



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS49 Daily Gazette Thursday - 05 December
2024.pdf**

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS49 Weekly Gazette Thursday - 05 December 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 PS49 Weekly Gazette Thursday - 05 December 2024.pdf.

Gazette Lodgement Inquiries

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Vacancies

Vacancy VN-0752124

Australian Electoral Commission

Closing Date:Friday 20 December 2024

Electoral Integrity and Operations Group
State Operations Vic Operations

Job Title	Project Officers, VIC Operations
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$73,821 - \$80,896
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 AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2024-425 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Victoria State Office is divided into two key areas; the Operations Delivery section, who are responsible for overseeing and administering the 39 Victorian electoral divisions, and the Project Support Unit, who are responsible for premises, procurement, logistics, financial and administrative delivery for the state.

For the delivery of federal events or local by-election, staffing rapidly expands to help manage the greatly increased workload around risk management, fast moving project work and logistical activities, media, and public scrutiny.

Duties

Working in the Project Support Unit, the Project Officer supports Senior Project Officers and Assistant Directors in contributing to organisational outcomes, and working collaboratively in the day-to-day administration, planning, and delivery of projects relating to the corporate, governance and election readiness functions of the State Office.

Supporting work that is moderately complex and/or sensitive in nature, the Project Officer participates in projects that may be high risk and large-scale, with pressure to complete work within short and immutable time frames and that may be subject to public and

media scrutiny.

During the electoral event, under limited direction, the Project Officer engages regularly with stakeholders to keep them informed of progress in relation to projects.

You need to be flexible, organised, goal-oriented, and agile in meeting the agency priorities as required by management during the election cycle/event. The Project Officer is required to communicate effectively with all levels of stakeholders and deliver high quality outcomes within strict timeframes.

This position requires agility, as during the election cycle you will be required to contribute to the delivery of a range of projects across the State Office and other AEC locations as agency priorities necessitate and as directed by management. Employees in this role will at times be expected to work evening hours, public holidays and weekends and must be flexible to meet critical needs and changing demands as required.

To excel you'll have:

- Resilience and positivity with the ability to respond and adapt to a changing operational environment. Have a personal drive to achieve goals.
- Demonstrated ability to work autonomously and a strong commitment to working collaboratively within a team to achieve results.
- High level of analytical skills and the ability to make evidence-based and effective decisions.
- Demonstrated ability to prioritise and complete detailed tasks, with a high level of accuracy, within a legislative environment, project, budget and policy parameters, within set timeframes and frameworks.
- Ability to undertake risk management and assessment within a project management and delivery environment.
- Ability to develop relationships with internal and external stakeholders at all levels, demonstrating clear, timely and effective communication, coordination, and negotiations.
- Demonstrated ability to work autonomously, and a strong commitment to working collaboratively within a team to achieve positive results and support the AEC's strategic direction.

Desirable

- Knowledge of, or ability to, quickly gain basic knowledge of Australian electoral law and practice.
- Knowledge or experience in participating in the delivery of medium to large scale projects within a highly operational and legislated environment, with the ability to make evidence-based and effective decisions.

Eligibility

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

Notes

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

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC’s statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Ann Cho, (03) 99696831
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0752192

Deputy Office
Communication, Education & Engagement Branch Indigenous Electoral
Participation Program

Job Title	Engagement Officers, Indigenous Electoral Participation Program
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Tasmania TAS, Adelaide SA, Darwin NT, Brisbane QLD, Perth WA
Salary	\$73,821 - \$80,896
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, Brisbane, Perth
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2024-427 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

As a team member of the Australian Electoral Commission's (AEC's) Indigenous Electoral Participation Program you will have a unique opportunity to work with our community level partners who help us identify and respond to barriers faced in relation to First Nations electoral participation.

Our staff contribute to this in different ways and your knowledge and expertise will ultimately help the AEC make Australian elections more accessible for culturally diverse people.

Duties

This is an identified Position. Indigenous Candidates are strongly encouraged to apply

Candidates must have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communication skills.

The AEC is committed to supporting voters to understand and fulfil their right and obligation to vote. This is critical to uphold and defend Australia's democracy. One of the many ways we are working to improve outcomes is by working with Indigenous communities and local organisations to ensure our information, education, engagement and services are culturally suitable.

As an Electoral Educator in the Australian Electoral Commission's (AEC's) Indigenous Electoral Participation Program you will have a unique opportunity to support the AEC's work with our community level partners to identify and respond to barriers faced in relation to First Nations electoral participation in a respectful, collaborative, user-centred, and positive way. Your knowledge and expertise will help the AEC make Australian elections more accessible for culturally diverse people

To excel you'll have:

- Demonstrated professional experience delivering education or training sessions in a clear, concise and well-structured way using language appropriate to your audience.
- Demonstrated ability to work autonomously to deliver objectives, and a strong commitment to working harmoniously within a team to achieve positive results.

- A commitment to achieving quality outcomes through adherence to documented procedures.
- Ability to anticipate issues and problems which could impact on your designated tasks, and the ability to see tasks through to completion under guidance from your supervisor.
- Ability to remain positive and respond to pressure in a calm manner and the ability to respond in a positive and flexible manner to competing priorities and change.
- Demonstrated personal integrity, including taking personal responsibility for accurate completion of work and seeking guidance when required.
- Knowledge or ability to quickly gain knowledge of the Australian electoral law and practice.

Desirable

- Relevant qualifications in Indigenous studies or community engagement/education.
- Relevant tertiary qualifications in education, teaching or training are highly desirable.
- Experience in delivering or producing education or training sessions in a digital environment is highly desirable, such as live-streamed or pre-recorded sessions.

Eligibility

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

Notes

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC's statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Meghan Bergamin, Meghan.bergamin@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0752196

Australian Electoral Commission

Closing Date:Friday 03 January 2025

Deputy Office
Communication, Education and Engagement Branch Indigenous Electoral
Participation Program

Job Title	Senior Engagement Officer, Indigenous Electoral Participation Program
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Tasmania TAS
Salary	\$91,140 - \$102,152
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 AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2024-428 16076
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join the Indigenous Electoral Participation Program (IEPP) team. A team of enthusiastic and passionate people who are committed to ensuring eligible Aboriginal and Torres Strait Islander people can actively participate in our democracy. The team supports these opportunities by promoting in communities' enrolment to vote, voting during electoral events and opportunities to work during an electoral event.

The AEC is committed to supporting voters to understand and fulfil their right and obligation to vote. This is critical to uphold and defend Australia's democracy. One of the many ways we are working to improve outcomes is by working with Indigenous communities and local organisations to ensure our information, education, engagement and services are culturally suitable.

As a team member of the Australian Electoral Commission's (AEC's) Indigenous Electoral Participation Program you will have a unique opportunity to work with our community level partners to identify and respond to barriers faced in relation to First Nations

electoral participation in a respectful, collaborative, user-centred, and positive way. Your knowledge and expertise will help the AEC make Australian elections more accessible for culturally diverse people.

Duties

You will play an important part in supporting Aboriginal and Torres Strait Islander people in Australian elections. You will be involved in every aspect of how culturally appropriate electoral services are planned, developed, and delivered.

Your knowledge and expertise will help the IEPP to succeed in making Australian elections more accessible for First Nations people. You will be involved in ensuring culturally appropriate electoral services are planned, developed and delivered, while helping to build and grow important partnerships for the AEC with, State Government agencies, Community based organisations and other local partners.

You will be working in a highly collaborative manner, support our Assistant Directors and colleagues from across the various states and territory offices by taking the lead in engaging partners who will help the AEC to realise maximum benefits for Indigenous Australians. Our work in this area can include liaising with partners to arrange meetings at the community level to understand local challenges to electoral participation, deliver voter education sessions and enrolment activities, identify and assist candidates to apply for temporary election polling positions and obtain relevant approvals to enter community for engagement activities and ensure local protocols are followed.

In this role you will take the lead in engaging Community Electoral Participation Officers, casually employed Aboriginal and Torres Strait Islander staff who conduct engagement work in and around their community, mostly in-language. You will develop and actively manage internal and external relationships, including collaborating with partners and stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.

This role is an Affirmative Measures position, specifically designated for Aboriginal and Torres Strait Islander people, therefore this vacancy is only open to Aboriginal and Torres Strait Islander people.

To excel you'll have:

- An understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- Demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Proven ability in successfully managing and delivering results within time restraints and with competing priorities.
- Demonstrated ability to lead and manage staff when change is a constant, while proactively supporting a positive team culture.
- Strong written and verbal communication skills including the ability to tailor messages and information for a variety of audiences of varying seniority.
- Organisational skills, with strong ability to contribute to activities, including attention to detail and delivering results.
- A strong commitment to working harmoniously within a team to achieve positive results.

Desirable

- You have relevant qualifications in Indigenous studies or community engagement/education.
- Knowledge or ability to quickly gain knowledge about legislation and programs and policies.

Eligibility

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

Notes

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About the Australian Electoral Commission

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To Apply

Position Contact	Meghan Bergamin, Meghan.bergamin@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0752095

Job Title	ASD EL1 Senior Operations Officer (Shift Role)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$177,967 - \$133,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the job pack
Classification	Executive Level 1
Position Number	ASD/10738/24
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

The SOO function supports ASD's REDSPICE initiative, which seeks to anticipate and prevent crises, and ensure Australia's cyber and intelligence capabilities remain resilient.

ASD EL1 Operations Management roles support ASD's purpose is to defend Australia from global threats, and advances the national interest through the provision of foreign signals, intelligence, cyber security and offensive cyber operations, as directed by the Government.

About the Role

The ASD SOO role will put you at the forefront of operational support and coordination to ASD and its customers, as part of ASD's shift workforce. As the ASD SOO, you will ensure that Director General ASD maintains 24/7 situational awareness with respect to developing corporate, cyber-security and signals intelligence incidents outside of normal working hours.

The **ASD EL1 Senior Operations Officer** role is a shift position in Canberra and Brisbane which provides oversight and advice across all of ASD 24-hour functions. There are four ASD SOO shifts which are scheduled between 0530-1745 or 1730-0545 to ensure 24/7 coverage.

As part of a shift role, you will:

- Engage with ASD, Defence and Government decision makers to escalate items of interest or significant impact.
- Lead ASD's initial response to crises, working closely with other event management leads.
- Maintain awareness of all critical reporting and significant ASD cyber, signals intelligence, and offensive cyber operations.
- Coordinate with other Australian Government agencies and international equivalents on impacts and reactions to global events or significant operations.
- Lead and present regular operations briefings for ASD leadership.
- Brief VIP visitors to ASD's 24-hour operations centre.

- Mentor ASD staff and other intelligence professionals in ASD's 24-hour operations centre.
- Shift work will attract additional remuneration (%) in accordance with the ASD Terms and Conditions of Employment (non-SES) Determination.

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

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

Duties

Our Ideal Candidate

ASD EL1 Senior Operations Officers will respond to challenging tasks under pressure.

You will:

- Take personal responsibility for meeting objectives and progressing work, with initiative, energy and drive to see that goals are achieved.
- Develop and maintain a network with others internally and externally, building and sustaining relationships; including other teams, peers and colleagues across the organisation, and other organisations.
- Confidently communicate in a clear, concise and articulate manner, approaching negotiations with a strong grasp of key issues.
- Persist and focus on achieving objectives in difficult or uncertain circumstances, responding in a positive and flexible manner to change and uncertainty.
- Understand the strategic objectives of the organisation, drive and develop work plans accordingly, including the development of new processes and training.
- Operate as an effective member of the team; working collaboratively, cooperatively but mostly autonomously within the Senior Operations team.
- Identifies problems and assesses their significance; takes appropriate action to resolve or escalate them.
- Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.
- Have an understanding of geopolitical affairs
- Be experienced with shift work

Eligibility

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

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

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

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information. It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

Notes

Desirable Qualifications, Experience or Training

The following experience is desirable:

- Operations Management experience
- Cyber Security knowledge or experience
- Intelligence Production 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 Signals Directorate

To Apply

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

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Vacancy VN-0752159

Job Title	ASD EL1 Cyber Operations Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Perth WA
Salary	\$177,967 - \$133,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Job Pack
Classification	Executive Level 1
Position Number	ASD/10838/24
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Role

The **NCWO** and **DFIR** teams will support your development by providing a range of learning opportunities, including mentoring and training.

We are looking for candidates who are motivated to leverage these opportunities, to grow and develop their skills to further support ASD's mission.

As a **Data Forensics and Incident Response ASD EL1 Operations Manager** working as part of a large national team, you will:

- Lead a team of cyber security incident management specialists, working in a high tempo environment to conduct incident response operations;
- Supervise and develop team members through mentoring, identification of knowledge gaps and training;
- Set team priorities and lead investigation operations by guiding incident response actions;
- Collaborate and consult to effectively to manage and prioritise resources across teams;
- Engage with key stakeholders, and facilitate strategic communications for incident response engagements;
- Provide advice on and lead operational collaborations, including the development of advisories; and
- Shape and drive organisational priorities, and contribute to strategic planning.

As a **National Cyber Watch Office ASD EL1 Operations Manager** working with at level peers to manage the 24/7 shift teams, you will:

- Lead the coordination, governance and response to complex cyber security incidents, hunt investigations and cyber support to significant events, to align and contribute to intelligence missions and increased cyber security resilience.
- Represent Defence and/or leadership in working groups and meetings in order to provide a balanced cyber security perspective and enable Defence business.
- Advise leadership on current and complex operational collaborations and contribute toward strategic planning.
- Facilitate incident response engagements to maintain and strengthen relationships with internal and external partner agencies to promote a whole of government approach to cyber and improve cyber security awareness.
- Prepare information security incident policy and/or incident management and investigation procedures.
- Evaluate technical information to develop key messaging to customers,
- senior leadership and wider Defence based on the assessment of cyber effects, significance and sensitivity of incidents and/or hunt investigations
- Maintain theoretical knowledge across multiple technical disciplines including in the defensive and offensive space.
- Motivate and mentor team members, align complementary skills and allocate resources in a manner that delivers results.

About the Team

The Cyber Threat Intelligence Division performs a range of intelligence, incident response and technical cyber security functions to keep Australian's secure online, inform the development of policy and safeguard Australia's sensitive information and networks.

Key functions include providing technical assistance and support to individuals impacted by cyber incidents, such as malware analysis, threat detection, and proactive vulnerability assessments. The focus is on reducing the risks associated with high-impact cyber adversaries, which includes working together with both domestic and international partners to develop and implement counter-cybercrime strategies.

A range of resources is created regarding high-risk cyber actors and their activities targeting Australia, including unclassified technical guidance on malicious cyber behaviour as well as classified intelligence reports and evaluations.

As part of ASD, ACSC's national **Digital Forensics and Incident Response (DFIR)** team primarily investigate and respond to malicious cyber activity on critical infrastructure and systems of interest to national security.

DFIR Operations Managers lead high performing, operational teams to investigate compromises on Australia's most important networks. This is in support of ACSC's goal to improve the cyber resilience of the Australian community and support the economic and social prosperity of Australia in the digital age.

The National Cyber Watch Office (NCWO) is the primary face of ASD's ACSC and is responsible for the 24/7 1300 CYBER1 hotline and cyber security incident reports submitted through cyber.gov.au. Through these two mechanisms the NCWO receives, analyse, and triages cyber security incidents, drawing on ASD's collective resources to provide mitigation and remediation where appropriate.

Additionally, the **NCWO** conducts all-source monitoring and reporting cyber security incidents to help foster situational awareness of global threats with the intent of establishing resilience through the provision of timely, trusted and quality cyber security advice and assistances to the Australian

community.

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

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

Duties

Our Ideal Candidate

The **Data Forensics and Incident Response** team is seeking experienced people managers who can:

- Take personal responsibility for meeting objectives and progressing work,
- with initiative, energy and drive to see that goals are achieved.
- Develop and maintain a network with others internally and externally, building and sustaining relationships; including other teams, peers and colleagues across the organisation, and other organisations.
- Confidently communicate in a clear, concise and articulate manner, approaching negotiations with a strong grasp of key issues.
- Persist and focus on achieving objectives in difficult or uncertain circumstances, responding in a positive and flexible manner to change and uncertainty.
- Understand the strategic objectives of the organisation, drive and develop work plans accordingly, including the development of new processes and training.
- Identify problems and assess their significance; take appropriate action to resolve or escalate them.
- Operate as an effective member of the team; working collaboratively, cooperatively but mostly autonomously.
- Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.
- Understand or the ability to quickly acquire an understanding of:
 - cyber security incident response investigations
 - concepts of incident response and industry frameworks and standards
 - compliance frameworks and knowledge management

The **National Cyber Watch Office** is seeking Operations Managers who can:

- Exercise a considerable degree of independence and perform a subject matter expert role in incident management.
- Exercise sound decision making and judgement to provide expert policy advice.
- Demonstrate in-depth knowledge of or an ability to learn, cyber security functions.
- Develop, implement and review policies and procedures relevant to their work within the function, ensuring compliance.
- Engage in complex problem solving and issues management
- Coordinate and perform detailed or sensitive projects that impact strategic, political or operational outcomes for the ACSC.
- Manage the NCWO shift teams, being accountable for the outcomes of the team's work and the appropriate use of resources to produce and achieve outcomes.
- Develop training curriculum that is undertaken by the Shift Team members and a potential surge workforce.

Eligibility

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

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

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

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information. It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

Notes

Mandatory Qualifications
DFIR Operations Manager:
The following experience is mandatory:

- Operational coordination and planning
- Team management

Desirable Qualifications, Experience or Training

DFIR Operations Manager:
The following experience is desirable:

- Knowledge of cyber security incident management
- Leading operational teams to conduct investigations

NCWO Operations Manager:
The following experience is desirable:

- A background in cyber security and incident response principles

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 Signals Directorate

To Apply

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

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

Vacancy VN-0752166

Australian Signals Directorate

Closing Date: Sunday 19 January 2025

Australian Cyber Security Centre

Job Title	ASD 4, 5 & 6 Cyber Security Mitigation Technologist
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA
Salary	\$77,638 - \$106,622
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	Onsite, Flexible
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/08650/24
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

The Standards, Technical Advice and Research (STAR) Branch, within ASD's Australian Cyber Security Centre (ACSC), informs and advises government and industry on cyber security best practices.

As a Technologist within **STAR** branch, you will have a unique opportunity to apply your passion for technology in a way that directly contributes to improving the cyber resilience of the Australian community and helps to make Australia the most secure place to connect online.

STAR Branch is comprised of four sections that:

- Deliver research and knowledge on operational and critical emerging technologies through Australian Signals Directorate owned labs and public private partnerships.
- Supports the cyber uplift of Australian organisation's, and awareness raising of individuals, through the provision of technical advice and guidance.
- Fosters and leads improvements in cryptography, emerging technology, and cyber security innovation through the preservation of international democratic technology standards.
- Endorses highly experienced cyber security professionals to conduct independent security assessment services that contribute to securing the information systems of Commonwealth Government and industry.

About the Role

As a **Cyber Security Mitigation Technologist**, you will stay abreast of the latest domestic and international developments in technology, explore the risks of these technologies, test and assess the effectiveness of current and novel cyber security mitigations, and develop valuable advice for both internal and external stakeholders.

Roles in **STAR** Branch include both technical and non-technical; spanning strategic and operational planning, research and development, operations, business management and mission governance. There are opportunities for travel, continuous training and professional development, and industry collaboration.

ASD 4 Cyber Security Mitigation Technologist

- With supervision, perform information and cyber security work within an integrated technical and non-technical workforce.
- With supervision, provide and apply technical cyber security expertise to time sensitive policy questions.
- Develop technical expertise and advice for non-technical colleagues and other technical staff on a range of cyber security related issues.
- Build and sustain positive relationships with team members, actively participate in teamwork and motivate fellow and developing technicians.
- Actively engage in ongoing self-improvement and professional development.
- Develop knowledge of cyber security legislative frameworks, government decision-making, and the Australian Signals Directorate's mission and policy requirements.

ASD 5 Cyber Security Mitigation Technologist

- Under limited supervision, perform information and cyber security work within an integrated technical and non-technical workforce.
- Develop technical cyber security expertise and advice for a range of technical and non-technical stakeholders.
- Actively liaise with key stakeholders and identify relevant expectations and concerns to achieve cyber security outcomes.
- Develop a sound understanding of cyber security legislative frameworks, government decision-making, and the Australian Signals Directorate's mission and policy requirements.
- Demonstrate a sound level of problem solving ability on detailed security or sensitive projects and exercise appropriate judgement.
- Contribute to developing, implementing, and reviewing policies and procedures relevant to Australia's cyber security.
- Actively engage in ongoing self-improvement and professional development.

ASD 6 Cyber Security Mitigation Technologist

- Perform information and cyber security work within an integrated technical and non-technical workforce with minimal guidance.
- Demonstrate a sound level of problem solving ability on detailed security or sensitive projects and exercise appropriate judgement.
- Develop, implement, and review policies and procedures relevant to Australia's cyber security.
- Represent the team and actively liaise with key stakeholders to achieve desired cyber security outcomes.
- Build and sustain positive relationships with team members, provide leadership to fellow and developing technicians and actively participate in teamwork.
- Pro-actively identify and engage in ongoing self-improvement and professional development.
- Possess and apply knowledge of cyber security legislative frameworks, government decision-making, and the Australian Signals Directorate's mission and policy requirements.

Duties

Our Ideal Candidate

Our ideal candidate is passionate, curious and keen to learn and apply their skills and experience in pursuit of the broader ASD mission. Applicants who have skills in cyber-related project and program management are also strongly encouraged to apply. Previous cyber security experience or knowledge is preferred.

Additional level-specific skills and experience, as below.

ASD 4 Cyber Security Mitigation Technologist

- Teamwork (working in various size teams); operates as an effective member of the team, works collaboratively, maintains an awareness of different working styles and supports the contribution of others.
- Time management (prioritisation, meeting deadlines); takes personal responsibility for accurate completion of work, shows initiative and seeks guidance when required.
- Communication skills (technical, written, verbal); confidently presents messages in a clear, concise manner and listens carefully to others to check their views have been understood.
- Cyber security knowledge

ASD 5 Cyber Security Mitigation Technologist

- Engagement experience (stakeholders, relationships, projects); consults and shares information and ensures others are kept informed, works collaboratively and is responsive to changes in stakeholder needs.
- Time management (prioritisation, meeting deadlines); demonstrates persistence, works to achieve objectives with energy and drive, follows up to ensure all issues are finalised.
- Communication skills (technical, written, verbal, interpersonal); communicates with clear understanding, selects the appropriate medium, discusses issues credibly and thoughtfully.
- Cyber security expertise

ASD 6 Cyber Security Mitigation Technologist

- Leadership skills (technical, organisational, people); understands the work environment, initiates team goals, strategies and work plans, makes effective use of individual and team capabilities
- Engagement experience (projects, stakeholders, relationships, mentorship); anticipates and is responsive to client and stakeholder needs, maintains relationships, offers reciprocal assistance in achieving mutually beneficial outcomes.
- Communication skills (technical, written, verbal, interpersonal); seeks to understand the audience, tailors communication, focuses on key points and structures messages clearly and succinctly.
- Technical cyber security expertise

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

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

Eligibility

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

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

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

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information. It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

Notes

Desirable Qualifications, Experience or Training

- Higher education, certifications or industry experience in operational technology, industrial control systems, information technology, cyber security, software development, computer science, engineering and high level writing ability.
- Applied information security research;
- Critical Infrastructure (CI);

- Data analysis;
- Embedded devices;
- Embedded system development;
- Hardware and software reverse engineering;
- Network or system engineering;
- Operational Technology (OT);
- Penetration testing;
- Programming and software development;
- Risk/Threat modelling; or
- Threat assessment and information risk management.

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 Signals Directorate

To Apply

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

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Vacancy VN-0752210

Job Title	Digital Content and Publications Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA
Salary	\$81,855 - \$87,572
Future Merit Locations	Hobart, Brisbane, Sydney, Canberra, Melbourne, Adelaide, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Working from home options available.
Classification	APS Level 5
Position Number	17328
Agency Website	https://www.asqa.gov.au/

Job Description

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

Who we are

We are Australia's national Vocational Education and Training (VET) regulator.

What we do

We regulate providers that deliver VET qualifications and courses to students in Australia or offer Australian qualifications internationally, providers that deliver VET courses to overseas students, and certain providers that deliver English Language Intensive Courses for Overseas Students. We also accredit VET courses to make sure nationally approved standards are met.

Why we do it

We ensure quality VET so that students, industry, governments and the community have confidence in the integrity of national qualifications issues by training providers, and that students are protected from any practices that come at the expense of their ability to gain the required competencies.

ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge.

Visit our website for more information [about ASQA](#) , including our role and how we regulate.

Duties

About the Opportunity

We are seeking a **Digital Content and Publications Officer** to support the Assistant Director, Digital Publications by providing publications, monitoring and communication services for the agency.

Key responsibilities include:

- supporting the Digital Publications team by designing, editing and publishing digital content on ASQA's Digital platforms

- providing subject matter expertise and support through continual iteration and development of ASQA's digital platforms
- assisting with the ongoing development and BAU tasks related to ASQA's Digital platforms
- triage and management of feedback and commentary received
- assisting with the management of the ASQA brand, including monitoring the application of the approved brand guidelines and style guide across ASQA's Digital Platforms
- working with all other Groups and Teams across ASQA to facilitate the provision of timely and accurate information published to ASQA's Digital Publication platforms.

Skills and experience

To succeed in this role, you will have:

- demonstrated technical knowledge and experience of GovCMS, Vision 6, SharePoint, Google Analytics, Survey Manager
- demonstrated experience in designing and delivering digital content
- a high attention to detail and strong organisational skills, including the ability to deliver high quality outcomes on time
- the ability to work collaboratively within a team, identify opportunities for improvement and support the management of change, including business improvements, consistent with ASQA Values.
- an understanding of, skills, and experience in relation to communications, media and Digital Publication processes in the Australian Government operating environment, and the ability to manage risks proportionately
- the ability to effectively engage and collaborate with diverse internal and external stakeholders and build trusted relationships and partnerships, including the ability to obtain timely information
- a demonstrated commitment to promoting diversity, modelling the APS Values and APS Employment Principles and promoting compliance with the APS Code of Conduct.

We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) community, people with culturally and linguistically diverse (CALD) backgrounds, and people with neurological differences.

What we offer

You will be joining a dynamic workforce at ASQA that will support you to thrive in your career. You will have access to:

- generous leave entitlements
- a competitive salary (with clear and transparent salary progression and scheduled salary increases)
- 15.4% superannuation
- flexible working arrangements that promote work-life balance, including working from home and hybrid working arrangements
- flexible working hours
- professional development opportunities
- health and wellbeing events throughout the year
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members
- a \$300 annual healthy lifestyle allowance
- additional paid time off during the Christmas close-down period.

