge Management (KM).** This team delivers information management services and advice to enhance the Agency's ability to capture, maintain, and share knowledge effectively. It also manages knowledge systems and oversees the sourcing and management of research content.

We're thrilled to offer a unique opportunity for a skilled information and Investment data management specialist to play a key role within the KM function. The role focuses on delivering KM initiatives and supporting information and data systems to enhance Agency knowledge capabilities.

As an Analyst, you will act as a subject matter expert in Information Management, providing guidance to agency stakeholders across both operational and project initiatives.

The primary purpose of this role is to support the Knowledge Management team in implementing the KM strategy, with a strong focus on administering the EDRMS and other KM systems, along with supporting additional team initiatives as needed.

Reports to
Director, Knowledge Management

Direct reports
The position has no direct reports

Duties

Information management

- Review and approve record deletion/restoration requests and manage files for destruction.
- Handle digitisation, process boxes for offsite storage, and coordinate box collection/retrieval.
- Assist in transferring records to the National Archives of Australia.

Operational services support

- Produce regular audit reports for stakeholders.
- Manage access controls, create folders/files, handle workspace creation/closure, sentencing, disposal, and perform system health checks.

Eligibility

Are you a subject matter expert in knowledge & information management? Do you have experience with enterprise content management systems and records and document management practices?

Experience using the Atlassian stack, particularly Confluence and Jira is desirable.

Qualifications

- Be a qualified Knowledge Management and/or Information Management professional with demonstrated relevant experience

Applicants for this role should hold Australian citizenship.

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	Claire Harrison, 03 86556 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Agriculture, Water and the Environment

Vacancy VN-0751836

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 17 December 2024

Farm Resilience Division

Job Title	Assistant Secretary
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Sydney NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements available subject to negotiation
Classification	Senior Executive Service Band 1
Position Number	2024/4842
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Department of Agriculture, Fisheries and Forestry** is the lead agency for the food, fibre, fisheries and forestry sectors in Australia. We support the entire supply chain, helping to grow Australia's economy and meet consumer demands both at home and in overseas markets. Our 5,500 employees work in a range of environments and locations around Australia from airports and abattoirs to laboratories and foreign countries daily to improve the value, productivity and profitability of the agricultural sector.

The **Farm Resilience Division (FRD)** provides strategic policy advice and support to build resilience in Australian agricultural communities including, but not limited to, drought. Our division includes four branches, which together focus on drought policy and preparedness, financial support for farmers and administering the Future Drought Fund.

The **Financial Policy and Business Support Branch** leads policies, programs, and advice about the primary industry business environment, supported by collecting accurate and timely data. This includes targeted assistance to primary producers and their families to help them better manage through hard times, including (but not limited) to drought. We deliver the Farm Household Allowance (FHA) program, the Rural Financial Counselling Service (RFCS), Farm Management Deposits (FMD) Scheme and advise on financial, banking and taxation policy. We also manage concessional loan policy matters, including leading the department's engagement with the Regional Investment Corporation (RIC).

The **Future Drought Fund (FDF) branch** consists of **Innovation and Adoption** and **Strategy and Delivery**. The FDF provide secure, continuous funding to help Australian farmers and communities become more prepared for, and resilient to, the impacts of drought. Established in September 2019, under the Future Drought Fund Act 2019, it is a \$5 billion commitment with \$100 million each year allocated to drought resilience programs.

The **FDF Innovation and Adoption Branch** focuses on driving the development and adoption of new drought resilient technologies and practices. This includes supporting the Drought Resilience Adoption and Innovation Hubs, development of the Climate Services for Agriculture Program, management of grant programs (including the Long-Term Trials program) and development of a FDF monitoring, evaluation and learning framework.

The **FDF Strategy and Delivery Branch** supports the strategic policy direction and program design, delivering a range of programs including assisting regional communities Prepare for Drought Initiative and the Drought Resilience Innovation Grants. This branch is also responsible for supporting the First Nations Advisory Group and First Nations FDF drought and climate resilience activities.

The **Drought Policy Branch** provides whole-of-government coordination and advice on drought policy and strategic communication. This includes collaborating across government to improve how government plans for drought and coordinates drought response. The branch also develops and delivers strategic drought communication and engagement activities to support stakeholders to connect with drought policy & programs and engages with States and Territories on the National Drought Agreement and how we all plan for, and respond, to drought.

This recruitment activity may be used to fill future vacancies in the Agriculture, Fisheries and Forestry Policy Group.

Duties

The job

As Assistant Secretary in the Farm Resilience Division your duties include (but are not limited to):

- Leading your branch in advising and supporting the Government on portfolio issues by developing considered policies and the delivery of effective programs.
- Working collaboratively to deliver outcomes and responding flexibly to current and emerging issues.
- Responding flexibly to stakeholder requirements and changing circumstances as they arise, to deliver new priorities within existing resources.
- Committing to developing a positive culture, creating a sense of community, caring for our staff and resources and developing future leaders.
- Contributing to the establishment and maintenance of governance frameworks.
- Representing the organisation at high-level discussions and negotiations with key stakeholders and external organisations.
- Managing the responsibilities and outcomes of the Group/Division/Branch within the approved budget allocation.
- Promoting diversity, modelling the APS Values and APS Employment Principles, and promoting compliance with the APS Code of Conduct and the Secretaries Charter of Leadership Behaviours (DRIVE).

Eligibility

What we are looking for

To be successful for one of these roles you will need to meet the Senior Executive Service capability for the SES Band 1 classification, and have the following:

- Outstanding leadership skills, a substantial record of achievement and a reputation for innovation and delivery of results.
- Outstanding stakeholder relationship skills and extensive experience in engaging with internal and external stakeholders at all levels to explore opportunities and solve complex problems.
- Demonstrating a strategic perspective and ability to manage competing demands and work to tight deadlines.
- Highly developed management and stakeholder engagement skills and ability to represent the department at a range of forums with government, industry and international partners.
- Ability to communicate effectively with all audiences, be articulate, persuasive and capable of guiding negotiations to a point of resolution in a facilitative way.
- Demonstrated skills in collaboration and agility, with a proven record of delivering high quality and innovative financial management outcomes in a complex, politically sensitive, and operationally diverse environment.
- Ability to drive broad transformational change, both internal and external to the department.
- Demonstrated experience of public service professionalism and probity.

Desirable Qualifications

Tertiary qualifications in economics, law, policy, risk management, public administration or other related disciplines are desirable.

Security clearance

This position will require a Negative Vetting 1 security clearance. Successful applicants will be required to obtain and maintain a clearance. **Notes**

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Mel Brown, 02 6272 4597
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0750041

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

Closing Date:Tuesday 10 December 2024

Parks Australia
Kakadu National Park & Cultural Heritage Country

Job Title	APS6 Project Coordinator - Priority Places
Job Type	Full-Time, Non-Ongoing
Location	Kakadu NT
Salary	\$91,944 - \$104,393
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Kakadu National Park
Classification	APS Level 6
Position Number	2024/2243
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=84B8823A%2D6968%2D4>

Identified position - This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

The Country Section is responsible for the protection of the Kakadu National Parks biodiversity assets and natural values. The section does this by:

- providing strategic advice and support to the operations section on fire, feral and weed management, managing Country through a significant fire programme;
- implementing and assisting significant species projects;
- responding to the threat of climate change;

- data and knowledge management; and
- planning.

The section is an important part of creating an inclusive cross-cultural working environment.

Duties

The Job

Under the limited supervision from the Manager of the Country Section and in accordance with the Lease Agreement, Kakadu Plan of Management and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) implement the Priority Places Project.

As the Project Coordinator - Priority Places you will be responsible for the delivery of the Australian Government funded project 'Protecting fire-sensitive shrubland, rainforest and cypress pine communities in Kakadu'.

Your key duties involve managing contracts and procurement, establishing and maintaining effective relationships with Indigenous and non-Indigenous stakeholders, and leading engagement initiatives including working group meetings and planning workshops. Specific duties will include:

- Coordinating the design, implementation, monitoring and reporting of comprehensive land management to achieve the objectives set out in the Priority Places Project Schedule of key deliverables and milestones.
- Leading the preparation and implementation of 10 -15 site-level management plans and an overarching works plan focused on the delivery of fire, weed and feral animal management activities and monitoring requirements set out in the Priority Places Project Schedule.
- Leading the project team, including dedicated project staff, other KNP staff, indigenous rangers (where required), contractors and volunteers, including submission of timesheets.
- Managing an operational unit including overseeing budgets, assets, workplace health and safety, rosters, and human resources.
- Collecting data on ecological condition including: tree health, tree recruitment, vegetation structure (including trialling ground based lidar techniques), floristic diversity, animal community diversity, targeted species occurrence and abundance.
- Organising and participating in fieldwork, often in remote areas (must be willing to fly in a helicopter, travel by boat).
- Overseeing data collection, validation and analysis for the production of maps and summary reports, and to monitor habitat condition; species occurrence, and management effectiveness.
- Working with Traditional Owners and other Kakadu staff to plan and deliver a program of on-country field trips aimed at maximising engagement and involvement of Kakadu community in the project.
- Consulting and liaising with Aboriginal Traditional Owners, park staff, scientists, contractors, and other internal and external stakeholders, and lead the communication of progress and issues to these stakeholders, and other interested groups.
- Leading the procurement and management of contracts (e.g., helicopter services, weed control contractors, workshop facilitators).
- Raise the profile of the project and share results widely with the Kakadu community and a broader range of stakeholders through the delivery of communication materials and community events.
- Analysing data, reporting as required to funding provider, and preparing articles and reports for a broad range of audiences.
- Participate in management activities being conducted by the park outside of the Priority Places program in support of other sections, and incident response operations such as firefighting and suppression, search and rescue, park evacuation and first aid response.

Eligibility

What we are looking for

Knowledge and experience

We are looking for a passionate individual with experience working with Aboriginal people and communities, in land management, biodiversity surveys and monitoring, who possess a good understanding of threatening processes in savannahs of Northern Australia and contemporary land management and conservation actions. We are seeking someone with experience in managing complex projects including contract and budget management, the ability to develop and maintain partnerships with diverse stakeholders, well developed communication skills, and the ability to meet deadlines and work with limited supervision.

The successful candidate will:

- Be experienced working with Traditional Owners to design and deliver a program to support healthy Country, demonstrating a deep respect for the traditional knowledge held by the First Nations people.
- Have experience working in a multi-stakeholder environment and working collaboratively.
- Have experience planning and conducting land management such as fire, weed and/or feral animal activities.
- Have experience organising and leading biodiversity survey field trips, including experience conducting flora and fauna surveys to assess ecological condition.
- Have experience engaging and managing contractors (e.g., helicopter services, land management services).
- Be competent in the use of digital data capture devices and mapping using ArcGIS software or similar.
- Have demonstrated experience managing data, including cleaning and analysing data for use in formal and informal reporting products.
- Be competent in the management of an operational unit including overseeing budgets, the procurement of services and assets, workplace health and safety, rosters, and human resources.
- Have a demonstrated ability to be an effective member of a team, build positive working relationships, and lead and facilitate change in teams.
- Have sound knowledge of Workplace Diversity, Workplace Participation, Work, Health and Safety and the ability to apply and promote them in the workplace.

Skills and capabilities

You should be able to demonstrate:

- Experience working with Aboriginal people and communities, and an awareness of issues affecting Indigenous people in remote locations and the ability to contribute sensitively and effectively to the joint management of the park as well as developing and supporting relationships based on mutual trust, respect and consideration of values and culture.
- Demonstrable experience and a high level of practical knowledge and skills in the strategic planning, delivery, and evaluation of complex land management and biodiversity projects, particularly in a protected area context, with an emphasis on:
 - Selecting priority sites for management and tailoring management actions targeting fire, weeds and feral animals to be site appropriate.
 - Design and delivery of flora and fauna surveys following existing protocols.
 - Training and mentoring staff.
 - Collection and analysis of data to measure and report on ecological condition and identify change in condition.
 - Being flexible and adopting a solutions-oriented approach to successfully deliver a comprehensive works program in a challenging working environment.
- High level oral and written communication skills, including the ability to:
 - Consult and negotiate sensitively and effectively with Aboriginal people.
 - Build and maintain effective working relationships Aboriginal people and communities.
 - Engage effectively with a broad range of stakeholders including scientists, government agencies, Aboriginal associations, and members of the public.
 - Develop, prepare, and deliver a range of communication products to a variety of audiences, including reporting back to Traditional Owners and parks staff.
 - Implement grant funding and report to the funding body

Mandatory qualifications

- Tertiary Degree in Ecology, Zoology, Botany, or Degree/Diploma in Conservation Land Management. A post graduate degree would be an advantage.

Desirable Qualifications.

The successful applicant must possess the below units of competency or have the ability to obtain them.

- AHC FIR501 - Manage wildfire hazard reduction programs.
- AHC FIR502 - Plan prescribed burning for fuel, ecological and cultural resource management.
- PUASS00080 – Prescribed Burn Crew Leader.
- PUASS00067 - Complex Prescribed Burn Officer.
- PUASS00068 – Complex Prescribed Burn Planner.

Notes

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

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

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

To Apply

Position Contact	Luke Einoder, 0447 740 149
Agency Recruitment Site	https://dcceewjobs.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=84B8823A%2C

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Agriculture, Water and the Environment

Vacancy VN-0751587

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

Closing Date:Wednesday 11 December 2024

Finance (CFO)
Financial Management Financial Reporting

Job Title	Assistant Director, Financial Reporting
Job Type	Full-Time;Part-Time, Ongoing
Location	Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$120,290 - \$129,379
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Arrangements to work on site, from home some days each week, or remotely may be negotiated
Classification	Executive Level 1
Position Number	2024/3249
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Financial Reporting Team is responsible for financial accounting and reporting activities, including end of month reporting, reconciliations and the preparation of the department's annual financial statements. The team also has responsibility for taxation and asset management, and is the liaison point for the auditors for the annual financial statements audit.

