



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS49 Daily Gazette Tuesday - 05 December
2023.pdf**

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APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS49 Weekly Gazette Thursday - 07 December 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS49 Weekly Gazette Thursday - 07 December 2023.pdf.

Gazette Lodgement Inquiries

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Vacancies

Vacancy VN-0734357

Australian Children's Education and Care Quality Authority

Closing Date: Sunday 17 December 2023

Leadership, Quality and Regulatory Support
Quality and Regulatory Support (QRS) Quality and Regulatory Support (QRS)

Job Title	Manager, Educational Programs and Projects
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$115,573 - \$157,030
Classification	
Position Number	P00184
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=368

The Role

The Manager Educational Programs and Projects (EPP) leads a team of professionals designing and developing proposals and content for new innovative educational programs and services for:

- the children's education and care sector and
- regulatory and departmental officers.

In addition, the role involves delivering programs and providing advice and expertise on relevant QRS and ACECQA projects.

This role is Full-time for a fixed term for up to 8 months at ACECQA Band 6/7 \$115,573 to \$157,030.

Duties

About You

To be successful in this role you will need:

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

- Demonstrated experience in developing and managing projects and programs of work, including the ability to independently scope, plan, control and manage projects, and provide accurate reporting.
- Demonstrated experience in leading the design and development of proposals and professional development and support content for new educational programs and services.
- Proven ability to develop collaborative, positive and productive working relationships with internal and external stakeholders and negotiate with confidence to support program and organisation outcomes. Developed analytical, interpersonal and high level written and verbal communication skills, including a demonstrated ability to research, analyse and interpret information and communicate succinctly across a diverse range of audiences (including the development and delivery of presentations, resources and/or online learning). Demonstrated ability to negotiate positively and confidently with internal and external stakeholders.

Desirable

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

Eligibility

ACECQA is committed to removing barriers and opening up opportunities. As an employer we seek to ensure people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through work, social activities, education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location. In particular, we are committed to improving opportunities and outcomes for Aboriginal and Torres Strait Islander peoples.

You must have the right to work and live in Australia to apply for this role.

The successful candidate will be required to consent to a national police check.

Notes

How to apply

The closing date for applications is **17th December 2023** at 11.59pm.

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

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

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Attach a supporting statement or cover letter of no more than 2 pages that addresses each of the selection criteria.
- Provide the details of at least two referees that cover the last 3 years of employment.

All complete applications will be acknowledged.

More Information

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

Notice to agencies

ACECQA will not accept applications from any source other than directly from a candidate for this vacancy.

Recruitment agencies must have received instructions from ACECQA in relation to a specific vacancy in order to submit applications on behalf of candidates.

ACECQA is collecting the information requested in the advertisement for the purpose of selection, recruitment and engagement of staff. ACECQA is authorised to do so by the Education and Care Services National Law. Please refer to our Privacy Policy which can be accessed at <http://www.acecqa.gov.au/privacy-policy>.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Charu Singh, 02 8240 4231
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=368

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Vacancy VN-0734342

Australian Electoral Commission

Closing Date: Thursday 14 December 2023

Electoral Integrity and Operations Group
State Operations QLD Operations

Job Title	Service Support Officers, Queensland Operations
Job Type	Part-Time, Non-Ongoing
Location	Toowoomba QLD, Cairns QLD, Townsville QLD, Kennedy QLD
Salary	\$55,913 - \$62,004
Classification	APS Level 2
Position Number	2023-349 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

<https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMyMDE2Njc2MDc5OTh-MS9lZGll>

The AEC has a dispersed network of 151 electoral divisions, 30 of which are located across Queensland including the State Office in Brisbane CBD and 14 single and multi-divisional office sites across the state.

There are current vacancies for Service Support Officers located in Toowoomba, Cairns, Townsville, Kennedy - Queensland. The Service Support Officer position supports the Team Leaders and works alongside a small dynamic team.

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

Duties

We are seeking versatile and energetic people to undertake a range of administrative functions in areas of enrolment and election management, and project management and delivery.

You will provide frontline client services to members of the public, including answering enquiries on and assisting with electoral enrolment. During an event the Service Support Officer may be required to supervise a small team as well as provide training to aid in the delivery of planned activities.

The functions may also include processing special categories of enrolment and contributing to the planning and project management of key election activities leading the delivery of a number of projects, ensuring communication flows seamlessly and accurately to the Team Leader.

The Service Support Officer positions (APS 2) are part time during core business periods and move to full time during an electoral event.

To excel you'll have:

- Resilience and positivity with the ability to respond and adapt to changing operational environments, being a self-starter and using initiative.
- Confidence and the ability to communicate, collaborate and sustain productive relationships with team members and key stakeholders.
- A strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.
- A high level of integrity and motivation with the ability to make evidence-based and effective decisions.
- Ability to exercise independent judgement and resolve workplace issues with a degree of guidance and monitoring from more senior staff or Manager.

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	Anita Farrelly, (07) 3049 2177
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMyMDE2Njc2MDc5O

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Vacancy VN-0734349

Australian Security Intelligence Organisation

Closing Date:Wednesday 31 January 2024

Job Title	Information Management Traineeship
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$63,769 - \$87,967
Classification	APS Level 2
Position Number	00620232024
Agency Website	www.asio.gov.au

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

Are you seeking a career in an intelligence agency where you can contribute and make a difference to the security of Australia? Do you have an interest in Information Management?

ASIO is offering an exciting opportunity to join our Information Management (IM) Traineeship which is undertaken over a period of two years. As a Trainee, you will complete a Certificate IV in Business (Records and Information Management) as well as receiving on the job training in information management policies, practices and systems. ASIO will pay for your training and provide you with a mentor who will offer support and guidance throughout your traineeship.

Duties

As an IM Trainee in ASIO, you will undertake work placements primarily in our Data and Information Management Directorate within our Technology and Data Division involving some of these tasks:

- Facilitate the management of ASIO's incoming electronic correspondence and document distribution.
- Facilitate the management of ASIO's incoming and outgoing physical correspondence and courier services.
- Use tools and technologies to create, organise, store, retrieve, share, preserve or destroy information and data in accordance with organisational policies and procedures.
- Manage user permissions and privileges and classify information appropriately.
- Assist others to follow appropriate information and data management behaviours.
- Follow information and data management procedures to meet legislative requirements.

You may also undertake a work placement in an area responsible for delivering and supporting technology for ASIO through the following tasks:

- Providing first point of contact ICT support and customer service.
- Supporting our project managers and business analysts to develop new technology capabilities for the Organisation.

You will learn:

- How to manage the full lifecycle of information.
- How to communicate and plan in a work environment.
- How to use numerous ASIO information systems.

During the IM Traineeship, ASIO will cover the costs relating to the completion of a Certificate IV in Business (Records and Information Management) and will give you time within your working week to complete your studies.

Key attributes

We invite applications from people with the following attributes:

- An interest in starting a career as an Information Management professional.
- A willingness to learn and assist others.
- Approaches work with a positive attitude.
- Asks questions and contributes to team goals.
- Strong attention to detail.
- Excellent communication skills.

Benefits

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a Top Secret security clearance at the highest level.
- Employer superannuation contributions of 15.4 per cent.
- A variety of leave options, including four weeks annual leave.
- Flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options may not be available).
- Seven staff-led diversity and inclusion networks.
- Study assistance, including financial support and study leave for tertiary education.
- Access to an Employee Assistance Program (EAP).

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a Top Secret security clearance at the highest level.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.
Location
These positions are located in Canberra, ACT.

Notes

About the Australian Security Intelligence Organisation

To Apply

Position Contact	careers@asio.gov.au, 02 6257 4916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0734355

Australian Security Intelligence Organisation

Closing Date:Wednesday 31 January 2024

Job Title	Information Technology Traineeship
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$63,769 - \$95,213
Classification	APS Level 2
Position Number	00820232024
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

Are you seeking a career in an intelligence agency where you can contribute and make a difference to the security of Australia? Do you have an interest in Information Technology?

ASIO is offering an exciting opportunity to join our Information Technology (IT) Traineeship which is undertaken over a period of two years. As a Trainee, you will complete a Certificate IV in Information Technology as well as receiving on the job training. ASIO will pay for your training and provide you with a mentor who will offer support and guidance throughout your traineeship.

Duties

As an IT Trainee in ASIO, you will undertake work placements across multiple teams, including but not limited to:

- Server Services – supports and maintains the server and storage infrastructure, virtualisation and containerisation platforms along with critical enterprise applications which underpin ASIO's enterprise IT environments.
- Digital Workspace – provide ICT Desktop Infrastructure (Virtual and Physical) and Identity Management solutions supporting ASIO's digital workspace across the globe.
- Networking Data, Voice and Video – monitors and manages ASIO IP data networks.
- Information Security – manages the information security needs of the Organisation.
- Service Management – first point of contact to the ICT world of ASIO.
- Project Management & Business Analysis – develops new capabilities for ASIO.
- Software Development & Support – provides a range of services in the development and support of corporate applications.