Benefits of working in the APS

- **Purpose and meaning** - the Australian Public Service (APS) offers a clear purpose and meaningful work where you can make a positive impact in people's lives.
- **Opportunities to learn and grow** - regardless of where you are in your career or what your skills are, there's a pathway and role for you.
- **Community and belonging** - we believe everyone belongs. Our leaders are focused on building a workplace which values diverse views, backgrounds, abilities, and perspectives.
- **Flexibility and balance** - we are committed to offering flexibility for all APS roles. We know flexibility is important so you can balance your work and personal priorities.
- **Conditions and lifestyle** - be a part of a secure, dynamic public service with great conditions of employment in a diverse range of roles and locations to support your lifestyle.

Eligibility

- Under Section 22(8) of the Public Service Act 1999, employees must be **Australian Citizens** to be employed in the APS unless the Agency delegate has agreed, in writing, to the contrary.
- The successful applicant will be required to undergo pre-employment checks including a Federal Police Check and obtain a minimum Baseline Security Clearance (if they do not already hold a clearance).

Notes

How to apply

Visit [Current vacancies](#) for more information.

*It is important that you review the **Position Description** for more information on the role, including instructions on what to include in your application, before you apply.*

Please include the following in your application:

- a two-page pitch detailing your skills, background, and experience relevant to the role.
- a resume/CV, including the name and contact details of two referees (one should be your current supervisor/manager).

When preparing your two-page pitch and resume, you should consider the relevant duties, selection criteria, skills, values and attributes required for the role, as outlined above and in the **Position Description**.

Please ensure you provide specific, relevant examples of your work that will demonstrate your ability to perform the role.

If you have questions about this exciting opportunity, please contact **Tim Pigot, Director, Governance, Parliamentary and Communications** via timothy.pigot@asqa.gov.au or on **0499 556 049**.

This position is available as an ongoing or non-ongoing opportunity. Non-ongoing opportunities will be offered for an initial fixed term period of up to 12 months, with the potential to be extended further or to becoming ongoing.

This selection process may be used to establish a merit pool. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 18 months.

Applications close: Thursday, 12th December 2024 at 11:30pm (AEDT)

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 Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	Tim Pigot, 0499 556 049.
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0752130

Job Title	Assistant Director, Finance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Canberra ACT
Salary	\$113,902 - \$129,908
Future Merit Locations	Canberra, Surry Hills
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements available
Classification	Executive Level 1
Position Number	CA2425-010
Agency Website	

Job Description

<https://canceraustralia.gov.au/about-us/employment-opportunities>

In an Executive Level 1 (Assistant Director, Finance) role within Cancer Australia, you will use your extensive experience to provide high level support, advice and technical expertise to the Chief Finance Officer relating to Cancer Australia's financial accounting responsibilities.

You will be responsible for the preparation of financial statements, cash management, the preparation of reconciliations and producing accurate and timely financial management to the Cancer Australia Executive Leadership Team and Department of Finance.

At the EL1 level, you will often take responsibility for people management, leading a team by overseeing projects and service delivery, supporting staff, and developing capability. Your work may involve producing clearly presented reports, briefs and/or presentations that identify risks. This involves an advanced understanding and analysis of drivers and contributing factors to risk.

Engagement with internal and external stakeholders is a key feature of work within Cancer Australia. You will therefore need to build long-term relationships built on trust and accountability to ensure the success and sustainability of initiatives overseen.

Duties

At the EL1 level, accountabilities include:

- Provide high level quality and timely financial and system accounting expertise through the delivery of value adding services, advice, and insight to managers.
- Maintenance and control of all financial and asset records, and financial accounting requirements.
- Coordination of Annual Financial Statements conforming to Australian Accounting Standards and the Commonwealth Reporting requirements.
- Provide expert advice on accounting and finance issues as required and contribute to the development of the Cancer Australia's financial management strategy and internal controls to improve the efficiency and effectiveness of the organisation.

- Managing resources to perform the role, such as exercising relevant HR and financial delegations.
- Supporting, mentoring, and coaching members of the team to develop their capability and responding to issues escalated by members of the team, exercising good judgement, and addressing concerns.
- Collecting and analysing information and data to assess risks and opportunities.
- Produce and/or manage the preparation of briefs, strategies, reports and technical papers.
- Collaborating across teams within Cancer Australia to contribute to strategic agency-wide organisational projects and initiatives as well as liaising and building strong relationships with external stakeholders.
- Assisting in the development and review of new and existing policies, procedures, and templates.

Eligibility

Qualifications and other requirements

- To be considered for ongoing or non-ongoing employment, candidates must be **Australian Citizens**.
- The successful candidate may be required to undergo pre-employment checks and to obtain/maintain a Baseline security clearance (minimum requirement depending on role).
- Tertiary qualification in accounting or finance is essential or significant experience in finance roles.
- Extensive Experience with SAP Concur would be highly regarded.
- Extensive Experience with CBMS would be highly regarded.

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 Cancer Australia

To Apply

Position Contact	Elmer Wiegold, 0427 612 182
Agency Recruitment Site	https://canceraustralia.gov.au/about-us/employment-opportunities

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Vacancy VN-0752231

Department of Home Affairs

Closing Date:Thursday 09 January 2025

Character Cancellation & Case Resolution
Resettlement & Support Visa Case Management

Job Title	Immigration Senior Case Manager
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - NT NT, Various locations - WA WA, Various locations - TAS TAS
Salary	\$90,199 - \$103,770
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	JR 134578
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134578/>

Immigration | Character Cancellation & Case Res | Resettlement & Support Programs | Visa case management

Senior Case Managers will focus on supporting client reintegration into the community and connecting individuals with appropriate resources and supports. Through active engagement and positive interactions, Senior Case Managers will support visa holders in adjusting to community living.

A range of case management and risk assessment tools will be utilised to support engagement and case management and will work actively with community providers to support clients access accommodation, employment, healthcare, community welfare assistance and rehabilitation services.

Senior Case Managers will be the Department's connection to the visa holder and will develop professional relationships with the person. Clients, including vulnerable individuals with complex issues, will receive the appropriate degree of individualised support. This role involves engagement with a wide range of internal and external stakeholders to monitor, coordinate and manage holistic support and overcome barriers to successful community reintegration and achievement of a status resolution outcome.

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

Our ideal candidate

APS6 Senior Case Managers undertake a broad range of job functions and perform a supervisory role, including supervising teams of Case Managers. They will case manage a small case load of visa holders who have complex issues, coordinate and facilitate case conferences, and address and resolve issues impacting a client's reintegration into the community and achieving status resolution outcomes. Senior Case Managers are required to work directly with clients, building productive relationships, while assessing community safety risks posed by the individual.

Duties

- Ability to interpret and apply legislation and policy to support case management efforts and resolve highly complex status resolution outcomes
- Ability to adapt communication style to a client or situation - well-developed interpersonal skills to facilitate and promote positive interactions with clients, peers and stakeholders
- Ability to work quickly, manage competing priorities effectively and meet tight deadlines
- Initiative, flexibility, resourcefulness, resilience and the ability to work effectively both independently and as part of a team
- Have well developed interpersonal, stakeholder management, liaison and negotiation skills.

Additional information

- Displays integrity and a high ethical standard, is self-aware and accountable for own actions
- Ability to synthesise complex information and problem solve with sound judgement
- Ability to build and sustain collaborative relationships with internal and external stakeholders, with cultural awareness and acumen
- Ability to provide support and guidance to team members in a constantly changing, complex and politically sensitive environment
- Critical thinking and evidence-based decision making
- Managing cases and caseloads
- Interviewing and questioning skills, including interview planning, risk management and de-escalation
- Strong leadership skills including the provision of feedback and performance management of staff
- Stakeholder engagement skills, including liaising, influencing and negotiating with clients, ABF, Departmental and external stakeholders
- Due to the responsibilities associated with the Case Manager role, you are expected to be present in the office three days a week and work from home two days a week.

Eligibility

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

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

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

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

Notes

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

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary

depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Roz Horder, 07 3136 7592
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/134578/

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Vacancy VN-0752232

Job Title	Support Officer, Attractions
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$71,560 - \$78,001
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	Work from home may be available for some days of the work week
Classification	APS Level 4
Position Number	436
Agency Website	https://www.nca.gov.au/about-us

Job Description

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

The Role

As the Support Officer, Attractions at the National Capital Authority (NCA), you will enhance visitor engagement and manage the daily operations across NCA-managed attractions including Blundells Cottage, ANZAC Parade, Reconciliation Place, and The National Carillon. In this APS Level 4 role, you will work under general direction and be accountable for organising your workflow and making decisions within defined parameters. Your responsibilities will include coordinating logistical and administrative tasks, managing educational programmes, and overseeing maintenance requests. You will also provide specialist support, apply your knowledge to interpret guidelines, and undertake research and analysis to improve operational efficiency.

About our Team

Our team is dedicated to providing an informative and engaging visitor experience, celebrating Australia's heritage and the unique story of Canberra. We are a close-knit group that values collaboration, innovation, and dedication. Our work environment is dynamic, where no two days are the same, and we strive to maintain a fun and supportive atmosphere. We believe in empowering each member to contribute to our success, fostering personal growth and team development.

Duties

1. Administrative and Operational Support
2. Facility Maintenance and Readiness
3. Programme Support and Delivery
4. Visitor Experience and Engagement
5. Operational Support and Team Assistance

Please see the position description on our web site for more details. **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 will be required to obtain and maintain a security clearance at the Baseline level. The successful applicant/s must be willing to share all relevant and required information.

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>

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 Capital Authority

The National Capital Authority is the Australian Government agency dedicated to ensuring that Canberra is planned and designed in accordance with its significance as the National Capital. Our work encompasses urban planning, development approvals, events management, asset management, heritage, capital works, education and leasing and licencing of the diplomatic estate.

To Apply

Position Contact	Adam Robbins, (02) 6271 2872
Agency Recruitment Site	https://www.nca.gov.au/about-us/careers

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Vacancy VN-0752209

Job Title	Digital Engagement Lead
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$92,713 - \$108,785
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	This position is on site in Parkes.
Classification	APS Level 6
Position Number	PN6756
Agency Website	https://www.portrait.gov.au/

Job Description

<https://www.portrait.gov.au/content/employment/>

The occupant of this position sits within the Digital team, reporting to the Director, Digital Production. The team is a dynamic unit responsible for the delivery of the National Portrait Gallery's digital content, including formal and informal learning programs to audiences across Australia and around the world. Under limited direction, this position is responsible for the effective delivery of online, onsite and outreach digital programming, and the management of a small team.

Duties

1. Develop and implement the design, development and delivery of livestreamed virtual programs to local, national and international audiences.
2. Plan, manage and execute the delivery of the digital education strategy, including onsite digital experiences, liaising with the NPG Access & Learning team.
3. Scope digital programs and product requirements and monitor project delivery to meet deadlines within budget.
4. Develop and manage new partnerships and collaborative opportunities for new digital initiatives. Foster relationships with online learning communities and seek out collaborations to extend outreach and promote digital programming.
5. Develop and lead training for digital delivery. This includes training online presenters in best-practice digital education delivery and leading training sessions at GLAM sector conferences and workshops.
6. Maintain a sound understanding of digital trends, advancements and innovation; communicating and advising on creative means of using digital technologies to create quality learning resources and increase access for diverse audiences.

Eligibility

Selection Criteria

1. Demonstrated experience in developing and delivering innovative, inclusive and relevant online programs for diverse audiences.
2. Demonstrated experience delivering complex projects on time and within budget, including managing resources, staffing, schedules, budgets and priorities.
3. Demonstrated experience in establishing strategic partnerships with the aim of increasing attendance and reach for NPG digital programming.
4. Demonstrated ability to work with and lead others in a multidisciplinary team in the development and implementation of high-quality digital programs.
5. Demonstrated experience of working collaboratively; timely sharing of information and ensuring stakeholders internally and externally are consulted and kept informed of project progression.
6. Demonstrated capacity to show initiative, innovation, display resilience and adhere to the Gallery's and the Australian Public Service Values and Code of Conduct. Ability to remain positive and respond to pressure in a controlled manner.

Notes

Applicant Information

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the [application coversheet](#) to hrservices@npg.gov.au by the deadline listed below.

If you need more information, please get in touch with Gillian Raymond, Director, Digital Production on 0408239912 or gillian.raymond@npg.gov.au.

Please note to be eligible for this position, you must be an Australian Citizen.

Applications close midnight Thursday 12 December 2024.

About the National Portrait Gallery of Australia

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands. The National Portrait Gallery reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand. The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities. The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

To Apply

Position Contact	Gill Raymond, 0408239912
Agency Recruitment Site	https://www.portrait.gov.au/content/employment/

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Agriculture, Water and the Environment

Vacancy VN-0752108

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 19 December 2024

Plant Protection & Environmental Biosecurity
Several ICDS and PEIPH

Job Title	International Program Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$81,690 - \$89,615
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2024/4898
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Australian Chief Plant Protection Officer (ACPPO)** is the primary representative of, and an advisor to, the Australian Government on all matters relating to Australia's plant health status and its supporting systems. The ACPPO supports and improves Australia's plant health system to ensure it minimises the impacts of current and emerging plant biosecurity risks to Australia's environment, agricultural production and trade, and helps meet relevant national and international obligations.

The **International Capacity Development Section (ICDS)** oversees and coordinates the delivery of biosecurity and trade related capacity development activities across the Asia Pacific Region, principally funded by the Department of Foreign Affairs and Trade (DFAT). We work closely with biosecurity, plant protection and agriculture stakeholders across the Asia Pacific region to support the design, delivery, and implementation of technical and operational capacity development programs. The work of the section enhances Australia's contribution to regional Asia Pacific agricultural sector growth and food security through better market access and biosecurity outcomes. The Pacific Engagement and International Plant Health Section (PEIPH) coordinates and facilitates the ACPPO's engagement in national and international plant health fora and supports the Australian Government's leadership in these

fora. PEIPH manages the point of contact into the department for international plant health related issues. PEIPH also manages the ongoing partnership with Australia’s near neighbours, specifically Papua New Guinea (PNG) and Timor-Leste. This partnership with our near neighbours coordinates the delivery of annual plant health surveys, capacity development programs and professional development opportunities in collaboration with our overseas government counterparts.

Duties

The Job

Multiple job opportunities are available within the ICDS and PEIPH sections for an APS 5 Program Support Officer. These positions are seeking officers who can work effectively in a dynamic team with a high level of liaison with government and international stakeholders, contribute to maintaining relationships with near neighbour and Pacific counterparts and support the ACPPO’s engagement in international plant health fora. Key responsibilities include but are not limited to:

- Assisting with the delivery and reporting of international capacity building projects.
- Contributing to the preparation of briefings, communication material, presentations and official correspondence to support capacity development initiatives.
- Assisting with planning and booking of domestic and international travel.
- Supporting procurement, contract management and financial reporting for projects.
- Developing and maintaining productive relationships with international counterparts, internal stakeholders and other relevant government agencies.
- Potential opportunities to travel domestically/internationally and participate in program activities (as appropriate).

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

- Demonstrated ability to support policy/program activities.
- Procurement, financial and contract management experience.
- Experience with scheduling and booking domestic and international travel.
- Experience in natural sciences, agricultural sciences or international policy and a knowledge of plant biosecurity issues would be desirable.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Peter Pedersen, pete.pedersen@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0752186

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 02 January 2025

Finance & Investment
Financial Operations System Support and Accounting

Job Title	FMIS Systems Support
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$81,690 - \$89,615
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2024/4789
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
Financial Operations Branch provides shared services for the department, including corporate services such as travel, credit cards, procurement, grants policy, advice and reporting, payroll services, procurement, accounts receivable, debt management and accounts payable. The branch also provides a project management and oversight role for some of the critical projects for the division.

The **Systems Support and Accounting section** is responsible for the administration, configuration, and maintenance of a number of finance systems, including TechnologyOne (FMIS) and the Activity Based Costing System (ABC). Critical aspects of this team include maintaining strong relationships with a range of stakeholders, and delivering solutions that are compliant and drive efficient business processes to support the departments financial obligations.

Duties

The Job
Support FMIS Helpdesk Services including:

- FMIS helpdesk support.
- User access management.
- User profile and security maintenance.
- User workplace management.
- Assist with end of month and end of financial year system rollover.
- Support system administration processes.
- Undertake user acceptance testing as assigned.
- Liaising with the department’s Revenue and Operating systems subject matter experts to assist in developing and implementing systems integrations, including troubleshooting and resolving associated issues.
- Assist with the coordination and delivery of FMIS user training.
- Support the delivery of assigned FMIS project related tasks.

Eligibility

What we are looking for
Knowledge and experience

Operational financial or system administration role in the Australian Public Service or similar organisation.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Anthony Kasparek, anthony.kasparek@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0752164

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

Closing Date: Sunday 22 December 2024

Gas & Liquid Fuels
Several Several

Job Title	Program and Contract Administration, Policy and Project Management, Data and Regulatory Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$81,690 - \$89,615
Future Merit Locations	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, Sydney
Office Arrangement	On Site
Office Arrangement Details	The successful applicant will need to work in a DCCEEW office.
Classification	APS Level 5
Position Number	2024/3582
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Gas and Liquid Fuels Division provides policy advice and delivers policy reforms and programs that underpin the reliable and affordable supply of gas and liquid fuels. The Division strives to give staff at all levels the opportunity to participate in collaboration, consultation and problem solving and is committed to the continued development of our culture. The Division champions and pursues three key themes, supported by an action plan:

- Grow Our People
- Be Amazing Leaders
- Promote Health and Wellbeing.

The Division has a Staff Consultative Committee, Policy Steering Committee, Capability Development Series and Weekly Divisional Newsletter to support the implementation of the action plan. The Division is committed to work life balance and staff wellbeing and is fully supportive of flexible work arrangements, including remote working, where they align with business and personal needs.

Gas

The two Gas Branches in the Division are focused on delivering priority reforms to support efficient market operations, ensuring gas customers can access gas supply at reasonable prices and reasonable terms and enabling the development of renewable gases. This includes implementation of the Gas Market Code of Conduct, ensuring the market operator (AEMO) has the powers needed to manage supply security, enabling gas infrastructure to be developed and used more efficiently, and developing gas related policy on the energy transformation. We work

closely with colleagues across government, market bodies and industry stakeholders to progress reforms to improve the functioning of gas markets, to ensure ongoing reliability and affordability of gas supply for consumers as the energy sector transitions.

Liquid Fuels

Australia's liquid fuel supplies are essential for the nation's security and underpin the operation of our economy. The Liquid Fuels branches work to ensure liquid fuel can be reliably delivered to support Australia's growing economy and essential services as we transition to net zero emissions. We work to maintain our domestic refining capability, build our domestic fuel security, support our International Energy Agency (IEA) membership obligations, increase our emergency preparedness, bring forward improvements to fuel quality, and maintain security of critical inputs to our transport energy system such as Diesel Exhaust Fluid.

We are seeking to fill a number of roles within the Gas & Liquid Fuels Division which may involve:

- assisting with policy development, implementation and evaluation
- developing and maintaining internal and external relationships to support policy, program and regulatory functions
- assisting in the development of correspondence, briefs and submissions to influence executives
- supporting the team with other ad hoc tasks and building team capability and cohesiveness.
- assisting with team activities including risk management and financial reporting.

Duties

Program and Contract Administration officers:

- administering contracts and assisting in the development of related procurement and contract documentation
- assisting in maintaining accurate records within procurement systems and monitoring and reporting on contract performance.

Policy and Project Management officers:

- supporting strategic thinking by coordinating, analysing and advising on the relevant market (liquid fuels, gas, electricity) and related issues, including decarbonisation
- assisting to identify and raise issues, efficiencies and opportunities for reform, using critical thinking, sound judgement and an awareness of the broader environment.

Data officers:

- assisting to collect, compile, analyse and report data, ensure data quality and compliance on legislatively required data reporting and support official data publications and reporting
- contribute to design, develop and maintain data visualisations and reports to communicate analysis and insights to stakeholders and monitor market developments
- engaging with industry data providers on the data they submit and assisting them to meet their reporting obligations.

Regulatory officers:

- supporting regulatory processes required by legislation, often to tight deadlines
- supporting implementation of initiatives and improvements to regulatory functions.

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** - 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 several vacancies available for immediate filling in Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth and 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	Eleni Metallinos, 02 5162 3063
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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

Closing Date:Sunday 22 December 2024

Gas & Liquid Fuels
Several Several

Job Title	Program and Contract Administration, Policy and Project Management, Data and Regulatory Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Perth WA, Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$91,944 - \$104,393
Future Merit Locations	Perth, Hobart, Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	On Site
Office Arrangement Details	The successful applicant will need to work in a DCCEEW office
Classification	APS Level 6
Position Number	2024/3642
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Gas and Liquid Fuels Division provides policy advice and delivers reforms and programs that underpin the reliable and affordable supply of gas and liquid fuels. The Division strives to give staff at all levels the opportunity to participate in collaboration, consultation and problem solving and is committed to the continued development of our culture. The Division champions three key themes, supported by an action plan:

- Grow Our People
- Be Amazing Leaders
- Promote Health and Wellbeing

The Division has a Staff Consultative Committee, Policy Steering Committee, Capability Development Series and Weekly Divisional Newsletter to support the implementation of the action plan. The Division is committed to work life balance and staff wellbeing and is fully supportive of flexible work arrangements, including remote working, where they align with business and personal needs.

Gas

The two Gas Branches in the Division are focused on delivering priority reforms to support efficient market operations, ensuring gas customers can access gas supply at reasonable prices and reasonable terms and enabling the development of renewable gases. This includes implementation of the Gas Market Code of Conduct, ensuring the market operator (AEMO) has the powers needed to manage supply security, enabling gas infrastructure to be developed and used more efficiently, and developing gas related policy on the energy transformation. We work closely with colleagues across government, market bodies and industry stakeholders to progress reforms to improve the functioning of gas markets, to ensure ongoing reliability and affordability of gas supply for consumers as the energy sector transitions.

Liquid Fuels

Australia's liquid fuel supplies are essential for the nation's security and underpin the operation of our economy. The Liquid Fuels branches work to ensure liquid fuel can be reliably delivered to support Australia's growing economy and essential services as we transition to net zero emissions. We work to maintain our domestic refining capability, build our domestic fuel security, support our International Energy Agency (IEA) membership obligations, increase our emergency preparedness, bring forward improvements to fuel quality, and maintain security of critical inputs to our transport energy system such as Diesel Exhaust Fluid.

We are seeking to fill a number of roles within the Gas & Liquid Fuels Division which may involve:

- leading on policy development, implementation and evaluation
- developing and supporting complex relationships with internal and external stakeholders to support policy, program and regulatory functions
- leading on the development of correspondence, briefs and submissions to influence executives
- supporting the team with other ad hoc tasks and building team capability and cohesiveness
- assisting with team activities including risk management and financial reporting

Duties

Program and Contract Administration officers:

- managing contracts and the development of related procurement and contract documentation
- managing accurate records within procurement systems and monitoring and reporting on contract performance.

Policy and Project Management officers:

- leading strategic thinking by coordinating, analysing and advising on the relevant market (liquid fuels, gas, electricity) and related issues, including decarbonisation
- leading the identification and management of issues, efficiencies and opportunities for reform, using critical thinking, sound judgement and an awareness of the broader environment.

Data officers:

- collect, compile, analyse and report data, ensure data quality and compliance on legislatively required data reporting and support official data publications and reporting.
- design, develop and maintain data visualisations and reports to communicate analysis and insights to stakeholders and monitor market developments.
- engaging with industry data providers on the data they submit and assisting them to meet their reporting obligations.

Regulatory officers:

- undertaking regulatory processes required by legislation, often to tight deadlines
- leading on the implementation of initiatives and improvements to regulatory functions

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 several vacancies available for immediate filling in any Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth and 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	Eleni Metallinos, 02 5162 3063
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0752146

Australian Financial Security Authority

Closing Date:Thursday 12 December 2024

Enabling Services Group
People, Finance & Operations

Job Title	Assistant Director, People Analytics
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$111,949 - \$131,782
Future Merit Locations	Melbourne
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	31241
Agency Website	

Job Description

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

The **Australian Financial Security Authority (AFSA)** is responsible for managing the application of bankruptcy and personal property securities laws through the delivery of high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities services.

The **Enabling Services Group** is responsible for aligning AFSA's enabling services to better support AFSA's core regulatory functions and achieve the strategic vision of becoming a visible, modern, and contemporary regulator.

The Group plays a key role in shaping AFSA's strategic direction, managing government relationships, providing efficient corporate services, and leveraging and harmonising AFSA's technology to promote organisational delivery and performance.

The **People, Finance and Operations Division** is responsible for delivering a range of business and enabling services to support the broader agency whilst ensuring compliance with commonwealth legislation, policies and guidelines and promoting integrity, accountability, and transparency.

The Assistant Director People Analytics, provides strategic advice to senior leaders and people managers on workplace and workforce management initiatives and transformation activities directed at improving the employees' experience of work, the performance of teams, and the capability of AFSA.

The Assistant Director People Analytics is responsible for providing advice on their area(s) of expertise, and developing and implementing strategies, interventions, and tools to enable business ownership of these activities.

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential.

We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disabilities.

Duties

- Partner with the business and with peers in People & Culture to develop and implement innovative and high-quality HR solutions which support AFSA's strategic vision and the improvement of AFSA's people management practices
- Lead the People Analytics functions
- Provide strategic advice and support to people managers during a period of significant agency transition
- Establish and maintain partnerships with internal stakeholders by providing accurate information, advice and assistance to managers and employees on specific people management issues having regard to AFSA's legal and policy framework, and strategic direction
- Participate in networks and manage relationships with external stakeholders such as unions or with other APS agencies, where they relate to AFSA's employment matters
- Lead and provide support to agency and People & Culture initiated projects
- Identify operational HR process improvements and efficiencies
- Lead and develop team members

For information on how to apply please refer to specific job ad on the AFSA website:

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

Eligibility

Position Eligibility Requirements:

Please note that this opportunity is open only to Australian Citizens.

The successful applicant must have or be willing to undergo a security clearance to the level of Base level as a condition of employment.

To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

*This recruitment process is being used to fill a current ongoing/ non-ongoing position in our Melbourne office. A merit pool of suitable candidates may be established as a result of this process to assist AFSA to fill similar ongoing and non-ongoing positions that may become available over the next 18 months.

Notes

Why AFSA?