Duties

- Ensuring delivery of timely and accurate monthly reports and annual financial statements, including all supporting documentation.
- Developing and maintaining collaborative relationships with internal and external stakeholders, such as program area experts, external valuers and the ANAO.
- Managing the assets accounting function in the financial management system (Technology One).
- Overseeing taxation including the provision of general taxation advice and the preparation of the Fringe Benefits Tax return, monthly Business Activity Statement and yearly TPAR report.
- Providing leadership to a small team, including the management of the team workload, providing guidance and direction, capability development and performance management.
- Driving innovation with continuous improvements in financial management and business processes.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.
- **Qualifications:**
 - Tertiary qualifications in commerce, accounting, finance or a related field.
 - Strong knowledge of, and experience in the accounting and reporting frameworks.
 - Membership of a progressional accounting association (CA/CPA), progress towards or ability to progress.

Notes

We currently have two vacancies available for immediate filling in any Australian capital city. A merit pool for filling the same or similar position in any location in Australia may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Nicole Learhinan, 0481 482 653
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0751599

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

Closing Date:Wednesday 11 December 2024

Job Title	Marine Science Project Support Officer
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$91,944 - \$104,393
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 6
Position Number	2024/3282
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Marine Science Delivery Section manages the strategic planning and coordination to deliver full capability and safe use of RSV Nuyina's science systems for approved marine science activities within the Australian Antarctic Program. Key Functions of the Marine Science Delivery Section include:

- Coordinating marine science voyage planning, project delivery, and internal and external stakeholder engagement.
- Support the management of RSV Nuyina's science spaces, equipment, and facilities including laboratories for use by scientific teams.
- Management of RSV Nuyina science system related port call and maintenance period work programs.

Duties

- Provide support to the Marine Science Delivery Team by fostering a strong culture of safety, inclusion, equity and flexibility.
- Support the procurement requirements and processes of the Marine Science Delivery Team, in accordance with the Commonwealth Procurement Rules (CPR's).
- Develop and review of key operational documentation including Standard Operating Procedures (SOPs), Risk Assessments, Job Hazard Analysis (JHA).
- Project management and delivery of multidisciplinary marine science projects for the Australian Antarctic Program within tight timeframes and a complex and changing environment.

- Develop and maintain solid relationships with internal and external stakeholders to achieve outcomes, resolve issues and facilitate cooperation to ensure the successful delivery of marine science campaigns.
- Support the implementation and use of the Marine Science Delivery's marine science project planning and management system. This includes providing direction and support on specific issues and project requirement, including project feasibility assessments.
- Coordinate and manage cross-branch activities, navigating operational conflicts and responding effectively to unexpected changes.
- Develop and implement processes and activities that support the organisational strategic direction in using and managing marine science facilities.
- Support the management of RSV Nuyina science laboratories, spaces, facilities and equipment, ensuring compliance with relevant statutory, regulatory and policy frameworks.
- Ensure appropriate records management standards are adhered to by the Marine Science Delivery section.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.
- **Other - The successful applicant must:**
 - Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
 - Hold and maintain a valid Australian motor vehicle driver licence.
 - Must be able to obtain and maintain a current Maritime Security Identification Card (MSIC).

Notes

We currently have one vacancy available for immediate filling in Kingston TAS. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Rick van den Enden, 0408 279 028
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0751607

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

Closing Date:Wednesday 11 December 2024

Parks Australia
Strategy and Coordination Authorisations and Compliance

Job Title	Senior Marine Parks Compliance Monitoring Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$91,944 - \$104,393
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Arrangements to work on site, from home some days each week, or remotely may be negotiated
Classification	APS Level 6
Position Number	2024/3086
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Authorisations and Compliance Section is responsible for regulatory development and its implementation, including compliance policy lead for marine park regulation and assessment of activities across all marine parks.

Duties

- Developing, analysing, interpreting, and implementing monitoring policies/projects such as the Uncrewed Surface Vessel (USV) operations in Australian Marine Parks and the Marine Park Acoustic SoundTrap Program.
- Analysis of data/reports associated with new and ongoing monitoring projects and other surveillance methodologies.
- Leading a feasibility study for a new Tourism operator certification program for Australian Marine Parks.
- Maintaining project budgets and managing contracts ensuring Commonwealth procurement rules are followed.
- Field work to support the successful delivery of Australian Marine Park monitoring programs
- Preparing accurate and high-quality briefing material to inform supervisors and decision makers, of project progress and outcomes including issues and problems.
- Representing the department in a range of internal and external forums, working groups and monitoring program activities.
- Identifying and managing key stakeholder relationships to work collaboratively and persuasively with internal and external stakeholders.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.
- **Driver licence** - you must hold and maintain a valid Australian motor vehicle driver licence.

Notes

- This role may involve travel to regional and remote locations, prolonged periods of standing/walking, driving long distances and work on vessels. Applicants will need to be physically fit and may be required to undertake medical assessments to prove their capacity to undertake this work
- The physical requirements of the role involves a combination of outdoor and office-based work.

We currently have one non-ongoing vacancy available for immediate filling in Canberra for a period of 3 months with the possibility of becoming ongoing. A merit pool for filling the same or similar position in any location in Australia may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Natalie Rivero, 0424 568 581
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0751733

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

Closing Date:Wednesday 18 December 2024

Information and Communications Technology
ICT Operational Services & Infrastructure End User Workspace

Job Title	ICT End User - Level 3 Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Arrangements to work on site, from home some days each week, or remotely may be negotiated
Classification	APS Level 6
Position Number	2024/3316
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The End User Workspace Section is responsible for management of the Department's ICT desktop fleet and mobile devices, providing technical support for the desktop image and management of the Department's IT Service Management tool (ServiceNow).

Duties

- Handle more complex, Level 3, ICT inquiries for our customers via phone, onsite and via our IT service management platform, always providing exceptional customer service.
- Interpret customer information, relevant knowledge base articles and team processes to identify and apply appropriate troubleshooting and remediation techniques to incidents.
- Manage escalated cases or complex support requests that could not be resolved by Level 1 and level 2 support, ensuring they are resolved efficiently and appropriately.
- Ensure customers are kept up to date on the status of recorded incidents and request, and ensure all activities are recorded in the service platform.
- Coordinate and undertake request management processes in an ITIL-based environment, including ensuring the generation, maintenance and integrity of appropriate records and documentation.
- Assist in the proactive identification and reporting of performance and service issues and contribute to the continuous improvement of support operations, processes and practices.
- Support and/or lead the evaluation and implementation of ICT operational standards and utilise initiative in the application of policies, standards and processes to support quality outcomes.
- Support the analysis of incidents and identification of themes that may warrant further system improvements or knowledge base guidance updates.

- Ensure that all customer data is handled in compliance with privacy regulations and departmental confidentiality policies.
- Perform system configuration, maintenance, and troubleshooting for servers, networks, and applications within the organization.
- Analyse recurring incidents, identify root causes, and implement solutions to prevent future occurrences.
- Work closely with other IT teams (network, security, infrastructure, etc.) to resolve cross-functional issues and optimize overall IT service performance.
- Assist in coordinating daily team activities, monitoring workload distribution, and ensuring high service levels (as required)
- Train, coach and develop support staff (as required).
- Undertake operational performance monitoring and reporting as required of the team (as required).
- Contribute to a safe and healthy work environment by taking personal accountability and identifying and reporting incidents, hazards and injuries in accordance with the department's policy and procedures.

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

We currently have one vacancy available for immediate filling in any Australian capital city. A merit pool for filling the same or similar position in any location in Australia may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	David Whiteman, 0401 695 187
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0751780

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

Closing Date:Wednesday 18 December 2024

Information and Communications Technology
ICT Business Solutions & Security Cyber Security

Job Title	Cyber Team Members
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$81,690 - \$104,393
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home some days each week may be negotiated
Classification	APS Level 5;APS Level 6
Position Number	2024/3532, 2024/3336
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Cyber Team support the department's cyber security efforts through monitoring, analysis, and response to cyber security incidents. They provide cyber related advice and guidance to inform key decisions of the department's ICT network and products.

Duties

The APS5 Cyber Security Operations Officer will:

- Monitor and manage cyber security requests: Monitor the ITSA inbox, including actioning general enquiries, triaging requests and collaborating with other team members to ensure prompt resolution.
- Collaborate across the ICT Division to support strategic outcomes: Work closely with both the ICT Division and the broader department to ensure a cohesive and consistent approach to cyber security.
- Support governance, risk and compliance activities: Manage / maintain tracking registers to record outcomes of decisions and advice.
- Support Whole of Government compliance: Assist other team members to ensure compliance with the Protective Security Policy Framework (PSPF) and the Information Security Manual (ISM).
- Maintain the Cyber Security intranet presence: Develop and maintain the section's intranet page to ensure our advice is accurate and relevant.
- Increase cyber security awareness across the Department. Support the development and delivery of the Department's cyber security training program.

The APS6 Cyber Operations Analyst will:

- Develop, monitor, and assess and prioritise security logs and alerts: Continuously monitor security systems and logs to identify and address potential threats.
- Support investigations and cyber security incident response activities: support the response to investigations and security incidents, ensuring timely and effective resolution.
- Exercise judgement in response to cyber security requests: Assess and prioritise cyber security requests, making risk-informed decisions that balance business requirements with the department's cyber security settings and whole-of-government policy obligations.
- Manage and mitigate software vulnerabilities: Identify, assess and prioritise the addressing of security vulnerabilities in systems and applications.
- Collaborate with cross-functional teams: Work closely with both ICT Division and the broader department to ensure a cohesive and consistent approach to cyber security.

For detailed information about the job-specific capabilities for these roles, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there. **Eligibility**

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - Negative Vetting 1. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualifications validation, and a probation period of 6 months will apply for new engagements to the APS.

Notes

We currently have several vacancies available for immediate filling in Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth or Sydney. A merit pool for filling the same or similar position in any location in Australia may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Francoise Cleret, 02 6272 4141
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0751790

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

Closing Date:Wednesday 11 December 2024

Australian Antarctic
Operations & Logistics Maritime Logistics

Job Title	Assistant Director, Maritime Operations
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$120,290 - \$129,379
Future Merit Locations	Hobart
Office Arrangement	On Site
Office Arrangement Details	The successful applicant will need to work on site
Classification	Executive Level 1
Position Number	2024/3207
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Maritime Logistics Section is responsible for the effective delivery of Antarctic and sub-Antarctic maritime operations, including marine science activities, within the Australian Antarctic Program. Primarily this relates to operational planning and management of Australia's icebreaker, the RSV Nuyina, but also includes other vessels the AAD may charter along with the management and operationalisation of the AAD's domestic commercial vessel fleet and any capabilities and interfaces used in support of the AAD's maritime operations.

Duties

- Provide leadership, direction and support to the Maritime Operations Team by fostering a strong culture of safety, inclusion, equity and flexibility.
- Manage individual performance, assess behaviour and work competency, providing regular and constructive feedback, counselling and reporting.
- Lead the planning, management and execution of AAD voyages to deliver program outcomes as defined in AAD seasonal plans.
- Lead the planning, management and operationalisation of AAD in-port activities for AAD vessels.
- Lead and/or co-ordinate Maritime Logistics input into AAD season planning processes.
- Lead and/or co-ordinate Maritime Logistics input into AAD incident management processes.
- Manage the procurement requirements and processes of the Maritime Operations Team, including approaches to market, in accordance with the Commonwealth Procurement Rules (CPR's) and ongoing contract/contractor management.
- Manage the Maritime Operations Team's budget and financial processing, including operational and capital expenditure programs, both current and forecast, in line with the Department's strategic directions.
- Manage the gathering and analysing of information from diverse sources to develop, review and update key operational documentation which includes Safety Management Systems

(SMS), Standard Operating Procedures (SOPs), Risk Assessments, Job Hazard Analysis (JHA), business continuity plans and training manuals.

- Ensure appropriate physical and electronic records management standards are adhered to by the Maritime Operations Team.
- Lead the delivery of voyage management recruitment, briefing and training programs.
- Implement Government policies on behalf of the AAD with direction from the Director, Maritime Logistics.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a Negative Vetting Level 1 security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.
- **Driver licence** - the successful applicant must hold and maintain a valid Australian motor vehicle driver licence.

Notes

We currently have one vacancy available for immediate filling in Hobart TAS. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Andrew Deep, 0410 501 846
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0751848

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

Closing Date:Tuesday 17 December 2024

Environmental Water & Aquatic Ecosystems
Environmental Water Northern Basin & Water Science Office of Water Science

Job Title	Senior Scientific Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$120,290 - \$129,379
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home some days each week may be negotiated
Classification	Executive Level 1
Position Number	2024/3075
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=D8508EB9-D6B4-8D1A-86BA-DB4D89E8FBD5>

The Office of Water Science provides scientific and secretariat support to enable the Department of Climate Change, Energy, the Environment and Water (DCCEEW) to meet its obligations under the EPBC Act, and to provide scientific support for other water and environmental policy, reform or management agendas. The Office of Water Science comprises scientists, policy, engagement and secretariat officers. We have several functions including:

- Providing scientific, secretariat and engagement support to the Independent Expert Scientific Committee on Unconventional Gas Development and Large Coal Mining Development (the IESC).
- Providing scientific advice on the potential impacts to water resources from a wide range of proposed developments being assessed under the EPBC Act.
- Providing scientific and policy advice to support key initiatives, such as nature positive and water reform agendas.