As part of the two-year Traineeship you will undertake a Certificate IV in Information Technology. You will be assigned a mentor who will provide general support and guidance, as well as being supported during your rotations by existing ASIO ICT professionals.

You will undertake four rotations, for a period of six months each. These rotations provide you with hands on experience in multiple work areas within the Organisation and across a variety of technology platforms. This will provide you with a solid understanding as to where you would like to steer your career.

During the IT Traineeship, ASIO will cover the costs relating to the completion of a Certificate IV in Information Technology and will give you time within your working week to complete your studies.

Key attributes

We invite applications from candidates who can demonstrate the following:

- Passion for ICT and related professions.
- Display an ongoing commitment to learning and developing new skills.
- Ability to work collaboratively in dynamic teams

Benefits

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a Top Secret security clearance at the highest level.
- Employer superannuation contributions of 15.4 per cent.
- A variety of leave options, including four weeks annual leave.
- Flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options may not be available).
- Seven staff-led diversity and inclusion networks.
- Study assistance, including financial support and study leave for tertiary education.
- Access to an Employee Assistance Program (EAP).

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a Top Secret security clearance at the highest level.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Notes

About the Australian Security Intelligence Organisation

To Apply

Position Contact	careers@asio.gov.au, 02 62574916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0734302

Department of Home Affairs

Closing Date: Monday 18 December 2023

Group Manager Legal
FOI & Records Management (FRM) Privacy, FOI and Records Management

Job Title	Assistant Director - FOI, Privacy and Records Management
Job Type	Full-Time, Ongoing
Location	various locations in VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA
Salary	\$106,527 - \$124,931
Classification	Executive Level 1
Position Number	JR 130400
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/130400/>

About our team

The Privacy, FOI and Records Management Branch works across all areas of the Department to ensure that the information is handled as a key strategic and operational business asset, and managed in accordance with legislative and business requirements to support accountable, effective evidence-based decisions.

The Branch provides practical assistance to business and technical staff on information handling practices and obligations through the development of policies and procedures, training and supporting business areas with information handling maturity. The Branch manages requests for access to information under the Freedom of Information Act 1982 (the FOI Act) and champions transparent and accountable decision making across the Department, including by influencing other areas to be Open by Design.

The Branch also supports the Department to meet its obligations under the Privacy Act 1988 in the handling of personal information and promotes privacy by design, including the management of privacy breaches and privacy policy advice.

The Branch is seeking to fill positions in three sections: FOI Section, Records Management Section and Privacy and Information Disclosure Section.

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

Our ideal candidate

We are looking to fill multiple positions across three sections in FOI, Privacy and Records Management:

- Lead large projects, including strategic planning, stakeholder management, liaising with senior officers and various reporting
- Interpret legislation and policies and develop operational frameworks to give effect to regulatory requirements
- Provide input and recommendations for the development of policy and procedures
- Exercise initiative to vary established procedures, technical or professional guidelines in order to achieve results
- Operate as part of a team in a dynamic, changing environment, including managing staff
- Work independently on multiple projects with minimal supervision
- Establish productive working relationships with a broad spectrum of staff to develop strong partnerships.

Duties

About our roles

Freedom of Information

- Lead a team releasing information or amending information under legislative provisions (including the FOI Act) including monitoring program performance
- Achieve results under pressure with excellent attention to detail and quality
- Demonstrate strong management and leadership capabilities and experience
- Provide advice on the Department's obligations when accessing and amending information, under the FOI Act and administrative release
- Provide advice on the application of the FOI Act more complex operational and policy scenarios, including in the context of the Information Publication Scheme or Senate Committees Inquiries
- Support the Director to engage with the Office of the Australian Information Commissioner, including by ensuring that the Department manages FOI request complaints and participates in internal and OAIC reviews of decisions appropriately
- Monitor political, environmental, strategic and operational changes in priorities that may have impacts
- Provide input and recommendations for the development of policy and procedures
- Exercise initiative to vary established procedures, technical or professional guidelines in order to achieve results and may lead a range of FOI business improvement projects.

Records Management

- Manage, apply and maintain consistent application of record classifications, management of access controls and proactively address record keeping compliance requirements in the Department's Electronic Document Record Management System (EDRMS), TRIM

- Provide advice to streamline information retrieval and document management processes to boost productivity and decision-making
- Review records management policies, procedures and TRIM Help resources to achieve continuous improvement
- Liaise with internal and external stakeholders, including external vendor and business areas to achieve project deliverables
- Interpret relevant policies and procedures to develop technically accurate education and communication products
- Project manage complex projects and project administration
- The role may require the management of a small team to support the Director, Records Management to maintain, develop and implement information governance strategies and procedures.

Privacy and Information Disclosure Section

- Contribute to leading a major project to address future Privacy Act Reforms
- Provide advice on the Department's obligations when disclosing information, including those under Pt 6 of the Australian Border Act 2015 and the Privacy Act 1988
- Provide advice on the application of the Australian Privacy Principles to more complex operational and policy scenarios, including in the context of assessing suspected privacy breaches and reviewing privacy impact assessments
- Build productive working relationships across the Department to achieve outcomes
- Manage staff, including giving clear direction on priorities, performance management when required and staff capability development
- Lead negotiation and delivery of memorandums of understanding
- Achieve results under pressure with excellent attention to detail and quality
- Demonstrate strong management and leadership capabilities and experience.

Additional information

As they relate to each specific section roles:

- Experience in working with the Freedom of Information Act 1982, the Privacy Act 1988 are highly desirable but not essential
- Have significant experience in administering and managing information and records using an EDRMS, preferably TRIM
- Hold relevant qualification/certification or significant experience in Records and Information Management.

Eligibility

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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	Petrushka Mazur, 02 5127 8741
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/130400/

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Vacancy VN-0733736

Department of the Treasury

Closing Date: Monday 01 January 2024

Financial Systems Division

Job Title	APS5-APS6 Policy Analysts
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$83,596 - \$114,243
Classification	APS Level 5;APS Level 6
Position Number	101-2023
Agency Website	www.treasury.gov.au

Job Description

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

As a Policy Analyst in FSD, you will be exposed to a broad range of subjects within the financial system, developing an understanding of the issues involved and assessing the breadth of information to develop clear and balanced advice to Government. Working in a collaborative environment, you will use your knowledge and expertise to work to develop practical solutions to a diverse range of challenges.

APS5 and APS6 Policy Analysts work in a team structure and report to an Assistant Director or Director. They have a range of responsibilities that may include, but are not limited to:

- Conducting research and analysis to provide insightful advice to Treasury Ministers on complex matters relevant to the work of a unit or project team and cognisant of the broader policy landscape;
- Assisting in the preparation of reports, written briefings to Treasury Ministers, submissions to Cabinet, speeches, replies to parliamentary questions and other correspondence;
- Implementing reforms, including through drafting consultation papers, undertaking regulatory assessments, and assisting with Treasury's Law Division to develop legislation;
- Building relationships through frequent interactions with stakeholders, including Ministers' Offices, regulators, advocacy groups, corporations, and industry associations; and
- Proactively working with colleagues to improve the outcomes of the team, division and department

Duties

Tertiary qualification(s) in a relevant field, including, but not limited to, economics, law, business, finance, public policy, political science and/or mathematics;

- Relevant work experience of at least **two years (APS 5)** or **three to four years (APS 6)**.
- Experience in one or more of the following will be particularly well-regarded:
 - Relevant private sector experience, including financial sector businesses, related law firms and industry associations
 - Government policy development and analysis
 - Legislative development and/or implementation
 - Regulatory experience

Also well-regarded will be knowledge and interest in the financial system and financial services, relevant legal and regulatory frameworks and regulators; and knowledge of government.

Eligibility

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

Notes

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

About the Department of the Treasury

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

To Apply

Position Contact	Genevieve Crutchley, 02 6263 4751
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0734386

Job Title	EL1 Cloud Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$123,005 - \$141,099
Classification	Executive Level 1
Position Number	102-2023
Agency Website	www.treasury.gov.au

Job Description

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

The Treasury is seeking a highly organised and motivated Cloud Engineer to work in its IT Cloud Infrastructure team. The team is responsible for the infrastructure and operations of Treasury's IT server fleet and Cloud platforms. The team provides 3rd-level support for user issues and works closely with the Network Infrastructure, Integrations and Cyber Security teams.

The IT Cloud Administrator plays a critical role in the management and optimization of our cloud infrastructure. This position is responsible for ensuring the reliability, security, and performance of our cloud-based systems. The successful candidate will have a strong background in cloud technologies, infrastructure management, and a proactive approach to identifying and resolving cloud-related issues.

The role is required to maintain a strong customer service focus while delivering a broad range of technical services to the Treasury and its stakeholders.

The role has a requirement to participate in the team's on-call roster and involves some after-hours work requirements from time to time.