You will enjoy excellent conditions including:

- generous superannuation (15.4%)
- a modern work environment
- access to Employee Assistance Provider
- flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

Applications for this vacancy are submitted online through the [AFSA careers portal](#) .

The closing date for this position is 11:59PM AEDT Thursday 12 December 2024.

If you are having difficulties accessing or applying for this vacancy or have any questions, please contact recruitment@afsa.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 Australian Financial Security Authority

To Apply

Position Contact	Eleni Stefanakos, N/A
Agency Recruitment Site	https://www.afsa.gov.au/about-us

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Attorney-General's

Vacancy VN-0752141

Federal Court of Australia

Closing Date:Thursday 12 December 2024

Federal Court of Australia
Judicial Support

Job Title	Judicial Support (Associate, Research Associate, Executive Support)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	\$80,341 - \$87,572
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	This position is based onsite however flexible working arrangements may be considered
Classification	APS Level 5
Position Number	0898-11-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://fcajobs.nga.net.au/?jati=69DB1B55-E260-5838-2699-DB5F7A053B35>

Position Overview

We are recruiting for a number of upcoming and potential vacancies to support the effective operation of chambers within the Federal Court of Australia.

Judicial Support positions include:

- Associate roles;
- Research Associate roles; and
- Executive and Administrative Support roles.

Suitable candidates will be placed in a merit pool which may be used to fill future vacancies in all major capital cities.

Please note: the majority of roles are non-ongoing. Employment may be offered for a total period of up to 18 months. Future opportunities may also be promoted through judges websites and networks.

Associate

The Associate provides high-level legal and administrative support to their judge and works closely with other chambers, registry and court staff to achieve desired outcomes. This is a role that requires an articulate, energetic and flexible individual who can build positive professional relationships. The Associate is responsible for contributing to the development of and adherence to nationally consistent practice and procedures within the individual Judge's Chambers.

Research Associate

The position is a key legal support role within the reformed structure of the Court. The Research Associate role focuses on providing legal support to judges, as required due to overall workload volume or in relation to specific matters. This legal support can be in relation to any of the Court's national practice areas. Research Associates are expected to display a high level of professionalism and initiative, should be adaptable to changing demands and have an ability to maintain confidentiality. Research Associates may at any given time be supporting one or more Judge, and across a variety of the Court's registries.

Executive and Administrative Support

The Executive and Administrative Support role provides administrative, legal and general support to a judge of the Court. This role operates as a part of a small team within chambers to support the judge in managing and progressing cases efficiently and effectively. This role is the main point of contact in chambers and is responsible for the efficient administration of chambers, including correspondence, file and diary management. Executive and Administrative Support Officers also provide legal support to the judge, including assisting the judge with court work, with case management and with the production of orders and reasons. **Duties**

Judicial support staff may be required to undertake both administrative and legal support functions within chambers. Depending on the role, duties may include:

- Providing assistance to judges with tasks including judgment proofing, undertaking research, managing emails, memoranda and other chambers correspondence, including producing well drafted correspondence and speeches.
- Supporting a judge and their chambers by assisting with significant and complex matters requiring greater than usual assistance, including in-court assistance.
- Assist judges with the coordination and case management of matters, including organising the judge's court sittings, listings, court materials and liaising with parties, as required.
- Prepare case summaries of matters in the judge's docket based upon the nature and circumstances of the matter, the relevant legislation, practice and procedure and the rules of the Court.
- Optimising and implementing document management systems in chambers, including ensuring that all court files and other records are accurate and up to date.
- Organising meetings, seminars, appointments and other commitments, including attending to all logistics and arranging official travel. Note, some interstate travel may be required.

Eligibility

Qualifications

To be considered for Associate and Research Associate roles, candidates must hold legal qualifications and admission to practice as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia; or be progressing towards admission, to the satisfaction of the judge.

Selection Criteria

- Demonstrated knowledge of the Federal Court's jurisdiction, practices and procedures, or the ability to acquire such knowledge quickly and the ability to interpret and apply legal principles, rules and regulations.
- The ability to carry out legal research, managing workloads appropriately to ensure that requests for legal research are responded to in an accurate and timely manner.
- Strong written and oral communication skills including legal drafting skills and the ability to prepare speeches, briefing papers and correspondence.
- Sound organisational skills including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
- Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.

- Demonstrated proficiency with technology, including the use of electronic legal resources and the ability to learn and use the Court's case management systems and court room technology.

Notes

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

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

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

Diversity and Inclusion

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

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

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

How to apply

Submit your application and CV through the [FCA careers portal](#).

As part of your application, you will be required to prepare and submit a one-page applicant response document in relation to the advertised role, outlining:

- Your preferred Judicial Support role
- How your skills, knowledge, and experience will be relevant to the role
- Any specific examples or achievements that demonstrate your ability to meet the selection criteria

Prior to preparing your response it is recommended you review the [Work Level standards](#) relevant to the classification you are applying to. It may also be useful to refer to the [Integrated Leadership Systems](#) information relevant to the classification

Shortlisted candidates will be invited to undertake a one-way video interview week commencing 16 December 2024.

Application Close: Thursday 12 December 2024, at 11:30 pm (AEDT). Late applications will not be accepted.

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

About the Federal Court of Australia

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

To Apply

Position Contact	Margreet Shehata, (02) 8099 8378
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=69DB1B55-E260-5838-2699-DB5F7A053B35

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Attorney-General's

Vacancy VN-0752212

Federal Court of Australia

Closing Date:Wednesday 18 December 2024

Federal Court of Australia
Court and Tribunal Services

Job Title	Digital Practice Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$80,341 - \$87,572
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	hybrid/flexible working arrangements will be considered.
Classification	APS Level 5
Position Number	0894-11-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

Reporting to the Team Leader, Digital Practice & Improvement and as part of the National Digital Practice, Court Support & Improvement Team, Digital Practice Officers (DPOs) play a critical role in supporting digital transformation across the Federal Court of Australia (FCA), the Federal Circuit and Family Court of Australia (FCFCOA) and the National Native Title Tribunal (NNTT).

DPOs ensure that the judiciary, judicial support staff, court staff, practitioners, and other Court users are well-trained and effectively supported in adopting digital practices, enhancing the digital capabilities of both internal and external stakeholders. Acting as the primary point of contact for digital practices, DPOs deliver high-quality, responsive, and user-focused services, promoting the use of technology to streamline litigation processes.

Key responsibilities include identifying opportunities for improvement, leveraging technology to enhance efficiency, and supporting the Courts' shift towards a more digitised, efficient work environment. DPOs will host workshops with stakeholders, using journey mapping and personas to document current processes and identify areas for improvement, and present findings in clear, actionable formats to guide future solutions.

Through discovery and engagement methods, DPOs will work to understand and address stakeholder needs, challenges, and opportunities, contributing to project delivery and implementing process improvements. This strategic role drives end-user adoption and engagement with digital practices, ensuring strong support and advocacy for the needs of all court users.

Duties

Major Activities

1. Assisting chambers and courtroom support staff with the practical arrangements of digital litigation (electronic hearings, video-conferencing equipment, live streaming) such as conducting test calls, liaising with third party providers and proactively monitoring and maintaining records of digital practice issues and opportunities.

2. Provide prompt and professional support, advice and training on digital practices to the judiciary, registrars, staff, the legal profession and other Court users, including the use of hardware and software.
3. Coordinate and conduct local training sessions, including to the judiciary and for on-boarding new associates/court staff, and sharing knowledge and expertise to encourage skill development in relation to digital practices.
4. Promote and develop digital practices in your location and provide a channel for the judiciary, staff, the legal profession and other Court users to raise improvements.
5. Be proficient in the use of new and future Case management systems and Court business applications such as Webex, Microsoft 365, YouTube and iPads.
6. Execute discovery and produce visual aids (journey maps, personas, swimlane diagrams and more) to help understand current processes, identify areas with opportunity and present findings in an easily digestible way.
7. Validate and test proposed solutions, while raising user awareness and engagement based on best practice and industry standards.
8. Use Human Centred Design (HCD) methodologies for the design and delivery of solutions, services, and process improvements.
9. Advocate and assist in the seamless implementation of change including the preparation and development of user guides for existing and new digital practices and providing training on Court hardware / software.

Eligibility

Selection Criteria

1. Well-developed skills to communicate effectively with the judiciary, chambers, staff, legal practitioners, and other external stakeholders including providing reasoning and argument to support change and gain audience support.
2. Demonstrated understanding of Court practices and procedures, and business applications, or the ability to quickly attain this understanding, and the application of digital practice and litigation in a Court environment.
3. Demonstrated ability to confidently promote, build and maintain effective internal and external working relationships including techniques to motivate others and implement change.
4. Demonstrated ability to use specialist knowledge and expertise to address complex problems, to provide advice and training, and to identify solutions and opportunities in an often time- constrained environment.
5. Demonstrated ability to perform research and analysis, prepare documentation, and present easily digestible information for others to use to inform decision-making about digital practice and related initiatives.

Notes

Eligibility

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To Apply

Position Contact	Georgia Smallwood, (07) 3052 4229
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0751601

Department of Defence

Closing Date:Sunday 26 January 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Quality Assurance Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Cairns QLD, Canberra ACT, Darwin NT, Henderson WA
Salary	\$91,702 - \$104,753
Future Merit Locations	Sydney, Darwin, Cairns, Henderson, Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/10314/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=9D472AD3-9846-4673-1B48-DB4E4109FDFF>

Duties

The Role

As the Quality Assurance Officer, you will play a critical role in developing a strategically aligned divisional-level Governance and Assurance Framework. This framework will encompass various streams of work, including risk, quality, assurance, governance and supporting roles, to align with the organisational strategic objectives. By integrating these streams, you will design and refine standardised, simplified, and purpose-fit business processes that are both interdependent and complementary.

Key responsibilities include:

- Supporting the implementation of Governance, Assurance and Risk plans and activities to ensure compliance with ISO 9001 and ISO 31000 standards.
- Staying informed about best practices in governance and assurance, applying this knowledge to drive continuous improvement initiatives across the Program Office, Branch and Division.
- Monitoring and reporting on the effectiveness of governance and assurance activities, identifying opportunities for improvement, and developing effective communications across the division.
- Representing the Program Office, MARSPT Branch and Maritime Sustainment Division (MSD) Division professionally, ensuring clear communication and high-level engagement with all business units.

About our Team

The Maritime Support Branch (MARSPT) delivers Cross Class, Integrated, through-life maritime

support to ensure the effective delivery of Maritime Sustainment. This work directly supports the Navy's mission to maintain Naval Power, enabling the joint force to operate effectively in both peace and war. The Branch comprises a Program Office, three Directorates, and one System Program Office.

This role sits within the MARSPT Program Office, which focuses on delivering program support activities to the Branch and the wider MSD. The team operates across multiple locations, including Sydney, Canberra, Cairns, and Perth, and consists of APS, ADF, Reservists and Contracted personal.

Our Ideal Candidate

We are looking for a motivated professional with proven experience in quality assurance and audit management who thrives working in a fast-paced environment, with the ability to work autonomously under localised or remote supervision.

You will possess the ability to quickly assimilate new information, so as to develop a comprehensive understanding of the MSD strategy and to effectively collaborate across the Division, providing well-researched and strategic advice and support.

With a focus on achieving business outcomes, you will excel in an agile environment, working independently to deliver timely results. Your adaptability will enable you to meet evolving challenges in a dynamic and responsive setting.

You will be expected to work onsite within an MSD Business Unit location across Australia. Locations include Sydney - NSW, Canberra - ACT, Cairns - QLD, Darwin - NT, and Henderson - WA.

As MSD is presently undergoing significant change, flexibility and patience will be essential during this organisational transition. This position will evolve over time to align with the new MSD structure. Please note that adjustments to reporting lines may occur, and being adaptable to these changes will be essential. **Eligibility**

Security Clearance

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Brooke Barnett, 07 4280 9509
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9D472AD3-9846-4673-1B48-DB4E4109FDFF

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Defence

Vacancy VN-0751850

Department of Defence

Closing Date:Thursday 19 December 2024

Security and Estate Group
Service Delivery Division

Job Title	Procurement & Contracting
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	SEG/10322/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=7B4F5B0B-60E8-8DD3-37EB-DB4E04DE33DE>

Duties

The Role

This position forms part of a fast paced, dynamic team that manages Relocations, Housing, and Defence Home Ownership

Assistance for the Australian Defence Force.

You will be required to manage a unified team, focused on supporting Defence capability, retention, and customer satisfaction within an environment that is underpinned by the National Defence Strategy.

Your responsibilities will include driving reform, policy interpretation and application, contract management, leadership, and have an emphasis on building a multi-disciplined efficient team supporting ADF members and their families.

Your functions will directly contribute to the Defence Housing and Relocation Model, and one or more of the following will apply:

- The effective management of complex contracts.
- Support ADF Retention.
- Enable Defence Housing and Relocations reform.
- Support people and policy reform.
- Support NDS implementation.
- Cross agency engagements.

You will be required to manage compliance with relevant legislative frameworks, government decision-making and Defence's mission and policy requirements (ADF Pay and Conditions Manual – PACMAN).

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

About our Team

Within the Contracting function an EL 1 Contracting Manager is accountable under broad direction to perform and achieve complex to very complex strategic procurement and contracting work within an integrated workforce.

They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

Our Ideal Candidate

- We are looking for an enthusiastic person who will thrive in a dynamic, customer focused, and fast-paced service delivery network.
- You will need strong organisational skills and have the ability to respond appropriately under pressure within an area of consistently high priorities.
- We need experienced leaders who possess highly developed planning and Contract Management skills who can operate under limited direction.
- Your core attributes will include, good decision making, influential communicator, time management, resilience, sound judgement, and a proven track record in collaborating with a diverse range of stakeholders at all levels.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Daniel Harley, 0405 351 309
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7B4F5B0B-60E8-8DD3-37EB-DB4E04DE33DE

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Defence

Vacancy VN-0751947

Department of Defence

Closing Date:Thursday 16 January 2025

NAVY
Deputy Chief of Navy

Job Title	Curator
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Garden Island
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/10548/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E6AB7529-6547-9945-06C6-DB4E0260C283>

Duties

The Role

The Sea Power Centre - Australia is looking for an APS 6 Curator in Sydney, NSW.

The role involves being the manager of the Boatshed Heritage and Learning Centre on Garden Island and to support the removal project (scheduled to complete by the end of 2025) for the Naval Heritage Collection from Spectacle Island in Sydney Harbour.

As the full-time representative for the centres activities in Sydney, the successful applicant will also coordinate heritage displays across Navy bases in Sydney, in particular the Garden Island Defence Precinct, and enable stakeholder organisations who borrow from the collection to enhance their exhibitions in Sydney.

The role works closely with other curators across the country working for Navy and with the team establishing a Heritage Repository at Banksmeadow, NSW.

The APS 6 Curator will need to demonstrate experience in some or all areas relating to:

- Ability to effectively manage facilities and personnel.
- Developing and implementing plans for the conservation and exhibition of artefacts.
- Monitoring museum industry standards and trends and implement strategies for continuous improvement.
- Providing advice on complex information regarding the documentation and cataloguing of collection items and the acquisition and de-accession of collection items.
- Implementing collection management processes and ensuring accurate record keeping of collection information in accordance with Defence policies and procedures.
- Facilitating appropriate direction for the team by clearly communicating goals and objectives.
- Representing Defence and responding to requests for information from the public, external agencies and internal stakeholders.

- Designing and implementing solutions to issues impacting on the achievement of desired outcomes.
- Assessing and evaluating military history and heritage enquiries and provide feedback to public requests for information.

About our Team

Working to the Deputy Director Heritage Network you will be an integral part of a national team of history and heritage professionals, naval reservists and volunteers across the country.

This team is responsible for collecting, conserving, interpreting and exhibiting artefacts, which contribute to the ongoing education of our Navy and Defence people, as well as the Australian public.

The team works as part of the Sea Power Centre – Australia informing and educating audiences about the use of sea power in the Australian context.

Our Ideal Candidate

The ideal candidate will be highly motivated, have high levels of administrative and organisational skill, excellent time management skills, and a background in exhibitions, curation, collection, heritage or museum management.

To succeed in this role, applicants will be required to demonstrate:

- Ability to work under limited direction, and collegially with a small diverse team, including coaching and supporting others to increase their museum knowledge.
- A sound understanding of good museum curatorial practice, including collection management systems, processes, and care for a variety of objects, or the ability to gain the understanding on the job.
- The ability to work with a team to research, plan and execute exhibitions that tell the story of the Royal Australian Navy to a wide variety of audiences.
- A well-developed understanding (or the ability to develop) of the legislative and best practice requirements of managing archival records and portable cultural heritage to Australian standards, and is able to provide advice to their team and others in the network on these issues.
- Well-developed oral and written communication skills to assist in stakeholder management in Navy as well as with the Australian public.
- Administrative and financial experience that supports the activities of museums.

Eligibility

Security Clearance

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

Notes

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

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includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Alastair Cooper, 0427 908 400
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E6AB7529-6547-9945-06C6-DB4E0260C283

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Defence

Vacancy VN-0751983

Department of Defence

Closing Date:Thursday 09 January 2025

Defence Intelligence Group
Defence Intelligence Organisation

Job Title	Specialist Intelligence Assessment Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DIG/10434/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=46984FC0-4FEB-3882-5A6A-DB4E024BB341>

Duties

The Role

- Are you looking for a rewarding career that challenges you and makes a difference?
- Do you have a passion for problem solving and synthesising information from various sources to deliver an outcome?

If so, you may be the perfect fit for a role in the Defence Intelligence Organisation (DIO). As an EL 1 specialist analyst in North Asia Branch, you will analyse information from a variety of sources, providing intelligence assessments to our customers to reduce uncertainty in their decision-making. You will:

- Be empowered to be proactive and collaborative, to build and maintain vital relationships with a broad network of stakeholders across DIO, broader Defence, throughout Government and with international partners.
- Be highly aware of DIO's place in government and its primary goals, anticipating opportunities and proposing strategies to address them.
- Have access to unique and highly desirable training and professional development opportunities.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence

Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

DIO is an exciting workplace that supports the Chief of Defence Intelligence, senior Defence decision-makers, the Minister for Defence and wide-ranging government and military customers to better understand military, technical, political, social and cultural developments, and the implications for Australia's national security. We are an organisation of dedicated professionals, with a strong sense of purpose, who work together to advance the national interest.

It is a supportive and inclusive workplace where we trust, respect and invest in our people, providing world-class training and opportunities, including travel, for staff to reach their full potential. We believe that a diverse workplace makes us stronger and better able to contest ideas to deliver robust and considered analysis. We embrace a culture that supports staff wellbeing and champions individuals to brief the highest levels of government, highlighting their knowledge and expertise.

Our Ideal Candidate

We are looking for people of any academic or vocational background who have demonstrated deep expertise researching, critically analysing and writing on East Asian security dynamics. You will have a strong publication record in academia or government and deep experience in Australia's national security sector, including awareness of DIO's place in government. You will have a demonstrated ability to analyse information from diverse sources; communicate your assessments in writing and verbally; mentor colleagues and transfer knowledge.

These positions would suit self-motivated, intellectually curious individuals who demonstrate initiative, integrity, sound judgement and commitment to advancing Australia's national security interests. You will leverage your deep subject matter expertise, experience, and professional networks to produce timely, relevant and insightful intelligence assessments that inform real-world strategic decision making. You will have a demonstrated ability to operate in high-pressure environments and place high value on collaborative and innovative approaches to achieving results. **Eligibility**

Security Clearance

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

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To Apply

Position Contact	Name Withheld, 02 5108 6181
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=46984FC0-4FEB-3882-5A6A-DB4E024BB341

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Defence

Vacancy VN-0751986

Department of Defence

Closing Date:Thursday 19 December 2024

Naval Shipbuilding and Sustainment Group
Office of DEPSEC Naval Shipbuilding and Sustainment

Job Title	Deputy Engineering Assurance Manager
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$115,899 - \$130,733
Future Merit Locations	Adelaide, Osborne
Office Arrangement	On Site
Office Arrangement Details	On site based work
Classification	Executive Level 1
Position Number	NSSG/09934/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=756A350A-EBDD-D993-B29C-DB4E02F8FBE9>

Duties

The Role

Naval Construction Branch (NCB) are seeking a dynamic and skilled individual for the role of EL 1 Deputy Engineering Assurance Manager to become a valuable addition to the team.

The EL 1 Deputy Engineering Assurance Manager will be required to work in a complex operating environment based at Osborne SA, as part of the Technical Directorate within NCB. The position supports the acquisition and delivery of continuous naval shipbuilding in providing Government oversight in ship construction, test and delivery.

The position is accountable to the NCB Quality Assurance Manager in supporting the conduct of Build Assurance activities, providing support and management to the Technical Directorate's Business Management System or Engineering Management System, non-conformance/non-compliance, formal acceptance data and OQE and quality outcomes for the shipbuilding product, during its construction and test phase.

The key responsibilities of the EL1 Deputy Engineering Assurance Manager are:

- Support the NCB Quality Assurance Manager in the development, implementation and review of quality assurance and governance procedures, practices and frameworks;
- Plan, prepare and coordinate the conduct of audits, surveillance and perform quality assurance, governance, auditing on ship construction programs and maintain real-time corporate reporting of the activities;
- Develop content for Technical Directorate plans and process across multiple projects in consultation with NCB technical experts;
- Interpret verbal and written technical content to draft in a way that is appropriate for the intended audience;
- Collaborate with various stakeholders in managing technical issues using software tools (JIRA, TRMS etc);
- Ensure Build Assurance Audits and Surveillance are delivered within agreed timeframes and scope as per documented methodology;
- Develop Build Assurance schedules in Microsoft Project in consultation with the NCB team.
- Develop strong stakeholder engagements and sustain effective relationships with team members, management and stakeholders;
- Analyse and suggest improvements to quality assurance policies and procedures to ensure appropriate performance;
- Assess technical packages, reports, processes and product and equipment performance to meet specified requirements and identify and report non-conformances.
- Develop and maintain NCB Shipbuilding Quality Standards.

About our Team

Naval Construction Branch (NCB) is accountable for the assurance of ship construction, set-to work and transit of vessels constructed at the Osborne Naval Shipyard and Henderson precinct. We are headquartered in Osborne, SA and have a detachment in Henderson, WA and a smaller presence in Port Macquarie, NSW.

NCB is furthering continuous naval shipbuilding and growing sovereign capability by overseeing the construction to ensure quality and standards are met, storing lessons learnt and developing standard shipbuilding procedures for construction. NCB will oversee the construction of many different Navy vessels including Offshore Patrol Vessels, Hunter Class Frigates, Young Endeavour, Mine Hunter Vessels, Evolved Cape Class and Pacific Patrol Boats.

Working at NCB will enable you to be at the grassroots of continuous naval shipbuilding, where you are part of a working shipyard, being able to see and contribute to the vessels delivered and used in Service by Navy. NCB currently has highly skilled and diverse shipbuilding experience which will be shared to grow your hands-on construction knowledge. You will work alongside Navy personnel, internal project management officers and Prime contractors. The opportunity for technical staff to undertake industry placement is also available.

Our Ideal Candidate

Our ideal candidate will possess:

- A high level of demonstrable experience in either oil and gas, maritime, ship building/maintenance or general engineering construction projects.
- Relevant experience in the management of quality assurance activities (e.g. conducting Process Audits and Quality Audits, monitoring and disposal of audit findings).
- An ability to lead, plan and deliver complex and critical technical activities and provide advice working to agreed priorities and outcomes.
- Experience in scheduling, monitoring and reporting of Build Assurance activities (preferably using software tools).
- Excellent verbal and written communication skills with the ability to tailor communication style and language according to the audience’s level of knowledge, skill and experience.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Sanu Rajanbabu, 0447 641 026
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=756A350A-EBDD-D993-B29C-DB4E02F8FBE9

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Defence

Vacancy VN-0751993

Department of Defence

Closing Date:Thursday 19 December 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Product Schedule Manager
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$83,706 - \$89,659
Future Merit Locations	Brisbane, Amberley
Office Arrangement	On Site
Office Arrangement Details	On Site Based Work
Classification	APS Level 5
Position Number	JCG/10675/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=87A983BE-3FF4-25DA-137C-DB4E03A7AEDE>

Duties

The Role

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

The APS 5 PSM is part of a small team providing high-level advice at strategic project meetings to raise awareness of previous and ongoing issues for consideration with sustainment transition of new capabilities and ongoing modification programs for Defence platforms. The APS 4 Product Support Officer (Planning & Assurance) role supports the APS 5 PSM in contributing to the delivery of preventative and corrective maintenance to allocated materiel logistic platforms and systems by monitoring the compliance of the trade repair houses.

To achieve this you will need to undertake random site visits, verification of work order timings and costs against baselines, and maintenance quality control including monitoring customer feedback and undertaking customer relationship management.

About our Team

Joint Logistics Unit South Queensland (JLU(SQ)) is seeking highly motivated, proactive self-starters who want to learn and grow in the organisation, as well as building a sustaining strong working partnerships with internal and external contractors. The JLU(SQ)

primary site is within RAAF Base Amberley with satellite sites at Enoggera, Meeandah, Wallangarra and Oakey.

Our Ideal Candidate

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

- Relevant qualification or equivalent relevant work experience in the role
- An outcomes-focused mindset, with an ability to apply innovative and flexible approaches to achieving results.
- Strong interpersonal skills with the ability to communicate clearly and with influence
- An appetite for creating positive change in a fast-paced environment
- An innovative approach to work that applies holistic thinking towards the continuous improvement of our services
- The ability to harness information to ensure support to strategic direction
- The skills to identify and use resources wisely
- A willingness to work independently and collaboratively as part of a high performing team

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Stephen Ling, 07 5362 2051
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=87A983BE-3FF4-25DA-137C-DB4E03A7AEDE

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Defence

Vacancy VN-0751996

Department of Defence

Closing Date:Thursday 19 December 2024

Joint Capabilities Group
ICT Operations Division

Job Title	Senior Cyber Security Analyst
Job Type	Full-Time, Ongoing
Location	Harman ACT, Melbourne VIC
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra, Melbourne, Harman
Office Arrangement	On Site
Office Arrangement Details	On Site based work
Classification	APS Level 6
Position Number	JCG/10680/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=D93D1197-F332-4F58-9689-DB4E41863D01>

Duties

The Role
As an APS6 within DSOC's Monitoring, Detection and Response capability, you are responsible within a Command Team, for leading and managing a team. You will be expected to provide technical advice and perform specialist analytical elements of Cyber Security Incident Response within the DSOC.