Duties

The Office of Water Science is currently looking for people with a strong water science background in to join our team. You will get to apply your scientific knowledge and leadership skills to lead scientific advices and assessments relating to water resources and water dependent assets. We are looking for skilled individuals who are motivated by scientific integrity and the role of science in decision making. You will be working in a diverse team, actively engaging with a range of stakeholders within and outside the Department.

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.
- **Mandatory qualifications** - a degree and experience in a relevant science discipline relating to hydrogeology, hydrology, ecohydrology or similar water sciences such as numerical modelling, reservoir engineering, hydro-geochemistry, and aquatic ecology, ecohydrology or groundwater ecology, environmental engineering, fish biology or wetland ecology.

Notes

We currently have two vacancies available for immediate filling in any Australian capital city. A merit pool for filling the same or similar position in any location in Australia may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Des Owen, (02) 5156 5468
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=D8508EB9-D6B4-8D1A-86BA-DB4D89E8FBD5

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Attorney-General's

Vacancy VN-0751807

Australian Federal Police

Closing Date:Wednesday 11 December 2024

Job Title	Senior Team Leader (Executive Level 1 equivalent) - AUKUS Strategy Coordination & Futures
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$121,628 - \$132,391
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This role is located in ACT and applicants are expected to be based in ACT
Classification	Executive Level 1
Position Number	13866
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13866/>

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

What will you do?

As the Senior Team Leader AUKUS Strategy Coordination & Futures (ASCF) you will lead and guide teams to manage and deliver AUKUS Command priorities to a high standard. You will:

- Provide high quality advice to the AUKUS Executive Team to inform decision making and support the delivery of AUKUS Command priorities and operational outcomes.
- Work closely with the AUKUS Command Executive Team to build awareness of priorities and deliver these through engagements across the AFP and with partners.
- Provide direction and oversight to Team Leaders within ASCF, sharing information on priorities, challenges and opportunities.
- Lead AUKUS engagement with AFP support areas, representing AUKUS interests and priorities to inform the development and implementation of policy and strategies.
- Build and maintain effective engagement and partnerships (internal and external) with AFP members, executive and support teams across the organisation to support AUKUS Command executive.
- Support the AUKUS Leadership Team to deliver on AUKUS strategic priorities

Working with ASCF Team Leaders you will,

- Build a collaborative and situationally aware team environment to ensure outputs are met, maximise team skillsets and build team capability so all team members can work across a full spectrum of tasks at short notice.
- Develop, lead and shape AUKUS responses and activities across the Command to ensure a consolidated and unified Command position is provided on issues and tasks.
- Continuously monitor opportunities for improvement in processes, with consideration to issues or changes in environment to ensure ASCF remains adaptive and responsive to the needs of the Command and the AFP.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A minimum of two years previous Leadership experience
- A Negative Vetting 2 (Top Secret) security clearance or the ability to obtain one.
- Demonstrated attention to detail and excellent communication and interpersonal skills, including high-level writing, editing and presentation skills.
- Have proven experience that demonstrates excellent stakeholder relationship skills. This includes demonstrated experience in the provision of insightful, persuasive and trusted advice to a diverse range of senior stakeholders, particularly in relation to building enabling capabilities and processes to support operational objectives.

Desirable Requirements

- A formal tertiary qualification or substantial work experience relevant to National Security is desirable but not essential.

Notes

- This role is an AFP Band 8 (Exectuve Level 1 equivalent) level role
- This role is located in ACT and applicants are expected to be based in ACT
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Laura Erwin, (02) 51264348
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13866/

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

Attorney-General's

Vacancy VN-0751860

National Anti-Corruption Commission

Closing Date:Monday 09 December 2024

Evaluation and Operational Capabilities
Operational Capabilities

Job Title	Director Intelligence
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD, Melbourne VIC, Perth WA
Salary	\$140,402 - \$158,205
Future Merit Locations	Sydney, Canberra, Brisbane, Melbourne, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	1118
Agency Website	https://nacc.gov.au/

Job Description

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

About the National Anti-Corruption Commission
The NACC enhances integrity in the Commonwealth public sector by deterring, detecting, and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

Working with us
This is an exciting time to join the NACC. We are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate, manage, lead and perform successfully across corporate and operational functions.

Duties

The successful candidate will work under the general direction of the General Manager Operational Capabilities branch.

Key activities of this position include:

- Leading and managing the strategic intelligence team
- Developing strategic intelligence products that inform investigation and corruption prevention strategies and lines of enquiry
- Leading the development of the Commission's Strategic Corruption Priorities and Information Collection Requirements
- Ensuring the workload and direction of the team is aligned to the strategic priorities of the Commission, including maintaining a close relationship with the data analysis function of the Enabling Services branch
- Managing internal and external intelligence holdings and identifying information sources to enhance the Commission's strategic intelligence function.
- Developing plans and systems that support, enable and monitor achievement of the team
- Contributing to the professional development, guidance and mentoring of intelligence staff across the Commission, ensuring the intelligence professionals are effective and supported to achieve their outcomes
- Developing and managing relationships with internal and external stakeholders, including representing the Commission at external forums as required
- Actively participate in the Executive leadership of the Commission

The NACC is a small agency. In addition to these activities, from time to time you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your capabilities. Supporting one another in this way provides opportunities for exposure across the agency and is an integral part of the NACC's positive workplace culture.

Eligibility

Employment with the National Anti-Corruption Commission (NACC) is subject to the following conditions:

- Citizenship – Applicants must be an Australian Citizen.
- Security Clearance – This is a Designated Security Assessment Position (DSAP). The occupant of this position must obtain and retain an AGSVA security clearance to the specified level.
- Suitability assessment – The NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but not limited to) detailed background, character, employment, police, and financial checks.
- Probation - A probation period will apply to any new ongoing engagement to the Australian Public Service.

Notes

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation.
- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.
- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, and
- access to studies assistance.

The NACC provides a service allowance of \$1,900 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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 Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	Pete Ratcliffe, (02) 6203 8130
Agency Recruitment Site	https://nacc.nga.net.au/

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Foreign Affairs and Trade

Vacancy VN-0751814

Austrade

Closing Date:Wednesday 11 December 2024

Policy and Programs Group

Job Title	Executive Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$132,037 - \$153,873
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	The candidate will be required to work predominantly on site; work from home will be supported where operationally feasible.
Classification	Executive Level 2
Position Number	5120_11/24
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Australian Trade and Investment Commission—Austrade—promotes Australian trade, investment, tourism and education to the world. We deliver services to grow Australia's economic prosperity.

Our purpose is to unlock opportunities that help Australian businesses go further, faster. We have a proud history of helping Australian businesses pursue their global ambitions through our international expertise and trusted networks.

We're experts in connecting Australian businesses to the world and the world to Australian business.

Our global network turns local market connections and insights into valuable export and investment support.

We contribute to Australia's prosperity by:

- linking Australian businesses to global export opportunities
- providing market and industry insights, making it easier for businesses to go global
- attracting international investment to drive local jobs and develop skills
- leading policy and programs for Australian tourism and the visitor economy
- attracting international students to study with Australia.

Want to know more about working at Austrade? Click [here](#).

Duties

The Australian Trade and Investment Commission (Austrade) is looking for an Executive Officer to support Austrade's Deputy Chief Executive Officer, Policy and Programs (DCEO/P&P).

This role will support the Deputy CEO's office and act as a conduit between the DCEO/P&P, the Executive team, and Austrade's global network.

Duties include:

Representing the DCEO/P&P, the Executive Officer will:

- Act as a strategic and trusted advisor, providing high quality advice to the DCEO.
- Work closely with DCEO/P&P's Executive Assistant (EA) to manage DCEO business, including triaging requests and proactively supporting the DCEO's forward work program.

- Work in partnership with the P&P leadership team and Austrade senior executive to support collaborative outcomes aligned with the Government's strategic priorities.
- Manage DCEO/P&P's strategic communications, in partnership with the internal and external communications teams.
- Support DCEO/P&P to anticipate and plan for changes in Austrade's operating environment.
- Assist with the coordination of P&P financial and budget management.

The Executive Officer will demonstrate the highest level of discretion and confidentiality, excellent judgement, self-awareness and emotional intelligence, and the capacity to build and maintain high quality relationships across the organisation.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a **Negative Vetting Level 1** security clearance.

Notes

Notes

It is expected that the Executive Officer will be available to respond to issues outside core business hours when needed.

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 Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,200 staff based across 61 locations overseas. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit <https://www.austrade.gov.au/About/Employment/Working-at-Austrade>.

To Apply

Position Contact	SES Unit, +61 (2) 9392 2222
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Aged Care Quality and Safety Commission

Closing Date: Sunday 22 December 2024

Enterprise Governance and Strategy
Governance and Risk

Job Title	Assistant Director, Freedom of Information and Information Access
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Hobart TAS, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA
Salary	\$114,247 - \$130,300
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements such as part time hours/working from home days may be considered
Classification	Executive Level 1
Position Number	Various
Agency Website	

Job Description <https://agedcarequalitycareers.nga.net.au/?jati=816266A1-EC7A-ADAA-B498-DB4D8BD2F08F>

About the Team

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

The Freedom of Information (FOI) officer communicates with FOI applicants, internal and external stakeholders including decision makers to assist the Commission in preparing timely, accurate decisions and provide comprehensive FOI advice. The FOI officer prepares draft FOI decisions including schedules of documents and correctly applies relevant legislation in draft decisions for review by the authorised delegate of the Commissioner.

About the Role

The EL1 Freedom of Information (FOI) and Information Access is a senior position responsible for managing freedom of information requests, providing expert advice on FOI and related legislation

and promoting compliance with the Freedom of Information Act 1982. This role involves leading a team of FOI Officers, managing complex requests, and contributing to the Commission's broader information access strategies.

The position requires advanced analytical, organisational, and communication skills to ensure timely and accurate processing of FOI requests while balancing transparency, privacy, and confidentiality considerations. The FOI specialist will also engage with senior leaders and external stakeholders to enhance the Commission's information access framework.

Duties

Leadership and Management

- Lead and manage the FOI team, ensuring high-quality responses to FOI requests in compliance with statutory requirements.
- Oversee the end-to-end process of FOI request management, including decision-making on complex and sensitive cases and the management of Information Commissioner Review matters and complaints.
- Provide mentoring, training, and professional development opportunities for team members.

FOI Compliance and Risk Management

- Ensure the agency meets its obligations under the Freedom of Information Act 1982.
- Identify and mitigate risks associated with information disclosure, ensuring adherence to confidentiality and security protocols.
- Develop and implement policies, procedures and systems to support effective FOI request management.
- Effectively risk manage complex FOI complaints and other complainants.

Policy Development and Advice

- Provide expert advice to internal stakeholders on FOI Administration, guidelines and processes.
- Draft high-quality correspondence, reports, and ministerial briefings related to FOI matters.
- Support the development of Commission policies that promote a culture of openness and transparency.

Stakeholder Engagement

- Liaise with internal and external stakeholders, including other government agencies, to resolved FOI related issues.
- Represent the Commission in FOI forums and working groups to share best practices and contribute to policy development.
- Engage with external stakeholders in the implementation of Commission administrative release procedures.

Training and Awareness

- Develop and deliver FOI training and awareness programs to build internal capability.
- Promote a culture of compliance and accountability in handling information access requests.

Eligibility

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

Knowledge and Expertise

- Comprehensive understanding of the Freedom of Information Act 1982, the Privacy Act 1988, and related regulations and guidelines.
- Demonstrated ability to interpret and apply Freedom of Information Act and apply the provisions in complex scenarios.
- Demonstrated ability to manage administrative information release processes.

Analytical and Problem-Solving Skills

- High-level analytical skills, with the ability to manage complex and sensitive FOI requests, including high levels of personal information.
- Experience in assessing and mitigating risks related to information disclosure.

Leadership and Management

- Proven ability to lead, motivate and develop a team to achieve operational objectives.
- Experience in managing workloads, setting priorities, and meeting deadlines in a complex and dynamic environment.
- Experience successfully transitioning teams through substantive organisational change.

Communication and Interpersonal Skills

- Exceptional written and verbal communication skills, with experience in preparing clear and concise decision documents, reports and correspondence.
- Strong interpersonal skills, with the ability to build effective relationships with internal and external stakeholders.

Organisational Skills

- Demonstrated capacity to manage multiple tasks and competing priorities while maintaining attention to detail.

Stakeholder Engagement

- Experience in consulting and negotiating with diverse stakeholders to achieve desired outcomes
- Experience utilising trauma informed practices when working with complex applicants on sensitive personal information requests.

Eligibility and Other Requirements

- Australian Citizenship
- Relevant qualification in law, information management or data protection

Highly Regarded

- Baseline Security Clearance or higher
- Experience in privacy and information security, highly regarded.

Notes

- Salary offered will be between \$114,247 - \$130,300 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

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

Please complete the application and submit by **11:30 pm (AEDT) Sunday 22 December 2024.**

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

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Cassandra McCreadie, (02) 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=816266A1-EC7A-ADAA-B498-DB4D8BD2F08F

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Health

Vacancy VN-0751853

Australian Digital Health Agency

Closing Date:Thursday 05 December 2024

Technology Services
Technology Planning and Delivery Solutions Delivery Team

Job Title	Senior Test Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	\$116,075 - \$132,386
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency
As the steward for digitally enabling Australia’s health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

Our passion and commitment to reconciliation demonstrates our dedication to create inclusive environments, and social responsibility, all to support you in seamlessly balancing life and career.