Duties

The successful candidate will have:

- Extensive experience and knowledge in the installation, configuration and management of Microsoft Azure and M365 cloud services.
- Demonstrated experience in migrating services to the cloud and providing end-to-end solutions.
- Implement industry best practices for security, scalability, and performance.
- Monitor and optimize cloud resource utilization to control costs.
- Develop automation scripts for provisioning and configuration using Infrastructure as Code (IaC).
- Troubleshooting and support of container technologies such as Kubernetes.
- Experience with automation tools such as, Git and PowerShell.
- Produce comprehensive documentation for application configuration, maintenance and standard operating procedures.
- Provide advice to project teams and ensure implementation of services is consistent with architectural direction, and the cloud governance and operating model.
- Train team members on cloud best practices and technologies.
- Identify improvements to IT documentation, network maps, processes/procedures, and tickets.
- Manage and respond to escalated client inquiries relating to workloads hosted in cloud.
- Strong analytical and troubleshooting skills.
- Excellent communication skills (both written and spoken).

- High level negotiations skills and ability to maintain positive, close working relationships with other support teams and service providers.

Desirable Qualifications / Experience

- A degree and/or tertiary qualifications or industry certifications in ICT and ITIL.
- It is preferred that the successful candidate has a minimum of 5 years' experience in similar IT System Administration roles.
- Extensive experience in Microsoft server infrastructure administration in government or large enterprise.
- Microsoft certifications in relevant technologies is highly desirable. (e.g Azure Administrator).
- Strong knowledge of cloud security best practices.
- Familiarity with virtualisation and containerisation technologies.

Applications close for this position on **Tuesday 2 January 2024** at 11:30pm.

For further information about this role, please contact Erin Roses by phone on 02 6263 4323 or by email on erin.roses@treasury.gov.au **Eligibility**

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

Notes

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

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

About the Department of the Treasury

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

To Apply

Position Contact	Erin Roses, 02 6263 4323
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0734401

Future Fund Management Agency

Closing Date: Tuesday 19 December 2023

Job Title	Analyst, Enterprise Risk
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 4
Position Number	2201
Agency Website	www.futurefund.gov.au

Job Description

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

We are hiring an Analyst to join our Enterprise Risk (ER) team in Melbourne. The Analyst will be part of the ER Business Partnering function which supports the Investment and Business Operations (IBO).

The ER Business Partnering function supports business units to identify, assess, and manage the risk and control environment in line with Agency frameworks, policies, and board appetites. It also provides advice and constructive challenge to business decisions activities.

The position would suit either someone who has worked in a similar risk management, or internal audit function or someone from the investment industry with a desire to move into an operational risk role. We also welcome applicants from a consulting background with strong operational excellence and analytical skills.

Duties

Key Responsibilities

Some of the role's key duties include:

Risk Profiling:

- Supporting the IBO to identify and document risks involved with business objectives and provide recommendations for process improvement (efficiency and risk reduction).
- Apply Agency likelihood and consequence matrices to assess the inherent risk of the business unit's risks.
- Provide advice and constructive challenge to the business on designing controls to mitigate business unit risks, and then evaluating the residual risk after the application of controls.

- Maintaining the IBO Risk Register and supporting risk management registers and dashboards.

Control Testing:

- Testing the design and operating effectiveness of IBO controls in compliance with the Agency's Control Assurance Framework.

Incident Management:

- Coordinate investigations into the root causes of incidents arising within the IBO or relevant outsourced service providers and develop rectification and prevention strategies.
- Log incidents appropriately within the Agency's risk management system and monitor incident actions to closure.
- Provide reporting to Agency stakeholders on the nature and status of incidents.

Internal Audit Coordination:

- Support the IBO in preparing for internal audit requests and review draft internal reports for factual accuracy.
- Coordinate communication between the IBO and the internal auditor for the duration of the internal audit review.
- Ensure actions arising from internal audits are appropriately recorded and support the monitoring and completion of management actions and responses.

Training and Awareness:

- Fostering a positive risk management culture, including preparing and presenting internal communications.

Establishing and Maintaining Relationships:

- Developing and maintaining strong working relationships with key internal and external stakeholders.
- Working collaboratively with other ER functions and making positive contributions to relevant Agency risk-related forums.

Eligibility

About You

Qualifications:

- A tertiary degree in an industry relevant discipline (e.g., finance, economics, commerce, accounting, or law)

Knowledge and Experience:

- An understanding of risk profiling and control testing in the investment management or financial services industry.
- Knowledge of investment operations, processes, or experience working in investment operation teams will be highly regarded.
- Experience applying operational excellence, process optimisation or process mapping and analysis are not essential but will be well regarded.

Key Competencies:

- Excellent interpersonal and communication skills.

- Strong collaboration skills and effective team engagement
- Adaptability to a dynamic environment, and ability to time-manage accordingly.
- Commercially minded and solutions driven.
- Ability to complete tasks with high attention to detail, accuracy, and follow-through.
- Demonstrates initiative, problem-solving skills and a continuous improvement mindset.

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	John Campanaro, (03) 8656 6400
Agency Recruitment Site	https://career10.successfactors.com/career?company=myfuture

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Vacancy VN-0734402

Job Title	Procurement Business Partner
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Parramatta NSW
Salary	-
Classification	
Position Number	CS - 2460/2461
Agency Website	

Job Description <https://careers.nhvr.gov.au/jobs/procurement-business-partner-parramatta-nsw-australia-brisbane-qld>

Duties

About the role

Reporting directly to the Manager, Procurement and Contracts, we have exciting opportunities for 2 Procurement Business Partners to join our evolving team and really make a difference. This role will be trusted with:

- Providing a centre led procurement methodology to stakeholders in accordance with best practice advice, training, tools and systems and
- Using your experience to manage the entirety of the tender process for major projects and engagement of professional services including but not limited to the development of procurement strategies, documentation, evaluation methodology, evaluation, analysis, negotiation and formal acceptances.

You will do this by:

- Finalising contracts to an acceptable market standard whilst maintaining the principles of value for money, ethical, sustainable, socially responsible and risk managed procurement
- Provide professional advice and recommendations on procurement strategies for projects in order to achieve the best outcome for NHVR
- Ensure probity, fairness and transparency throughout the tender process by complying with relevant regulations
- Becoming a trusted Procurement Business Partner across the broader NHVR team

There are 2 permanent full-time positions available and can be based in either Brisbane (Newstead) or Sydney (Parramatta) Working with a family-friendly team, we offer a supportive hybrid work environment with flexible work from home arrangements. We encourage work-life balance and celebrate additional leave over the Christmas/New Year period and through rostered days off.

Eligibility

About you

You will work with an experienced manager, who is invested in your development, and will support you with a seat at the table to voice your ideas and expertise. You will work with varied and high value contracts, adding diversity to your knowledge base and existing procurement skill set.

In return, we are looking for:

- Experience in the preparation and negotiation of complex yet broad procurement contracts (end to end)
- High level communication and interpersonal skills to confidently develop and manage stakeholder relationships, foster collaboration, build implicit trust with the stakeholder base and manage complex multi-stakeholder issues
- Extensive experience in, and knowledge of the contemporary Procurement practices
- Comprehensive knowledge of, and experience advising on, the issues, risks, trends and directions associated with Goods and Services
- Capacity to work within broad policy guidelines, both within a team and autonomously, to apply significant levels of independent judgement and delegated authority in the delivery of programs of critical importance to NHVR
- Demonstrated capacity for original thinking and high-level ability to think strategically, conceptually and creatively to deal with competing demands and formulate clear and practical strategies to influence and manage multiple competing priorities

Ideally, you will have at least 5 years of solid experience in a broad procurement environment. A Degree qualification in Supply, Procurement, Business, Commerce or similar discipline or equivalent experience in complex organisations is a must as is formal procurement qualifications, CIPS or the equivalent or the ability to acquire rapidly.

Application process

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

Applications close 5pm, 17 December 2023.

The recruitment process follows the below steps for shortlisted applicants:

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

If you have any questions please don't hesitate to contact the NHVR recruitment team on recruitment@nhvr.gov.au

About Us

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimizes the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia.

We are headquartered in Brisbane and employ more than 750 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

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

Notes

About the National Heavy Vehicle Regulator

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

To Apply

Position Contact	Sangeeta Paul, 07 3309 8814
Agency Recruitment Site	https://careers.nhvr.gov.au/jobs/procurement-business-partner-parramatta-nsw-australia-brisbane-qld

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Vacancy VN-0734389

Productivity Commission

Closing Date: Sunday 17 December 2023

Job Title	Commissioner, Productivity Commission
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	-
Classification	Statutory Appointment
Position Number	97-2023
Agency Website	

Job Description

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

The Productivity Commission (the Commission) is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians.