Duties include:

- Support the team leader with cyber security technical expertise.
- Understudy the team leader and prepare to act in their absence.
- Contribute to building and managing a small team providing Monitoring, Detection and Response functions in Defence.
- Provide coaching, second level incident analysis and quality assuring the work undertaken by others.
- Manage work take-on and prioritisation within a high-tempo operational environment, managing competing priorities from a range of stakeholders and associated team output.

- Exercise a knowledge of, and compliance with, legislative frameworks, government decision-making, risk assessments, and Defence's mission and policy requirements.
- Engage in very complex problem solving and issues management, coordinating and performing detailed or sensitive projects that impact strategic, political or operational outcomes for Defence.
- Generate and provide incident reporting and other formal communications.
- Contribute to continuous improve processes, SOPs and Work Instructions, within the DSOC.

About our Team

DSOC is the strategic centre for Cyber Security Operations within Defence. DSOC provides mission focussed services across the Defence enterprise through a range of Security Operations functions. DSOC staff have access to contemporary tools, training, and support to enable them to achieve high quality, responsive, and dynamic outcomes in support of Defence and its mission. DSOC is a dynamic, collaborative and agile team, committed to providing opportunity for professional development whilst also contributing to key strategic outcomes.

DSOC consists of a diverse workforce of complementary skillsets, inclusive of APS, ADF, and contractors. DSOC routinely engages with a wide range of stakeholders across the Department, Whole-of-Government, Defence Industry and others, to identify new opportunities for improvement and collaboration.

Our Ideal Candidate

Our ideal candidate will have demonstrated experience in one or more of:

- Cyber security incident response;
- Cyber security risk management;
- Endpoint forensics;
- Network forensics,
- SIEM and SOAR technologies and processes.
- Possess a comprehensive understanding of defensive cyber security operations, cyber security incident response as the front line in defensive capability within a SOC;
- Possess strong communication, interpersonal and collaboration skills to work effectively with internal and external stakeholders, in-order-to understand and contextualise the threat to Defence and support decision making;
- Be self-driven with a proven ability to manage competing priorities to a high standard of accuracy within allocated timeframes;
- Possession of a well-rounded ability to think critically, be inquisitive, whilst diligently and pragmatically driving at results and comprehensive analytical skills are highly valued.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Oscar Supit, 07 3512 0603
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D93D1197-F332-4F58-9689-DB4E41863D01

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Defence

Vacancy VN-0752019

Department of Defence

Closing Date:Friday 03 January 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Minor Vessel Systems Program Office Director
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	\$134,567 - \$161,521
Future Merit Locations	Henderson
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	NSSG/10689/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=98171452-1A67-18C2-B465-DB4E3D743847>

Duties

The Role

- Are you looking for an opportunity to lead an organisation supporting and delivering multiple minor vessels and a diverse workforce located across multiple geographic locations?

The newly established Minor Vessel System Program Office (MVSPPO) requires an EL 2 Minor Vessel System Program Office Director (MVSPPOD) leader. Under broad direction you will perform and achieve very complex project and program management activities. The role will require the exercise of a significant degree of independence to manage and deliver asset management outcomes for multiple classes of vessels supported by the MVSPPO.

Based in Perth WA, your responsibilities will encompass staff located in Perth, Darwin and Cairns. You will have strong leadership and the ability to manage an integrated workforce comprised of APS, ADF and contractors. You will have strong communication skills, an in-depth knowledge of legislative frameworks, government decision-making and Defence's mission and policy requirements.

As the EL 2 MVSPPO Director, you will provide a strategic level of specialist, professional and technical expertise, across multiple functional areas. You will initiate, establish and maintain strong and trusted relationships with a network of stakeholders both internally and externally and will have the ability to recognise shared agendas and work toward mutually beneficial outcomes. This position has people management responsibility and as such you will be required to exercise

people management skills and possess the knowledge, tact and experience to lead a high performing, cohesive and geographically dispersed team.

About our Team

The Minor Vessel Systems Program Office (MVSPPO) operates within the Naval Shipbuilding and Sustainment Group (NSSG), as a part of the Maritime Sustainment Division, within the Specialist Systems Branch. As part of NSSG, MVSPPO is evolving into the Maritime Sustainment Model (MSM). It is a national, integrated approach that is delivering a continuous sustainment environment to support Continuous Naval Shipbuilding.

The MVSPPO is one of three System Program Offices within the Specialist Systems Branch with an office-based presence in Cairns, Darwin and Perth. The MVSPPO provides asset management services in support of the Offshore Patrol Vessels, Patrol Boat and Hydrographic assets.

Our Ideal Candidate

Our ideal candidate will demonstrate strong leadership skills and program management competency (ideally with experience in a sustainment environment) to manage very complex issues. They will be a highly motivated and competent individual with a strong background in program, people and commercial management.

The successful candidate will be a strategic thinker, an effective communicator and have a strong ability to resolve competing priorities, keeping stakeholders advised accordingly. They will have exceptional leadership and communication skills, and be adept at developing and maintaining strong interpersonal relationships with a wide range of key stakeholders.

Additionally, they will be accountable to implement strategic direction and manage program strategies that support planning, resource and risk management of Defence assets. Previous senior leadership role/experience in a maritime sustainment environment is highly desirable.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Lee Ann Jones, 0407 942 155
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=98171452-1A67-18C2-B465-DB4E3D743847

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Defence

Vacancy VN-0752023

Department of Defence

Closing Date:Thursday 19 December 2024

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Contract Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/09950/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=C3842D91-73C9-1E6C-7703-DB4E3E8F45B2>

Duties

The Role
The Maritime Integrated Warfare Systems (MIWS) Branch is seeking a professional, motivated and experienced APS 6 Contract

Management Officer to provide support to the Project Managers, providing contract management, commercial support and relationship management to deliver Directorate outcomes.

A Contract Management Officer is responsible for delivery of project stream outputs, encompassing the provision of various warfighting systems. The successful candidate will be required to engage, negotiate and advise with contractors and stakeholders and respond to complex enquiries and contract management issues, while building and sustaining productive relationships with supervisors, team members and industry providers.

Additionally, the candidate will also be required to use their skills, knowledge and experience to deliver procurement outcomes and will be accountable for procurement planning, tendering and contract formation and contract management activities ensuring compliance with legislation, procurement policies and procedures.

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

About our Team

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

Defence is focused on providing a dynamic and contemporary employment package that meets the needs of the modern workforce. As an APS Defence employee you will enjoy rewarding work, collaborating with great people internally and across Industry, and considerable opportunities to expand your career horizons. Our commitment to investing in our people through professional development, mobility and learning means there is a great career waiting for you. What will you bring?

Our Ideal Candidate

MIWS is looking for an enthusiastic, proactive and driven candidate with a sound knowledge of complex procurement and contract management to join our Branch. We pride ourselves on a positive, collaborative and supportive workplace culture.

For us, it's all about teamwork and we want people who want to be a part of the culture we've created. Our ideal candidate will enjoy working in a dynamic workplace on a wide variety of projects and programs.

The ideal candidate will have the following attributes:

- Energetic and able to create and maintain positive working relationships with internal and external stakeholders.
- High-level verbal and written communication skills with strong attention to detail.
- Effective organisational skills.
- Most importantly, we're seeking a team-orientated person with a positive attitude and good humour, who can navigate the high tempo stresses of this very busy and rewarding role.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Faith Turner, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C3842D91-73C9-1E6C-7703-DB4E3E8F45B2

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Defence

Vacancy VN-0752028

Department of Defence

Closing Date:Thursday 16 January 2025

Joint Capabilities Group
CYBERCOMD

Job Title	Systems Manager
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Harman
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JCG/10623/24
Agency Website	

Duties

The Role

The EL 1 Systems Manager leads the Systems team within the College, this multidiscipline team includes cyber security specialists, system developers and administrators and is anticipated to grow as the College matures.

You will exercise a considerable degree of independence, being accountable to plan, lead and manage people and resources, as well as manage contracts and key stakeholder relationships to achieve required outcomes. The team is responsible for the operation, integration and management of systems and equipment to deliver a seamless user experience to training developers, instructors, students and administrators as well as wider learning enterprise stakeholders.

These systems and equipment include:

- Cyber Ranges;
- Learning Management Systems;
- Intranet and student portals;
- Cyber Operations Tactical Mission training equipment;
- Commercial online cyber training subscription services;
- Basic IT and networking equipment including associated software;
- Training and learner statistics.

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

About our Team

We are a diverse team of highly motivated individuals, representing an integrated workforce of ADF, APS and Industry Partners. Our mission - To train and develop a workforce ready to operate in the Space and Cyber Domains to enable ADF Operations and defeat emerging threats to Australia and its national interests. We commenced cyber-warfare training operations in 2023, with capability growth planned over the coming years, to meet the growing strategic demand.

We value diversity, teamwork, work/life balance and focus on delivering outcomes for Defence. We work with academia and industry to foster capability development and generate national value for Australia. Our vision - To be the spiritual home of the Space and Cyber Specialist, an organisation and capability our cyber community is drawn to for all professional and capability development needs.

Located at HMAS Harman, Canberra we enjoy brand new contemporary training facilities, flexible working arrangements and free parking.

Our Ideal Candidate

The College is looking for a team member with extensive experience in leading people to achieve outcomes in complex ICT environments, and who is excited about delivering technologies in support of a rapidly developing training capability, critical to national security. Cyber security operations knowledge, and experience working with cyber ranges and/or learning management systems would be highly desirable.

The successful candidate will need to quickly acquire, extensive knowledge of legislative and regulatory frameworks, government decision-making and Defence's mission and policy requirements.

Our ideal candidate will bring the following attributes:

- Strong leadership, management and communication skills;
- Desire to be accountable for their actions, advice and decisions;
- Ability to understand complex technical problems and effectively communicate them;
- Strong stakeholder engagement skills and an ability to contest views whilst maintaining relationships;
- Outcome-focused mindset with an ability to get practical results;
- Comfortable with ambiguity as the College capability matures.

Eligibility

Security Clearance
Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

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

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To Apply

Position Contact	DSCC Business Management, dcc.businessmanagement@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3D4C24E6-74A2-10E6-23D9-DB4E3E7A0434

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Guided Weapons and Explosive Ordinance
GWEO Manufacturing

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra, Brindabella Business Park
Office Arrangement	On Site;Flexible
Office Arrangement Details	Please discuss working arrangements with contact officer
Classification	Executive Level 1
Position Number	GWEO/10696/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=9541A63E-38B3-9EBB-DE2B-DB4E3EA9C5EF>

Duties

The Role

Are you looking to apply your project management skills to lead some of the largest and complex programs in Australia? Secure your next role with us at Defence.

The Guided Weapons Production Capability Branch has a vacancy for an Executive Level 1 Project Manager to contribute to the establishment of domestic manufacturing of selected guided weapons and explosive ordnance in Australia.

Working in a rewarding, dynamic environment that offers an exciting new challenge, you will apply your project management skills and experience to provide leadership and management of a project team to acquire leading edge Defence capability through partnerships with Industry and Foreign Government agencies.

Note: This position is required to access United States export controlled materiel. Applicants will be requested during the recruitment process to disclose any dual citizenships. Dual citizens may be subject to further assessment to ensure compliance to United States International Traffic in Arms Regulations (ITAR).

About our Team

The Guided Weapons Production Capability Branch is responsible for the establishment domestic manufacturing of GWEO as directed in the 2024 National Defence Strategy to deliver long-range strike capability to the Australian Defence Force.

The Guided Weapons Production Capability Branch is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We are committed to fostering a culture of innovation and excellence built on collaboration, inclusion and respect.

Our staff enjoy experiences and opportunities including excursions to various Defence sites and capabilities and international travel

to collaborate with foreign Government agencies and industry partners.

Our Ideal Candidate

To be successful in this role, you will demonstrate:

- Behaviours and actions that align with Defence Values and One Defence Leadership Behaviours.
- Ability to lead and motivate teams, manage stakeholders, and foster the Guided Weapons Production Capability (GWPC) Branch culture of innovation and excellence.
- Strategic thinking and the ability to navigate ambiguity in a fast-paced environment.
- Ability to respond flexibly to changing situations, including using sound judgement under pressure, to ensure the success of key deliverables.
- Exceptional interpersonal and communication skills, including strong emotional intelligence and the ability to convey complex information clearly and effectively to diverse audiences.
- Strong analytical and problem-solving skills and a demonstrated ability to identify risks and opportunities to address challenges encountered during project execution.
- Strong understanding of project management principles, methodologies and tools and demonstrated experience or ability to develop and interpret project documentation under limited direction.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Victor Asumadu, 02 5109 9536
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9541A63E-38B3-9EBB-DE2B-DB4E3EA9C5EF

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Defence

Vacancy VN-0752034

Department of Defence

Closing Date:Thursday 19 December 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/10619/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=9C528EB9-E254-BD5E-1136-DB4E3FDF13A3>

Duties

The Role

Are you looking for an opportunity to further your career in a fast passed, dynamic and supportive environment providing critical capability support to the Royal Australian Navy?

Maritime Cross-Platform Systems Program Office (MCPSPPO), located in Sydney CBD, is looking for highly motivated and experienced candidates who have a demonstrated understanding of and/or experience in contracting to join our Services Team in the APS 6 Contract Manager role (Supplier Relationship Management).

The APS 6 Contract Manager is responsible for building and maintaining commercial and internal Defence stakeholder relationships in the delivery of MCPSPPO contracted service offerings. They will build sound co-operative relationships with both their Suppliers and Defence stakeholders to ensure all parties are in alignment with Defence priorities and understand the capability requirements.

On a daily basis, they will also be accountable for procurement planning and contract management activities, to ensure compliance

with legislation, procurement policies, processes and procedures. Initiate and recommend mitigation strategies for the risks associated with contract management activities, supplier performance, and compliance with mandatory requirements.

They will manage supplier contracts and performance to ensure stakeholder satisfaction as per service agreements. In doing so they will use key performance indicators (KPIs), key health indicators (KHIs) to monitor and challenge performance, including identifying opportunities for continuous improvement. This role has people management responsibility and you will be required to exercise your people management skills and knowledge to lead and support in the position.

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

About our Team

The MCPSPO within Maritime Systems Division is responsible for the delivery and advice of Cross-Class sustainment services across the maritime environment. MCPSPO sustains and manages a range of complex military systems and supplies, through an extensive network of industry partners, both domestic and offshore.

Our operating environment is complex and challenging, that requires exceptional contract and relationship management skills. MCPSPO is comprised of three functions including Commercial, Sustainment and Engineering cells. The teams bring together a diverse range of knowledge, skills, experience to deliver Cross-Class products and services to our maritime customers.

You will be working with talented colleagues, who will provide you with guidance and support to ensure that you have everything you need to succeed. MCPSPO supports career development through encouraging employees to build both leadership, technical skills and harnesses continuous improvement ideas, innovations.

Our Ideal Candidate

You are professional and self-motivated. You have proven experience with stakeholder relationships, excellent communication skills, a positive attitude and the ability to achieve outcomes in a challenging yet supportive environment.

The successful candidate will demonstrate:

- Ability to utilise contract management knowledge as a means to provide excellent service and to build a strong relationship with our customers.
- Ability to work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work.
- An excellent level of stakeholder engagement skills and ability to liaise with stakeholders in relation to complex issues to identify, anticipate, respond to stakeholders needs, and expectations to achieve your work, unit and Defence outcomes.
- Willingness to learn and the ability to work in a team environment.
- Ability to exercise both initiative and judgement in the interpretation of policy including the application of practices and procedures.
- Commitment to continually grow your skills through learning and enjoy sharing your knowledge, experience with others.
- Excellent analytic skills.

Eligibility

Security Clearance

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

Notes

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

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workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Rory Coyle, 02 8440 0245
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9C528EB9-E254-BD5E-1136-DB4E3FDF13A3

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Defence

Vacancy VN-0752037

Department of Defence

Closing Date:Thursday 23 January 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Quality & Risk Manager
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$91,702 - \$104,753
Future Merit Locations	Amberley
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/10719/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F52EE414-BB1B-3587-75E2-DB4E3F1F2215>

Duties

The Role

The role of the Quality & Risk Manager (QRM) is to assist Heavy Air Lift Systems Program Office (HALSPO) in conforming to Capability Acquisition and Sustainment Group (CASG) quality standards and associated regulations. The QRM supports the deployment of CASG Business Management System (BMS), Air Domain's House of Governance (HoG), HALSPO's Quality, Risk and Business System, the HALSPO HoG website, to enable HALSPO to retain ISO 9001:2015 certification within the CASG organisation.

QRM manager is responsible for identifying the risks, non-conformances and non-compliance's by guiding HALSPO to review it's systems, process's, objectives, and goals that determines if the procedures and it's intended deliverables are effective. QRM's analyse data gathered and plan accordingly to support the improvement of HALSPO's deliverables.

You will be responsible for:

- Providing strategic and administrative support to the HALSPO Deputy Director Governance & Strategy.
- Provide detailed quality assurance professional advice.
- Maintaining the policies, procedures, and guidance related to HALSPO Management Systems.
- Working independently with reasonable autonomy and accountability for the achievement of business outcomes.
- Build and sustain effective relationships with team members and actively participate in teamwork and group activities.
- Provide a high level of quality, auditing and compliance, and assurance administration.
- Be accountable for ongoing self-improvement, professional development and active contribution towards business improvements.

About our Team

HALSPO is responsible for the cost effective sustainment of the Royal Australian Air Force (RAAF) C-17, KC-30A and Special Purpose Aircraft (BBJ & Falcon 7X) in supporting Air Mobility Group in achievement of their mission.

HALSPO was established in 2007 and consists of Australian Public Service (APS) and Australian Defence Force (ADF) specialist positions to manage the logistics, contracting and corporate governance aspects associated with supporting the KC-30A and C-17 Weapon Systems and Special Purpose Aircraft. HALSPO is located at RAAF Base Amberley, approximately 50 km south west of Brisbane.

Our Ideal Candidate

Our ideal candidate will bring the following attributes and skills to the role:

- Adaptability, resilience and flexibility in the face of changing and competing priorities.
- Strong commitment to teamwork and collaboration.
- Sound judgement with an innovative approach to problem-solving.
- Excellent written, interpersonal and verbal communication skills.
- Ability to develop, maintain and strengthen strategic relationships, engage and liaise across a broad range of stakeholders to support the work of HALSPO.
- Outcome-focused mindset with an ability to get practical results.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mr Sashi Krishandutt, 02 6132 7066
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F52EE414-BB1B-3587-75E2-DB4E3F1F2215

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Defence

Vacancy VN-0752047

Department of Defence

Closing Date:Thursday 23 January 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Security Advisor & Business Operations Support Manager
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$91,702 - \$104,753
Future Merit Locations	Amberley
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/10707/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=CAA83C0B-EBA7-CD61-2DE4-DB4E405FDC56>

Duties

The Role
The Heavy Air Lift Systems Program Office (HALSPO) is seeking a Security Advisor to manage and coordinate critical security and building facility management practices across the unit.

Key duties of this role include:

- Provide moderately complex security advice and guidance across the HALSPO organisation, including identifying areas for improvement and broader education.
- Undertake security risk assessment activities.

- Research and collect data and information to draft routine reports, publications, papers and submissions.
- Coordinate in consultation with Defence Corporate areas to monitor HALSPO building facility maintenance and upgrades.
- Liaise with internal and external stakeholders to understand their needs and share information.
- Work collaboratively and operate as an effective team member to meet work area objectives and foster a positive team environment.
- Monitor individual task progression against agreed performance expectations and deadlines to achieve quality outcomes.

About our Team

Heavy Air Lift Systems Program Office (HALSPO) is responsible for the cost effective sustainment of the Royal Australian Air Force (RAAF) C-17, KC-30A and Special Purpose Aircraft (BBJ & Falcon 7X) in supporting Air Mobility Group in achievement of their mission.

HALSPO was established in 2007 and consists of Australian Public Service (APS), Australian Defence Force (ADF) specialist positions to manage the logistics, contracting and corporate governance aspects associated with supporting the KC-30A and C-17 weapon systems and Special Purpose Aircraft.

The HALSPO Enabling Services team has an exciting opportunity for a Security Advisor & Business Operations Support Manager to join our multidisciplinary, high functioning and fully supported team. You will join a dynamic Enterprise, in conjunction with Industry partners and Air Force, to directly support and deliver vital Defence capability in support of Australia's national interests. HALSPO is located at RAAF Base Amberley, approximately 50 km south west of Brisbane.

Our Ideal Candidate

The ideal candidate for this position will be enthusiastic, experienced, self-driven and highly motivated to make a difference through application and innovation.

Our ideal candidate will be able to demonstrate strong skills and experience in:

- Apply your highly developed communication and engagement skills to prepare briefings, submissions, reports and communicate business risks, issues and opportunities to stakeholders and senior managers.
- Writing and reviewing plans and processes with a focus on meeting policy requirements.
- Highly developed skills in stakeholder engagement and building/maintaining positive stakeholder relationships.
- Be solutions focused, with the ability to present ideas persuasively.
- Be a critical thinker, skilled listener and effective communicator.
- Able to work within a collaborative team environment and achieve shared objectives
- Trustworthy, transparent and possess the highest levels of integrity.
- Strong planning/time management skills, particularly prioritisation and critical thinking.
- Judgement and a focus on driving outcomes, including problem solving and flexibility.
- Skillful communicator (both written and verbal).
- The successful candidate will be required to have, or will be required to obtain, a Negative Vetting level 1 security clearance before commencing in the role.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mrs Nicole Virtue, 07 5362 9065
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CAA83C0B-EBA7-CD61-2DE4-DB4E405FDC56

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Defence

Vacancy VN-0752081

Department of Defence

Closing Date:Thursday 23 January 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Contract Management Officers
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$91,702 - \$104,753
Future Merit Locations	Amberley
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/10705/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2CBE0DA2-3EDF-ED8E-0972-DB5F3D86EE94>

Duties

The Role

The Heavy Air Lift Systems Program Office (HALSPO) has a number of exciting and challenging opportunities for a qualified, experienced, energetic and innovative Contract Management Officers to join our multidisciplinary, highly functioning and fully supported team.

You will join a dynamic Enterprise, in conjunction with Industry partners and Air Force, to directly support and deliver vital Defence capability in support of Australia's national interests. HALSPO is located at Amberley, Queensland.

The core role for these positions is to assist with the management of the KC-30A Multi Role Tanker Transport, C-17A Globemaster Heavy Lift Transport, Boeing Business Jet and Falcon 7X Special Purpose capability contracts.

Other important and associated responsibilities include:

- Assistance to manage, monitor, assess and report on contractor performance;
- Assistance to existing and future capability requirements including; developing statements of work, tender evaluation and contract negotiation;
- Review and assessment of supporting commercial documentation; and
- Communication and relationship management across a wide variety of stakeholders including Air Mobility Group, Air Warfare Centre, and major Defence Industry partners.

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

This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should

your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. For further information, please contact the contact officer.

About our Team

HALSPO is an important business unit within the Airlift and Tanker Systems branch of the Aerospace Systems Division. HALSPO is the in-service support agency responsible for sustaining and enhancing the RAAF's KC-30A Multi Role Tanker Transport, C-17A Globemaster Heavy Lift Transport, Boeing Business Jet and Falcon 7X Special Purpose Aircraft capabilities for Air Force. These fleets form the backbone of the Strategic Air Mobility capability within Defence and are utilised for roles ranging from humanitarian support to high-end operations.

In these roles you will enjoy an environment with multiple complex stakeholder groups from within Defence and wider Industry whilst working as part of the broader HALSPO team. This will be an excellent role for persons desiring career development and exposure to a broad suite of Defence stakeholders, Contractors, and Government and commercial activities.

Our Ideal Candidate

The ideal candidates for these positions will be enthusiastic, experienced, self-driven and highly motivated to make a difference through application and innovation. The roles are significant and directly contribute to delivery of air mobility effects in diverse and challenging global environments now and into the future.

You will:

- Apply your highly developed communication and engagement skills to prepare briefings, submissions, reports and communicate business risks, issues and opportunities to stakeholders and senior managers;
- Be solutions focused, with the ability to present ideas persuasively;
- Be a critical thinker, skilled listener and effective communicator;
- Able to work within a collaborative team environment and achieve shared objectives;
- Willing to challenge the traditional ways of doing business;
- Trustworthy, transparent and possess the highest levels of integrity; and
- Confident and professional when engaging with stakeholders from a variety of backgrounds and levels of seniority.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Mr Neville Brown, 02 6132 702
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2CBE0DA2-3EDF-ED8E-0972-DB5F3D86EE94

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Defence

Vacancy VN-0752085

Department of Defence

Closing Date:Thursday 06 February 2025

Joint Capabilities Group
ICT Operations Division

Job Title	Alternate Communications Security Account Manager (ACAM)
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	\$83,706 - \$89,659
Future Merit Locations	Richmond
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/10754/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A4B9E560-1A6B-A54A-D3A8-DB5F3D397C6A>

Duties

The Role

Communications Security (COMSEC) staff are responsible for the receipt, custody, handling, accounting, distribution, safeguarding and destruction of all COMSEC material held on charge.

All COMSEC accounts are required to be maintained in accordance with policy issued by Defence Cryptographic Management Directorate (DCMD) and Australian Signals Directorate (ASD). COMSEC staff are required to engage with relevant stakeholders to identify expectations and concerns and develop a clear understanding of the issues to achieve outcomes. The position is responsible for such activities as:

- Defence Secret Network support services;
- Support JCG High Assurance Cryptographic infrastructure;
- Support Defence and Defence Industry High Assurance Cryptographic infrastructure;
- Equipment installation, maintenance, repair and removal;
- Perform cryptographic accounting; re-key duties, checks and destructions;
- Manage material & equipment spares and future holdings;
- Conduct Annual Audits, inspections, and group activities;
- Provide Support to COMSEC Incident Reporting and Investigations;
- Perform accounting processes, procedures and audits associated with COMSEC devices and material.

Note: This position is expected to participate in an on call 24/7 support roster in support of delivering our COMSEC Services. This is remunerated through out of hour's restriction allowance.

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

About our Team

The Directorate of Regional ICT Services (DRICTS) acts as the Joint Capabilities Group (JCG) representative for all ICT products and services delivered to Defence regional bases and sites across Australia and internationally. The Directorate is specifically responsible for Deskside Support Services, Audio Visual Support Services, End User Advocacy and Relationships, Regional Project Support, Communications Security Services (COMSEC) and Regional Assurance and Governance Services.

Our team comprises a mix of Australian Public Service (APS), Australian Defence Force (ADF) and Contracted personnel located across approximately 56 major Defence bases Australia wide. We also have an Overseas Region where opportunity exists for APS to rotate through the United States of America and England.