Duties

About the Role
The System Integration (SI) Senior Test Manager position responsibilities will include:

- Act as a single point of engagement into the SI Testing Function for all queries, requests and advice, when required / allocated
- Independently quality assure projects and initiatives from a testing perspective, when required / allocated
- Manage and develop the technical testing strategy, strategic test plans and test approach and processes to maintain, enhance

systems, applications and cloud environments.

- Manage the end-to-end technical test delivery capability from testing requirements analysis, test planning, test case design, test execution for each stage, defect management, coordination & resolution and test reporting.
- Plan, manage, coordinate and deliver the end-to-end systems development testing through the following phases with the vendors – unit, systems integration, accessibility, browser compatibility, security, performance, regression, PEN, service partner integration, usability, software vendor, operational readiness and business verification testing.

Eligibility

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a security clearance at a level designated by the Agency on request

What You'll Bring

The SI Senior Test Manager is therefore required to have strong technical skills/understanding with experience in delivery of large mission critical systems, various cloud environments and large databases and applications like Oracle, as well as practical experience in maturing testing functions using models such as CMMi and TMMi.

- Minimum of 10 years' experience managing a technical testing team.
- Have strong technical skills/understanding with experience in delivery of large mission critical systems, various cloud environments and large databases and applications like Oracle.
- Experience in standard development, delivery and operational processes like SDLC, COBIT, Prince2, ISO9001, ITSM, SIAM or similar.
- Working with and implementing project delivery and testing tools in a DevOps/DevSecOps framework.
- Degree in IT, Engineering or related field is desirable.
- Professional certification and minimum 1-year practical experience in CMMi or TMMi.

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Gary Russell at gary.russell@digitalhealth.gov.au.

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

Closing Date: 8 December 2024, 11:00pm

Salary: This role offers between \$116,075 - \$132, 386 plus 15.4% superannuation depending on skills and experience.

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 Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Gary Russell, gary.russell@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0751888

Australian Digital Health Agency

Closing Date:Wednesday 04 December 2024

Technology Services
Business Operations and Integration Customer Support

Job Title	Senior Program Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	\$94,456 - \$106,563
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency
At the Australian Digital Health Agency, we celebrate the agility of remote work while fostering collaboration with your colleagues.

Join us to grow, develop, and advance your career without the need to relocate or compromise your current lifestyle. We promote an inclusive workplace culture where everyone at the Agency lives our values in pursuit of a healthier future for all Australians.

Duties

About the Role

The Senior Program Officer is responsible for the provision, and ongoing maintenance of knowledge management articles and associated support materials to ensure the effective delivery of consumer support operations and an efficient, highly functioning Contact Centre.

The Senior Program Officer will develop and maintain accurate, high quality knowledge management artefacts, including operational policies and procedures, while applying and driving best practice knowledge management protocols and principles.

What You'll Bring

- Experience working with various systems and technologies to develop and maintain robust and accurate knowledge materials to ensure efficient, effective, high-quality Contact Centre consumer support operations.
- Apply an in-depth knowledge of existing policy and legislative frameworks, government decision making processes and agency guidelines and regulations, and exercise sound judgement in the interpretation and application of these.
- Experienced maintaining and aligning knowledge materials with relevant legislative and policy frameworks and monitor effectiveness and use of knowledge base content.

Eligibility

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position may be filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Maree Norman at maree.norman@digitalhealth.gov.au.

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

Closing Date: 4 December 2024, 11:00pm

Salary: This role offers between \$94,456 - \$106,563 plus 15.4% superannuation depending on skills and experience.

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 Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is

responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Maree Norman, marre.norman@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0751921

Australian Digital Health Agency

Closing Date:Tuesday 10 December 2024

Corporate Services
Finance Procurement Services

Job Title	Procurement Business Partner
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$116,075 - \$132,386
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible Working Arrangements Available
Classification	Executive Level 1
Position Number	0719_11/24
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

When you join the Corporate Services Division, you become part of a team that is committed to delivering high-quality enabling services. Our pursuit of excellence in areas such as Finance, Legal, Communications, HR and Governance plays a crucial role in supporting the Agency's overall mission. Your skills and expertise can contribute significantly to this mission, enhancing our operations and ultimately supporting the pursuit of excellence in digital health.

We are looking for 3x Procurement Business Partners to step in and play a pivotal role in our recently implemented centralised Procurement Services function. This role offers the unique opportunity to support and deliver a range of procurement management operations, from centrally delivered to self-service by business areas. You will partner with various divisions to ensure appropriate and compliant procurement activities while providing strategic advice to senior management. Your insights will help develop strategic procurement plans and build procurement capability across the Agency.

As a procurement professional, you will leverage your expertise to contribute significantly to the Finance Branch and Agency operations. With a high level of autonomy and accountability, you will perform complex tasks, review the work of others, and ensure successful procurement outcomes. Reporting to the Director of Procurement Services, you will be an integral member of the Finance Branch, working closely with specific divisions to support their procurement needs.

We have 2x non-ongoing 12-month engagements (with a 6-month extension option) and 1x ongoing role available to help kick start the Procurement Business Partner model.

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

- Collaborative workspaces with new technology available within central locations.
- Agency Study bank: Our employees are eligible for financial assistance up to 100% of costs and up to 7.5 hours per week study leave as per our study assistance guidelines.
- Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, Half Pay option, and Portability of leave across most State and Federal government agencies.
- TOIL: in lieu of reasonable hours worked is offered also to EL staff however requires recording of hours worked.

Duties

As an integral part of our team, you'll bring a wealth of experience and strategic thinking to the table. From our successful applicants, we would also love to see:

- Proven experience in a similar role, ideally within Information Technology, digital, or similar contexts.
- Demonstrated experience in delivering and supporting large, complex IT open market approaches.
- Expertise in developing RFX related documents, including Conditions of Participation, Statements of Requirements, Contracts and Work Orders, and Tender Evaluation Plans.
- Strong knowledge of procurement methodologies and best practices in either the private or public sector.
- Advanced skills in using related software tools (e.g., Excel, Power BI) and working knowledge of SAP.
- Certificate IV or higher in Government (Procurement and Contracts) is highly desired.
- Ability to provide strategic advice, develop procurement plans, and build procurement capability.

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

The position may be filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter outlining why you're suitable for this position.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact David Hall at David.Hall@digitalhealth.gov.au.

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

Closing Date: 10/12/2024, 11:00pm

Salary: This role offers between \$116,075 - \$132,386 plus 15.4% superannuation depending on skills and experience.

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 Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is

responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	David Hall, david.hall@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0751864

Australian Radiation Protection and Nuclear Safety
Agency

Closing Date:Tuesday 17 December 2024

Office for Business Support Human Resources

Job Title	Senior HR Projects & Systems Coordinator
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	\$93,130 - \$106,486
Future Merit Locations	Yallambie
Office Arrangement	Flexible
Office Arrangement Details	60 office/40 WFH
Classification	APS Level 6
Position Number	13635
Agency Website	https://www.arpansa.gov.au/

Job Description

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

Primary purpose of the role

The Senior HR Projects & Systems Coordinator is responsible for will deliver human resource projects and services to enable successful completion of key programs of work committed to in the Workforce Strategy Program plan, including those related to supporting ARPANSA build capability and capacity in a growing nuclear sector in Australia. The role acts as a consultant to the business, enabling solutions to talent challenges that emerge given a dynamic and growing nuclear sector. This role will implement a range of key workforce management activities as outlined in ARPANSA's Strategic Workforce Plan 2022-25.

Duties

Key accountabilities

- Apply basic project management methodologies for any major HR projects that are initiated within the unit to realise benefits, impact and value for the business.
- Partner with people managers and employees to provide advice on general employment matters with a specific focus on resourcing, wellbeing, change management, HR systems and HR projects.
- Apply a high level of talent management acumen to identify solutions to workforce management challenges, risks and opportunities.
- Apply change management methodologies (not change consultation) to improve the ability of the organisation and employees to respond positively to change
- Analyse all reliable & available people data to identify workforce trends and issues to inform agency leaders about emerging and existing people matters requiring focus or action.

- Using the current wellbeing program plan create a sustainable wellbeing road map for the agency that ensures a dynamic approach to employee wellbeing that mitigates psychosocial risks.
- Prepare responses for all Employee Listening Programs (with the exception of Census) to ensure a consistent and accurate timely response is prepared for executive review/sign off.
- Regularly review the manner in which the two core HR systems (LearnHub & Aurion) are being used and suggest process and system improvements for greater efficiency and customer experience.
- Ensure the ARPANSA Advantage program is maintained & opportunities for new benefits are sourced and refreshed regularly.
- Lead the annual APRANSA Awards event and assist with biannual ARPANSA Day event.
- Provide backup for Recruitment, Payroll and Injury Management.

Eligibility

Our ideal candidate - job specific capabilities

To be considered for this position you will have a proven knowledge and extensive experience in successfully delivering contemporary human resource management services, strategic reporting, project implementation and be familiar with HR systems and their optimal operation. Tertiary qualifications and experience in a dynamic and established HR team is essential. Ideally you will also have experience supporting a payroll or online HR service system. It would also be beneficial to have a sound understanding of the Commonwealth's legislative and policy frameworks in these areas. Experience working with LearnHub or Aurion will be well regarded.

You will possess highly developed operational skills with a proven track record of promoting change management and being able to respond flexibly and promptly to organisational and branch and office requirements. You will have well developed communication and negotiation skills and ability to assist in the development of effective, inclusive, consultative and high performing organisational cultures across the section, office and ARPANSA.

You must hold Australian citizenship or possess permanent residency status leading to citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a Baseline security clearance as a condition of engagement.

Selection criteria

There are five selection criteria for this position. If you want to advance your career, please tell us your skills, experiences and achievements that demonstrate all selection criteria in no more than 1000 words in total.

1. Demonstrated experience in delivering projects that achieve strategic and operational outcomes.
2. High level interpersonal and communication skills which demonstrates a capacity to work collaboratively and build and sustain positive relationships with staff, stakeholders and clients;
3. Data and digital fluency, with experience leveraging tools and insights to enable HR service delivery.
4. Proven knowledge and understanding of Commonwealth HRM legislative and policy frameworks and ability interpret and apply APS conditions of service;
5. Ability to report and undertake analysis of workforce data in a clear and concise manner, together with developed skills and experience in the use of technology including the suite of Microsoft Office programs, databases and electronic document management systems;

Notes

How to apply

Applications can be lodged through [ARPANSA Recruitment Portal](#).

Your application will consist of resume, ARPANSA cover letter to be completed via the portal, contact details for two referees and a ‘1000-word pitch’ that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

For more information, please contact Nicole Coultres at 0455 182 540.

Application close: 17 December 2024

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Nicole Coultres, 0455 182 540
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/

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Home Affairs

Vacancy VN-0751827

National Emergency Management Agency

Closing Date:Tuesday 10 December 2024

Policy & Governance
Insurance Policy and Hazards Insurance Partnership

Job Title	Assistant Director, Hazards Insurance Partnership
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$117,335 - \$133,729
Future Merit Locations	Canberra, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role
Classification	Executive Level 1
Position Number	JR 135120
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/135120/>

Disaster Resilience and Recovery (DRR) Group:

The Disaster Resilience and Recovery (DRR) Group within NEMA supports prevention and risk reduction, recovery and reconstruction for Australians impacted by disasters. The Group's work makes it possible for Australians to rebuild and recover from disaster and become more resilient. There are greater pressures on the Australian Government to meet the needs and expectations of Australians when we face complex and concurrent disaster impacts and the increasing risk of disaster. NEMA is increasing its ability to shape and deliver Australian Government support to these affected communities across the nation.

Branch Overview:

The Insurance Policy and Hazards Insurance Partnership (IPHIP) branch is responsible for the development and implementation of NEMA's strategic insurance and associated economic policy, including the delivery of the Hazards Insurance Partnership.

The Branch supports the provision of evidence informed policy, knowledge and tools needed for effective and appropriate risk reduction and potential mitigation that can be passed on to consumers.

Position Summary:

The Assistant Director will support the delivery of key policy priorities to contribute to disaster risk reduction. They will contribute to Agency priorities, cabinet and other briefing processes, implementation of Hazards Insurance Partnership (HIP) work and associated Strategic Insurance Projects (SIP) and other related policy development.

They will liaise with Federal, State and Territory Governments and other stakeholders across groups and sectors, collaborating and cooperating to build strong working relationships and deliver positive policy outcomes. This includes drafting of policy papers and briefing for domestic and international meetings, analysis of data and communication of complex information to a range of audiences.

The Assistant Director will be responsive to changing priorities and will provide sound administrative, project and policy advice to the senior leadership team. This role may have direct APS reports.

Duties

- Support the delivery of key policies to contribute to disaster risk reduction, recovery and resilience

- Develop and maintain effective relationships with a range of stakeholders, collaborating and cooperating to build strong working relationships and deliver positive policy outcomes. Stakeholders include but are not limited to, Australian Government stakeholders, State and Territory Governments, local councils, industry, charities, and private sector and community groups
- Providing high quality advice on policy development, interpretation and implementation, including preparation of correspondence, communications, reports, ministerial submissions, Senate Estimates briefs, Questions on Notice, Talking Points and information briefs as required. This can often be under pressure and within tight delivery timeframes
- Preparing robust, proactive and innovative written advice based on an understanding of the strategic and policy environment and related issues, evidence from research, stakeholder and user needs and organisational priorities
- Oversighting procurement and contract management of external consultants including administration to achieve agreed deliverables within set timeframes
- Provide strategic advice to NEMA Executives and key stakeholders, which may include representing NEMA at external meetings
- Provide high level strategic, administrative and logistical support to key forums that support cross-portfolio and ministerial level meetings.