The Government is seeking applications for the role of Commissioner, including:

- A Commissioner with skills and experience acquired in working in Australian Industry, pursuant to subsection 24(5) of the Productivity Commission Act 1998,
- A Commissioner with extensive skills and experience in dealing with policies and programs that impact First Nations communities as well as experience in dealing with First Nations communities, pursuant to subsection 24(6) of the Productivity Commission Act 1998, and
- at least one non-specialist Commissioner.

Applicants applying for one of the specialist positions should indicate this clearly in their application.

Commissioners conduct inquiries with public hearings, oversee research and preparation of reports, which involves making recommendations on major public policy issues, and represent the Commission's work in public forums.

Applicants should be of high standing in their profession and the community and have a strong basis for appointment based on knowledge of, or relevant interest in, good public policy design and process.

Duties

All appointees to the Commission must have qualifications and experience relevant to the Commission's functions. Skills in one or more of the following would be an advantage: microeconomic policy/reform; policy drivers of productivity and economic growth; legislative and/or regulatory frameworks; energy and other essential infrastructure; and econometrics and economic modelling. Expertise in these areas can be demonstrated in a variety of ways, including through practical experience in the public or private sectors.

The successful applicants will demonstrate leadership, including being able to manage and work effectively to bring value from diverse views, work with others to meet objectives and demonstrate a high level of judgment; have a high level of proficiency in research and analysis; demonstrate superior communications skills; and, demonstrate a high standard of professional and personal integrity as well as capacity to promote these in an organisation (consistent with the APS Integrated Leadership System).

Appointments may be made on a full-time or part-time basis, for an initial term of up to five years. Commissioners are expected to base themselves in either the Commission's Canberra or Melbourne office and contribute positively to internal culture. The terms and conditions are subject to determinations made by the Remuneration Tribunal. The total remuneration package for a full-time Commissioner is currently set at \$414,580 per year.

Commissioners are subject to the requirements of the Productivity Commission Act 1998, including provisions relating to appointment (section 24), termination (section 35), and disclosure of interests (section 43). Applicants should ensure they would be eligible for appointment, prior to submitting an application.

For further information, please contact Emma Alberici from Derwent Search on ealberici@derwentsearch.com.au

Applications should be submitted online via www.derwentsearch.com.au.

Eligibility

Required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.

Notes

Statutory appointment for a period of up to five years.

The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. Its role, expressed simply, is to help governments make better policies in the long-term interest of the Australian community.

To Apply

Position Contact	Emma Alberici, 0419 683 660
Agency Recruitment Site	https://www.pc.gov.au/careers

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Vacancy VN-0734169

Therapeutic Goods Administration

Closing Date: Tuesday 12 December 2023

Regulatory Legal Services
Regulatory Legal Services Legal Advisings

Job Title	Legal 1 (Executive Level 1) - Senior Lawyer, Regulatory Legal Services
Job Type	Full-Time;Part-Time, Ongoing
Location	Fairbairn ACT, East Melbourne VIC
Salary	\$116,812 - \$138,523
Classification	Executive Level 1
Position Number	23-RLSDIV-21571
Agency Website	

Job Description

<https://www.tga.gov.au/about-tga/corporate-information/work-tga>

The successful candidates will join a supportive, hardworking and collaborative team of exceptional lawyers working on a diverse range of interesting and challenging matters.

Our clients are highly engaged and comprised of medical officers, biomedical engineers, chemists, pharmacists, toxicologists, virologists, etc. who are all passionate about public health and safety. RLSB lawyers have the opportunity to work across different practice areas to develop as a well-rounded lawyer. RLSB is committed to supporting and investing in the training and development of its lawyers and has a diverse, inclusive, friendly and collaborative team culture.

Duties

- Advising on the application of legislation administered by the TGA and the ODC and assisting with the making of robust administrative decisions;
- Advising on compliance and enforcement matters;
- Managing civil penalty proceedings;
- Representing and appearing for the Minister in the Administrative Appeals Tribunal;
- Managing judicial review proceedings in the Federal Court;
- Working closely with clients to continuously improve the regulatory framework, including advising on legal policy matters and advising on amendments to legislation;
- Advising on and drafting contracts for procuring goods and services, Memoranda of Understanding and legislative instruments;
- Advising on Free Trade Agreements and representing the TGA in negotiations; and
- Providing legal training to TGA officers.

Eligibility

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

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

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

To be eligible for this position **applicants must hold a Bachelor of Laws degree or equivalent**; admission or eligibility for admission to an Australian Court prior to commencement; eligibility to hold a restricted Government practising certificate prior to commencement. **Notes**

Applications close **11:30pm AEDT**.

Applicants are asked to quote reference number **23-RLSDIV-21571** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, **our policy requires a minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Therapeutic Goods Administration

The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health and Aged Care, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices. The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality. Visit our website at www.tga.gov.au for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

To Apply

Position Contact	Kate Mitchell, 02 6289 7813
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Agriculture, Water and the Environment

Vacancy VN-0734381

Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 14 January 2024

Exports & Veterinary Services
Residues & Food Imported Food

Job Title	Technical Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/3339
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Residues and Food Branch is responsible for regulation, policy development, and implementation of dairy, fish and egg exporters, organic exports, the exports of non-prescribed food and animal by-products, and imported food controls (food safety). This includes the development of legislation, operational policy and guidelines, instructional material, technical training (and its delivery), reporting and engagement of industry and government stakeholders. The branch is also responsible for the National Residue Survey which conducts animal and plant residue testing for participating industries – a critical component underpinning Australia's favourable market access arrangements.

The Imported Food Section administers the *Imported Food Control Act 1992* which supports the inspection and testing of imported food to verify its safety and compliance with Australia's food standards. The section is responsible for verifying food safety risks have been managed through the at-border risk-based, Imported Food Inspection Scheme. The section also responds to, and supports, Australian action on food safety incidents associated with imported food. The section provides technical and administrative support to officers responsible for assessing and processing electronic entries of food consignments and conducting inspections of food imported into Australia. The section also liaises with food importers, peak industry groups, Food Standards Australia New Zealand (FSANZ), state/territory food regulators, laboratories and trading partners.

Duties

The Job

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

- assisting with the management of the electronic systems that support the operation of the Imported Food Inspection Scheme (IFIS), including managing system updates to support implementation of changes to the referral, assessment and inspection of imported food
- managing requirements for the profiling of imported food; investigating referral issues and assisting with the design of the electronic profiles
- contributing to section reporting, including using Power BI to develop reports and analyse data
- providing technical advice to importers, operational staff and other stakeholders on imported food matters
- contributing to the development of documented procedures and work instructions for Canberra based and regional staff to ensure requirements are applied consistently
- managing updates to the imported food web pages on the departments website as well as the Sharepoint team site
- preparing draft reports, policy documents, briefing papers, ministerial submissions, general correspondence and industry notices.

Please note that this role may be able to be performed from any of the locations listed above.

Eligibility

What we are looking for

Knowledge and experience

Experience with, or knowledge of, the following will be an advantage:

- Australia’s food regulatory system and relevant import legislation.
- Operation of the IFIS.
- Microsoft Excel.
- Data analysis and reporting, including use of Power BI.

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	Naomi Flynn, 0435 283 541
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 19 December 2023

Biosecurity Plant and Science Services
Science & Surveillance NAQS

Job Title	Biosecurity Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD, Dauan Island QLD
Salary	\$63,867 - \$71,444
Classification	APS Level 3
Position Number	2023/3412
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

The Northern Australia Quarantine Strategy (NAQS) is a program of the Department of Agriculture which operates across coastal northern Australia from Broome in Western Australia to Cairns in Queensland and includes Torres Strait. NAQS contributes to the delivery of national biosecurity objectives through:

- identifying and evaluating the unique biosecurity risks facing northern Australia
- managing the biosecurity aspects of border movements through Torres Strait
- developing and implementing measures for the early detection of targeted pests, diseases and weeds
- contributing to national and international initiatives relating to pest and disease surveillance.

Duties

The Job

Under supervision, the main duties of an APS 3 Biosecurity Officer may include, but are not limited to:

- performing a range of inspections on goods, ships, aircraft, animals and assess documentation to confirm compliance with biosecurity requirements
- participating in community engagement activities and surveillance
- providing timely and accurate advice on less complex biosecurity matters to employees, stakeholders, clients and senior managers
- conducting NAQS field work, verification, surveillance and community engagement activities as directed.
- identifying data trends in biosecurity risks and escalating these to assist in targeting intelligence and risk-based activities
- providing logistical support to NAQS scientific staff
- providing assistance with the identification, management and mitigation of WH&S issues as they apply to operational staff in northern Australia

- liaising with customers and clients both internally and externally
- carrying out biosecurity inspections and activities of vessels, aircraft, cargo, and passengers in accordance with applicable legislation
- undertaking field work including assisting scientific staff as required, plant surveillance and insect trapping
- assisting with equipment, vehicle and vessel checks as required
- using computer applications to analyse, maintain and update data
- preparing reports, collect statistical data and submit within specific timeframes
- assisting defined activities under agreement with other Commonwealth agencies and perform other duties as directed.