Our Culture is one that is driven by a "One Team" approach "To be the most dedicated, trusted and proven Directorate in support of ICT Capability across Defence"

Our Mission is to enable the war fighter by advocating for their ICT capability needs and improve the enterprise ICT experience across Defence.

Our Ideal Candidate

Our Ideal candidates will have:

- Initiative and experience to analyse, plan, review and adjust priorities and work activities to meet business outcomes;
- Ability to undertake objective, systematic analysis and draw accurate conclusions based on evidence providing detailed technical, operational, professional and procedural advice in relation to complex service level agreement and supplier management activities;
- Ability to plan and complete ICT service provision activities and tasks, selecting methods and resolving most of the issues that arise. They will be provided with assistance for the more complex issues.
- Stakeholder engagement and will be required to support the delivery of services in an outsourced environment to achieve outcomes;
- Continually improving the delivery of JCG Services to the end user through changing and adapting processes;
- Ensuring that the delivery of services by JCG meets agreed service quality levels Building and sustaining relationships, liaise with a range of stakeholders including other teams, peers and colleagues across Defence and other organisation;
- Be accountable to contribute towards ongoing self-improvement and professional development, in alignment with DRICTS commitment to empower and enable the workforce through mutual learning opportunities.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Mick Howles, 0474 774 330
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A4B9E560-1A6B-A54A-D3A8-DB5F3D397C6A

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Defence

Vacancy VN-0752093

Department of Defence

Closing Date:Monday 06 January 2025

Air Force
Air Command

Job Title	Air Mobility Group Deputy Communications System Officer (DCOMSO)
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Richmond
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	AF/10739/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2813715D-8941-7A8D-75AD-DB5F3E24595B>

Duties

The Role

As deputy to the COMSO, they will lead the delivery of Air Mobility Group (AMG) ICT network planning, provisioning, cyber governance, risk, compliance, and cyber workforce health utilising a diverse team.

In this capacity the DCOMSO delivers to CDRAMG assurance of cyber resilience of Air Mobility enterprise capabilities inclusive of Operational Technologies and Information Technologies. As an ICT Security Specialist the applicant is to perform and achieve complex information security work. They will:

- Be accountable to provide guidance/implement compliance with legislative frameworks, government decision-making and policy requirements.
- Provide detailed information security technical, professional and policy advice, undertake complex work and contribute to strategic planning.
- Be a team coach or lead a team.
- Exercise the associated people and financial responsibilities to achieve work outcomes.
- Have considerable level of stakeholder engagement.
- Be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve outcomes.

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

About our Team

Air Mobility Group (AMG) operate six aircraft types in a range of roles covering air logistics support, airborne operations, and air-to-air refuelling. We also support a range of tasks including aero-medical evacuation missions, along with search and rescue. Flying squadrons within AMG are located at RAAF Bases Richmond, Amberley and Defence Establishment Fairbairn.

Headquarters Air Mobility Group at RAAF Base Richmond administers No. 84 Wing and No. 86 Wing, along with the Air Mobility Control Centre and Air Mobility Training and Development Unit. The AMG A6 team is a small section comprised of military and civilian personnel located Richmond NSW.

The team is additionally supported by a contracted staff foot print at other major AMG unit locations in QLD and ACT. You will be a part of a team which supports this enterprise by providing timely, accurate information and operational technology security governance and advice.

Our Ideal Candidate

The ideal candidate would have experience across Aviation, Military and ICT security risk management with a desire to enhance their professional and personal development through further education opportunities. Candidates should possess the following skills:

- Experience in risk management with an understanding of information and operational technology legislation, policy and principles.
- Strong interpersonal and organisational skills with the ability to build and sustain effective working relationships.
- A flexible outcomes based approach while maintaining attention to detail.
- An interest in exploring innovative approaches to support and improve business processes.
- Ability to work autonomously, and as part of a team.
- A proactive nature.
- Able to think critically, is an active listener and is an effective communicator.
- Able to understand the value of partnerships, work in a collaborative team environment and achieve whole of enterprise objectives.
- Confident when engaging with stakeholders from a variety of backgrounds and levels of seniority.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	SQNLDR John Eggins, 0417 426 396
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2813715D-8941-7A8D-75AD-DB5F3E24595B

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Defence

Vacancy VN-0752101

Department of Defence

Closing Date:Thursday 19 December 2024

Defence Digital Group
Group Operations

Job Title	ICT Contract and Procurement Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$76,277 - \$83,274
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	DDG/10792/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=246EB0DD-3EBD-F744-5742-DB5F3F85EFB2>

Duties

The Role

We are seeking an APS 4 ICT Contract and Procurement Officer who will be accountable under broad direction to undertake complex and sensitive contract management and procurement activities. The successful candidate will be required to exercise sound decision-making skills and apply good judgement and work closely with multiple internal and external stakeholders.

Activities include (but are not limited to):

- Drafting commercial documentation such as notices, change proposals, reports, survey and quotes, standard operating procedures and plans at meetings.
- Maintaining contract records including monitoring, tracking and reporting on contract deliverables, performance and data items.
- Assisting with procurement planning, tendering and contract formation activities ensuring compliance with legislation, policies and Defence processes and procedures.
- Building and sustaining productive relationships with clients and stakeholders, including service providers and subject matter experts to provide contract management advice and respond to contract enquiries.

About our Team

The Military Commercial Directorate (MCD) delivers high quality procurement, contracting and commercial services and support to the largest ICT Program in Australia. The directorate provides specialist procurement and commercial expertise to develop, deliver and manage procurement and contracting and advises on policy interpretation and its application. The directorate also manages relationships with key commercial, policy, legal, probity and delivery stakeholders.

Our Ideal Candidate

Our ideal candidate is highly organised with excellent attention to detail and will have:

- Exceptional written and verbal communication skills.
- An ability to achieve deadlines and manage competing priorities.
- Excellent interpersonal skills and ability to work in a dynamic work environment.
- A demonstrated ability in building effective relationships with a wide range of stakeholders.
- High-level customer service skills to ensure customers receive prompt and reliable advice.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Baseline'

Notes

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

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workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Amanda Whittley, ddg.militarycommercial@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=246EB0DD-3EBD-F744-5742-DB5F3F85EFB2

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Defence

Vacancy VN-0752105

Job Title	Software Developer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Please Discuss working arrangements with contact officer
Classification	Executive Level 1
Position Number	JCG/10772/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5CD4FA3D-4F6E-98C3-8B6A-DB5F411D96AD>

Duties

The Role

As an EL 1 Software Developer within the Directorate of Logistics Performance Improvement, you will be integrated into a team of Logistics Specialists and Data Analysts to deliver complex logistics business intelligence outcomes for Defence. You will be the lead developer in the implementation of strategies and the evaluation of business outcomes, in the form of web based logistics management tools, to ensure Defence is able to meet its legislative and reporting requirements in accordance with the Defence Inventory and Asset Assurance Framework.

You will apply user centered design concepts and web-best practices to transition the current range of logistics management tools from current Defence Logistics Information Systems to Systems Applications and Products (SAP) Enterprise Resource Planning (ERP) software. The role requires a good understanding of data-based analysis and decision making.

About our Team

The Directorate of Logistics Performance and Improvement (DLPI) is a dynamic team that is involved in a wide range of Logistics improvements initiatives across Defence. The Directorate provides the Executive Director Logistics Assurance (EDLA) and Commander Joint Logistics (CJLOG) with the capability to lead reform by identifying and implementing logistics improvement activities across JLC and the wider DLN.

Much of the Directorates work to date has involved the identification of strategies to remediate existing logistic concerns identified by the Australian National Audit Office (ANAO) and the Defence Integrity Division. The Directorate is now actively involved in business improvement initiatives in the Joint Logistics Units and wider Defence, including volumetrics and supporting the preparation and implementation of Enterprise Resource Planning (ERP).

Our Ideal Candidate

As the ideal candidate, you enjoy the challenge of resolving complex problems while maintaining accountability and transparency.

- Excellent interpersonal skills with the ability to lead, liaise, collaborate, and build highly collaborative stakeholder relationships.
- Ability to demonstrate experience in web programming languages, scripting, information architecture and analysis to advise and implement web development activities.

- Strong business acumen and experience in data analysis and business intelligence
- Experience working in a logistics centric environment
- Have strong verbal and written communications skills that demonstrate an ability to be accurate, concise and compelling
- Accountable for managing allocated resources, setting work priorities and managing workflows to ensure accurate completion of work within timeframes and quality requirements for the team.
- Able to evaluate projects to identify critical factors for success and prioritise activities to deliver strategic outcomes.
- Ability to understand technical requirements and conceptualise well-designed solutions.
- Strong initiative to identify and implementing opportunities for innovation.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Jeremy Crisp, 02 5130 4520
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5CD4FA3D-4F6E-98C3-8B6A-DB5F411D96AD

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Joint Capabilities Group
Joint Logistics Command

Job Title	Site Supervisor
Job Type	Full-Time, Ongoing
Location	Wallangarra QLD
Salary	\$91,702 - \$104,753
Future Merit Locations	Brisbane, Wallangarra
Office Arrangement	On Site
Office Arrangement Details	On site based work
Classification	APS Level 6
Position Number	JCG/10775/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2D3734DD-6BBA-C73A-B78B-DB5F4096F774>

Duties

The Role

We are seeking a highly motivated Site Supervisor to join our dynamic team. The APS 6 Site Supervisor oversees a number of functions such as logistics inventory and estate management, monitoring contract compliance for the Warehouse & Distribution (W&D) contract and the Defence Maintenance Contract (DMC), Work Health & Safety and security on behalf of the Commanding Officer.

The Site Supervisor supports and represents the commanding officer for site emergency management and community engagement responsibilities associated with the role of Senior ADF Officer. The JLU(SQ) satellite site situated at Wallangarra is located on the Queensland/New South Wales border approx. 258 km southwest of Brisbane.

Duties of the position include but not limited to the following:

- Undertake contract performance management relating to estate projects, W&D and the DMC.
- Oversee local logistics governance activities to ensure they are undertaken in accordance with Defence policies and contractor requirements.
- Support the CO in the management and coordination of base management functions including emergency management and community engagement at Wallangarra.
- Oversee the work health and safety system to ensure compliance with safety policies to provide a safe work environment.

- Monitor compliance with security requirements and ensure site security issues are managed swiftly.

About our Team

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

Our Ideal Candidate

The successful candidate will be highly motivated, adaptable and resilient in their approach. They will have the ability to work autonomously and as part of a wider stakeholder group. The successful candidate will have:

- An understanding of legislation, regulations, codes of practice, principles and standards of compliance and risk management.
- Well-developed organisational skills with the ability to set priorities and meet deadlines.
- High level of verbal and written communication skills.
- Strong time management skills, including the ability to prioritise a changing workload and negotiate an outcome.
- A passion for continuous improvement focusing on innovation and improving process and procedures that in-turn provide effective solutions.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Lisa Hodda, 02 6192 7153
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2D3734DD-6BBA-C73A-B78B-DB5F4096F774

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Defence

Vacancy VN-0752118

Department of Defence

Closing Date:Friday 10 January 2025

Naval Shipbuilding and Sustainment Group
Office of DEPSEC Naval Shipbuilding and Sustainment

Job Title	Electrical Technician
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	\$91,702 - \$104,753
Future Merit Locations	Henderson
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/10837/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=A21F3BAB-81DC-C1BD-CD48-DB5F7837E565>

Duties

The Role
Naval Construction Branch (NCB) are seeking a dedicated and skilled individual for the role of Technical Officer (Electronics/Electrical) and become a valuable addition to the team. This is a unique opportunity to work on a range of navy vessel projects, right at the waterfront in Henderson, WA where the ships are being constructed.

As an APS 6 you will deliver continuity of technical assurance, working with uniformed staff in a team, using your experience in ship repair/maintenance activities to verify the ships are constructed in accordance with agreed approved domestic/international standards throughout the different phases of the build. You will be required to engage with contracted staff and will be required to identify stakeholders' expectations and concerns as well as risks and issues, drafting briefs to inform management.

Whilst operating in a technical and regulated environment you will be responsible as a technical specialist to demonstrate strong negotiation and leadership skills, providing guidance to both the technical leads and greater team to ensure the output of the team aligns to the organisations direction.

You will play a pivotal role in identifying systemic issues, bringing these to the attention of key stakeholders and collaborating with such stakeholders to improve business practices and drive change. The key responsibilities of the role are:

- Manage and perform complex electronics-electrical technical activities and associated tasks working to agreed priorities and outcomes providing necessary support and specialist advice in the Electronic and Electrical group while conducting Shipyard surveillance, inspection, assessment and reporting on equipment, sub system, system and whole of ship electrical installation progress and quality.
- Attend inspections providing assurance services on electrical power generation and distribution related to systems requirements and legislated standards.
- Witnessing of electrical power generation and distribution related testing, maintaining continuous tracking.
- Conducting reviews of technical reports, drawings etc.
- Management and reporting of tests and Non-Conformities (systems, installations, workmanship etc).
- Build and sustain positive relationships with team members within Defence, Prime contractors, suppliers, classification society and other regulatory bodies.
- Participate as a part of the team of technical and engineering professionals to motivate and mentor developing technicians.

About our Team

Naval Construction Branch (NCB) is accountable for the assurance of ship construction, set-to work and transit of vessels constructed at the Osborne Naval Shipyard and Henderson precinct. We are headquartered in Osborne, SA and have a detachment in Henderson, WA and a smaller presence in Port Macquarie, NSW.

NCB is furthering continuous naval shipbuilding and growing sovereign capability by overseeing the construction to ensure quality and standards are met, storing lessons learnt and developing standard shipbuilding procedures for construction. NCB will oversee the construction of many different Navy vessels including Offshore Patrol Vessels, Hunter Class Frigates, Young Endeavour, Evolved Cape Class and Pacific Patrol Boats.

Working at NCB will enable you to be at the grassroots of continuous naval shipbuilding, where you are part of a working shipyard, being able to see and contribute to the vessels delivered and used in service by Navy. NCB currently has highly skilled and diverse shipbuilding experience which will be shared to grow your hands-on construction knowledge. You will work alongside Navy personnel, internal project management officers and Prime contractors. The opportunity for technical staff to undertake industry placement is also available.

The team operates across Australia. You will be working primarily in NCB located in Henderson Western Australia. The main function of the team is maintaining Safe and Seaworthy Ships in Build through governance, compliance and verification of ship build.

Our Ideal Candidate

Our ideal candidate would be an experienced and qualified technician with a strong work ethic and demonstrated leadership behaviours. Other core capabilities are:

- Experience in Technical maritime electrical / electronic background.
- Application of technical knowledge and experience to identify assurance issues and risks.

- Ability to apply knowledge to assess technical packages and equipment performance against specified requirements, and to provide recommendations for improvement and implementation of corrective actions.
- Ability to analyse and identify trends and opportunities for improvement, and provide solutions.
- An ability to work collaboratively, communicate effectively with internal and external stakeholders, and influence the work of teams.

The NCB team is looking for a self-starting individual who is passionate about problem solving and demonstrates strong initiative to improve practices in a dynamic environment. **Eligibility**

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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To Apply

Position Contact	Stephen Hazell, 0405 117 049
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A21F3BAB-81DC-C1BD-CD48-DB5F7837E565

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Department of Defence

Closing Date: Sunday 05 January 2025

Australian Defence Force Headquarters
Vice Chief of Defence Force Group

Job Title	Cost Estimator/Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Russell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ADFHQ/10800/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=74BFA315-3496-36FC-A51E-DB5F78C8F1ED>

Duties

The Role

As an EL 1 level Cost Estimator, you will be joining a team of cost estimators to work on a variety of projects to develop life cycle cost estimates. You will be responsible for building team capability and developing the quality of work undertaken by others within the work unit. You will provide detailed advice in relation to highly complex work, contribute to strategic planning, program and project management, as well as design, and recommend solutions to issues affecting the achievement of desired outcomes.

The main responsibilities for the role are:

- Manage the successful delivery of cost models within scope, time and budget.
- Effectively manage all stakeholders both internal and external.
- Develop productive and effective relationships with subject matter experts and other government agencies.
- Provide support to the Directorate's business functions including, but not limited to, contract management activities, ensuring compliance with legislation and security protocols, information management, and process.

About our Team

Force Structure Cost Analysis Directorate is the lead for generating the initial cost estimates for

Defence projects prior to their entry in the Defence Integrated Investment Portfolio. The Directorate's primary outcome is to provide robust, defensible cost estimates and their assurance to inform decisions about the prioritisation of future Defence Capability, Information and Communications Technology and Security and Estate projects.

The Directorate's vision is for a strategic and innovative workplace, where we create a positive, professional, high performing and inclusive workforce. Our focus is on achieving results, delivering quality products, and how we do this, particularly in terms of building professional reputation through how we work as a team and with others.

Our Ideal Candidate

As a member of the Directorate, you will be working collaboratively with APS, military and contractor personnel to deliver cost estimation functions in support of future force design.

We are seeking a candidate who:

- Has experience in project cost estimation.
- Has experience using cost estimation software including TruePlanning and ACEIT.
- Can apply, or rapidly acquire, understanding of broader Defence policy and strategic objectives, including the 2023 Defence Strategic Review, the 2024 National Defence Strategy and the 2024 Integrated Investment Program.
- Has outstanding time management and organisation skills.
- Ensures attention to detail.
- Has an ability to action tasks within tight deadlines.
- Promotes good working relationships and a team member.
- Possesses excellent written and verbal communication, negotiation and interpersonal skills.
- Has a demonstrated ability to work in a multi-disciplinary integrated workforce, and
- A confident communicator, who is collaborative, agile and can effectively manage key stakeholder relationships.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Grant Millar, 02 5108 5887
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=74BFA315-3496-36FC-A51E-DB5F78C8F1ED

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Defence

Vacancy VN-0752126

Department of Defence

Closing Date:Sunday 12 January 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Fuel Strategic Inventory Management Assurance Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/10743/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=CE29B487-98E9-99F6-6CB9-DB5F797138EA>

Duties

The Role
The Strategic Inventory Management (SIM) Assurance Officer plays a critical role in ensuring governance and oversight of policies

and processes to minimize inventory variations and improve assurance activities across the Defence Fuel Supply Chain (DFSC). Reporting to the Deputy Director SIM, this position collaborates with contractors to maintain adherence to policies, drive continuous improvement, and enhance the accuracy and quality of assurance reporting.

This role is also pivotal in managing Fuel Cards within the Australian Defence Force Network. You will be required to proactively and productively liaise with stakeholders to maintain supply integrity, address issues, and manage contractual relationships.

Key responsibilities include managing performance assessments, supporting project initiatives, overseeing fuel card program functions, and representing SIM in Commonwealth forums. The role supports operational excellence and strategic alignment through effective stakeholder collaboration, ensuring compliance and the delivery of high-quality outcomes.

Candidates may commence on a Baseline Vetting Security Clearance with the ability to obtain and maintain a Negative Vetting 1 Security Clearance as a condition of employment.

About our Team

The team, which is part of the Fuel Capability Branch, provides valuable capability support to Defence by ensuring the ongoing availability of fuels, oils and lubricants to Defence assets both in Country and overseas.

Our Ideal Candidate

The ideal candidate is a motivated and detail-oriented professional with strong governance, analytical, and project management skills. They possess excellent communication and stakeholder engagement abilities, ensuring collaboration across contractors, Commonwealth representatives, and internal teams. Adaptable and proactive, they thrive in dynamic environments and are committed to driving process improvements and delivering quality outcomes.

They demonstrate a solid understanding of inventory and supply chain management principles, combined with the ability to assess performance and refine policies. A team player with a strategic mindset, the candidate can manage competing priorities while maintaining alignment with organizational goals and Commonwealth requirements.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Gary Black, 02 8440 4304
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CE29B487-98E9-99F6-6CB9-DB5F797138EA

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Defence

Vacancy VN-0752128

Department of Defence

Closing Date:Thursday 09 January 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Training Governance and Assurance
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Laverton VIC
Salary	\$91,702 - \$104,753
Future Merit Locations	Melbourne, Canberra, Laverton
Office Arrangement	Flexible
Office Arrangement Details	Please discuss working arrangements with contact officer
Classification	APS Level 6
Position Number	JCG/06506/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=DECC12CA-7808-9E88-BBC2-DB5F795B9BCF>

Duties

The Role
The APS 6 Training Governance and Assurance lead in the Australian Defence Logistics College (ADLC) will hold a pivotal role in supporting the strategic transformation of Defence's learning environment. Responsibilities will include:

- Support in implementing the Learning and Development Governance Framework for the ADLC.
- Oversee the planning, coordination and execution of quality assurance audits and training reviews, enhancing governance practices.
- Perform analysis, design, development and evaluation of complex learning and development activities within an integrated and complex workforce.

- Exceptional communication and interpersonal skills will be essential as you will be managing course administration tasks, interacting with students, instructors and Defence stakeholders.
- Provide professional learning and development advice, and contribute to strategic planning, program and project management, and policy development.
- Prepare correspondence, documents, briefs and reports for higher delegate consideration.
- Provide practical business solutions to maintain and promote quality and compliance standards

About our Team

Joint Logistics Command (JLC) established the Australian Defence Logistics College (ADLC) in 2022 to train our logistics personnel across Defence. Consistent with the principle of One Defence and joint-by-design, the ADLC is an innovative approach providing a coordinated and overarching training governance structure for Logistics Training. Our vision is to provide world-class education to the Australian Defence Force, civilian and industry personnel through a range of knowledge rich courses to align with both career pathways and the needs of our workforce.

The team performs complex Defence learning and development activities while ensuring compliance with legislative frameworks and policies. You will collaborate closely with your team, sharing knowledge and contributing to team objectives. You will have access to generous working conditions as an Australian Public Servant in Defence and be supported in balancing work life with family and other priorities, with a variety of flexible working arrangements available.

Our Ideal Candidate

We are looking for highly motivated candidates who are:

- Highly experienced dedicated professionals who can work autonomously and within an integrated team to achieve successful outcomes.
- Adaptable and resourceful, with a proactive approach to learning policies and processes.
- Flexible, agile and willing to learn, with the ability to pivot quickly to respond to change in a fast-paced environment.
- Outcomes focused with effective time management skills, ability to work under limited direction, prioritise tasks and meet deadlines.
- Self-motivated, taking initiative to anticipate needs and drive results.
- Inclusive and supportive leaders, with a focus on professional development and achieving goals.

Eligibility

Security Clearance

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

Notes

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includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Megan Seiler, 02 5108 8602
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DECC12CA-7808-9E88-BBC2-DB5F795B9BCF

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Defence

Vacancy VN-0752163

Department of Defence

Closing Date:Thursday 19 December 2024

Defence Digital Group
Group Operations

Job Title	ICT Commercial Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site based work
Classification	Executive Level 1
Position Number	DDG/10783/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2E658725-D31E-35CE-9CA7-DB5F7C415BFA>

Duties

The Role

The directorate's work includes:

- Dedicated and direct support for the largest ICT Program of work in Australia
- Commercial assurance and advice for procurements and contract management within the ICT Program
- Coordination with Defence projects and other stakeholders to ensure rapid transition to acquisition for capabilities within the ICT Program
- Procurement of ICT support services and other enabling agreements
- Engaging specialist advice from within and outside Defence, including price and cost analysis, probity advice and legal services, as required

About our Team

The Military Commercial Directorate (MCD) delivers high quality procurement, contracting and commercial services and support for the largest ICT Program in Australia. The directorate provides specialist procurement and commercial expertise to develop, deliver and manage procurement and contracting and advises on policy interpretation and its application. The Directorate also manages relationships with key commercial, policy, legal, probity and delivery stakeholders.

Our Ideal Candidate

MCD is seeking skilled, experienced and dedicated commercial, contracting and procurement professionals who enjoy supporting challenging and highly complex commercial activities, and who possess:

- Demonstrated problem-solving skills to interpret, recommend and provide advice on complex commercial issues ensuring compliance with legislation, procurement policies and procedures
- An ability to understand and apply legal principles, legislation and mandatory policy compliance obligations and critical commercial risk and performance requirements
- Demonstrated ability to communicate effectively, both written and verbal, to deliver procurement related documentation including correspondence, reports, plans, strategies, performance reviews, approaches to market, contracts and contract change proposals, and other commercial documentation
- Flexibility and adaptability and a willingness to lead change initiatives and challenge traditional ways of doing business
- Trustworthiness and integrity at the highest level.
- An ability to grow and lead teams, managing self-improvement and professional development as well as the professional development of your staff

Eligibility

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

Notes

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

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To Apply

Position Contact	Jessica Cotton, Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2E658725-D31E-35CE-9CA7-DB5F7C415BFA

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Defence

Vacancy VN-0752171

Department of Defence

Closing Date: Sunday 12 January 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Australian Defence Logistics College Deputy Director Training
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JCG/09817/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=6A35A3A2-DE70-E497-DC39-DB5F7C68D85E>

Duties

The Role

The Australian Defence Logistics College (ADLC) Deputy Director Training requires a highly experienced and dedicated professional who will:

- Support the strategic direction of the ADLC through collaboration and liaison across Defence training initiatives including engagement with Defence and Service Schools.
- Assist with the implementation of the Learning and Development Governance Framework through the conduct of local audits and reviews of training delivered through the ADLC.
- Provide oversight and guidance of learning outcomes required for Joint Logistics Command (JLC), establishing and sustaining productive relationships with key internal stakeholders across the Defence Logistics Enterprise.
- Management of quality frameworks ensuring the reporting and coordination of activities meets requirements.
- Guide and mentor others on the more complex aspects of the learning and development function.

- Assist the Director with high-level engagement and design activities and represent ADLC at working level Defence and other forums.

About our Team

Joint Logistics Command (JLC) established the Australian Defence Logistics College (ADLC) in 2022 to train our logistics personnel across Defence. Consistent with the principle of One Defence and joint-by-design, the ADLC is an innovative approach providing a coordinated and overarching training governance structure for Logistics Training.

Our vision is to provide world class education to the Australian Defence Force, civilian and industry personnel through a range of knowledge rich courses to align with both career pathways and the needs of our workforce.

The team performs complex learning and development work while ensuring compliance with legislative frameworks and policies. You will collaborate closely with your team, sharing knowledge and contributing to team objectives.