Experience/Role Requirements/Qualifications:

- Excellent oral and written communication skills including attention to detail and an ability to clearly advise and influence stakeholders and decision makers
- Strong organisational and analytical skills to interpret and evaluate information, identify trends and solutions
- Demonstrated ability to build capability within teams through coaching, mentoring and feedback
- Experience, understanding or an interest in policy development and/or natural hazard funding at Commonwealth, State or local Government level
- Sound influencing and negotiation skills, and be able to develop effective relationships with a range of stakeholders
- Understanding of relevant government policy, legislative and financial frameworks including Commonwealth procurement rules and guidelines.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency'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 (if applicable).

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment: recruitment@homeaffairs.gov.au.

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

About the 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

Position Contact	Sharyn Owen, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/135120/

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Industry, Science, Energy and
Resources

Vacancy VN-0751813

Department of Industry, Science and Resources
(DISR)

Closing Date:Wednesday 11 December 2024

Anti-Dumping Commission
Strategy and Legal Legal and Regulatory Affairs

Job Title	Executive Director - Legal, Anti-Dumping Commission
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	\$147,689 - \$158,014
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 2;Principal Government Lawyer
Position Number	2555_11/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industry Careers.nga.net.au/?jati=ED63C145-E4A6-69BD-4AA7-DB4D50447916>

About the Department

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

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

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

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

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

About the team

We are Australia's international trade remedies authority - the Anti-Dumping Commission. The commission is responsible for undertaking investigations into allegations of unfair trade practices involving goods entering Australia and administering Australia's anti-dumping legislation. These investigations seek to deliver a level playing field for industry. Professionalism, excellence and

independence underpins the commission's world-class reputation.

The commission is led by the Anti-Dumping Commissioner (Commissioner), who is an independent statutory office holder. The commission is staffed by employees from the department made available to the Commissioner, including lawyers to provide specialist legal services. There are three branches in the commission: Investigations, Strategy and Operations and Legal.

The Executive Director, Legal (EDL) leads the Legal Branch, which is made up of a specialist legal service team with expertise in administrative and trade remedies law. The EDL will have two direct reports (Directors/Principal Legal Counsel).

The team provides high quality, client focussed legal services to investigations teams and the policy team. The EDL will report directly to the Commissioner, providing specialist legal advice and briefings to the commission and Commissioner (as a decision maker) to support good decision making and promote best-practice regulation. They will prioritise workflows to meet legislative deadlines and collaborate across the commission and will manage the commission's role in merits review proceedings by the Anti-Dumping Review Panel, judicial review proceedings and World Trade Organisation matters and compliance issues.

The EDL is also accountable to the Chief Counsel within the Department of Industry, Science and Resources in respect of compliance with professional standards and the Legal Services Directions, and escalating matters of legal risk as appropriate, and may seek support from the Chief Counsel in relation to those matters and other legal professional obligations.

The Commission is committed to delivering a positive, flexible and inclusive workplace. Our goal is for staff to reach their full potential through engaging work and career growth opportunities, within a diverse, inclusive and connected team of peers and leaders.

Our ideal candidate

We are offering the opportunity to be part of a passionate and committed team of policy and legal professionals. We are looking for motivated candidates who have:

- A minimum of 7 years post admission experience.
- A strong understanding of administrative law and statutory interpretation principles.
- Highly developed collaboration skills, including the ability to negotiate, liaise and influence colleagues and stakeholders.
- High standards of professional and personal integrity.
- Sound knowledge of Australia's anti-dumping legislation (Part XVB of the Customs Act 1901) and World Trade Organization (WTO) obligations under the Anti-Dumping Agreement and the Agreement on Subsidies and Countervailing Measure.
- A strong track record of managing and leading high performing teams to deliver against competing priorities.
- Experience providing advice in a domestic system that operates within international treaty arrangements, particularly WTO treaties, is ideal but not required.
- Well-developed leadership, planning and organisational skills.

If you are eager to make a positive impact and have the skills, experience and motivation to succeed in this role, we would welcome your application. **Duties**

Leading the Legal Branch, responsibilities may include:

- Managing the team to draft high quality advice and documents (including advices on cases, practice instructions, briefs, talking points, ministerial submissions, corporate and public reporting).
- Using effective stakeholder/client management skills to support the team to deliver advice within the commission's investigations and decision-making frameworks.
- Overseeing development of the commission's written and oral submissions in merits and judicial review.
- Leading the Commission's engagement with the Department of Foreign Affairs and Trade (DFAT) and WTO stakeholders and input into WTO disputes and compliance matters.
- Representing the Commission in domestic and international fora.
- Working closely with the policy section to provide effective legal advice to Commission investigators to address outcomes of domestic reviews and WTO cases.
- Supporting the Commission's strategic engagement across Government and internationally on trade remedies issues.

Other duties as required from time to time to support the work and priorities of the commission.

Eligibility

Must have at least a Bachelor of Laws degree (or equivalent) from a recognised Australian tertiary education provider and hold an unrestricted practicing certificate.

Admission as a legal practitioner of the High Court or the Supreme Court of a State or Territory of Australia.

Substantial contemporary, relevant knowledge and experience in relevant areas of law including World Trade Organization Agreements, international trade remedies law, and/or Australian anti-dumping legislation.

Applicants must be an Australian citizen to apply. To be eligible for employment in the APS and the department, applicants must be Australian Citizens.

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

Positions require a Negative Vetting 1 security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

An Individual Flexibility Arrangement may be negotiated for the additional duties in this role and be commensurate with the skills and experience of the applicant (noting the Principal Legal Counsel salary range is \$142,009-\$151,937).

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 can be Canberra or Melbourne based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Isolde Lueckenhausen, Please contact via email
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=ED63C145-E4A6-69BD-4AA7-DB4D50447916

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Industry, Science, Energy and
Resources

Vacancy VN-0751869

Job Title	Senior Network Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - NT NT, Various locations - WA WA, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - SA SA
Salary	\$115,354 - \$129,830
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 1
Position Number	1096
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

<https://career10.successfactors.com/career?company=ipaustali>

As the Senior Network Engineer, you would be responsible for the implementation of new solutions, upgrades, day to day maintenance for the network, supporting and mentoring Junior staff and complex troubleshooting. Responsible to the Team Leader, Networks and Communications, the Senior Network Engineer works with limited direction, shows strong initiative and innovation and is expected report on progress. The successful candidate will work with multiple stakeholders including external vendors and internal customers.

Duties

The specific duties of the Senior Network Engineer include, but are not limited to:

- Provide specialist level 3 Network support to the user base of IP Australia and their ITG colleagues, and work with vendors to provide successful outcomes.
- Take ownership to manage updates and improvements to Network Infrastructure, standards, guidelines, procedures, documentation, diagrams.
- Competencies in fault diagnosis, root cause analysis and taking effective and timely remedial action where required.
- Experience in SDN technologies such as Cisco ACI and Cisco DNA Centre, Security Firewall, F5 Local Traffic Managers, WLAN, LAN and WAN infrastructure.
- A strong commitment to ensure strict compliance to security policies and procedures.
- Manage and oversee the life cycle of the ITG IMS queues to ensure appropriate resolution and closure of tickets assigned.
- Commitment to the Major Incident Process, being able to lead incident response to conclusion, and ensuring that senior staff and the incident manager are kept informed.

- Strong communication and negotiation skills, drive change, resolve problems, and assist in project planning driving successful outcomes.
- Show accountability and commitment, achieve stated goals and objectives, take ownership and honour commitments.
- Promote a workplace environment where peers and colleagues are appreciated and motivated to develop skills and openly discuss ideas to encourage resolution and knowledge transfer.
- Have passion to acquire new skills and drive continuous improvement for IPA systems.
- Demonstrate attitudes and behaviours responsive to positive workplace culture.
- Ability to represent the Networks and Communications team and Infrastructure Technology Operations at meetings.

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 initial 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 12 months.

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. We have a shared hub in Sydney (Gadigal Country). 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

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

Position Contact	Amanda Quensier, 0405 939 370
Agency Recruitment Site	https://career10.successfactors.com/career?company=ipaustali

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0751881

Department of Infrastructure, Transport, Regional
Development, Communications and the Arts

Closing Date:Wednesday 11 December 2024

Job Title	APS4 - Finance and Program Support Officer, Vehicle Safety Policy & Partnerships
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$74,464 - \$80,919
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	5 days until probation complete
Classification	APS Level 4
Position Number	46099
Agency Website	https://www.infrastructure.gov.au/

The opportunity we have available

The Road Vehicle Safety Division aims to improve road safety and reduce road trauma for all Australians. The division has four main functions:

- setting the policy direction for road safety through the National Road Safety Strategy 2021-30 and National Road Safety Action Plan 2023-25;
- development and maintenance of the Road Vehicle Standards Act 2018 (RVSA) and other legislative instruments and vehicle standards;
- delivering targeted road safety programs; and
- regulating the first provision of vehicles in the Australian market including vehicle certification, imports, enforcement and vehicle recalls.

The Vehicle Safety Policy and Partnerships (VSPP) Branch is responsible for supporting the regulatory framework introduced by the Road Vehicle Standards Act 2018 (RVSA) and its subsidiary legislation. The RVSA ensures that vehicles provided to the Australian market will meet the safety, theft and environmental impact standards as specified by the Australian Design Rules. The responsibilities of the branch include:

- supporting the sustainment of industry and department operations under the regulatory framework;
- ensuring the alignment of the department's procedures, guidelines, and systems with the intent of the RVSA;
- leading the engagement with industry, jurisdictions and stakeholders to ensure vehicles in Australia meet standards on safety, theft and environmental impact; and
- ensuring the Australian Design Standards are updated to cover advances in technology and consumer expectations.

The RVSA transition team is responsible for the department's IT system, ROVER (Road Vehicle Regulator), which integrates all activities and approvals under the RVSA legislation. It also provides ongoing technical support to both internal and external users of the system, conducting regular industry stakeholder meetings and identifying areas of improvement for the system.

Duties

What will you do?

You will perform a range of finance and program support tasks to assist the team as it prepares to transition into BAU. You will help to:

- establish and embed processes, practices and tools to support transition;
- perform financial reconciliations, refunds and audits, and;
- support the team with data management, program tracking and reporting requirements.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS level 4 [Work level standards](#) and have:

- experience working with the financial management system SAP is highly desirable but not mandatory;
- an understanding of, or the capacity to quickly develop an understanding of the Australian Government procurement policy and financial management guidelines and reporting requirements;
- sound analytical skills for financial reporting and the ability to handle complex reconciliations;
- proficiency in Microsoft Office, particularly Excel;

- experience in records management, including use of Records Workspace, is highly desirable but not mandatory;
- strong attention to detail and the ability to handle program support processes;
- ability to manage multiple tasks and support team members in a fast-paced environment;
- excellent communication skills to liaise with internal and external stakeholders.

RecruitAbility minimum requirements

Minimum requirements for this role include:

- Communicate effectively both written and verbal, delivering information in a variety of formats for a range of audiences.
- Collaborate across diverse teams, using your exceptional interpersonal and engagement skills to engage with Senior Executives and a wide variety of stakeholders, valuing different perspectives, contributions and backgrounds.
- Think strategically, evaluating complex information from a variety of sources to make connections and prepare sound advice by exercising good judgement.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission \(apsc.gov.au\)](#). **Eligibility**

Eligibility requirements

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

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

Notes

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

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

About the Department of Infrastructure, Transport, Regional Development,
Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Ayla Bowers, 02 6136 8799
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Prime Minister and Cabinet

Vacancy VN-0751876

National Indigenous Australians Agency

Closing Date:Wednesday 11 December 2024

Corporate Group
People Branch Strategy Engagement & Analytics

Job Title	Director, Strategy Engagement & Analytics, People Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	\$141,669 - \$168,609
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	Executive Level 2
Position Number	NIAA/2024/203
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=29286780-419B-298B-8541-DB4D8CF32112>

The NIAA People Branch is a responsive, trusted and reliable partner who provides valued advice and services to enable high performance across the Agency. We are seeking an experienced senior human resources (HR) professional to fill the role of Director, Strategy Engagement and Analytics.

As Director of the NIAA's Strategy Engagement and Analytics team you will work in a fast-paced environment playing a pivotal role in shaping, executing, and evaluating our strategic HR initiatives while also providing oversight of full workforce metrics service.

You will lead a team of HR policy and HR analysts and work very closely with senior leadership to deliver impactful programs, insights and recommendations.

Your excellent data insights, written and communication skills coupled with significant expertise developing, HR strategy, statistical systems, and large-scale project management will be critical to successfully fulfilling the role.

Key Responsibilities:

- Develop, implement and evaluate strategic HR initiatives that align with organisational goals.
- Lead and manage large-scale transformative projects from conception through to execution.
- Design and deploy comprehensive evaluation frameworks to measure project success and impact.
- Use advanced statistical systems and tools (SPSS, NVivo, excel) to conduct in-depth analysis and research including supporting the Agencies Census Action planning.

- Leverage Power BI to create interactive and insightful dashboards and reports.
- Collaborate with cross-functional teams to drive data-driven decision-making.
- Mentor and guide a team of analysts and HR policy officers, fostering a culture of excellence and continuous improvement.