Please note that this selection process will initially be used to fill several vacancies and that the roles may be able to be performed from any of the locations listed above. The merit pool established through this selection process, which is valid for a period of 18 months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature. **Eligibility**

What we are looking for

Knowledge and experience

The successful applicants will have:

- knowledge of the environment (coastal northern Australia from Broome in Western Australia to Cairns in Queensland) in which the Northern Australian Quarantine Strategy operates.
- sound interpersonal skills coupled with the ability to communicate effectively both orally and in writing with communities, clients, representative bodies, other government departments throughout Northern Australia
- proven ability to work as part of a team
- sound understanding of WH&S issues
- demonstrated understanding of the APS Values and Code of Conduct
- experience in, or capacity to deliver, biosecurity inspection services in accordance with applicable legislative and administrative requirements
- demonstrated understanding of the culture and issues facing Indigenous Australians
- strong working knowledge of the Torres Strait Treaty provisions
- ability to speak Torres Strait Creole would be highly advantageous.

Eligibility and other requirements

The successful applicant must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that relocation assistance is subject to negotiation
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours
- note that you may be required to perform occasional out-of-hours and weekend work
- note that you will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters, and manual four-wheel drive vehicles
- note that you will be required, from time to time, to work in difficult, remote, and harsh environments (possibly for extended periods) under limited supervision or in teams
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy

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

Notes

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.

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.

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	Lorenzo Mosby, 0477 390 524
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0734395

Job Title	Manager - Live Animal Import/Export
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Moonee Ponds VIC, Mascot NSW
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/3487
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Veterinary and Export Meat Branch (VEMB) undertakes regulatory functions by providing inspection and certification for the export of meat, meat products and the import and export of live animals and reproductive material in order to meet importing country requirements and Australian legislative requirements.

The Live Animal Section provides veterinary and technical assessments, inspections and certification for live animals and animal genetic material. These regulatory functions verify compliance with Australia's biosecurity requirements for the import of live animals and animal genetic material and ensure compliance with importing country requirements and Australia's export legislation for the export of live animals and animal genetic material.

The teams comprise Principal Veterinary Officers, Senior Veterinary Officers, Regional Veterinary Officers, Biosecurity Officers, and Administration Officers. Officers within the Live Animal section complete activities at regional offices (including the Mickleham Post Entry Quarantine Facility), airports, seaports and third-party premises around Australia. They assert their powers as Authorised Officers under the *Export Control Act 2020* and as Biosecurity Officers under the *Biosecurity Act 2015*. The major areas of work include:

- inspection and review of health certificates for imported dogs, cats, birds, laboratory animals, zoo animals, horses, rabbits and animal reproductive material
- the provision of export certification services for companion animals, aquatics, laboratory animals, zoo animals and animal reproductive material and veterinary inspection and export certification for horses and livestock
- the management of transit/trans shipments of animals, the inspection and review of health certificates for fertile egg imports and certification of prescribed goods exports.

Duties

The Jobs

The role will lead and manage a team comprised of an APS5 Team Leader(s), APS4 Biosecurity Officers and Authorised Export Officers delivering regulatory functions within VEMB operations whilst under general direction from the Assistant Director – Live Animal Import/Export. The main duties of the role include, but are not limited to:

- leading and managing the day to day operations of a team working in a regulatory environment
- managing team performance, workload and verification activities in strict compliance with export and biosecurity legislation, national standard operating procedures and work instructions
- liaising and effectively communicating with other government agencies, industry bodies and stakeholders and providing timely and accurate advice on complex biosecurity matters to team members, managers and stakeholders
- influencing change, while contributing to corporate planning and decision-making processes
- ensuring appropriate workforce planning strategies are in place to maintain continuity of service delivery by managing and maintaining team capability
- undertaking or participating in operational reviews and identifying, leading and/or implementing business improvement, innovation and reform initiatives and activities
- acquiring and maintaining comprehensive technical expertise that contributes to business outcomes, and making decisions based on sound judgement as it relates to the application of legislation and regulations
- assisting in all live animal and reproductive material activities that support the team's operational outcomes which may include the following:
 - The inspection of live animals and reproductive material.
 - The analysis of documentation.

- Resource and performance management.
- Preparation of documentation, high quality correspondence and written reports.
- Preparation of schedules and shift rosters.

Please note that this process will **initially be used to fill a current ongoing vacancy in Sydney**. The merit pool established through this selection process, which is valid for a period of 18 months from the date the vacancy was advertised in the Public Service Gazette, **may also be used to fill future ongoing and non-ongoing vacancies in Sydney and Melbourne** where the duties are of a similar nature. Non-ongoing (specified term) contracts will be offered for an initial period of up to 12 months with the possibility of extension up to a maximum period of two years in total.

Eligibility

What we are looking for

Knowledge and experience

- Experience in managing and supporting staff in an operational regulatory environment.
- Work experience in an animal related field is desirable but not mandatory.
- Knowledge of (or the ability to quickly acquire such knowledge) the principles that underpin Australia's biosecurity requirements and the legal framework for importing and exporting goods to and from Australia.
- Experience in managing a diverse team (including geographically dispersed teams) and facilitating a positive team environment.

Eligibility and other requirements

The successful applicants must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- note that you may be required to undergo mandatory decontamination procedures that include decontamination of hands and shoes, wearing defined personal protective equipment, forfeiture of clothing for defined periods and full body showers
- note that due to the nature of the work in the Live Animals Section you will be expected to undertake operational duties at regional offices, third party premises and airports
- note that they may be required to perform occasional out-of-hours and weekend work.

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	Clare OShannessy, 0478 486 287
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Australian Federal Police

Closing Date: Thursday 21 December 2023

Job Title	Executive Officer to Commander Protection Operations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$102,927 - \$113,563
Classification	APS Level 6; Executive Level 1
Position Number	12482
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12482/>

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Executive Officer to Commander Protection Operations.

Specialist Protective Command (SPC) is seeking an experienced Executive Officer. In this role you will work collaboratively as part of a broader Command administration team and provide high level strategic support across the Command. You will work to a Commander and with other members of the Senior Executive to manage affairs to a high professional standard and provide high level executive, strategic governance and coordination support to achieve Command and organisational outcomes.

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

What will you do?

The successful applicant will work with the Commander and Assistant Commissioners Office and Branch Heads to assist them in fulfilling their management responsibilities by:

- Providing advice to the Executive to assist with the effective management of the budget;
- Managing financial and related human resource administration processes and transactions for the Command;
- Liaising and consult with staff across the Command to achieve divisional priorities, including responding effectively to emerging issues;
- Demonstrating strong time management skills and the ability to effectively prioritise tasks;
- Possessing excellent communication and interpersonal skills, including high level writing, editing and presentation skills;
- Managing coordination and input requests into the Commanders office from across the Command and other stakeholders to ensure that the SPC contributes accurate and appropriate advice as required;
- Building, sustaining and influencing positive working relationships;
- Working independently and as part of a broader administrative team to achieve results and ensure the division effectively contributes to department priorities;
- Managing and coordinating input into key meetings and follow up on action items; and
- Applying a high level of discretion, judgement and initiative to all situations and decision making to produce appropriate advice.

Eligibility

Essential Requirements

Suitable employees will possess the following essential requirements, experience and skills:

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- A high attention to detail
- 'Ability to build relationships and work collaboratively with clients and organisational peers
- Has contemporary knowledge and experience relevant to the role.
- Excellent communication; both verbal and written

Notes

- This position is an AFP Band Level 6
- Please be aware that applications will be shortlisted late December/early January. Shortlisted candidates will be contacted by mid-February 2024 to progress to the next stage in the recruitment process.
- AFP employees are required to have received a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used). Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Renee Griffin, (02) 5126 6069
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12482/

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Attorney-General's

Vacancy VN-0734070

Federal Court of Australia

Closing Date: Thursday 14 December 2023

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Deputy Associate
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	\$68,643 - \$74,529
Classification	APS Level 4
Position Number	TBC
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

The Deputy Associate is part of a small team who assist the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of Court materials for the judge and involves undertaking legal research and assisting with judgment preparation as required.

Duties

Key Responsibilities and Duties

1. Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management;
2. Assist the Associate in the day-to-day management of chambers including responding to enquiries and, as required, managing the Associate inbox on behalf of the Judge;
3. Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials;
4. Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events;
5. Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required;
6. Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards;
7. Assist with the general operation of chambers; and
8. Other duties, as required.

Eligibility

Qualifications

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

Selection Criteria

1. 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.
2. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the Internet.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. The ability to travel on circuits.

Notes

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	Joshua Herschderfer, (02) 8067 2126
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Clean Energy Regulator

Closing Date: Monday 18 December 2023

Scheme Support
Policy, Markets and Data Data and Innovation

Job Title	Senior Report Developer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$91,619 - \$104,302
Classification	APS Level 6
Position Number	CER 134/23
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

About the Branch

The role of the Policy, Markets and Data Branch is to provide insights, solutions and advice to decision makers, policy makers and the market to improve scheme operations and position the agency as a modern, efficient, and effective regulator.