You will have access to generous working conditions as an Australian Public Servant in Defence and be supported in balancing work life with family and other priorities, with a variety of flexible working arrangements available.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate expertise and experience in:

- Leading and applying training frameworks to enhance learning and development outcomes across multiple management sectors.
- Ensuring organisational adherence to compliance and quality requirements for business management systems aligned to international standards (ISO-9001).
- Developing and reviewing technical reports supporting the evaluation of training and business audits, delivery of learning and development activities and business management system and quality requirements.
- Ability to interpret and provide advice on the Defence training systems, policies and procedures for the ADLC.
- Providing practical business solutions to maintain and promote quality and compliance standards.
- Actively managing stakeholder relationships through effective communication, collaboration and influence.
- Proven ability to lead and mentor multi-disciplinary teams in complex environments with sound written and verbal communications skills.
- Fostering a positive team culture where business continuous improvement is adopted.
- Applying sound judgement and contemporary attitude to achieve outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Kylie O'Grady, 02 6266 2348
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6A35A3A2-DE70-E497-DC39-DB5F7C68D85E

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Education

Vacancy VN-0752221

Department of Education

Closing Date:Wednesday 08 January 2025

People, Parliamentary and Communications
Parliamentary, Audit and Risk Internal Audit and Risk

Job Title	Internal Audit and Risk Support Officer (APS4)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$79,036 - \$84,525
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 4
Position Number	24/1778
Agency Website	https://www.education.gov.au/

Job Description

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

As an **Internal Audit and Risk Support Officer (APS4)** at the Department of Education, you will report to the Assistant Director, Internal Audit. You will be responsible for coordinating and managing a range of activities to support the department's Internal Audit and Risk Section to deliver functions in a project-based environment.

The role includes liaising with internal auditors and key stakeholders, assisting with preparations for Audit and Risk Committee meetings, tracking the implementation of audit recommendations, and supporting the team to monitor the progress of internal audits.

Duties

In this role, you will be responsible for the following:

- Assisting in the coordination of various activities related to the delivery of Internal Audit and Risk functions.
- Managing the Internal Audit group inbox and responding to enquires from business areas and stakeholders in a timely manner.
- Monitoring, updating and reporting on Audit Recommendations.
- Assisting to draft briefings for the Audit and Risk Committee.
- Creating dashboards and surveys in SharePoint to communicate audit and risk data to various audiences.
- Managing content on the intranet.
- Undertaking administrative record keeping functions using Content Manager and/or SharePoint.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- **Security Clearance:** This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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

About the Department of Education

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Bronwyn Biddle, (02) 6240 8099
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education

Vacancy VN-0752195

National Gallery of Australia

Closing Date:Tuesday 17 December 2024

Artistics Programs
Learning

Job Title	Technical Producer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	-
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	Flexible working may be available
Classification	APS Level 6
Position Number	6093
Agency Website	https://nga.gov.au

Job Description

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

The National Gallery's Learning Team seeks to inspire imagination, creativity, inclusivity and learning through engagement with art and artists. Innovative onsite, on-tour and online programs and projects are designed to engage Australians from all backgrounds with the national art collection and artistic program, expanding the National Gallery's reach and impact.

The Technical Producer is a skilled collaborator who engages effectively with artists, presenters and content producers internally and externally to deliver a diverse and inclusive national program of activities that widen participation, spark curiosity and inspire new ways of thinking about the world. The post-holder will foster innovation, technical excellence and outstanding production management to deliver live-streamed programs, performances and creative events onsite, online and on-tour.

The position contributes to the implementation of the National Gallery's Learning Strategy that supports life-long learning through art and creativity, removing barriers to access, and elevating the practice of artists.

After hours and weekend work is required on a regular basis. It is expected that Technical Producer works an average of one weekend in three, but at times this may increase, weekend penalties or time off in lieu will apply.

This is a full-time, non-ongoing employment opportunity which may become ongoing.

Duties

In accordance with the APS 6 work level standards, you will:

- Provide high level production advice to support the delivery of a range of learning programs and events at the National Gallery of Australia.
- Collaborate with internal and external stakeholders to coordinate, plan and implement technical production solutions for a diverse range of programs onsite, online and on tour.
- Arrange technical training for casual staff and contractors, ensuring high standard of technical delivery is always maintained.

- Consult on audio visual equipment used across the National Gallery and work under limited supervision to coordinate consistent and high-quality audio-visual operations of the National Gallery's James Fairfax Theatre, Gandel Hall and Tim Fairfax Learning Studio.
- Supervise casual event workers (including staff, volunteers and contractors), provide on-the-job training, guidance, support, leadership and feedback to meet established goals, and work collaboratively to ensure Workplace Health and Safety (WHS) and other program risks are appropriately identified and managed.
- Manage WHS aspects of public programs, including undertaking risk assessments for public events and the induction of speakers, artists, performers, contractors and other staff.
- Communicate sensitively with diverse audience groups and contribute positively to a safe workplace environment.
- Contribute to the development and delivery of the wider Digital Learning program, maximising opportunities for collaboration to achieve efficiency and effectiveness.
- Other duties as required commensurate with the skills and capabilities of the role.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Working with Vulnerable People card (or the ability to obtain)

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's [Careers portal](#)

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Recruitment, +61261202989
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Health

Vacancy VN-0751824

Aged Care Quality and Safety Commission

Closing Date:Sunday 05 January 2025

Quality Assessment and Monitoring Group
Quality Assessment and Monitoring Group Quality Assessment and Monitoring Group

Job Title	Quality Assessor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$83,281 - \$90,026
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 working from home days may be considered.
Classification	APS Level 5
Position Number	933_11/24
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/careers-commission>

The Quality Assessment and Monitoring Group (QAMG) is responsible for quality assessment and monitoring of provider's performance against the Aged Care Quality Standards and other provider obligations including Quality of Care Principles, accreditation and reaccreditation audits of residential aged care services and quality audits of home services.

As a Quality Assessor you will undertake accreditation site audits and quality reviews against the Aged Care Quality Standards for aged care services receiving funding from the Commonwealth Government. Under the direction of the team leader, you will engage with aged care providers to collect information and evidence, actively follow through on lines of enquiry, and conduct interviews with service staff, management, older people and/or their representatives.

This is a predominantly field based role which requires weekly travel and frequent overnight stays in order to undertake audit activities in regional and remote locations. Some interstate travel may also be required.

Duties

- Collect and analyse evidence to record performance, audit and assessment findings in written reports, using the Commission's IT applications.
- Identify and escalate risk and issues to the Team leader.
- Contribute to well-reasoned and accurate reports for a delegate, which may be published, following an assessment of the quality of care and services provided by a service to inform statutory decisions within legislated timeframes.
- Predominantly be based in the field with over-night travel required regularly, undertaking visits to aged care services across each state and territory, including visiting communities where aged care services are provided.
- Other duties as required.

Eligibility

- Contribute information to prepare comprehensive, evidence-based reports which clearly and concisely document their reasoning and recommendations.
- Manage interpersonal relationships with respect and communicate appropriately with internal and external stakeholders including demonstrating core cultural competencies
- Identify risk and potential harms in an aged care service and then escalate findings within a risk management framework.
- Work as a team member to accomplish organisational goals.
- Understand and comply with legislative, policy and regulatory frameworks, particularly the Aged Care Quality and Safety Commission Act (2018) and the Aged Care Quality and Safety Commission Rules (2018) and the Aged Care Quality Standards or be able to demonstrate a capacity to quickly acquire this knowledge.
- Publicly represent the Commission, acting professionally (including adhering to APS Values & Code of Conduct and the Commission's Quality Assessor Code of Conduct) and operating within the boundaries of organisational processes and legal and public policy directions.

Notes

Essential Requirement:

A current unrestricted licence is essential to support the travel expectations of the role.

Registration Requirements:

It is a requirement of this role to hold registration as a quality assessor in accordance with section 90(1)(a) of the Aged Care Quality and Safety Commission Rules.

To become a registered quality assessor for the Commission, you need to:

- successfully complete the Commission's Quality Assessor Training Program (QATP),
- complete the Commission's orientation program,
- have no record of a serious offence conviction, and
- have had a seasonal influenza and COVID-19 vaccination.

The QATP supports the Commission's assessment methodology to assess the performance of Commonwealth funded aged care services against the Aged Care Quality Standards. It is supported by pre-course and post-course activities and on-the-job learning. Competency-based assessments are also undertaken before completing the QATP.

Travel Requirements:

The role is predominantly field based with some office attendance required. We have office locations in all major capital cities.

As a field-based role, extensive travel (intrastate and interstate) is a required. Travel requirements involve several overnight travels each week. All travel is booked and managed through QAMG operations with meal allowances provided as outlined in Commissions Enterprise Agreement.

Pre-employment Requirements

- Be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps
- satisfy a National Coordinated Criminal History Check
- satisfy a pre-existing medical condition declaration

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	QAM Executive Support Team, Email
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0751835

Aged Care Quality and Safety Commission

Closing Date:Sunday 05 January 2025

Quality Assessment and Monitoring Group
Quality Assessment and Monitoring Group Quality Assessment and Monitoring Group

Job Title	Assistant Director - Audit
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
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 working from home days may be considered.
Classification	Executive Level 1
Position Number	TBC
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/careers-commission>

The Quality Assessment and Monitoring Group (QAMG) is responsible for the effective delivery of quality assessment and monitoring of approved provider compliance with the Aged Care Quality Standards, undertaking accreditation and reaccreditation audits of residential aged care services, completion of Quality Reviews of Home Services and flexible aged care services, responding to reported serious incidents and investigating worker regulation obligations. Additional enabling functions include infection control monitoring, responding to complaints regarding our performance, and administration of quality assessor registration requirements.

The Quality Assessment and Monitoring Group (QAMG) Audit team undertakes accreditation audits for residential aged care services to determine length of accreditation periods to ensure only appropriate aged care providers enter Australia's aged care sector along with quality reviews of Home Care Services to ensure compliance with the Quality Standards.

As an Assistant Director - Audit you will manage a team of geographically dispersed Quality Assessors who are responsible for conducting field-based audits of residential aged care services and home care services. The role extends to making decisions as a delegate of the Commissioner, based on the findings of the Quality Assessor team and may work closely with other teams to support an all of Group schedule of activity.

Duties

- Providing strategic direction and leadership to a team, building both individual and team capacity to undertake their roles efficiently and professionally and meet the expected standards of service quality and consistency.
- Make delegated decisions under the Commission Act and Rules on residential accreditation audits and quality audits, including accreditation length decisions, applying a sound understanding and knowledge of relevant legislation and risk frameworks.
- Working constructively with key internal and external stakeholders and support staff to effectively manage operational priorities, in a rapidly changing environment.

- Utilising the Commission's risk management framework to identify, assess and respond to risk.
- Manage high volumes of work to achieve business priorities and key performance indicators.
- Being accountable for monitoring emerging issues, identifying the impact of these on the Group's operational priorities and implementing agreed treatments.
- Foster and support staff to motivate team members, build cooperation and optimise team performance.
- Actively support and demonstrate leadership across the Commission and the Group to contribute to achievement of the Commission's strategic direction and corporate priorities.
- Foster and support staff wellbeing and contribute towards maintaining a positive culture.

Eligibility

- Strong leadership and management skills and the ability to build capability and provide support to staff dealing with high workloads and sometimes stressful external stakeholder interactions.
- Sound judgement, analytical skills and ability to understand and apply legislation and make delegated decisions.
- Ability to build organisational capacity and responsiveness, while managing competing priorities within prescribed timeframes
- Responds positively to change and takes responsibility for managing work projects to achieve results.
- High-level negotiation skills and ability to work with a range of stakeholders to achieve outcomes.
- Excellent interpersonal and oral and communication skills with the ability to establish and maintain professional relationships with key external stakeholders.
- Ability to work collaboratively with others to focusing on the operational priorities and strategic direction of the Commission.
- Demonstrated ability to identify and respond appropriately to risk within a regulatory risk framework.
- Excellent attention to detail, strong written communication skills, and adept time management skills
- In depth knowledge and experience in administrative decision making or be able to demonstrate a capacity to quickly acquire this knowledge
- Undertake work activities with an awareness of their possible impact on strategic, political, or operational outcomes for the Commission.
- Understand and comply with legislative policy, regulatory frameworks, particularly the Aged Care Quality and Safety Commission Act (2018) and the Aged Care Quality and Safety Commission Rules (2018) and the Aged Care Quality Standards or be able to demonstrate a capacity to quickly acquire this knowledge.

Notes

In addition to the above key capabilities, to be eligible for this position you must:

- Be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps
- satisfy a National Coordinated Criminal History Check
- satisfy a pre-existing medical condition declaration

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	QAM Executive Support Team, Email
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0752048

Aged Care Quality and Safety Commission

Closing Date: Sunday 05 January 2025

Provider Registrations/ Registrar

Job Title	Senior Registry Assessor and Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Hobart TAS, Brisbane QLD, Perth WA, Darwin NT
Salary	\$92,970 - \$104,883
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	956_12/24
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/careers-commission>

Reporting to the Assistant Director, as a Senior Registry Assessor/Team Leader you will have responsibility for managing a varied and complex workload, providing leadership and guidance to junior team members and ensuring high-quality assessments in accordance with the new Aged Care Act.

In this role you will provide support to the Executive team, will have staff management responsibilities and will proactively contribute to strategic initiatives to achieve organisational objectives.

Using case management systems to track, manage, and ensure consistency across all assessments and documentation, you will have oversight of the work of your team ensuring that registration applications are assessed within legislated timeframes, provide technical advice, coach junior staff, work collegially with peers, and drive continuous improvement and innovation in alignment within the Commission's Regulatory Strategy.

Duties

- Provide strong leadership, coaching, and mentoring to your team. Facilitate knowledge transfer and foster a collaborative learning environment that encourages professional growth and high performance.
- Analyse complex information to identify risks, make informed assessments, and ensure compliance with the new Aged Care Act and other relevant legal frameworks. Support decision-making by providing sound, evidence-based recommendations.
- Using case management systems to accurately document and track assessment progress you will prepare comprehensive assessments, risk analyses, and other documentation while ensuring alignment with updated legislation and principles.

- Oversee an allocated workload, prioritising tasks to ensure completion within deadlines while maintaining quality. Use case management systems to effectively manage case progress and ensure deadlines and performance standards are met.
- Allocate or assist with the allocation of work to your team and monitor work on hand to ensure outcomes are delivered within legislated and administrative timeframes.
- Contribute to the continuous improvement of assessment processes and guidance materials, identifying opportunities to enhance compliance and efficiency in line with aged care reforms.
- Maintain clear, consistent, and professional communication with applicants, aged care entities, internal stakeholders, other government departments, and members of the public, ensuring that messaging aligns with regulatory requirements and promotes understanding regarding obligations under the new Aged Care Act and related legislation.
- Work collaboratively across business areas and represent the section by contributing to the development of frameworks, strategies, policies, and procedures. Report progress to the Director and/or Assistant Director.
- Actively pursue professional development to stay informed on sectoral changes, adapting knowledge and skills in response to ongoing changes in the aged care sector.
- Perform other duties and tasks to support team goals and organisational needs, adapting to the regulatory environment's evolving demands.

Eligibility

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

- Demonstrated capability to lead and inspire a team, building a culture of high performance, accountability, and continuous improvement. Promote open communication and model behaviours that align with APS values.
- Skilled in interpreting complex information from varied sources, including financial and operational documents, to identify risks and support well-founded conclusions. Apply a meticulous approach to all assessments to ensure compliance with regulatory standards.
- Possess exceptional written and verbal communication skills, with the ability to convey detailed regulatory information to diverse audiences, fostering mutual understanding and compliance.
- Use advanced problem-solving abilities to analyse challenges, offer innovative solutions, and drive process improvements that align with the Commission's strategic objectives.
- Develop and maintain effective relationships with both internal and external stakeholders, fostering collaboration and shared goals. Demonstrate diplomacy and professionalism in all interactions.
- Demonstrate expertise in utilising case management systems to track, document, and manage assessment cases effectively, ensuring consistency, accuracy, and adherence to timelines.
- Comprehensive knowledge of the responsibilities of a Commonwealth Regulator, with the capacity to contribute to policy and strategic initiatives that drive business improvement and adapt to government reform priorities.
- Display strong organisational skills to manage competing priorities and maintain high standards, particularly under pressure in an adaptive environment.
- Proactively identify risks and opportunities to improve assurance processes and guidance materials, ensuring that all assessments meet quality and compliance requirements.
- Demonstrate commitment to the APS Code of Conduct and APS Values, setting an example through respectful, ethical behaviour and encouraging these standards within the team.

Notes

In addition to the above key capabilities, to be eligible for this position you must:

- Be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps

- satisfy a National Coordinated Criminal History Check
- satisfy a pre-existing medical condition declaration

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	ACQSC Recruitment Team, email
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0752053

Aged Care Quality and Safety Commission

Closing Date:Sunday 05 January 2025

Provider Registrations/ Registrar

Job Title	Administration Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Adelaide SA, Hobart TAS, Brisbane QLD, Perth WA, Darwin NT
Salary	\$77,481 - \$81,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	950_12/24
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/careers-commission>

As an Administration Officer you will be responsible for managing assigned mailboxes, handling submissions and enquiries, and ensuring that work is prioritised and directed to assessors and senior assessors as required. You will also be responsible for updating or entering information into the case management systems to support administrative tasks, contributing to business outcomes and operations.

You may also be required to undertake ad-hoc administrative tasks to support section business as usual work and project work to ensure deliverables are met.

Duties

- Proactively manage inboxes, enquiries, and submissions, ensuring tasks are prioritised and delegated to the appropriate assessors/senior assessors in a timely manner.
- Demonstrate strong administrative and organisational skills, ensuring effective management of workflows and maintaining high attention to detail across all tasks.
- Effectively use case management systems to support the team, and may be required to undertake case administrative tasks and tracking progress to ensure all data and records are accurately maintained.
- Communicate effectively with internal and external stakeholders, maintaining a professional and customer service-focused approach in all interactions.
- Manage assigned work in an environment with competing priorities, meeting defined deliverables and expected outcomes.
- Proactively collaborate with team members in a geographically dispersed environment, contributing to a positive and productive team atmosphere.

- Under limited supervision, deliver quality outcomes, show initiative, and work independently to achieve business priorities.
- Perform other administrative tasks as required to support the team's objectives and respond to organisational needs.

Eligibility

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

- Adaptability and flexibility to work in a dynamic environment, managing competing priorities with attention to detail and a positive attitude.
- Respond positively and flexibly to change, sharing information with others and adapting to a changing environment.
- Actively participate in professional development opportunities to enhance skills, stay current with changes in aged care reforms, and adapt to sectoral updates.
- Ability to work effectively and collaboratively as part of a team, contributing to the achievement of positive outcomes and supporting team objectives.
- Demonstrate sound problem-solving skills, using evidence and sound judgment to make informed recommendations, including the ability to think laterally and be innovative.
- Strong written and verbal communication skills, conveying information clearly and appropriately for the intended audience.
- Maintain and build effective working relationships with internal and external stakeholders, ensuring professional communication and collaboration.
- Ability to read, interpret, and apply relevant legislation, including understanding its objectives, supporting policies, and processes.
- Proficiency in Microsoft Office, demonstrating relevant software skills to support all tasks.
- Adherence to the APS Code of Conduct and APS values, consistently displaying respectful and ethical behaviour.

Notes

In addition to the above key capabilities, to be eligible for this position you must:

- Be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps
- satisfy a National Coordinated Criminal History Check
- satisfy a pre-existing medical condition declaration

About the Aged Care Quality and Safety Commission

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To Apply

Position Contact	ACQSC Recruitment Team, email
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0752054

Aged Care Quality and Safety Commission

Closing Date:Sunday 05 January 2025

Provider Registrations/Registrar

Job Title	Data Entry Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	\$77,481 - \$81,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	951_12/24
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/careers-commission>

As a Data Entry Officer, you will be responsible for accurately quality assuring data before entering into case management systems, ensuring data integrity and timely completion of tasks. Reporting to a Senior Registry Assessor/Team Leader and/or Assistant Director, you will prioritise tasks effectively and manage workload independently while contributing to the team's overall objectives.

You may be required to undertake a range of data entry on an ad-hoc basis to ensure that operational deliverables are met, and support colleagues by sharing work responsibilities when necessary.

Duties

- Accurately enter collected provider or applicant data into case management systems, ensuring all information is quality assured and valid, and where relevant meets eligibility criteria as supported by organisational standards and legislative requirements.
- Maintain high attention to detail, upholding data integrity and quality across all aspects of data entry and related tasks.
- Effectively use case management systems to support the team, including supporting colleagues' where required, and self-tracking progress to ensure all data and records are accurately maintained.
- Communicate effectively with internal and external stakeholders, maintaining a professional and customer service-focused approach in all interactions.
- Manage assigned work in an environment with competing priorities, ensuring adherence to defined deliverables and meeting expected outcomes.
- Proactively collaborate with team members in a geographically dispersed environment, contributing to a positive and productive team atmosphere.
- Under limited supervision deliver quality outcomes, show initiative and work independently to achieve business priorities.
- Perform other data-related tasks as required to support the team's objectives and respond to organisational needs.

Eligibility

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

- Adaptability and flexibility to work in a dynamic environment, managing competing priorities with attention to detail and a positive attitude.
- Respond positively and flexibly to change, sharing information with others and adapting to a changing environment.
- Actively participate in professional development opportunities to enhance skills, stay current with changes in aged care reforms, and adapt to sectoral updates.
- Ability to work effectively and collaboratively as part of a team, contributing to the achievement of positive outcomes and supporting team objectives.
- Demonstrate sound problem-solving skills, using evidence and sound judgment to make informed recommendations, including the ability to think laterally and be innovative.
- Strong written and verbal communication skills, conveying information clearly and appropriately for the intended audience.
- Maintain and build effective working relationships with internal and external stakeholders, ensuring professional communication and collaboration.
- Ability to read, interpret, and apply relevant legislation, including understanding its objectives, supporting policies, and processes.
- Proficiency in Microsoft Office and case management software, demonstrating relevant ICT skills to support all tasks.
- Adherence to the APS Code of Conduct and APS values, consistently displaying respectful and ethical behaviour.

Notes

In addition to the above key capabilities, to be eligible for this position you must:

- Be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps

- satisfy a National Coordinated Criminal History Check
- satisfy a pre-existing medical condition declaration

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	ACQSC Recruitment Team, Email
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0752198

Australian Digital Health Agency

Closing Date: Sunday 05 January 2025

Digital Solutions
Executive Executive

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$78,723 - \$83,180
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home
Office Arrangement Details	Work from home 3 days a week and in the office for 2
Classification	APS Level 4
Position Number	762_12/24
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The APS4 Business Support Officer (BSO) is a full-time ongoing position. This role will be required to work as part of a high performing Branch within a complex and fast-paced environment, providing support to the team. The BSO is accountable under general direction for a range of administration, corporate and executive support activities across a Branch. This is a position of trust that requires excellent judgement, great administration skills and high levels of personal integrity, sensitivity and discretion.

The successful applicant will be organising and prioritising their workflow and making decisions within defined parameters relating to their areas of responsibility within the Branch. They will apply a knowledge of the Branch's operating requirements, procedures and guidelines to support the senior executive officer and senior managers. They will be required to undertake some research and analysis activities; communicating with and providing advice to a range of internal and external stakeholders to progress work outcomes on behalf of the senior executive officer in the Branch.

Duties

The following Knowledge, Skills and Experience will be super beneficial to hit the ground running in this role:

- Possesses prior experience in organisational and administrative skills.
- Demonstrated planning and organisational skills, including ability to meet deadlines with competing priorities and delivering work to a high standard with good attention to detail.
- Exceptional verbal, written, and presentation skills, capable of delivering clear and concise communication to the Executive Team and the Chief Digital Officer.
- The ability to work effectively and collaboratively with colleagues in a team environment.
- Experience using record management systems.
- Proficient in the use of Microsoft tools, such as Outlook, for calendar scheduling and mailbox management.

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.
- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.

Notes

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.

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	Leah Karapanagos, leah.karapanagos@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0752234

Australian Digital Health Agency

Closing Date: Sunday 05 January 2025

Technology Services
Technology Planning and Delivery Technology Partner Support

Job Title	Assistant Director, Finance Manager (Technology Assets and Contracts)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, 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;Hybrid
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.

About the Role

We're entrusted with the operation and enhancement of a reliable, secure national digital health infrastructure and health support systems.

The Assistant Director Technology Assets, Contracts and Procurement is an experienced Finance subject matter expert.

The Assistant Director leads a team and is responsible for the leadership and management of Branch financial matters relating to budgets, finance to contracts, staffing within a complex multi-vendor environment.

You'll manage a team by motivating, coaching and inspiring others to deliver high quality outcomes in line with the Agency's strategic objectives.

Duties

What You'll Bring

- Experienced in the identification and pursuit of opportunities and strategies to achieve cost savings, improve cost estimates and budgeting.
- Experienced in the coordination, communication and reporting of all budgets and financial performance.
- You will provide strategic advice, support and guidance on financial and contract questions and issues.
- Previous experience managing employees performing diverse tasks.
- Tertiary qualifications in finance, accounting or similar highly regarded.

Eligibility

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Neg Vet 1 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)
- 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.

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 adharecruitment@digitalhealth.gov.au with queries relating to the application process.

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

Closing Date: 5 January 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	Recruitment Team, adharecruitment@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0752235

Australian Digital Health Agency

Closing Date: Sunday 05 January 2025

Technology Services
Cyber Security Cyber Transform and DevSecOps

Job Title	Project Manager - Cyber Security
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	On Site;Flexible;Hybrid
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
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.

About the Role
The Cyber Security Project Manager is accountable to provide oversight over the Agency’s Cyber Solutions team engagements to ensure that work completed by the team is appropriately managed and engagements are successful.

This will include managing cyber security projects in a multi-vendor environment, creating and managing integrated project schedules that align dependencies and deliverables, track progress and minimise project risk.

The Cyber Security Project Manager has a well-developed understanding and extensive knowledge of cyber security standards and activities within the project lifecycle. They are able to understand cyber security requirements and architectures so as to participate effectively in technically focused project discussions and directions in order to communicate technical information to required stakeholders, some of whom may be non-technical.

Duties

What You'll Bring

- Manage the delivery of cyber security work packages for Agency projects including security requirements definition, integrating security testing schedules, aligning dependencies and tracking progress.
- Provide expertise and technical knowledge in the Agency's Cyber project management framework including the provision of accurate and specialised advice for project related activities including consultation, planning, schedules, reporting, change control, and administrative and logistical support.
- Conducting reviews to ensure risks and issues related to projects, programs under their responsibility are identified, assessed and mitigated and are in alignment with applicable Agency frameworks.
- Manage the delivery of security testing services through multiple external vendors.
- Define, plan, and execute the plans to achieve and maintain security certification requirements for the Agency. Collaborate with and manage the deliverables across the Cyber Solutions team for cyber security architects, risk leads and assurance and compliance leads.