Duties

We are looking for candidates who can demonstrate the following competencies:

- Proven expertise in statistical systems and research methodologies, including experience in qualitative analysis and advance ability in using Microsoft Excel, SPSS and NVivo.
- Familiarity with other HR platforms i.e. Aurion/ Power BI to support the development and implementation of interactive data visualisations and dashboards.
- Excellent written communication skills with the ability to oversee the development of high-quality reports, presentations and briefings.
- Persuasive communication skills with the ability to present complex information in a clear and concise manner to a range of Senior Leaders including Executive Board.
- Strong background in managing and executing transformative HR projects, ideally across a large geographical footprint.
- Proficient in developing and applying evaluation frameworks to assess project outcomes and effectiveness.
- Demonstrated ability to translate complex data into actionable insights and strategic recommendations.
- Excellent problem-solving skills and the ability to work under pressure in a fast-paced environment.
- Strong communication skills with the ability to present complex information in a clear and concise manner to a range of Senior Leaders including Executive Board.

Desired Qualifications/Experience:

- Bachelor's degree in HR, Data Science, Statistics, Psychology or a related field/equivalent.
- 4+ years of experience in strategy, analytics, or a related role, with a focus on large scale project management and data analysis.

Eligibility

You'll need to be an Australian Citizen to work for NIAA.

You'll need to agree to pre-employment screening checks to work for NIAA. This role also requires a Baseline Vetting (Protected) Security clearance. We may also conduct further integrity checks during the course of your employment.

Notes

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Rachael McMahon, (02) 6152 3818
Agency Recruitment Site	https://niaa.nga.net.au/?jati=29286780-419B-298B-8541-DB4D8CF32112

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Social Services

Vacancy VN-0751617

National Disability Insurance Agency

Closing Date:Wednesday 04 December 2024

CHIEF COUNSEL DIVISION
AAT Case Management Branch ART Case Management Teams

Job Title	APS6 Case Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA
Salary	\$93,196 - \$103,035
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Flexible and remote working arrangements may be negotiated.
Classification	APS Level 6
Position Number	2394_10/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Are you looking for a challenging and rewarding opportunity where you can make a positive impact? The NDIA is seeking experienced case management professionals to join the agency as APS6 Case Management within the Administrative Review Tribunal (ART) Branch. The APS6 Case Management role is accountable under limited direction to undertake complex work that is guided by legislation, policies, procedures, standards, methodologies and precedents.

The ART Case Management Branch works closely with the Administrative Review Tribunal (ART) to manage all external review applications, aiming to improve the experience of current and prospective participants in the NDIA.

The ART Case Management Branch are looking to fill several vacancies at the APS6 classification across several teams.

If you thrive in a dynamic and fast-paced environment and are looking for a chance to use your skills to make a positive impact, then this could be the opportunity you've been searching for.

Duties

As a member of the ART Case Management team, you will have the opportunity to be a part of improving the external applications experience for NDIS participants. Your case management skills and various aspects of the case management process including planning will be valuable to the team. Your work will include undertaking end to end case management activities, with appropriate line manager input and oversight.

Additionally, you will:

- Assess and respond to priority and risk matters, including risks that impact the participant, Scheme sustainability and the NDIA.
- Prepare and build participant plans to reflect funded supports.
- Make decisions, with direction from more senior staff, on tasks/assignments with considerable complexity and sensitivity.
- Monitor related emerging issues, identify impact and conduct risk management activities within sphere of responsibility

Our ideal candidate has a human-centred approach and the ability to thrive in a high-volume environment, working both independently and in a team setting. You demonstrate a high-level of communication and judgement. Your effective stakeholder management skills enable you to build mutually beneficial relationships.

You will have demonstrated experience in applying alternate dispute resolution methods and advocacy skills, resolving applications and reviews, in keeping with the model litigant principles. You will have the ability to resolve issues and risks across wide-ranging areas, while posing a great a deal of vision and focus on the future. You act inclusively, and with integrity, empathy, and respect when working with the team, participants and prospective participants, as well as external stakeholders.

Eligibility

This role can be performed from Deakin - ACT, Adelaide - SA, Brisbane - QLD, Geelong, Richmond - VIC, Surry Hills, Parramatta – NSW and Perth - WA, alternate locations or flexible working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered. A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within the next 18 months.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families. NDIA will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

There are certain roles within the National Disability Insurance that may require mandatory vaccination, subject to government order or directive. Evidence may be required prior to commencement.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Legal Team, 03 5225 2778
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0751847

National Disability Insurance Agency

Closing Date:Monday 09 December 2024

Government Division
Government Initiatives Branch

Job Title	APS6 Opportunities - Government Initiatives Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - QLD QLD, Various locations - WA WA, Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NT NT, Various locations - SA SA, Various locations - TAS TAS
Salary	\$93,196 - \$103,035
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	Remote and flexible working arrangements available
Classification	APS Level 6
Position Number	2410_11/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Looking for an exciting opportunity to showcase your skills and make a real difference? The NDIA currently has multiple APS6 opportunities within The Government Initiatives Branch. This is your chance to join a talented team and build a career with an organisation focused on making a difference in the lives of people with a disability.

The Government Initiatives Branch is the Agency's point of contact with State and Territory Governments and Commonwealth departments and coordinates the Agency's role in overseeing scheme transition arrangements and post transition interactions. The branch services a wide range of internal and external stakeholders, coordinating Agency input and advice into parliamentary and executive briefs, as well as responses to stakeholder enquiries and forums.

Duties

There are two teams within the branch that are participating in this recruitment activity. The positions and teams are outlined below. You will be given the option to provide your preference in the application.

APS6 Policy Officer & APS6 Project Officer

These roles sit within the **Mainstream Strategy and Initiatives teams**. These teams manage the Agency's role and responsibilities in relation to specific mainstream interfaces. This includes health systems, aged care, child protection and family support, school education, justice systems and transport supports.

APS6 Engagement Officer

This position sits within the **Intergovernmental Strategy team**. The team plays a vital role in fostering collaboration, coordination and communication on key initiatives, NDIS reforms and policy objectives. This team works to build and maintain strong relationships with various government stakeholders, facilitating open communication and coordinating efforts across state and territory jurisdictions. The team works in a fast-paced and often changing environment.

Please refer to the relevant Position Description for an overview of the role responsibilities.

Eligibility

Our ideal candidates will be organised, proactive, and able to exceed in a fast-paced work environment. A high attention to detail and the ability to make decisions and prioritise tasks whilst working independently and proactively are pivotal to success. You will have excellent communication and interpersonal skills to develop and maintain meaningful stakeholder relationships. Your motivation and eagerness to learn and continuously improve will quickly establish you as a subject matter expert.

Whilst the NDIA head office is in Geelong Victoria, we will consider remote working arrangements across Australia. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered. A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within the next 18 months.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

Notes

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families. NDIA will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

There are certain roles within the National Disability Insurance that may require mandatory vaccination, subject to government order or directive. Evidence may be required prior to commencement.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Nat Hanlon, 0473 327 113
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0751858

National Disability Insurance Agency

Closing Date:Monday 09 December 2024

Strategic Communications Division
MARKETING COMMUNICATIONS BRANCH Marketing

Job Title	EL2 Director Marketing
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - WA WA, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - NT NT, Various locations - SA SA
Salary	\$136,863 - \$155,386
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Remote and flexible working arrangements available
Classification	Executive Level 2
Position Number	2043_10/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

We are looking for a highly motivated and innovative marketing professionals to join at the EL2 Director level within our Marketing Communications Branch.

The branch delivers strategic and impactful marketing, communication, and digital solutions, supported by market research and insights.

Duties

The EL2 Director of Marketing is accountable for delivering quality outcomes across the Marketing Communications functions of the National Disability Insurance Agency (NDIA).

The position is an important team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across wide-ranging activities.

The Marketing Director leads the team to deliver strategic, innovative and inclusive campaigns, strategies and content that support the Agency's priorities and Scheme reforms.

You will have demonstrated leadership experience and skills with an innovative approach that will inspire your team members to strive for the best outcomes. We are looking for individuals who will be organised, proactive, and able to handle a fast-paced work environment. You will have excellent communication and writing skills, the ability to work independently, and a passion for delivering high-quality work. Demonstrated experience in building and maintaining meaningful relationships with external and internal stakeholders at all levels to drive positive business outcomes is pivotal to be successful in this role.

Eligibility

This role can be performed at any of our NDIA locations nationally. Currently, our team presence is in Geelong and Richmond - VIC, Adelaide - SA, and Brisbane - QLD. Remote working arrangements may also be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered. A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within the next 18 months.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Yvette McKenzie, 0436 682 688
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0751915

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 08 December 2024

Complaints and Engagement
Communications, Education and Engagement Media and Communications

Job Title	Senior Media Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Perth WA, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Penrith NSW, Parramatta NSW
Salary	\$93,023 - \$104,558
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	291_11/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

Key Duties of the role

Duties may include, but are not limited to, the following:

1. Researching, developing and implementing communication strategies and plans which enhance knowledge and awareness of NDIS participants' rights and NDIS provider and worker obligations
2. Liaising with media, reactively and proactively, and developing media responses in line with the NDIS Commission's communications strategy
3. Developing external communication activities and collateral, in conjunction with subject matter experts, including writing copy, working with suppliers and managing associated approvals and procurement
4. Developing a broad range of communication collateral, including presentations, video, podcasts, EDMs, corporate documents, and website and intranet content
5. Completing structural and content edits and proofreading, in line with the NDIS Commission style guide and Australian Government Style Manual, and ensuring content is accessible and inclusive
6. Developing and maintaining productive working relationships with key internal and external stakeholders and suppliers. Collaborating with peers and subject matter experts to ensure an informed, strategic and coordinated approach to communication, education, engagement and media activities
7. Supporting the Assistant Directors in planning, reporting and administrative activities.

Eligibility

Capability of our ideal candidate
The occupant of the position:

1. has a positive and contemporary attitude to people with disability
2. works collaboratively and operates as an effective team member
3. is a persuasive communicator who can build and sustain positive working relationships with internal and external stakeholders and clients
4. is adaptable and flexible, and thrives in a fast-paced environment
5. has highly developed organisation skills to manage competing demands and deadlines
6. has a working knowledge of media relations as well as digital, new and emerging communication approaches
7. has excellent writing, proofreading and editing skills, with a demonstrated ability to develop fit-for-purpose, accessible and engaging content.

Other requirements
The occupant of the position must have:

1. proven ability in a strategic communications role, or similar role, with capability in both internal and external communications.

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Kata Farrell, 0400 799 270
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

Treasury

Vacancy VN-0751893

Royal Australian Mint

Closing Date:Sunday 08 December 2024

Engineering and Facilities Services

Job Title	Senior Product and Tooling Engineer/Technician
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$95,515 - \$104,362
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	On-site work in Deakin ACT is required, but hybrid arrangements may be considered.
Classification	APS Level 6
Position Number	1185
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

The Senior Product & Tooling Engineer/Technician works within the Engineering and Facilities Services (EFS) Branch. Reporting to the Product and Tooling Engineering Manager, they support the design and manufacturing operations of the Mint.

They provide engineering and technical support to design and implement tooling to produce coins, tokens, medals and medallions. This includes developing master tools, coining dies and collars for the manufacture of individual products; providing mechanical design support for press tooling; and providing engineering drafting services for coining dies, press tooling and mechanical parts.

Duties

1. Designing, developing and implementing coining press tooling.
2. Designing and developing new coin-like products and associated tooling, including master tools, coining dies and collars.
3. Drafting mechanical designs and engineering drawings to support production areas.
4. Supporting the development of plans to address manufacturing risks, conducting product trials, and identifying and implementing measures to improve production capability.

- 5. Supporting the development and maintenance of the Product and Tooling team’s procedures and guidelines ensuring alignment with the Quality Management System.
- 6. Liaising with internal and external stakeholders with various technical abilities to gather and provide information, and negotiate and manage production expectations.
- 7. Conducting research to identify and implement industry best practice.

Eligibility

Qualification

A degree or diploma in a relevant technical field.

Security clearance

This position requires a **Baseline** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at [Employment Opportunities | Royal Australian Mint](#)

Please submit your application by **11:30pm** on **8 December 2024**. You will need to upload:

- A current resume
- A two-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description
- A copy of your degree or diploma.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Bogdan Kolodziejczyk, 02 6202 6913
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Business Solutions
Aviation, Land & Maritime Transport

Job Title	Operations Manager – Melbourne Aviation Forecasting Centre
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$130,445 - \$146,506
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60014975
Agency Website	

Job Description

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

The Aviation, Land and Maritime Transport (ALMT) Program is responsible for the Bureau's business relationships with service delivery partners, government stakeholders, and both domestic and international customers operating in the Aviation, Land and Maritime Transport sectors.

In particular, the Aviation, Land and Maritime Transport Program is the sole provider of aviation meteorological services to the aviation industry within the Australian Flight Information Regions. Australian Civil Aviation Safety Regulations (CASRs) require pilots to plan flights using Bureau products. The Bureau's aviation services also contribute to meeting Australia's obligations under the Convention on International Civil Aviation.

This position is all about managing the business and leading our people. The Bureau is seeking a strong leader with operational service delivery and leadership experience. Should the successful candidate not have a meteorology or aviation background, we will provide training necessary to build their knowledge over time.

The Melbourne Aviation Forecast Centre (AFC) Manager is responsible for a team of highly trained meteorologists who provide the specialised aviation forecasts and warnings used by pilots across southern Australia and international flights arriving from ports around the globe. Typically, forecast teams of 6, led by a senior meteorologist, work in two shifts per day to provide 24-hour operations every day of the year.