About the Section

The Data and Innovation section supports the agency to unlock the potential of our data to drive innovation and compliance for the agency. With a major uplift in data capability for the Agency, planned and delivered through our change program, there are vast opportunities to be a key contributor to drive, design and deliver policies, frameworks and infrastructure to suit the agency's data operation needs. Specific responsibilities include:

- Support the Chief Data Officer and the agency in delivering the strategies to improve data maturity.
- Contribute to uplifting enterprise data capability through the significant change program occurring in the agency.
- Supporting standards and modelling that improve data architecture.
- Support innovative approaches to reduce regulatory burden, support self-service approaches, improve efficiency and encourage compliance with our schemes.
- Providing targeted skills and resources to consult on, design, build and/or roll out strategic initiatives that result in improvements to internal processes, data collection, client compliance, and communication related to scheme operations.

Duties

- Collaboration with scheme areas to identify new and improved reporting capabilities.
- Leading the development, maintenance of PowerBI dashboards under guidance from the Data Science team lead.
- Publishing of PowerBI reports within the enterprise analytics environment in line with the data policy and governance requirements.
- Collaboration with the wider Data and Innovation section to identify and create enriched and curated data sets to meet existing and emerging reporting needs.

- Building and maintaining professional knowledge, including upskilling in line with emerging technologies, business needs, and best practices.
- Contributing to the development of training materials, documentation, and resources.
- Ensures that reports developed are quality assured, quality controlled, and well documented.
- Implementing work plans including setting tasks and priorities, managing workflow, and allocating resources.

Qualifications/Experience

Essential:

- Strong analytical and dashboard design skills.
- A demonstrated ability to identify, understand, and meet business requirements when working on analytic products.
- The ability to communicate clearly with technical and non-technical audiences and stakeholders.
- A high degree of data literacy and understanding of core statistical concepts.
- Demonstrated experience in developing PowerBI (or similar, for example, RShiny, Tableau) dashboards of moderate complexity in line with the requirements of end users and best practices.
- Ability to write DAX queries of moderate complexity and/or proficiency in R, python, or SQL for data extraction, transformation, and cleaning tasks of a moderate complexity.

Highly regarded, but not mandatory:

- An understanding of, or experience in, Microsoft synapse analytics and/or data lake technologies.
- Experience in using Agile methods for project management and product delivery.
- Tertiary qualifications in data science, data analytics, business analytics, economics, or a related field.

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this 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 Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 • Renewable Energy Target, under the Renewable Energy

(Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

Position Contact	Joel Larwood, 02 6159 3180
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Foreign Affairs and Trade

Vacancy VN-0734278

Austrade

Closing Date: Sunday 31 December 2023

Trade
Trade Operations Events

Job Title	Events Adviser
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$83,159 - \$90,096
Classification	APS Level 5
Position Number	4493_11/23
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

We're seeking a talented and motivated events adviser who can move effortlessly between virtual, physical and hybrid event environments. You will be part of a team that is responsible for providing group services across trade, international education and investment.

As an events adviser, you should be well-organised with excellent attention to detail as our success depends on meeting our client's needs. Ideally you are tech savvy, energetic and reliable with skills in marketing communications, PowerPoint design and applications such as EventsAIR, adobe creative suite or canva and video editing skills

Duties

- Ensure the timely execution of all event critical path tasks from scheduling to live virtual event and follow up
- Handle technical support and backend setup of events on digital platforms (WebEx and EventsAIR) including managing recordings of all virtual sessions
- Track attendance and manage correspondence with panellists and participants
- Run post-event reports for internal/external stakeholders including managing dashboards and distilling statistical information
- Work with relevant teams to ensure all communications (digital marketing materials, social media posts etc) are effectively conveyed
- Responsible for reviewing, updating and communicating the status of the event calendar(s)
- Provide advice, support and direction on producing events, as required to other business areas of the organisation
- Contribute to a high performance culture fuelled by data driven insights and creativity
- Develop effective working relationships with a variety of stakeholders, both internally and externally
- Provide end to end project management support for multiple online business matching programs
- Assist with procurement processes for new vendors

Eligibility

Australian citizenship – our successful candidate must be an Australian citizen.

Security clearance – our successful candidate will be subject to a number of vetting processes, including baseline prior to appointment.

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 Austrade

The Australian Trade and Investment Commission – Austrade – is Australia's leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best 'in-country' advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia's growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia's trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Estelle Davis, (02) 9392 2294
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0734305

Austrade

Closing Date: Tuesday 19 December 2023

Policy and Programs
Digital and IT Services Digital Client Services

Job Title	Director, Corporate Systems
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$126,959 - \$147,955
Classification	Executive Level 2
Position Number	4499_11/23
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Australian Trade and Investment Commission (Austrade) is looking for an experienced change leader who is dynamic and service-oriented to lead a diverse and multi-functional team responsible for managing and administering key corporate systems (currently these include Aurion, SAP, TM1 and Cornerstone learning).

You will work with the team and our service providers to deliver and govern corporate systems for our internal stakeholders, whilst driving continuous service and process improvement through system and data integration, governance and reporting.

You will have experience in managing systems associated with the following functions: payroll/people, learning and development and performance management, finance/procurement/travel, and management reporting.

We are embarking on a period of change and are looking for a visionary leader who is capable of understanding corporate systems requirements and working with vendors/service providers to achieve organisational outcomes. This may mean approaches to market and contract negotiations.

Duties

- Leading and managing a mixed team of APS employees and contractors to improve services and deliver results within agreed deadlines and budget, ensuring the ongoing integrity, availability and reliability of the systems.
- Providing technical expert advice and practical solutions to achieve legislative compliance and stakeholder objectives related to the functions and corporate systems used by Austrade.
- Managing systems administration and process improvement activities to ensure efficient and effective operations and support to business areas, decreasing manual interventions, improving process design, data governance, management decision-making and client and business outcomes.
- Fostering team spirit, leading with vision and operating within a high level of governance, and best practice change management leadership.
- Commercial acumen demonstrated through vendor and contract management and administration. This will include re-establishing and maintaining strategic relationships with vendors to ensure that Austrade's corporate systems are contemporary and fit for purpose.
- Productively collaborating with the broader Corporate Services network and leadership.
- Enhancing strategic and management reporting and insights for Austrade's senior executive and Business unit Leaders.

Eligibility

Australian citizenship – our successful candidate must be an Australian citizen.

Security clearance – our successful candidate will be subject to a number of vetting processes prior to appointment. The successful applicant must obtain a Baseline Security Clearance and potentially 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 Austrade

The Australian Trade and Investment Commission – Austrade – is Australia's leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best 'in-country' advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia's growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia's trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Amanda Chalmers, +61 466 248 463
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0734317

Austrade

Closing Date: Tuesday 19 December 2023

Policy and Programs
Digital and IT services Digital Client Services

Job Title	Senior SAP Administrator
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$108,527 - \$122,078
Classification	Executive Level 1
Position Number	4497_11/23
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Australian Trade and Investment Commission (Austrade) is seeking an experienced, dynamic and service-orientated person to join the Corporate Systems team to lead the ongoing maintenance and improvement of Austrade's financial management system, SAP.

The Corporate Systems Team sits within Austrade's Digital Client Services Branch (DCS) and the team is responsible for managing and administering key corporate systems associated with payroll/people, finance/procurement/travel and strategic reporting in a global environment.

You will also support the Director, Corporate Systems on the strategic direction and day to day operations of the system.

You will work closely with internal teams to deliver client-centred SAP maintenance, upgrades and improvements. You will collaborate with the Chief Finance Officer, the Director Corporate Systems and the Branch Head to provide technical capability to create a more efficient and resilient instance of our SAP system (ECC6 on premise).

You will specialise in process improvement, provide expert advice on corporate management reporting, assistance to SAP users locally and abroad, oversee software testing and improvements, provide high level systems operation and administration advice, lead relevant team projects, and liaise with internal and external clients as required. You will interpret and apply a range of legislation, guidelines, and policies as they relate to Finance and HR processes.

Duties

- Maintaining and improving SAP administration, including applying technical updates in SAP, managing processes, documenting and testing new processes, and troubleshooting problems.
- Develop, review and update system documents to ensure they are current and relevant and can be used as reference documents for colleagues to provide support if needed.
- Providing product support to end users, assisting with problem determination and resolution, and where possible, offering training.
- Developing performance monitoring processes and using data to identify and communicate areas for improvement.
- Design roles, permissions and privileges and profiles for application security based on business processes/role-based security.
- Assisting with planning for future cloud migration and digital transformation of the ERP.
- Gathering and critically analysing information from multiple sources to inform and identify options, issues, and risks to determine best approach for system enhancements.
- Responding to business requests for data and analysis to enable sound and informed decision making.
- Promoting and supporting data governance procedures and data sharing protocols and delivering programs of work such as data quality initiatives
- Developing and maintaining internal and external relationships with stakeholders, by working collaboratively and providing high level technical support including managing the resolution of issues or complaints
- Contributing to the development of the Corporate Systems team objectives for short term tasks and strategic planning for longer term initiatives
- Vendor and contract management and administration, supported by the Digital and Technology procurement team. This may include establishing and maintaining strategic relationships with vendors to ensure that Austrade's corporate systems are contemporary and fit for purpose.