Eligibility

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Neg Vet 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Work From Home & Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, Half Pay option, and Portability of leave across most State and Federal government agencies.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. 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 Kenny Ferreira, Kenny.ferreira@digitalhealth.gov.au.

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

Closing Date: 5 January, 11:00pm

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

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To Apply

Position Contact	Kenny Ferreira, kenny.ferreira@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0751890

Department of Health and Aged Care

Closing Date:Sunday 05 January 2025

Job Title	SES Band 3 - Chief Medical Officer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Candidate may be required to work onsite 1 day a week
Classification	Senior Executive Service Band 3
Position Number	24-DEDIV-27751
Agency Website	

Job Description

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

The Department is seeking a talented and experienced **Medical Officer** to join the senior leadership team, to respond to current and emerging challenges to the health of Australians, support and improve our health and aged care systems, and further the government's objectives.

As **Chief Medical Officer**, you will be a key advisor to Ministers, the Secretary and the Department, the industry across the full range of health issues confronting the Australian community. You will have strong clinical credibility, a well-established reputation and professional networks, and a deep commitment to addressing systemic healthcare challenges. This leadership role demands a professional who can combine their clinical expertise and experience with innovative strategies to improve health outcomes.

As the principal medical representative for the Department and Government, you will need to be not only a strategic thinker but also an effective communicator who can build trust and inspire in a highly visible and scrutinised environment.

You will interact with external stakeholders in significant domestic and international fora, engaging with complex issues. Key stakeholders will include the medical profession, medical colleges, health system regulators, academic and research institutions, politicians and policymakers at various levels, and other key bodies.

As the **Chief Medical Officer**, you will also be one of the key spokespersons within the Department, you must be a strong communicator and comfortable delivering messages to diverse audiences.

Duties

To be a strong contender, you will be expected to demonstrate the following capabilities:

- **Comprehensive understanding** of Australia's health care system, policies, procedures and key challenges.
- **Acknowledged and renowned leadership** in your medical specialty.
- **Professional authority and credibility**, building leadership legitimacy through honest and authentic relationships.
- **Highly developed communication skills**, functioning as an effective spokesperson for the Department, able to articulate its vision and priorities while addressing diverse stakeholder concerns through strong communication and representational skills, building trust with the public and stakeholders.
- **Pragmatic problem-solving skills** to contribute to practical solutions in health care.
- **Exceptional results orientation**, resilience, and a positive approach to issue resolution, with a focus on nurturing relationships for an inclusive and collaborative approach.
- **Demonstrated stakeholder engagement**, effectively exchanging information, listening to, and learning from stakeholders.
- **Ability to inspire confidence** and operate effectively in dynamic and rapidly changing environments, including leading and supporting teams through change.
- **Keen intelligence, persuasiveness and influence** necessary for both formal and informal leadership.
- **Proactive approach** to professional and organisational development, with the ability to engender enthusiasm and professionalism in others.
- **Astute judgment and political awareness**.

Eligibility

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

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

- Satisfactory completion of an Australian Federal Police criminal history check, and where relevant a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications.

For this role applicants must be able to obtain and maintain a Negative Vetting 2 Security clearance or hold a current security clearance at an appropriate level. **Notes**

- **Applications close on the Sunday 05 January 2025 at 11:30pm AEST.**
- Applicants are asked to quote reference number **24-DEDIV-27751** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Amanda O'Rourke, 0452 199 031
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0752165

National Health and Medical Research Council

Closing Date:Wednesday 18 December 2024

Research Partnerships

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,378 - \$88,002
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	Candidate may be required to work onsite 2 days per week
Classification	APS Level 5
Position Number	33-2024
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

NHMRC is seeking an experienced and high performing Executive Assistant to provide comprehensive executive and administrative support to Senior Executives.

Our ideal candidate will have:

- Executive Assistant (or similar) experience
- Demonstrated professionalism, tact, discretion and confidentiality
- Well-developed organisational skills, including diary and email management
- The ability to work flexibly in a changing environment and prioritise effectively
- Capacity to take initiative and work with limited direction within set parameters
- Ability to liaise confidently with a range of internal and external stakeholders
- A positive attitude and commitment to continuous improvement, process efficiency, attention to detail and quality assurance.

About the Branch

Research Partnerships Branch is responsible for NHMRC's role in driving the translation of evidence into health policy and clinical practice through partnerships. We manage grant schemes with a focus on translating research into policy and practice such as Clinical Trials and Cohort Studies, Development Grants, Targeted Calls for Research, Partnership Projects and Centres of Research Excellence. We lead NHMRC's international engagement activities, including bilateral and multilateral funding arrangements and the development of NHMRC's International Engagement Strategy. The section is responsible for implementing priority-driven health and

medical research initiatives and for developing and implementing NHMRC's strategic and health priorities each triennium.

We manage funding opportunities for the Medical Research Future Fund in partnership with the Department of Health and Aged Care and work closely with strategic advisory committees.

Duties

Job specific duties

As an Executive Assistant, your duties will include, but are not limited to:

- Providing secretarial and administrative support to one or more Senior Executives
- Tracking the flow of all incoming work submitted to Senior Executive, prioritising and, where appropriate, redirecting action items or enquiries to appropriate personnel
- Liaising with internal and external stakeholders and negotiating appropriate NHMRC representation at meetings and events relevant to your work area
- Working closely with other Executive Assistants and supporting whole-of-agency correspondence coordination, record keeping and internal communication activities to ensure the effective operation of the office of NHMRC
- Undertaking other activities to support the activities of your work area, including supporting projects or other administrative and secretariat work as required.

Eligibility

Core capabilities

The successful candidate will demonstrate the following:

- The ability to provide executive/administrative support with professionalism and to work flexibly and collegiately in a team environment
- Good organisational and administrative skills, including technology/digital skills, and the ability to work with minimal supervision, to establish effective systems and processes and to set priorities, manage time effectively and meet deadlines
- Sound written and oral communication skills and interpersonal skills, including the ability to liaise and negotiate effectively with a range of stakeholders
- Understanding and positive application of the APS Code of Conduct and Values and an ability to exercise discretion and maintain a high level of confidentiality
- Ability to quickly acquire sound knowledge of the role and functions of the NHMRC.

Highly desirable

Demonstrated knowledge and experience of:

- A broad range of Microsoft Office products such as Outlook, Word, Excel, PowerPoint and Teams, as well as videoconferencing and other new business technologies
- The Australian Public Service and/or health and medical research would be advantageous

Mandatory requirement

The successful candidate will be required to obtain and maintain a Baseline security clearance.

Eligibility

To be eligible for this position at NHMRC, you must submit a completed online application through

the NHMRC candidate portal with your resume prior to the closing date and time, you must be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a Nationally Coordinated Criminal History Check and obtain or maintain a Baseline security clearance.

Notes

Further information

For further information contact Nicholas Johnson, Executive Director on 0436 103 868 or nicholas.johnson@nhmrc.gov.au

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQA+ people, mature age people and people from Culturally and Linguistically Diverse backgrounds.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than \$1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Nicholas Johnson, 0436 103 868
Agency Recruitment Site	https://nhmrccareers.nga.net.au/cp/

Industry, Science, Energy and
Resources

Vacancy VN-0752176

Department of Industry, Science and Resources
(DISR)

Closing Date:Thursday 19 December 2024

Australian Space Agency

Job Title	Senior Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - SA SA
Salary	\$83,460 - \$88,055
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 5
Position Number	2566_11/24
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?jati=B044B10D-74C1-3EBE-3E0B-DB5F7CDB3669>

About the Department

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

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

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

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

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

About the team

The Australian Space Agency provides government leadership on civil space capability to improve the lives of Australians and strengthen our society. The Agency ensures that Australia's space activities contribute to Australia's national interest and broader Government objectives, including enhanced economic resilience, social cohesion, environmental sustainability, and national security. Our agents deliver meaningful outcomes that will benefit our nation long into the future.

The Agency's functions include:

- leadership of policy and coordination of civil space activities across government.
- shape and grow national space capability, including delivery of Agency programs.
- lead international civil space engagement for economic and strategic benefit, in alignment with Australian foreign policy objectives.
- promote a responsible, effectively regulated space sector, while delivering on our international obligations.
- promote the value and benefits of space to the community, including to inspire a highly skilled workforce.

The opportunity

The Senior Executive Assistant is responsible for:

- providing a range of high-level executive support and administrative services to the Head of the Australian Space Agency.
- managing the Head of Agency's calendar, inbox, travel arrangements and clearance workflow.
- support drafting written material for the Head of Agency, such as the Head of Agency's weekly message, email correspondence etc.
- managing Agency events, including monthly meetings, departmental events and supporting VIP delegation visits.
- support Head of Agency engagement with stakeholders and at major domestic and international events, including organising programs, schedules and assisting with logistics.
- other tasks as directed by the Head of Agency and Executive Officer to the Head of Agency.

Our ideal candidate

We are looking for a dynamic and collaborative Executive Assistant who has experience providing executive support. This role requires strong communication and organisational skills and the proven ability to proactively manage competing priorities.

The ideal candidate should enjoy working collaboratively in a small team, possess excellent judgment and demonstrate integrity in their work.

Duties

The Executive Assistant to the Head of Agency, is responsible for providing high-level administrative assistance and executive support to the Head of the Australian Space Agency by:

- managing the Head of Agency's administrative functions in a complex and high-volume environment, including diary and inbox management, workflows, scheduling appointments, organising events and travel bookings, expense acquittals, meeting logistics and arrangements and drafting correspondence.
- managing the HOA's daily clearance list and weekly all staff email.
- providing advice to the Head of Agency and Executive Officer to the Head of Agency on stakeholder engagements and operational issues.
- supporting HOA engagement with stakeholders and at meetings, including coordinating agent attendance, meeting briefs, minutes, notes, action and after-action reports from engagements.
- supporting HOA engagement with stakeholders and at major domestic and international events, including organising programs and schedules and organising logistics for HOA attendance and meetings.
- travelling with the Head of Agency as needed.
- ongoing assistance for the Australian Space Agency Advisory Board, including day-to-day operational management, managing papers and logistical matters.
- providing leadership and support to the executive support team in the Agency, including developing team building experiences and contributing to a positive culture.
- building and maintaining strong working relationships with the offices of federal and state Ministers, senior departmental executive, state and territory representatives, and senior industry leaders nationally and internationally.
- building key stakeholder relationships within the Lot Fourteen community.
- contributing to the Executive Assistant network in the department.
- other tasks and projects as directed by the Head of Agency and Executive Officer to the Head of Agency.

Eligibility

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

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

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is Adelaide, SA 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	Rachel Stone, 08 8406 4794
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=B044B10D-74C1-3EBE-3E0B-DB5F7CDB3669

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0752156

Job Title	Deputy Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$220,052 - \$236,180
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated with the hiring agency at the time of employment.
Classification	Senior Executive Service Band 1
Position Number	30002
Agency Website	

Job Description

<https://www.moadoph.gov.au/about/careers>

MoAD is seeking to engage a second Deputy Director as part of its leadership team.

Deputy Directors play a key role in supporting the Board and Director and enabling MoAD to meet its strategic objectives as set out in the Museum of Australian Democracy Strategic Plan 2023-28.

Strategic priorities in the current Strategic Plan cycle include the Centenary of the Old Parliament House building in 2027, significant exhibition and capital works program, increasing own source revenue and expanding national engagement through programs.

Duties

The Deputy Director position is a general management role reporting to the Director. The position will be responsible for leading a range of functions which may include:

- Exhibitions and Engagement
- Interpretation and Curatorial
- Museum Experience, Learning and Operations
- Digital Engagement
- Information Technology
- Facilities Security and Heritage
- Capital Projects
- Development, Marketing, Communications and Commercial
- Finance
- Human Resources
- Governance

Key responsibilities of the position include:

- Provide effective leadership and management for a number of the key functions listed above ensuring achievement of priorities in line with MoAD's Corporate and Strategic Plans.
- Support the Board and the Director in developing and implementing the strategic vision and contribute to the leadership and overall management of MoAD.
- Build capability in a cohesive and effective manner across MoAD to achieve performance outcomes including:

- o Protecting, conserving and interpretation of the Old Parliament House building, and of its collections through capital works programs and heritage management.
- o Delivering services, exhibitions, programs and experiences that foster and promote accessibility, inclusivity and engagement with the Australian community.
- o Establishing a sustainable and adaptive operational framework, including streamlined processes, technological systems and strategic collaborations.
- o Building partnerships with government bodies, research institutions and private enterprise order to extend MoAD’s reach and engagement with audiences and stakeholders.
- o Developing innovative and informative education and public programs.
- Using strong financial acumen, manage budgets and resources effectively, and drive initiatives to increase own-source revenue, to support MoAD’s financial sustainability.
- Oversee the development and implementation of comprehensive risk management strategies to identify, assess, and mitigate potential risks, ensuring the safety, security, and resilience of MoAD’s operations and assets.
- Drive the purpose of MoAD by working in partnership with staff and the Board, the portfolio department and other government agencies and stakeholders, and maintain a strong professional network and leadership across the sector.

Eligibility

- Employment with MoAD is subject to the following conditions:
- Citizenship – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
 - Security Clearance – The successful applicant will be required to obtain and maintain a security clearance at the NV1 level.

Notes

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Andrew Harper, 0417 663 740
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Wednesday 15 January 2025

Collection Services
Collection Development and Care

Job Title	Assistant Director Exhibitions (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$110,115 - \$120,025
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	Position based in Canberra Office. Successful candidate may negotiate hybrid work opportunities.
Classification	Executive Level 1
Position Number	249_11/24
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

About the Group

The Collection Services Group is responsible for the development, management, and preservation of the AIATSIS Collection. The Group manages, describes, preserves, and digitises the AIATSIS Collection.

About the Program Area

The Collection Development and Care Program sits within the Collection Services Group. Collection Development and Care (CDC) consists of the Rights and Policy Unit, the Acquisition, Registration and Cultural Gifts Unit and the Curatorial, Exhibition, Conservation and Loans Unit. Key operational activities of the program include developing, conserving and preserving Aboriginal and Torres Strait Islander cultural heritage material in the AIATSIS collection in a culturally safe way. CDC is responsible for engaging with donors and depositors to expand the collection, curating domestic and international display and exhibitions (online and physical), implementing collection care practices, facilitating loans and managing the rights and policy environment of the AIATSIS collection. CDC works closely with the Collection Management, Collection Preservation and Digitisation and Collection Access teams to support the discoverability and accessibility of the AIATSIS collection for all Australians.

Role Summary

The Assistant Director, Exhibitions is an exciting new key leadership position within the Collection Development and Care program. This creative and strategic role focusses on the production and delivery of permanent and temporary physical and on-line exhibitions. By working collaboratively with others, the Assistant Director Exhibitions will create opportunities for everyone to encounter, engage with and be transformed by Aboriginal and Torres Strait Islander peoples' rights, knowledge, cultures and stories.

Duties

- managing and leading a team, including undertaking detailed administration and reporting, resource management, staff management and development
- taking responsibility for the performance and outputs of the team
- working collaboratively with colleagues, be innovative and lead projects to successful outcomes.
- providing leadership and developing productive relationships with internal and external stakeholders.
- taking a leading role in the development and implementation of collection related policies, procedures, projects and strategies.
- providing high level expert / specialist advice on professional, technical and administrative matters in relation to the AIATSIS collection in accordance with corporate, program and project goals, as well as providing written reports, statistics, submissions and complex correspondence.
- working effectively at the executive level of the Australian Public Service.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- a proven ability to communicate respectfully with Aboriginal and Torres Strait Islander stakeholders, clients, and colleagues
- an understanding of the current issues facing Aboriginal and Torres Strait Islander peoples and how this is framed by history
- an understanding of Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering
- an informed, authentic and respectful understanding of Aboriginal and Torres Strait Islander cultures

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have well developed stakeholder engagement skills with a strong understanding and experience in collection development and management principles within a cultural institution or community organisation. You will come with the following skills, experience and attributes:

- demonstrated and extensive knowledge and understanding of collection exhibition development, curation, creation and delivery within a cultural institution
- demonstrated experience in the appropriate content, concepts, display and interpretation of Aboriginal and Torres Strait Islander art and cultural heritage materials
- an understanding of copyright legislation, Indigenous Cultural and Intellectual Property Rights, Indigenous cultural protocols and related cultural safety issues as they relate to exhibitions
- proven ability to manage change, competing priorities and strategic directions, with the ability to deliver high quality projects and outcomes, as well as the ability to deal with uncertainty positively and flexibly.
- strong leadership and management skills, including the ability to supervise, inspire and motivate staff, as well as building team capacity through coaching, performance feedback and management, and creating career development opportunities
- excellent communication (written and oral) skills

- extensive experience engaging, collaborating, negotiating and maintaining positive relationships with key stakeholders, both internal and external, including Aboriginal and Torres Strait Islander people to achieve the goals of the program and organisation
- experience undertaking research and providing analysis, guidance and briefing on complex matters as well as the ability to develop policy and procedures.

Tertiary qualifications in Indigenous studies, fine arts, cultural heritage, museum, or curatorial studies or a related field are highly desirable. Equivalent relevant skills and experience will be recognised.

Notes

Applications close **11.30pm** Wednesday 15 January 2025.

The successful candidate will be required to undergo

- Police check
- 6 month probation
- Medical clearance

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies

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

We are Australia’s only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world’s most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia’s Indigenous peoples. We are Australia’s national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world’s largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Ophelia Rubinich, 02 6129 3903
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0752069

Department of the Prime Minister and Cabinet

Closing Date:Sunday 05 January 2025

Policy, Communications and Corporate
Corporate and Strategy

Job Title	Chief Operating Officer, Net Zero Economy Agency
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	PMC SES/2024/021
Agency Website	

Job Description

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

Who we are

The Net Zero Economy Authority (the Authority) is established by the *Net Zero Economy Act 2024* as a statutory agency. Its mission is to empower the regions, workers and communities most affected by Australia’s transition to a net zero emissions economy to anticipate and respond to the risks and opportunities of the transition.

The Authority is a new government agency in the Prime Minister’s Portfolio. It is led by an independent board and Chief Executive Officer.

The Authority is presently establishing itself as a separate entity, including off-boarding from the Department of the Prime Minister and Cabinet, at which time employees will transfer under Machinery of Government (MoG) changes to the Net Zero Economy Authority. The Authority’s annual Budget is approximately \$55 million, with an allocated staffing level of approximately 157.

Find out more about Who We Are on <https://www.pmc.gov.au/netzero>.

What we do

The Authority pursues its mission by:

- engaging with regions, workers and industries affected by the transition to net zero to develop and deliver strategies to facilitate economic development and adjustment
- mobilising supports for workers impacted by the transition to net zero, such as workers in closing power stations, including by administering the legislated Energy Industry Jobs Plan
- helping to facilitate investment in new and decarbonised industries, especially where this creates jobs and economic opportunities for regions affected by the transition to net zero
- communicating and engaging with regions, workers and industries affected by the transition to net zero to build understanding of, and engagement with the change and associated government supports

- informing and influencing government policy so that it is responsive to the objective of an orderly and positive transition to a net zero economy.

About the Branch

The Corporate Strategy and Services Branch is responsible for the provision of corporate and enabling services to the Authority. This includes human resources, financial management, property and accommodation services, governance, risk and audit policies and services, legal services, ICT, protective security, and records management.

As a new government entity, the branch has responsibility for building the systems and capabilities required to deliver these services, including off-boarding from the Department of the Prime Minister and Cabinet.

About the Opportunity

The Chief Operating Officer (COO) is accountable for the overall strategic and operational direction, and management of functions of the branch.

The candidate will establish, maintain and deliver strategies, plans and policies to build the corporate services capabilities and systems of the Authority – initially to minimum viable product standard, and over time, to best and better practice. This is an opportunity to help build a new government entity from the ground-up.

The candidate will be expected to bring a strong and adaptive client-focus to the delivery of corporate and enabling services. As a small and new government entity, it will be important services are delivered efficiently, and are responsive to the evolving needs of a nascent organisation.

The candidate will report to a First Assistant Secretary, but also engage regularly with the Chief Executive Officer, Authority Executive and Board on corporate strategy and policy, governance and legislative compliance, and corporate reporting.

The candidate will manage a branch of approximately 30 people, delivering a range of corporate services.

Duties

Our ideal candidate

The successful candidate will:

- be an outstanding leader that has the capability to guide the agency through a dynamic period of change,
- have substantial senior management and leadership experience across a diverse range of corporate and enabling functions,
- have proven experience in managing resources and complex workloads, setting priorities and coordinating multiple teams to achieve results often within short timeframes, and
- have developed communication skills and demonstrated experience in building and sustaining relationships with colleagues and key external stakeholders.

Your leadership style should be collaborative and engender trust and respect across the agency and when working with stakeholders. It will be important to be able to foster a positive workplace culture, provide a positive influence, lead by example and bring a strong commitment to public service.

Additionally, the Secretaries' Charter of Leadership Behaviours sets out the behaviours Secretaries expect of themselves and SES, and want to see in leaders at all levels of the APS. You will be expected to model and champion the behaviours outlined in the [Secretaries Charter of Leadership Behaviours - DRIVE](#).

To demonstrate your fit for this role and put your best self forward, you are encouraged to tailor your resume and pitch to the role and qualities described above. It is strongly recommended that you review the [vacancies and applying for jobs](#) section of our website prior to applying.

Identified position

This vacancy is Identified, meaning eligible candidates are expected to address in their application their level of cultural competency and their ability to relate to First Nations peoples.

This position has limited contact with First Nations peoples, communities and service providers, but is still required to have the capacity and willingness to further develop these skills. You will require capacity to attain cultural competency, including:

- understanding of the issues affecting First Nations peoples,
- ability to communicate sensitively and effectively with First Nations peoples, and
- willingness and commitment to continue to develop cultural competency.

The vacancy is open to all eligible candidates and is not restricted to First Nations applicants.

Integrity and Work Health and Safety

All APS employees are required to comply with the APS Code of Conduct, including to at all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of their agency and the APS. This ensures public trust in the impartiality and reputation of the APS. Employees must also disclose any real or perceived conflicts of interest.

SES leaders in particular are required to demonstrate the highest levels of integrity, uphold and promote the APS Values and Employment Principles by personal example and other appropriate means. To learn more refer to the [APS Values and Code of Conduct in Practice](#).

SES leaders who make, or participate in making, decisions that affect the whole, or a substantial part, of the authority (as the Person Conducting a Business or Undertaking, PCBU) are regarded as an Officer for the purposes of the *Work Health and Safety Act 2011* (WHS Act). To fulfil their duty under the WHS Act, Officers must exercise due diligence to ensure the authority complies with its work health and safety duties and obligations. It is the authority's expectation that all SES Leaders act in a way that is consistent with the obligations of an Officer under the WHS Act.

Eligibility

- This role is being advertised as both ongoing and non-ongoing. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 12 months
- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply (see below FAQs for more details).

- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All NZEA staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS, or has not yet completed their probation period elsewhere in the APS.

Notes

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 the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia’s national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Travis Bover, (02) 6228 6808
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0752103

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 08 January 2025

Cabinet Division
Cabinet Secretariat Cabinet Operations

Job Title	Adviser, Cabinet Operations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$85,633 - \$106,438
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Open to discussing working from home flexibility
Classification	APS Level 5;APS Level 6
Position Number	PMC/2024/200
Agency Website	

Job Description

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

Who we are

Cabinet Division operates in a dynamic environment at the heart of government, providing a range of functions to ensure the smooth functioning of the Cabinet, its committees and the Federal Executive Council. The work is interesting and challenging, often fast-paced and has a high degree of autonomy and visibility both within PM&C and across the Australian Public Service. You will have the opportunity to work with skilled and experienced colleagues and leaders in a supportive and collaborative work environment.

Cabinet Operations is part of the Cabinet Secretariat Branch in Cabinet Division. Cabinet Operations manage the distribution of Cabinet documents, the attendance of ministers, ministerial staff and officials at meetings and the preparation and distribution of meeting decisions (minutes). Experience in Cabinet Division will position you well for future career development and is well regarded both in PM&C and the broader Australian Public Service.

What you will do

We are looking to fill roles in the Distribution and Cabinet Attendant teams in Cabinet Operations.

As an APS Level 5 or 6 Cabinet Liaison Officer in the Distribution team, you will be responsible for:

- Lodging and distributing Cabinet documents through the CabNet+ system.
- Managing Cabinet documents in a secure and appropriate manner in accordance with the Cabinet Handbook and information security protocols.
- Building and maintaining respectful and professional internal and external working relationships with PM&C policy teams and with Cabinet Liaison Officers (CLOs) across the APS (the CLO network).
- Providing advice and support on Cabinet arrangements and processes to the PM&C Executive, PM&C policy teams and the CLO network.

- Supporting Cabinet Division and PM&C Executives in the preparation for Cabinet and Cabinet Committee meetings.
- Contributing to business process improvement and CLO network development.

There are occasions when staff will need to be available to work outside of ordinary business hours, including on weekends and public holidays. CLOs receive an additional allowance (currently \$22,700 per annum) in recognition of the need for these additional hours of duty expected, and in lieu of flex-time, overtime and time-off-in-lieu.

As an APS Level 5 or 6 in the Cabinet Attendant Team you will be responsible for:

- Coordinating attendance of ministers, ministerial staff, senior officials and official note takers at Cabinet and Cabinet Committee meetings.
- Providing administrative support for Cabinet and Cabinet Committee meetings, including through liaison with ministers' offices and senior APS officials.
- Preparing the forward Cabinet calendar and scheduling upcoming Cabinet and Cabinet Committee meetings in CabNet+, in consultation with the Prime Minister's office and the Cabinet Secretary's office.
- Leading the project management and coordination of Cabinet and Cabinet Committee meetings held interstate.
- Overseeing the use of the Cabinet Suite for non-Cabinet related engagements including Guest of Government Visits and other meetings.

The Cabinet Attendant role requires out of hours duty and has regular on-call arrangements.

Duties

Our ideal candidate will be a problem-solver who can build and maintain respectful and professional working relationships with a range of stakeholders, including the Cabinet Secretary's office, senior officials and other PM&C staff. The roles require judgement, discretion, flexibility to adapt to changing circumstances, attention to detail and communication skills. We are looking for candidates who are adaptive, resilient, curious, engaged and able to adjust to ambiguous situations.

Our ideal candidate will perform at the APS5/6 level in accordance with the PM&C Performance model and is someone who:

- Is flexible and resilient, and thrives working in a fast-paced work environment.
- Builds and maintains positive relationships with stakeholders.
- Demonstrates strong problem solving abilities and has good attention to detail.
- Acts professionally in all situations, exercising good judgement, tact and discretion.
- Fosters an inclusive, supportive environment and actively contributes to this culture.