The Melbourne AFC is one of three operational aviation teams that together provide the full suite of aviation meteorological services. The operational teams are supported by the Service Delivery Optimisation Team, who maintain the procedures, knowledge bases, and provide the training and coaching to support the AFC manager and enable high performance operations. Together with the Service Delivery team, the three operational teams make up the Bureau's Aviation Operations.

The Melbourne AFC Manager is a member of the Aviation Operations leadership team led by the National Manager Aviation Operations. The leadership team has a shared responsibility for the leadership of the Aviation Operations as a whole.

To be successful in this key role you will be a people-focussed leader with experience fostering high performing teams. You will understand how excellent and consistent service delivery is achieved by a combination of procedures and professional knowledge and judgement; familiarity working within a Quality Management System will be highly regarded. You will understand the particular demands of managing frontline teams working on shift. You will seek and value customer feedback as the food of champions and employ constructive criticism to inspire continual improvement.

Duties

1. In close consultation with the Brisbane AFC manager, lead and manage the delivery of world-class services to the aviation sector through the Melbourne AFC.
2. Lead and develop the staff and culture of Aviation Operations, with a strong focus on the Melbourne AFC. Provide outstanding leadership to foster a working environment that is safe, inclusive, and diverse, where people grow and are empowered to excel and innovate, and where our customers come first, trust us and consider that we are a pleasure to work with.
3. Effectively employ the aviation Quality Management System (QMS) and contribute to the ongoing development and maintenance of the QMS, including participating in regular internal and external AS/NZS ISO 9001 audits to maintain certification.
4. Ensure that there are adequate activities to monitor, evaluate and promote the quality and effectiveness of the Bureau's aviation offering.
5. Work with teams across the Aviation, Land and Maritime Transport Program to develop and implement initiatives that enhance the quality and effectiveness of aviation meteorological services and products.
6. Manage the Melbourne AFC resources to maximise the resilience of all the Bureau's Aviation Operations teams, and when required provide support other operational teams in Community Services Group and Business Solutions Group to ensure enterprise service resilience.
7. Maintain and promote close liaison with the meteorological community and the aviation industry and keep informed of the latest developments. Build, nurture, and leverage high value relationships and communication lines with key customers, internal stakeholders and external delivery partners.
8. Lead your teams in supporting Bureau Health, Safety and Environment (HSE) initiatives, ensuring compliance with Bureau HSE procedures and policies. Demonstrate commitment to APS Values, Code of Conduct, including Diversity and Inclusion initiatives.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR demonstrated professional experience that is appropriate to the duties.

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunamis and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	James Lannan, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0751817

Bureau of Meteorology

Closing Date:Wednesday 11 December 2024

Business Solutions
Aviation, Land & Maritime Transport

Job Title	National Manager Aviation Operations
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	\$149,133 - \$159,213
Future Merit Locations	Melbourne, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60015201
Agency Website	

Job Description

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

The Aviation, Land and Maritime Transport (ALMT) Program is responsible for the Bureau's business relationships with service delivery partners, government stakeholders, and both domestic and international customers operating in the Aviation, Land and Maritime Transport sectors.

In particular, the Aviation, Land and Maritime Transport Program is the sole provider of aviation meteorological services to the aviation industry within the Australian Flight Information Regions. Australian Civil Aviation Safety Regulations (CASRs) require pilots to plan flights using Bureau products. The Bureau's aviation services also contribute to meeting Australia's obligations under the Convention on International Civil Aviation.

Reporting direct to the General Manager, the Bureau is seeking an experienced individual who can ensure the effective delivery of aviation meteorological services within Australian and regional domains. The role has responsibility for over 100 employees across four teams located in Brisbane and Melbourne. These teams are the Brisbane and Melbourne Aviation Forecasting Centres, the Hazardous Weather Unit (including the Bureau's Volcanic Ash Advisory Centre), and the Service Development and Optimisation team.

The successful applicant will have outstanding leadership, a deep understanding regarding the importance of continuous improvement in the delivery of operational services supporting an ISO 9001 Quality Management System, and an ability to manage and prioritise 24/7 operations. An understanding of the aviation industry and working knowledge in operational meteorology is not essential but would be advantageous.

This position requires a motivated individual with outstanding communication skills, a high degree of initiative and the ability to self-manage. Experience managing 24/7 operations, establishing strong working relationships with stakeholders dispersed across the business, and employing a consultative and influencing approach, is essential.

Duties

1. Lead and manage the 24/7 delivery of the Bureau's services to the aviation sector provided by operational teams and support staff located across the Bureau.
2. Lead and develop the staff and culture within Aviation Operations, striving to foster a working environment that is safe, inclusive and diverse, where people grow and are empowered to excel and innovate.
3. Lead and manage the Aviation Operations components of the Aviation Meteorological Services Quality Management System. This includes the development and continual improvement of the policies and procedures, training and coaching required to achieve operational excellence and maintain ISO-9001 certification.
4. Build, nurture and leverage high value relationships and communication lines with key customers, internal stakeholders and external delivery partners including representing Australia and providing subject-matter expertise at International Civil Aviation Organization (ICAO) and World Meteorological Organisation (WMO) meetings relating to aviation.
5. Under the leadership of the Transport Customer Engagement team, contribute to the development and implementation of the Aviation Sector Services Plan to support the ongoing enhancement of the value and impact provided to the aviation industry.
6. With the support of the Transport Integration Lead and the National Manager Aviation Services Development, enable the efficient and effective transition of new products, services and procedures into Aviation Operations.
7. Be accountable for managing and forecasting budgets and staff resources to deliver agreed outcomes. Ensure that there are adequate activities to monitor, evaluate and promote the quality and effectiveness of the Bureau's aviation offering.
8. Actively work across the enterprise in the 'Bureau Way'. Support Bureau Work Health and Safety (WHS) initiatives, ensuring compliance with Bureau WHS procedures and policies. Demonstrate commitment to APS Values, Employment Principles, Code of Conduct.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

The candidate must state their agreement to have or obtain and maintain (at Bureau expense) a Baseline Security Clearance from the Australian Government Security Vetting Agency.

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 Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	James Lannan, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Employment and Workplace Relations

Vacancy VN-0751676

Department of Employment and Workplace Relations
(DEWR)

Closing Date: Sunday 05 January 2025

Safety and Industry Policy
Work Health Safety Policy and Workers' Compensation Policy Work Health
Safety Policy

Job Title	Work Health and Safety and Workers' Compensation Policy Assistant Directors
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$120,636 - \$133,328
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	24/3063
Agency Website	https://www.dewr.gov.au/

Job Description

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

We have a number of opportunities available across the Work Health and Safety Policy and Workers' Compensation Policy Branches in the Workplace Relations Group.

These branches are responsible for shaping work health and safety and workers' compensation policy in the Commonwealth jurisdiction, as well as driving national policy through tripartite forums such as Safe Work Australia.

Work Health and Safety Policy Branch

The Work Health and Safety Policy Branch drives reform within the Commonwealth jurisdiction as well as engage on national policy that will have a meaningful impact to ensure the safety of workers across Australia. The Branch is currently leading a number of ongoing projects including:

- A review of industry-specific safety frameworks, with a view to increasing harmonisation with the model work health and safety laws.
- Supporting the implementation of the ban on engineered stone, both domestically and at the border.
- Implementing national strategic plans on asbestos and silica aimed at eliminating silica and asbestos-related diseases respectively.
- Establishing the Family and Injured Workers Advisory Committee, which provides advice to the Minister and Commonwealth WHS regulators about the needs of persons affected by a workplace fatality or serious workplace incident.
- Ensuring work health and safety laws continue to be fit for purpose for emerging issues such as the platform economy and artificial intelligence.

Workers' Compensation Policy Branch

The Workers' Compensation Policy Branch leads the development and delivery of workers' compensation policy initiatives to support injured workers in the Commonwealth jurisdiction. The Branch also contributes to national best practice policy development in workers' compensation and the management of psychosocial hazards in the workplace.

The Branch is currently supporting an independent panel undertake a comprehensive review of the Safety, Rehabilitation and Compensation Act 1988, the legislation underpinning the Comcare workers' compensation scheme. The review will address all aspects of the scheme, including governance, usability, and entitlements, and provide recommendations to modernise and futureproof the scheme.

The branch is also leading a number of other projects including:

- Leading consultations on potential reforms to the Seacare scheme, a workers' compensation scheme for seafarers employed on vessels engaged in overseas or interstate trade.
- Implementation of the Health and Safety Representative training 2023-24 Budget measure which will support implementation of the psychosocial amendments to the model work health and safety laws in the Commonwealth.
- Leading initiatives to support first responder mental health including through an interjurisdictional tripartite first responder mental health working group and workers' compensation projects undertaken through national forums.
- Leading development of a Commonwealth code of practice on sexual and gender-based harassment in the workplace.

Duties

Responsibilities of the EL1 Assistant Director may include:

- Building and sustaining productive working relationships with internal and external stakeholders to develop considered policy positions.
- Preparing high quality written materials, including briefings, agenda papers and reports for a range of audiences including the independent panel, Minister, and senior executive.
- Managing one or more projects using well-developed strategic project planning and organisational skills to deliver results to a high standard and in a timely manner.
- Supporting, mentoring, and developing team members to build organisational capability.
- Manage communication, contract and procurement activities.
- Supervising staff, including supporting, mentoring and developing team members to build organisational capability.
- Contribute to the strategic direction of the Branch and contribute towards branch and organisational planning.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Alexandria Ng, 0476 880 388 (02) 6121 8639
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751703

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 11 December 2024

Digital Solutions Division
Digital Solutions WR and Corporate IT Service Management

Job Title	APS6 ITSM Process Officer Lead
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$98,105 - \$107,880
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 6
Position Number	24/3084
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the **Director**, the **ITSM Process Officer Lead** is responsible for working with IT Service Management (ITSM) teams across the Digital Solutions Division to enable and ensure agreed ITSM process are defined and being used effectively to maximise the sustainability, resilience, and operational availability of digital business systems for DEWR and its customers.

This role offers a unique opportunity to redefine ITSM processes and plays a key role in operationalising these uplifted processes in a large division that supports major digital systems.

You will work to define, support, and refine processes across service-based incident management, holistic problem management, and managed and schedule request and change management across ITSM processes.

You will work to **define** ITSM processes and **orchestrate** cross functional team contributions to these ITSM processes. As part of this role, **you will not do** incident management, problem management, or any other ITIL process.

You will achieve this by working with others to standardise ITSM process across the Division, educating IT staff and managers, and monitor and report against agreed processes. You will work closely with ITSM staff and IT management to identify opportunities to continuously improve processes. You will work alongside agile based delivery teams to ensure operational requirements are considered and delivered as part of technology projects.

You will actively work to demonstrate the value of the ITSM processes to delivery teams, service managers, and IT Management. You will work to standardise recording, tracking, and reporting of issues associated with ITSM processes. You will work closely with people who perform ITSM and ITIL based processes. You will communicate with stakeholders including managers, customers, resolvers, and others as necessary.

You will have worked in a service delivery role and you will have high quality customer service skills. Ideally, you will have worked in an IT Service delivery or IT support role and delivered excellent customer service. You will have, or can learn, the skills and knowledge to work closely with ITSM teams to help them adopt Division-wide standardised approaches. You will be willing to learn new ITSM processes and other skills to do your job effectively.

You will report on the work of your team. You will actively work to identify and manage issues that block team progress. You will work independently under broad direction to deliver agreed objectives and outcomes.

The successful applicant will receive the necessary training, mentoring, and guidance to perform the key responsibilities of the role and to advance their careers in the Australian Public Service (APS).

Duties

Responsibilities of the APS Level 6 may include:

- Work with team members and other stakeholders in ITSM process design and improvement activities.
- Maintain and update process documents.
- Support others in aligning with Division-wide ITSM processes.
- Monitor process activities end-to-end to support the Process Manager with process co-ordination.
- Produce standard and ad-hoc reports about your work.
- Contribute to process improvement initiatives.
- Contribute to interfaces and alignment with related processes/practices.
- Develop capabilities towards process/practice management responsibilities.
- Contribute ITSM process guidance and advice to project planning and agile processes as appropriate.
- Work under limited supervision.
- Coordinate the day-to-day work of a team of 3-5 staff performing administrative tasks.
- Assist more senior staff as required.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspectives are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Nicholas Harding, 0459932701
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751718

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 11 December 2024

Digital Solutions Division
Digital Solutions WR and Corporate IT Service Management

Job Title	EL1 Assistant Service Manager (ITSM Process Manager)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	\$120,636 - \$133,328
Future Merit Locations	Canberra, Sydney, Brisbane, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	24/3085
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the **Director**, the **Assistant Service Manager (ITSM Process Manager)** is responsible for managing a team of process staff working with IT Service Management (ITSM) teams across the Digital Solutions Division to enable and ensure agreed ITSM process are defined and being used effectively to maximise the sustainability, resilience, and operational availability of digital

business systems for DEWR and its customers.

This role offers a unique opportunity to redefine ITSM processes and plays a key role in operationalising these uplifted processes in a large division that supports major digital systems.

You will work to define, support, refine, and quality assure processes across service-based incident management, holistic problem management, and managed and schedule request and change management across ITSM processes.

You will work to **define** ITSM processes and **orchestrate** cross functional team contributions to these ITSM processes. As part of this role, **you will not do** incident management, problem management, or any other ITIL process.

You will achieve this by working with others to standardise ITSM process across the Division, educating IT staff and managers, and monitor and report against agreed processes. You will work closely with ITSM staff and IT management to identify opportunities to continuously improve processes. You will work alongside agile based delivery teams to ensure operational requirements are considered and delivered as part of technology projects.