Eligibility

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

Notes

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

About the Austrade

The Australian Trade and Investment Commission – Austrade – is Australia's leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best 'in-country' advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia's growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia's trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Jock Bennison, +61 (2) 6201 7373
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0734390

Austrade

Closing Date: Tuesday 19 December 2023

Policy and Programs
Digital and IT Services Digital Client Services

Job Title	Systems Administration Officer – Aurion / SAP
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$83,159 - \$101,903
Classification	APS Level 5; APS Level 6
Position Number	4498_11/23
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is seeking experienced Systems Administration Officers to fill ongoing vacancies within the Corporate Systems Team. The Corporate Systems Team sits within the Corporate Services Group and is responsible for managing and administering key corporate systems associated with payroll/people, finance/procurement/travel and strategic reporting in a global environment. As part of the Corporate Systems Team, you will contribute to the ongoing maintenance and improvement of Aurion and/or SAP. You will have experience in systems administration and have the ability to interpret and apply a range of legislation, guidelines and policies as they relate to HR and/or Finance processes.

Duties

APS 5 Duties Include

The Systems Administration Officers will:

- Perform systems administration duties including user maintenance, environment management, incident resolution, service request management, end user training, report creation and query creation.
- Contribute to the continuous improvement of finance, payroll and human resource processes and practices to ensure efficient and effective operations.
- Developing, maintaining and managing up to date and relevant work instructions.
- Perform corporate systems duties and provide technical support to ensure accurate implementation of legislation, corporate systems policies and procedures in the operational context of Austrade.
- Highly developed customer service skills to provide high quality support to internal and external users and stakeholders.
- Participate in and contribute to the success of the Corporate Systems Team by:
 - assisting in the establishment of clear work systems and processes
 - contributing to team planning and a positive workplace culture
 - engaging in regular feedback and customer service support
 - identifying opportunities to enhance team performance in an environment of collaboration continuous improvement and change.

APS 6 Duties Include

The Systems Administration Officers will:

- Plan and drive systems administration projects including user maintenance, environment management, incident resolution, service request management, end user training, report creation and query creation. This will require liaison across branches including work with aligning with the agencies cloud strategy and cyber security framework.
- Plan and drive the continuous improvement of finance, payroll and human resource processes and practices to ensure efficient and effective operations and alignment with strategic priorities.
- Overseeing and developing, maintaining, managing up to date and relevant work instructions across the team.
- Develop and perform corporate systems duties and provide technical support to ensure accurate implementation of legislation, corporate systems policies and procedures in the operational context of Austrade.
- Highly developed customer service skills to provide high quality support to internal and external users and stakeholders.
- Participate in and contribute to the success of the Corporate Systems Team by:
 - assisting in the establishment of clear work systems and processes
 - contributing to team planning and a positive workplace culture
 - engaging in regular feedback and customer service support
 - identifying opportunities to enhance team performance in an environment of collaboration continuous improvement and change.

Eligibility

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

Notes

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

About the Austrade

The Australian Trade and Investment Commission – Austrade – is Australia's leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best 'in-country' advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia's growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia's trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Jock Bennison, +61 (2) 6201 7373
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0734175

Aged Care Quality and Safety Commission

Closing Date: Wednesday 20 December 2023

Intake, Complaints and Resolution Group
Intake, Complaints and Resolution Group

Job Title	Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Adelaide SA
Salary	\$109,853 - \$125,288
Classification	Executive Level 1
Position Number	TBA
Agency Website	

Job Description

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

Our purpose

To protect and improve the safety, health, wellbeing and quality of life of people receiving Australian Government funded aged care.

Our vision

Older Australians trust and have confidence that aged care services protect and enhance their safety, health, wellbeing and quality of life.

Our Role

We are the national end-to-end regulator of aged care services and are focused on delivering a world class sector that safeguards the welfare and rights of consumers. We are invested in engagement and education to:

- build confidence and trust in aged care
- empower consumers
- support providers to comply with quality standards
- promote best practice service provision.

Meet some of [our people](#) and learn more about the Commission and our [Regulatory Strategy](#) on our website.

The Group

The Intake and Complaints Resolution Group (ICRG) works with people receiving aged care services, their representatives and service providers to resolve concerns and make positive improvements for people receiving aged care.

ICRG has approximately 200 Complaints staff spread across WA, SA, NSW, ACT, VIC, TAS and QLD.

It is an exciting time in ICRG with the newly appointed Complaints Commissioner joining the Commission in June 2023. The value of complaints in the sector has never been more significant than it is right now. Complaints offer valuable insights into the issues that concern care recipients and those who complain on their behalf. Complaints help give the Commission an understanding of risk for care recipients and inform our education and other regulatory activities such as accreditation and compliance.

Duties

The Assistant Director, ICRG, plays a critical leadership role in the operation of the Intake and Complaints function within the Commission. The Assistant Director provides direction and guidance to Complaints Officers, exercises delegations in the resolution of complaints under the Aged Care Quality and Safety Commission Act 2018, monitors quality assurance and performance of the

team.

The Assistant Director is also responsible for supporting the continuous improvement within ICRG by understanding and responding to operational requirements of internal business areas. This includes establishing and maintaining service level agreements.

The Commission is undergoing continuous reform as well implementation of the recent external capability review. As a result, ICRG may take on new responsibilities over time. Flexibility and the ability to engage positively with change is required.

As the Assistant Director, you will be required to:

- Provide strong leadership and management skills and build the capacity of staff to undertake their roles efficiently and professionally and to meet expected standards of service and quality
- Make delegated decisions under the Commission Act and Rules based on a good understanding and knowledge of relevant legislation
- Ensure the Intake and Complaints teams operate within the Commission's guidelines and operating procedures.
- Work constructively with external stakeholders and support staff to remain resilient when dealing with conflict and/or challenging behaviours
- Identify and respond appropriately to risk.
- Manage high volumes of work considering risk, agreed priorities and KPIs
- Actively contribute to the Commission's strategic directions and achievements against our corporate priorities
- Foster and support staff wellbeing and contribute towards maintaining a positive culture that is customer centred and aligned with recruitment, training, HR and procurement processes.
- Prepare briefings and reports for senior management of the team's performance.
- Work collaboratively with colleagues within the ICRG and across the Commission to implement the organisation's priorities and support development of an integrated end-to-end regulatory model.

Our ideal candidate will possess the following capabilities:

- 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
- Capacity to work in a busy environment, working with competing priorities and ability to effectively manage and prioritise workload to deliver agreed outcomes.
- 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
- Demonstrated ability to identify and respond appropriately to risk
- High-level negotiation skills and ability to work with a range of stakeholders to achieve outcomes
- Excellent interpersonal, oral and written communication skills and the ability to establish and maintain professional relationships with key external stakeholders.
- Demonstrated ability to communicate information coherently and concisely to a range of audiences.
- Ability to work collaboratively with others to focus on the operational priorities and strategic direction of the Commission
- An understanding of best practice complaints management and risk-based regulation.
- High level knowledge of the legislation, an understanding of the aged care sector or similar environments.

Eligibility

To be eligible for these positions you must be an Australian citizen.
Successful candidates will be:

- Assessed through our pre-employment screening checks, such as an Australian Criminal History Check.
- Required to provide evidence of current seasonal influenza and COVID 19 vaccinations.

Notes

For further information about this job and how to apply, click on Apply Now to visit the Commission's current vacancies page.

Notes

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people in line with our commitments in our Reconciliation Action Plan.

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.

Contact
Stephany Leggett

Contact Email
Stephany.Leggett@agedcarequality.gov.au

Agency Employment Act
PS Act 1999

Position Number
TBA

Vacancy Number
VN-0734175

Contact Phone
(08) 8432 1544

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	Stephany Leggett, (08) 8432 1544
Agency Recruitment Site	https://www.agedcarequality.gov.au/about-us/careers/current-vacancies

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Health

Vacancy VN-0734267

Aged Care Quality and Safety Commission

Closing Date: Sunday 17 December 2023

Customer Contact Team
Intake, Complaints and Resolution Group

Job Title	Workforce Scheduler
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, West Melbourne VIC, North Melbourne VIC
Salary	\$89,394 - \$100,849
Classification	APS Level 6
Position Number	TBA
Agency Website	

Job Description

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

Our purpose

To protect and improve the safety, health, wellbeing and quality of life of people receiving Australian Government funded aged care.