Previous experience in ministerial, parliamentary or related roles would be highly valued for the Cabinet Attendant position and would also be relevant for the Distribution position. **Eligibility**

- Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

The recruitment round will establish a merit pool and with suitable candidates potentially being considered for other roles in the Division.

Ongoing & Non-ongoing (for a period up to 12 months with possibility of extension)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Taylor Sharp, (02) 6271 5713
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0752107

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 08 January 2025

Cabinet Division
Cabinet Secretariat Domestic Policy Submissions

Job Title	Adviser, Domestic Policy Submissions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$94,715 - \$106,438
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	PMC/2024/201
Agency Website	

Job Description

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

Who we are

Cabinet Division operates in a dynamic environment at the heart of government, providing a range of functions to ensure the smooth functioning of the Cabinet, its committees and the Federal Executive Council. The work is interesting and challenging, often fast-paced and has a high degree of autonomy and visibility both within PM&C and across the Australian Public Service. You will have the opportunity to work with skilled and experienced colleagues and leaders in a supportive and collaborative work environment.

The Domestic Policy Submissions team is part of the Cabinet Secretariat Branch in Cabinet Division. The Domestic Policy Submissions team supports domestic portfolio departments across the Australian Public Service to develop high quality Cabinet Submissions and other matters for Cabinet and Cabinet Committee consideration. We prepare strategic Cabinet advice and planning material for the Prime Minister and the Cabinet Secretary, and advise key stakeholders on all Cabinet and Committee authority matters. Experience in Cabinet Division will position you well for future career development and is well regarded both in PM&C and the broader Australian Public Service.

What you will do

Advisors in Cabinet Division's Domestic Policy Submissions Team require a sound understanding of government processes, including Cabinet and Budget processes, and an ability to work independently in a dynamic and challenging environment.

Key tasks for this position include:

- Supporting Cabinet and its Committees including (but not limited to) the Expenditure Review Committee.
- Leading on one, or a number of, Government portfolios and their interactions with the Cabinet and Cabinet committee process, entailing high level stakeholder engagement with the Cabinet Secretary's and Prime Minister's Offices and stakeholders across the Australian Public Service.

- Contributing to, and preparing strategic advice for Cabinet and Cabinet Committees, and preparing planning documents for the Prime Minister's Office and the Cabinet Secretary's Office.
- Supporting Departments to develop high quality Cabinet Submissions and other matters for Cabinet and Cabinet Committee consideration.
- Liaising with other Department Cabinet Liaison Officers and PM&C policy areas to advise the Cabinet Secretary's Office on the Cabinet and Cabinet Committee forward agendas and government priorities.
- Providing advice on all Cabinet and Cabinet Committee authority matters.
- Undertaking a critical quality assurance function for all Cabinet and Cabinet Committee Submissions.
- Preparing briefs for the Cabinet Secretary, and contributing to briefs prepared for the Prime Minister.
- Contributing to Cabinet Division business improvement.
- Opportunity to develop supervisory skills and mentor junior team members.

There are occasions where Domestic Policy Submissions team staff will need to be available to work out outside of ordinary business hours. Staff are entitled to recognition of this work as per the [PM&C Enterprise Agreement 2024-27](#), including on-call allowance and overtime payments, and flex time. **Duties**

Our ideal candidate will be a problem-solver who can build and maintain respectful and professional working relationships with a range of stakeholders, including the Cabinet Secretary's office, senior officials and other PM&C staff. The role requires judgement, discretion, flexibility to adapt to changing circumstances, attention to detail and communication skills. We are looking for candidates who are adaptive, resilient, curious, engaged and able to adjust to ambiguous situations.

Our ideal candidate will perform at the APS6 level in accordance with the PM&C Performance model and is someone who:

- Is flexible and resilient, and thrives working in a fast-paced work environment.
- Builds and maintains positive relationships with stakeholders.
- Demonstrates strong problem solving abilities and has good attention to detail.
- Has the ability to quickly and accurately synthesise material from a diverse range of sources into targeted briefing and advice.
- Is excited by the challenge of working in a complex environment, often requiring navigation of competing stakeholder priorities.
- Fosters an inclusive, supportive environment and actively contributes to this culture, including through knowledge sharing across the Division and the Department, and mentoring junior staff.

Prior experience working in government policy development is desirable but not essential. We value a broad range of experience from public and private sector and the diverse perspectives varied experience can bring.

The recruitment round will establish a merit pool and with suitable candidates potentially being considered for other roles in the Division. **Eligibility**

- Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.

- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period up to 12 months with possibility of extension)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia’s national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Alvi Hosain, (02) 6271 5686
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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National Indigenous Australians Agency

Closing Date:Thursday 19 December 2024

Central
Corporate Executive Support

Job Title	Regional Corporate Assistant Director, Central Group
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT
Salary	\$121,717 - \$138,722
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	NIAA/2024/162
Agency Website	https://www.niaa.gov.au/

Job Description

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

We are excited to announce an opportunity in our Central Group (Northern Territory focused) Corporate team. This is a critical role in preparing written advice to the Minister for Indigenous Australians, including quality assurance reviews of briefs, letters, ministerial advice and the coordination of Minister and Prime Minister visits across the Northern Territory.

As an Assistant Director, you'll have the opportunity to work with key senior leaders, engagement and policy teams to create meaningful communication material and actions, forging strong partnerships across all levels of government.

You will undertake a variety of work including but not limited to:

- coordinating travel and related ministerial correspondence for Minister and Assistant Minister visits across the Northern Territory.
- providing leadership, guidance, support and a point of contact for NIAA staff about Ministerial and briefing requirements.
- facilitating and leading the development and implementation of improvement projects across the Groups corporate services and administration.
- delivering high quality correspondences to key internal and external stakeholders on behalf of the Group.
- supporting the development of strategic plans, business cases and project plans.
- researching, critically analysing and responding to complex and sensitive matters.

- providing a strategic level of advice and expertise to the NIAA Executive and senior stakeholders.

Duties

The successful candidate will have the following:

- experience providing high quality written advice to Minister/s and senior leadership.
- exceptional written and verbal communication skills.
- the ability to build and maintain strong working relationships through collaboration with a variety of stakeholders.
- strong communication skills with the ability to communicate respectfully and positively with First Nations peoples and communities.
- well-developed organisational skills, including the ability to adapt and change to manage competing priorities.
- experience gathering information, data and advice to synthesise into clear and concise written advice within short timeframes.
- problem solving skills to apply critical thinking to analyse information including data.
- a high level of cultural competency to guide the implementation of culturally appropriate strategies for working with people from diverse backgrounds.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

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	Tabitha Newman, 0461 284 724
Agency Recruitment Site	https://niaa.nga.net.au/cp

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Prime Minister and Cabinet

Vacancy VN-0752180

National Indigenous Australians Agency

Closing Date:Wednesday 18 December 2024

West and South
WSG Executive WSG Executive

Job Title	Assistant Director, West and South Group
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS
Salary	\$121,717 - \$138,722
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	Executive Level 1
Position Number	NIAA/2024/209
Agency Website	https://www.niaa.gov.au/

Job Description

TBA

The Assistant Director is a key leadership position within the West South Group (WSG) Executive Support Team. They have delegated authority and responsibility to resolve issues and risks across wide ranging activities. The role has people, coordination, policy, program and stakeholder management responsibilities. They manage employees and take responsibility for their overall

performance.

The role nurtures and manages a range of key internal and external stakeholder relationships and networks. The Assistant Director works with a considerable degree of independence, under broad direction from the WSG Executive Officer. They are responsible for planning and delivering the branch work program, reporting on progress against performance and quality indicators. They are responsible for ensuring that performance measures for the branch are met. They lead the development of branch strategic plans, business cases and project plans for new initiatives.

The role provides expertise across a broad range of activities including customer service delivery, policy development, project management, community engagement and culture. The Assistant Director promotes a healthy and safe workplace environment, and models ethical behaviour in accordance with the APS Code of Conduct and APS Values.

This role includes the following duties and is expected to be conducted with a broad degree of independence:

- provide leadership and supervision to achieve section outcomes and the NIAA's broader strategic directions
- coordinate and oversee the development and performance of staff within the team, in collaboration with the Executive Officer. This includes ensuring that appropriate training, coaching and mentoring is in place for all staff
- provide expert technical and operational guidance to peers and the senior executive leadership teams. Research, critically analyse and respond to complex technical enquires and sensitive complaints, leveraging the expertise of others to assist in high quality responses and resolution
- review team performance from a wide range of sources to analyse trends and implement interventions as necessary
- facilitate and lead business improvement initiatives including identifying new and innovative ways to improve how the section support the delivery of West and South Group activities
- prepare, review or delegate creation of reports, briefs or any other documents required by the Executive Officer or the senior executive management team.

Duties

Our Ideal Executive Level 1 candidate will demonstrate the following skills and attributes:

- model the NIAA Values and Behaviours in all aspects of the role
- demonstrate a high level of cultural acumen and understanding of issues affecting Indigenous people
- display strong leadership skills and the ability to influence a diverse range of stakeholders
- effective communicator, with the ability to work collaboratively and to negotiate firmly
- exercise sound decision making and judgement to produce high-level advice
- highly motivated, organised, have excellent time management, problem solving skills and strong attention to detail
- professional, reliable, the ability to work independently and manage competing priorities to deliver quality outcomes in line with Agency goals and objectives
- understand (or the ability to quickly acquire) the machinery of government and knowledge of the procedures required for ministerial correspondence, briefings, parliamentary material and speeches within the Agency
- sound knowledge (or the ability to quickly acquire) of the functions and objectives of the Agency
- clear understanding (or the ability to quickly acquire) of ministerial, government and parliamentary business processes and proficient in the use of PDMS

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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	Karyn Douglas, 0439 156 566
Agency Recruitment Site	TBA

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Department of Social Services

Closing Date: Thursday 02 January 2025

NDIS Markets and Safeguards
Disability Evidence

Job Title	Health Economist - Disability Evidence Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$118,106 - \$134,063
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	Hyrbid
Classification	Executive Level 1
Position Number	EXT-2024-1573
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

Within the branch, the Therapies Research section and the Assistive Technology Research section will provide assessments of the benefits, safety and cost-effectiveness of specific disability-related therapies and assistive technologies respectively, drawing on published literature including clinical and academic studies and reviews.

They will also conduct analysis to identify gaps in disability-related therapy and assistive technology research relevant to policy and provide advice to Government on a range of other matters relating to the evidence base for future disability policy.

Section members will work closely with colleagues in the Disability Evidence Branch and the Department of Social Services, external experts, and other stakeholders to strengthen the linkages between research, policy and service delivery for people with disability.

Reporting to the Director of the Therapies Research section, the Health Economist will assist both teams in commissioning, undertaking and interpreting economic analysis concerning the cost-effectiveness of disability-related therapies, supports, and assistive technologies; help support the establishment of the NDIS Evidence Advisory Committee (EAC) and related work processes, develop EAC forward workplans, and manage economic dimensions of the EAC therapies and assistive technology evaluation process.

Duties

- provide technical leadership on the economic evaluation of disability supports, therapies and assistive technologies to support a research program informing the NDIS Evidence Advisory Committee and other evidence-related aspects of disability policy

- engage with external experts on the economic and statistical aspects of systematic reviews, meta-analyses and other assessments of disability-related therapies, supports, and assistive technologies, including critical assessment of various alternative research, evaluation and economic modelling techniques and methodologies
- prepare research and methodological analyses, discussion papers and policy advice
- collaborate with colleagues in the Branch, wider department and external stakeholders to deliver government priorities, including anticipating and responding to emerging issues
- represent the Branch at departmental meetings, committees, cross-agency meetings and external stakeholder engagements
- contribute towards setting team priorities, managing workflow, and providing project management oversight and reporting to ensure timely completion of work
- build capability in the team through coaching others, providing performance feedback, and encouraging continuous learning and career development.

Please review the job pack for the full position description.

Eligibility
Notes

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Dr Timothy Watson, 02 6146 6373
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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NDIS Markets and Safeguards
Disability Evidence

Job Title	Assistant Directors - Therapies Research, Disability Evidence Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$118,106 - \$134,063
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	EXT-2024-1571
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Disability Evidence Branch is undertaking recruitment for two EL1 Assistant Director positions in the Therapies Research section.

Reporting to the Director and with supervision responsibilities for 1-2 junior staff, Assistant Directors will contribute towards establishing the NDIS Evidence Advisory Committee (EAC), developing annual workplans, supporting the development of technical research reports for EAC consideration, management of EAC deliberative processes, and strategic advice concerning evidence-related disability policy matters.

The role of the Therapies Research Section within the Disability Evidence Branch is to provide assessments of the benefits, safety and cost-effectiveness of specified disability-related therapies, drawing on published literature including clinical and academic studies and reviews.

It will also conduct analysis to identify gaps in disability-related therapy research relevant to policy and provide advice to Government on a range of other matters relating to the evidence base for future disability policy.

Section members will work closely with colleagues across the Disability Evidence Branch and the Department of Social Services, external experts, and other stakeholders to strengthen the linkages between research, policy and service delivery for people with disability.

Duties

- support the Director and Branch Manager in providing technical leadership and strategic direction to a research program informing the NDIS Evidence Advisory Committee and other evidence-related aspects of disability policy
- engage with external experts to conduct systematic reviews, meta-analyses and assessments of disability-related therapies and capacity building supports, including evaluation of research methodologies and identifying evidence gaps
- provide subject matter expertise on disability-related therapies through the preparation of research summaries, discussion papers and policy advice
- collaborate with colleagues in the Branch, wider department and external stakeholders to deliver government priorities, including anticipating and responding to emerging issues
- represent the Branch at departmental meetings, committees, cross-agency meetings and external stakeholder engagements
- contribute towards setting team priorities, managing workflow, and providing project management oversight and reporting to ensure timely completion of work
- build capability in the team through supervising and coaching others, providing performance feedback, and encouraging continuous learning and career development.

Please review the job pack for the full position description.

Eligibility
Notes

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Dr Timothy Watson, 02 6146 6373
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Department of Social Services

Closing Date: Thursday 02 January 2025

NDIS Markets and Safeguards
Disability Evidence

Job Title	Assistant Directors - Assistive Technology Research, Disability Evidence Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$118,106 - \$134,063
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	EXT-2024-1569
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Disability Evidence Branch is undertaking recruitment for two EL1 Assistant Director positions in the Assistive Technology Research section.

Reporting to the Director and with supervision responsibilities for 1-2 junior staff, Assistant Directors will contribute towards establishing the NDIS Evidence Advisory Committee (EAC), developing annual workplans, supporting the development of technical research reports for EAC consideration, management of EAC deliberative processes, and strategic advice concerning evidence-related disability policy matters.

The role of the Assistive Technology section within the Disability Evidence Branch is to provide assessments of the benefits, safety and cost-effectiveness of specified disability-related assistive technologies and capital supports, drawing on published literature including clinical and academic studies and reviews.

It will also conduct analysis to identify gaps in assistive technology research relevant to policy and provide advice to Government on a range of other matters relating to the evidence base for future disability policy.

Section members will work closely with colleagues across the Disability Evidence Branch and the Department of Social Services, external experts, and other stakeholders to strengthen the linkages between research, policy and service delivery for people with disability.

Duties

- support the Director and Branch Manager in providing technical leadership and strategic direction to a research program informing the NDIS Evidence Advisory Committee and other evidence-related aspects of disability policy
- engage with external experts to conduct systematic reviews, meta-analyses and assessments of assistive technology and capital supports, including evaluation of research methodologies and identifying evidence gaps
- provide subject matter expertise on assistive technology and capital supports through the preparation of research summaries, discussion papers and policy advice
- collaborate with colleagues in the Branch, wider department and external stakeholders to deliver government priorities, including anticipating and responding to emerging issues
- represent the Branch at departmental meetings, committees, cross-agency meetings and external stakeholder engagements
- contribute towards setting team priorities, managing workflow, and providing project management oversight and reporting to ensure timely completion of work
- build capability in the team through supervising and coaching others, providing performance feedback, and encouraging continuous learning and career development.

Please review the job pack for the full position description.

Eligibility
Notes

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

About the Department of Social Services

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To Apply

Position Contact	Dr Timothy Watson, 02 6146 6373
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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National Disability Insurance Agency

Closing Date:Thursday 12 December 2024

OFFICE OF THE PARTICIPANT ADVOCATE
Office of the Participant Advocate

Job Title	EL1 Assistant Director Participant Engagement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC
Salary	\$116,118 - \$127,090
Future Merit Locations	Geelong
Office Arrangement	Flexible
Office Arrangement Details	Remote working arrangements may be considered
Classification	Executive Level 1
Position Number	2573_11/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The NDIA is seeking a highly motivated professional to join the Agency as EL1 Assistant Director Participant Engagement, providing quality leadership, planning and resource management services to our Office of the Participant Advocate (OPA).

The OPA plays a critical role in ensuring participants are at the core of everything the NDIA does, and that participants are empowered and heard in the design and delivery of the Scheme.

The OPA works collaboratively across the NDIA to help ensure the participant voice is amplified and heard to create a participant centric Scheme. It coordinates participant engagement by connecting business areas to the participants to hear their voice and understand their experience.

This role can be worked flexibly with a variety of work from home and flexible work hours available to the successful applicants. The NDIA prides itself on being a flexible, dynamic, and adaptive work environment responding proactively to change and continuously improving the way we work.

Duties

- Where you can add value

You will be responsible for actively managing key internal and external stakeholder relationships. Where required, you will represent and negotiate on behalf of the NDIA to advance the NDIA's interests across a range of forums.

Responsibilities of the role may include but are not limited to:

- Managing activities that enable the effective operation of the NDIA Participant Reference Group, a key participant focussed body which provides advice across Agency business areas and policy teams on Scheme design and policy.
- Managing and coordinating the administration of the Participant First Initiative, a network of 9,000 people, including participants, carers and supporters, who have indicated interest in engaging with the NDIA on Scheme policy and design.
- Applying project management skills to coordinate and support Agency business areas to undertake effective engagement activities through Participant First.
- Developing accessible documents and information for a range of audiences, including NDIS participants.
-

Enough about us, let's talk about you

We are seeking an experienced and highly motivated EL1 Assistant Director with excellent communication skills, high attention to detail and the ability to resolve issues and manage risks across wide-ranging activities. The role manages a small team, providing leadership and managing workloads. You will be organised, proactive, and able to handle a fast-paced work environment with competing priorities.

Working at the NDIA, it is essential you have a positive contemporary attitude to people with disability along with a high level of understanding and knowledge of disability and its impact on individuals.

For more information about the NDIS including our values, capabilities and behaviours, along with our application process, please refer to our website.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority.

Notes

- This position will be offered as ongoing or non-ongoing.
- 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.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

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	Barry Lee, 0472 825 715
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0752217

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 19 December 2024

Regulatory Operations
Data and Regulatory Transformation (DART) DART Program Management
Office

Job Title	Assistant Director, Procurement and Contract Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Parramatta NSW, Penrith NSW, Melbourne VIC, Adelaide SA
Salary	\$115,903 - \$131,563
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	Hybrid
Office Arrangement Details	Successful candidate may be required to attend the office up to 2 days a week.
Classification	Executive Level 1
Position Number	299_12/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Reporting to the Director of the Data and Regulatory Transformation (DART) Program Management Office, the Procurement and Contracts Manager will manage a range of procurement activities and contracts to support DART Program outcomes.

You will oversee procurement activities and contracts related to the DART Program to ensure that they are effectively and appropriately managed and compliant. You will liaise with DART Program and Corporate personnel to ensure procurement activities and contracts are effectively managed.

You will liaise with suppliers to ensure deliverables and milestones are being achieved and that they meet the Commission's expectations.

Duties

Our ideal candidate will be a highly motivated individual with a contemporary attitude to people with disability, proven experience in strategic thinking and governance.

The role requires independent thinkers who enjoy working in a team environment, as well as the following attributes:

- substantial experience with ICT Procurement and Contract Management, ideally within a project environment, with an understanding of technology consulting and software-as-a-service contracts
- ability to provide situational leadership as needed to meet team and organisational objectives
- ability to work in a fast-paced environment, manage competing priorities and triage effectively while still ensuring key targets are met
- demonstrated ability to manage multiple competing priorities in a complex environment
- an understanding of project management and project environments.

Please review candidate information package for full position description. **Eligibility Notes**

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

About the 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	Anna Antonakos, 0461 467 504
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0751843

Department of Veterans' Affairs

Closing Date:Thursday 19 December 2024

Technology and Finance
Housing Programs & Approved Accounts Defence Service Homes Insurance

Job Title	Project Manager - Defence Service Homes Insurance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	\$148,277 - \$166,893
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement
Classification	Executive Level 2
Position Number	EXT-2024-0218
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

Established pursuant to the Defence Service Homes Act 1918, DSH Insurance was established to provide home building insurance to protect the homes of men and women returning from WWI who obtained subsidised housing loans. From 1 January 2020 eligibility to access DSH Insurance was expanded to include all current and former members of the ADF with at least one day of service. This includes Reservists, Peacekeepers, and widows / widowers of those ADF members.

There are some 46,000 building policies across Australia. The Scheme is fully self-funded from premium income and operates very much like any other commercial general insurance provider.

The strategic reform project of DSH Insurance is a complex project involving all elements of the Scheme to enhance the ongoing financial viability of the DSH Insurance Scheme. This role will be accountable for working with the DSH Insurance National Manager to deliver legislative and Insurance Partner reforms.

The project will also involve working closely with internal DVA business areas, collaborating with the DSH Insurance leadership team and various external commercial stakeholders, to deliver project outcomes.

Duties

- Working with the National Manager, DSH Insurance, lead the development, design and implementation of strategic reform for the Scheme including, implementation of external review recommendations and budget submission on a range of options regarding the future viability of the Scheme and liaison of internal and external stakeholders;
- Develop high quality project artefacts to drive the strategic project outcomes using relevant DVA templates, including project management plan, budget, risks, schedule and benefits;
- Demonstrate knowledge of project management principles, methodology and disciplines and ability to effectively deliver reforms within a complex service environment;
- Be a clear communicator and team player, who is able to define project scope, objectives and deliverables to support business goals;

- Provide reporting to the National Manager, and the DSH Insurance Advisory Board, ensuring clear communication of project progress and key milestones;
- Demonstrate innovation to resolve project blockers to achieve project outcomes
- Review technical content of submissions for adequacy, compliance, value for money and fitness for purpose;
- Coordination of input from various DVA business areas as required;
- Supporting the National Manager and other Assistant Directors with ad hoc tasks and projects to support the broader work of the Scheme.

Eligibility

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

Notes

This recruitment process is being used to fill a non-ongoing position. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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

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

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

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

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	George Pipertzis, 9284 6113
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0752094

Department of Veterans' Affairs

Closing Date:Thursday 02 January 2025

Open Arms - Veterans and Families Counselling
Clinical Operations South QLD

Job Title	APS 6 Outreach Program Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Stafford QLD, Ipswich QLD, Bundall QLD, Mount Gravatt QLD
Salary	\$97,735 - \$110,982
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2024-0220
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

Outreach Program Coordinators (OPCOs) work within the Open Arms Division of the Department of Veterans' Affairs (DVA), providing coordination, clinical governance and management of the Open Arms Outreach Provider Program inclusive of Outreach

Program Clinicians, Group Program Facilitators, external Clinical Supervisors, and partnership referrals.

Duties

- Develop and maintain professional relationships with Outreach Program Providers, facilitate communications and coordinate activities of the Outreach Provider Program.
- Provide training on-boarding and off-boarding to Outreach Program Providers and act as the Open Arms liaison point of contact by providing on-going information, debriefing and support.
- Ensure that Outreach Program Providers meet Key Performance Indicators in accordance with the Open Arms Quality and Safety Framework to ensure continuous Future Focused improvement.
- Support Outreach Program Providers in meeting clinical liaison notification requirements and provide post-vention support as required.
- Review requests for partnership referrals and advise on suitability.
- Develop, maintain, and manage a database of Outreach Program Providers and update Intake Allocators and administrative staff on availability.
- In accordance with organisational goals and identified regional demand, ensure a program of treatment and psychoeducational groups and workshops are developed, promoted, and delivered to targeted populations and areas to achieve maximum client and stakeholder access.
- Engaging with complainants of Outreach Program Providers to identify concerns and develop options to achieve resolution.
- Assess and analyse complaints received regarding the Outreach Provider Program with a view to deciding the appropriate resolution actions.
- Schedule and attend Continuing Professional Development (CPD) activities, including clinical supervision, to maintain professional registration.
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department's mission, vision, approach and values.
- Maintain a small clinical workload of clients as negotiated with the Assistant Director.
- Participate in community development and service promotion activities, as required.
- Participate in Open Arms program evaluation and research activities, contributing to project management activities that implement strategic directions and quality improvement recommendations, and provide feedback for ongoing development of clinical policies and procedures, as required.

Eligibility

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

Mandatory

- Qualifications as an AHPRA registered Psychologist / Mental Health Occupational Therapist / Mental Health Registered Nurse with full AHPRA registration, OR
- Qualification as a Social Worker eligible for membership of the Australian Association Social Workers (AASW) and eligible to apply for Mental Health accreditation, OR
- Qualifications as a Counsellor with a minimum Level 4 Australian Counselling Association registration.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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

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

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

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

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Tye Redmond, 0439 383 396
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS49 Daily Gazette Thursday - 05 December 2024.pdf Published by Australian Public Service Commission.

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

Job Title	Procurement Admin Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$77,719 - \$84,450
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	The successful candidate will be required to work onsite at one of the DPS office locations in Canberra
Classification	APS Level 4
Position Number	JR32597
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 4 Procurement Admin Officer.

We are seeking Procurement professionals to under limited/general direction undertake duties in accordance with the agreed standards for PSL4 classification. The duties will include, but are not limited to assisting with procurement and management of contracts, liaising with business areas on business processes including procurement and contract management, assisting with preparation of a range of written material including reports, contracts and procurement documentation, create work orders and outline agreements relative to procurement contracts, and other administrative tasks as required.

Our ideal candidate will:

- Demonstrate experience assisting with procurement and contract management.
- Have a Sound understanding of the Commonwealth procurement framework.
- Demonstrate high level administration and organisational skills.
- Have strong client focus with experience in establishing and maintaining effective working relationships.
- Adhere to Parliamentary Services Values and the code of conduct and consistently behave in an honest, ethical and professional way.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- Certificate IV in Procurement and Contracting or ability to attain, is highly desired.
- Experience in any of the following is highly desirable; contract management, procurement, administration, governance or finance.
- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) se

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia’s Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Janet Boyd, 0466 850 981
Agency Recruitment Site	https://jobs.dps.gov.au/

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