You will lead work to demonstrate the value of the ITSM processes to delivery teams, service managers, and IT Management. You will lead work to standardise recording, tracking, and reporting of issues associated with ITSM processes. You will work closely with people who perform ITSM and ITIL based processes. You will communicate with stakeholders including managers, customers, resolvers, and others as necessary.

You will have worked in a role leading and managing IT service delivery staff and you will have high quality customer service skills. You will have the skills and knowledge to work closely with ITSM teams to help them adopt Division-wide standardised approaches. You will be willing to learn new ITSM processes and other skills to do your job effectively.

You will report on the work of your team. You will actively work to identify and manage issues that block team progress. You will work independently under broad direction to deliver agreed objectives and outcomes.

The successful applicant will receive the necessary training, mentoring, and guidance to perform the key responsibilities of the role and to advance their careers in the Australian Public Service (APS).

Duties

Responsibilities of the Executive Level 1 may include:

- Planning, coordination and management of cross functional process activities, ensuring that they are successfully executed towards goals, and objectives.
- Manage the day-to-day work of a team of 3-5 staff performing administrative tasks.
- Implement, maintain and update the process, its controls, standards and procedures with input from all stakeholders across partners.
- Manage process activities end to end; and approve, authorise, and monitor workflow across the internal and external resolver groups / operational process contributors.
- Ensure standards and procedural changes are communicated to applicable stakeholders and management forums.
- Appoint the necessary representation to meetings and forums to ensure actions can be completed relating to the process.
- Facilitate and co-ordinate the necessary process improvement initiatives across the internal and external resolver groups / operational process contributors.
- Report and evaluate proposed changes to the process and standards.
- Provide management data to enable the reviews to take place for the effectiveness, performance and compliance of the process.
- Implement endorsed remediation controls where deficiencies are identified.
- Provide regular updates on process initiatives.
- Evaluate and recommend changes to process.
- Ensure the compliance with business rules and report deviations.
- Articulate, propose and – after approval – work with the CI function to implement process improvements.
- Contribute ITSM process guidance and advice to project planning and agile processes as appropriate.
- Work under limited supervision.
- Advise senior staff on matters relating to ITSM.
- Coach, mentor and guide less experienced staff.
- Contribute to enterprise administration activities, including recruitment.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Nicholas Harding, 0459932701
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751797

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 11 December 2024

Job Title	Director – Information Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$141,958 - \$170,402
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 2
Position Number	24/2978
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Assistant Secretary, the Director of the Information Management Section plays a pivotal role in shaping the department's information management landscape. This position involves not only managing our information management systems but also ensuring compliance with all relevant standards and legislation. By offering strategic advice on information management issues and spearheading innovative initiatives, the Director is at the forefront of maturing our departments recordkeeping practices. Additionally, the Director leads and oversees the delivery of complex, high-profile information management projects across the department.

Note: This position is available on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis.

Duties

Responsibilities of the EL2 may include:

- Overseeing the execution of key Information Management projects stemming from our Information Management strategy.
- Managing the helpdesk operations, providing guidance and support on information management systems and practices.
- Leading the transformation of information storage and sharing methods department-wide.
- Directing the ongoing program for records disposal.
- Managing the transition of records to a newly appointed offsite storage vendor.
- Overseeing library, records, and mail services within the team.
- Managing information management governance artefacts.
- Engaging with internal and external parties on information management issues and initiatives.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

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To Apply

Position Contact	Chris Jagers, (02) 6121 3964
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751798

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 11 December 2024

Technology and Services
Digital Workplace Business Management Team

Job Title	Digital Business Administration Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$98,105 - \$107,880
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 6
Position Number	24/3048
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Assistant Director – TSD Operational Support, the Digital Business Administration Officer is responsible for supporting workforce planning and digital entry-level programs and our project work. This role also involves supporting audit and risk management activities and providing support across the section in preparing papers for meetings and reporting purposes. It's a dynamic and engaging position that ensures a busy yet rewarding work environment.

Duties

Responsibilities of the APS Level 6 may include:

- Coordinate and schedule engaging staff through digital entry-level programs, ensuring smooth onboarding and integration.
- Track and deliver the activities required to support staff engaged through digital entry-level programs.
- Support workforce planning by preparing and updating reports, analysing data, and providing crucial administrative assistance.
- Draft compelling updates and approval papers for meetings, ensuring all documentation is accurate and timely.
- Monitor risks and treatments, preparing them for review.
- Act as a key liaison with various business areas to support smooth audit coordination and efficient information gathering.
- Contribute to the development and successful implementation of project work, contributing to the overall objectives of the section.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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To Apply

Position Contact	Belinda Channell, 02 6121 8449
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0751799

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 11 December 2024

Technology and Services Division
Security Operations Branch Secure Gateway Services

Job Title	Junior Gateway Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$79,036 - \$84,525
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 4
Position Number	24/2995
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Team Lead Secure Gateway Services, the Junior Gateway Engineer is responsible for assisting the team with its day-to-day activities managing the Internet Gateway Environment. The Junior Network Engineer will assist with ensuring the department’s environment is robust and secure. The successful candidate will have a strong willingness to learn a wide variety of network and security infrastructure technologies as they progress their development in the team.

Duties

Responsibilities of the APS Level 4 Junior Gateway Engineer may include:

- Assisting clients with enquiries and troubleshooting, including via phone and email.
- Monitoring the health of Gateway systems to ensure optimal service delivery.
- Processing technical service requests as per standard operating procedures, such as configuring proxy policies, email tracing, and SFTP account support.
- Configuring network devices in the Gateway as directed, e.g. switching, routing and firewalls, including deployment of devices in datacentres.
- Troubleshooting technical faults and issues identified in the Internet Gateway Environment and associated systems.
- System design and documentation of work in accordance with team processes.
- Occasional after-hours maintenance work as required, with overtime provisions as stipulated in the Enterprise Agreement.

Eligibility

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This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Mandatory -

- Maintain current Australian drivers' licence in order to visit datacentres, potentially after hours, to perform work or investigate problems.

Desirable – Relevant qualifications or certifications such as:

- Tertiary qualifications in Information Technology or Cybersecurity, or
- Vendor certifications from Cisco, Fortinet and F5.

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To Apply

Position Contact	Braden Smith, 02 6121 3737
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Technology Branch Technology Engagement Services

Job Title	Finance and Procurement Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	\$89,426 - \$94,746
Future Merit Locations	Adelaide, Canberra, Sydney, Brisbane, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	24/116EA
Agency Website	http://www.fairwork.gov.au

Job Description

<https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43>

We are seeking an experienced Finance and Procurement Support Officer across our Canberra, Sydney, Adelaide, Brisbane or Melbourne CBD office locations. Offers will be based on candidate performance and operational requirements. Flexible working conditions are available.

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the Fair Work Act 2009 (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What’s it like working in the Technology Branch at the FWO

"The best part of working in a smaller agency is that there's a much closer community of collaboration, with very welcoming people that have a real sense of shared purpose. There's more opportunity to make a difference, expand your experience with a broader scope of work, and see firsthand the impact of all your hard work." Director, Technology Branch.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies. 95% of Technology branch staff members believe strongly in the purpose and objectives of our agency up 11% from APS overall.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives.

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

About the Branch

The Technology Branch is responsible for delivering and maintaining secure, stable, reliable, and modern internal and external facing systems that support OFWO business areas to deliver OFWO's functions to the highest standard. Our IT infrastructure is provided under a Memorandum of Understanding with Department of Employment and Workplace Relations.

We are currently seeking a highly self-motivated and experienced APS5 to undertake the role of Finance and Procurement Support Officer within the Technology Engagement Services team (TES). The TES team provides the core operational services and support to ensure business needs are understood, considered and actioned accordingly. Our core functions include branch change and communications management; advice, strategy and planning; procurement and finance and program and project management services and support. **Duties**

Typical Duties

The Finance and Procurement Support Officer will support the delivery of the procurement and financial management operational services and other the functions of the Technology Engagement Services (TES) team as required.

The position may be required to provide support to other staff across the Technology branch establishing processes and procedures to support other operational services including but not limited to: recruitment, procurement and change and release management.

Under limited direction, the duties of a Finance and Procurement Support Officer include, however, are not limited to:

- Under direction provide administrative and financial support and assistance across the Technology Branch

- Manage, coordinate, facilitate and support a range of contract and vendor management activities, including resource and workforce capacity reviews and engagement with internal teams to source most current advice to ensure compliance.
- Work in a collaborative manner to achieve team goals
- As required undertake research and analysis to inform the development of new processes and/or procedures
- Support team members with timesheeting and Harvest Forecasting
- Provide admin support for Harvest
- Assist with secretariat activities to maintain progress and deliver on timeframes
- Work collaboratively with internal and external stakeholders to support the objectives of the team and the branch
- Assist in preparation of correspondence, responses for feedback and policy/guidance documents as required.
- Contribute to the FWO organisational strategy and culture.
- As required manage, support or facilitate operational delivery meetings with branch leadership team members and external stakeholders, including negotiating conflicting availability, appropriate facilities and meeting material.
- Provide professional administrative support and co-ordination to deliver the outcomes and services of the TES team with a focus supporting Procurement and Finance

Please note: travel may be required as part of this role.

What we are looking for

Under limited direction, the key capabilities/skills for the role include:

- Excellent written and verbal skills
- Demonstrated financial management skills
- Knowledge of procurement in a federal government context
- Strong organisational skills and ability to manage competing priorities, resources and deadlines
- Procurement and financial management skills and knowledge at the APS 5 level.
- High level of attention to detail and experience with quality assurance of documents
- Ability to work both collaboratively and independently and manage a small team .
- Ability to build positive, collaborative working relationships with a wide range of internal and external stakeholders and anticipate and respond to diverse stakeholder needs and expectations.
- Understanding of the government procurement guidelines and financial management

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A range of other conditions may be required depending on the role you are applying for. **Notes**

How to Apply

If you are excited about this opportunity, please tell us in **no more than 800 words**:

- Why you want to apply for this role?
- How your skills and experience address the requirements of this role.

All applications must be submitted via our [online application system](#) through the OFWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEDT) Wednesday 11 December 2024

More Information

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About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	recruitment@fwo.gov.au , N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D

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Technology Branch

Job Title	Project Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC
Salary	\$89,426 - \$94,746
Future Merit Locations	Sydney, Canberra, Adelaide, Brisbane, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	24/117EA
Agency Website	http://www.fairwork.gov.au

Job Description

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We are currently seeking a highly self-motivated and experienced APS5 to undertake the role of a Project Support Officer within the Technology Engagement Services team (TES). The TES team provides the core operational services and support to ensure business needs are understood, considered and actioned accordingly. Our core functions include branch change and communications management; advice, strategy and planning; procurement and finance and program and project management services and support. **Duties**

Typical Duties

The Project Support Officer will support the delivery of operational services and the functions of the Technology Engagement Services (TES) team and will be expected to have an understanding of project management knowledge areas such as risk and issues management, quality management, benefits management, stakeholder management, contract management, project reporting, project budget forecasting and reporting.

The Project Support Officer will be delivering the functional and operational services of the TES Business Hub stream which delivers business advice, input into strategic initiatives including ICT investments, stakeholder relationship management and planning.

The position may be required to provide support to other staff across the Technology branch establishing processes and procedures to support other operational services including but not limited to: recruitment, procurement and change and release

management.

The duties of this role include, but, are not limited to:

- Provide high-quality ICT support to the TES team including but not limited to; developing, coordinating and overseeing the implementation and evaluation of best practice processes, systems and procedures to optimise efficiency and support the achievement of quality outcomes
- Provide support to the Technology Executive Team on assigned projects; preparing ad hoc reports, correspondence and presentations as requested by the supervisor and overseeing and following up on the implementation of decisions
- Support workforce capability and skills uplift activities (e.g. staffing, L&D opportunities and budget), compiling information and reporting as directed
- Manage relationships with internal and external stakeholders to achieve branch and stakeholder goals.
- As required manage, support or facilitate operational delivery meetings with branch leadership team members and external stakeholders, including negotiating conflicting availability, appropriate facilities and meeting material.
- As required contribute to business improvement strategies and workplace practices.
- Provide professional administrative support and co-ordination to deliver the outcomes and services of the TES team with a focus supporting Procurement and Finance and Business Hub activities
- Assist teams with understanding of internal policy frameworks in order to provide objective advice and resolve problems associated with the outcomes of the team and branch.
- Facilitate and support a range of contract and vendor management activities, including resource and workforce capacity reviews and engagement with internal teams to source most current advice to ensure compliance.
- Assist in the implementation of change management plans.

Please note: travel may be required as part of this role.

Leadership

- Ability to build a positive, collaborative working culture that encourages innovation, learning, business improvement opportunities and delivering high quality customer service
- Ability to respond to diverse stakeholder needs and expectations.
- A demonstrated capacity to think on your feet, to solve problems and work effectively with others.

What we are looking for

Under limited direction, the key capabilities/skills for the role include:

- Excellent written and verbal skills
- Demonstrated financial management skills
- Strong organisational skills and ability to manage competing priorities, resources and deadlines
- Program and/or project management experience, including planning, engagement and consultation, implementation and review.
- High level of attention to detail and experience with quality assurance of documents
- Ability to build positive, collaborative working relationships with a wide range of internal and external stakeholders and anticipate and respond to diverse stakeholder needs and expectations.

- Leadership abilities, including the ability to take responsibility for guiding, mentoring and providing feedback to peers and the ability to operate effectively as a team player.

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

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How to Apply

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

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D

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