Our vision

Older Australians trust and have confidence that aged care services protect and enhance their safety, health, wellbeing and quality of life.

Our role

We are the national end-to-end regulator of aged care services and are focused on delivering a world class sector that safeguards the welfare and rights of consumers. We are invested in engagement and education to:

- build confidence and trust in aged care
- empower consumers
- support providers to comply with quality standards
- promote best practice service provision.

Meet some of [our people](#) and learn more about the Commission and our [Regulatory Strategy](#) on our website.

The Group

The Intake and Complaints Resolution Group (ICRG) works with people receiving aged care services, their representatives and service providers to resolve concerns and make positive improvements for people receiving aged care.

The Customer Contact Team (CCT) was established in July 2022 and operates within ICRG. The CCT is responsible for receiving and responding to contacts about the quality of aged care services provided by the Australian Government approved service providers, or the functions of the Commission.

The CCT responds to a range of contact types including enquiries, feedback, complaints and notifications. Contacts are received via a variety of contact channels including phone, email, online and post. The CCT also manages multiple 1800 numbers for internal stakeholders such as the Food, Nutrition and Dining phone line.

The CCT is staffed by Customer Contact Officers who report to APS6 Team Leaders. Customer Contact Officers are responsible for providing an accessible, efficient, consistent, and user orientated experience in accordance with the Commission's guidelines and procedures.

Duties

The Role

The Workforce Scheduler plays a key role in supporting the CCT to deliver exceptional service to consumers. Accountable for day-to-day resourcing and scheduling of the Customer Contact Officers, the Workforce Scheduler is responsible for all aspects of workforce planning, developing operational best practice and resource plans for all consumer contact channels. With focus on efficiency, resource optimisation and continuous improvement, this role ensures resources are available to meet customer demand and service standards. This role is critical in supporting a high performing team that focuses on continuous improvement and ensures consumer experience is consistent.

As the Workforce Scheduler, your responsibilities include:

- Ensure the CCT is adequately resourced to achieve targets and service levels through workforce planning, rostering and real time management of resources.
- Strive to achieve industry leading contact centre performance and support the consistent achievement of individual and team key performance indicators (KPIs) through effective workforce planning and resource scheduling.
- Identify and manage issues and gaps in resourcing, incorporating business as usual (BAU) and strategic initiatives in planning and resourcing and supporting ongoing operational efficiencies and improvements.
- Ensure schedules are optimised and cover all communication channels (calls, emails, web, and outbound campaigns).
- Inform and monitor attendance and scheduling of training both formal and informal to ensure required service levels are maintained consistently, whilst enabling an environment of continuous improvement, including emergency staffing and leave coverage.
- Initiate and drive continuous improvement of the rostering process through data analyses and reporting to the Leadership team. Seeking ways to enhance operational efficiencies through effective workforce planning.
- Review and manage all consumer contact across all channels to identify issues, gaps and highlight impact and solutions to resolve.
- Establish key relationships and work closely with the leadership team, understand key activities, and evaluate through data trending the impact on consumer contact volumes as well as the impacts of these activities to the CCT and resource requirements.
- Develop targeted analysis of current service provisions and performance ensuring that suggestions for process improvement/service delivery are linked to both optimised scheduling, planning and staff engagement. Prepare reports and recommend solutions for implementation to management.
- Provide a high level of advice and support on all workforce planning matters.

- Create integrated database tracking tools for staff shrinkage patterns to optimise resourcing forecasts.
- Maintain sound knowledge of industry workforce planning contact centre developments including worldwide best practice, new process/system developments, staff engagement and new products and software.
- Proactively engage in team and whole staff activities to continually develop a practical understanding of overall business strategies and programs of work.

Our ideal candidate

You will demonstrate knowledge, experience and understanding of business systems and processes including:

- the practical application/use of Microsoft suite of products and customer relationship management tools
- data analytics and reporting capabilities
- demonstrated analytical, planning and decision-making skills
- the use of software to build and maintain complex forecasting models, specifically, Genesys PureCloud3.
- You will have experience working in a similar role in a contact centre environment including:
- significant workforce planning experience in a large and complex contact centre
- clear understanding of functional and organisational business requirements (current and future) and service drivers in all areas to provide a systemic, structured approach to workforce planning
- demonstrated forecasting and planning experience with strong operations background, preferably in a high demand contact centre environment
- experience in the achievement of targets in an operational or service environment
- knowledge of contact centre quality assurance frameworks, best practices, and trends.
- You will demonstrate strong communication and engagement skills to drive mutually beneficial outcomes with internal stakeholders including:
- Highly developed organisational skills, including the ability to organise workloads, workflows and resources to meet demanding and conflicting priorities.
- excellent oral, language and written communication
- ability to prepare reports for internal and external requirements ensuring a high level of accuracy and attention to detail.
- You will possess excellent problem-solving skills including the ability to use initiative to manage issues, drive outcomes and suggest process improvements with a focus on the customer experience and continuous improvement of processes.

You will demonstrate strong leadership, interpersonal and relationship management skills with a passion for customer service, team development and an ability to:

- gain trust and confidence through effective communication
- plan and prioritise the work of self and others
- manage priorities and competing demands with varying timeframes to meet deadlines and maintain high quality standards

What you will gain from the experience

Be a part of a team that is driving significant transformation and growth of the Commission's frontline services. Being able to see the difference and improvement you are making for the team, internal stake holders, providers, and our consumers.

Experience in supporting the CCT and our stakeholders in a fast-paced unique contact centre work environment. **Eligibility**

To be eligible for these positions you must be an Australian citizen.

Successful candidates will be:

- Assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Apply

For further information about this job and how to apply, click on Apply Now to visit the Commission's current vacancies page.

Notes

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RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme, declare you have a disability and meet the minimum requirements for the job.

Contact

Jane Bellingham

Contact Email

Jane.Bellingham@agedcarequality.gov.au

Agency Employment Act

PS Act 1999

Position Number

TBA

Vacancy Number

VN-0734267

Contact Phone

(07) 3739 9338

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	Jane Bellingham, (07) 3739 9338
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Industry, Science, Energy and Resources

Vacancy VN-0734348

Department of Industry, Science and Resources (DISR)

Closing Date: Tuesday 19 December 2023

AusIndustry
Industry Growth Programs

Job Title	Program Officers/Senior Program Officers
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, various locations in VIC VIC, Various locations - NT NT, Various locations - WA WA
Salary	\$80,250 - \$99,167
Classification	APS Level 5;APS Level 6
Position Number	0768_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

The Industry Growth Program is a new initiative announced in the 2023/24 Budget. It will provide advice and matched grant funding for small and medium enterprises and startups to commercialise their ideas and grow their businesses. We will have a network of experienced advisers to guide small and medium enterprises and startups on commercialisation and early-stage business growth.

The program recently launched and is being delivered by the Industry Growth Program branch within the AusIndustry Division in the Department of Industry, Science and Resources. We have national reach with staff across Australia and consider our geographically dispersed workforce as one of our core strengths.

The opportunity

This is an exciting opportunity to work on a new initiative from its inception. You will be part of a team that supports innovative small and medium enterprises and start-ups to commercialise their new ideas and achieve their business growth goals. The Industry Growth Program branch has responsibility for all aspects of the delivery of the program including governance, strategy, customer service and program performance. Several roles are available across the branch.

Our ideal candidate

We are looking for enthusiastic, thoughtful, and proactive people with a diverse set of skills to fill several Program Officer and Senior Program Officer roles at the APS5 and APS6 level.

The skills required for the roles are:

- Excellent interpersonal and communication skills, both written and oral
- Problem solving, critical and analytical thinking abilities with a curious and enquiring mind
- Research, administrative and analytical skills with an aptitude for numerical and financial data
- A careful attention to detail and strong organisational, planning and coordination skills
- Flexibility, adaptability and resilience
- Results focused, combined with teamwork skills
- Ability to make evidence based judgements

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

The key duties for roles undertaking governance and administration activities include:

- Providing high quality secretariat support including drafting meeting papers, presentations and meeting minutes and action registers
- Coordinating meeting administration and logistics
- Undertaking financial reporting, budget reconciliations and program payment processing
- Supporting procurement processes in line with the Commonwealth Procurement Rules
- Monitoring contracts with suppliers
- Supporting risk management including risk identification and monitoring risk controls
- Supporting branch planning and internal change management programs

The key duties for roles undertaking program delivery and communication activities include:

- Resolving enquiries from current and potential program participants in collaboration with the program's advisers
- Assessing advisory service and/or grant applications for eligibility and/or merit
- Supporting the program's advisers with client allocation and portfolio management
- Representing the program at external events such as trade shows

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

Due to the nature of this role, the position can be undertaken from one of our state-based or regional offices where the department is located. Flexible work arrangements and final office location will be negotiated and agreed to with the successful candidate upon offer.

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.

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	Brett Hayter, 0499 867 291
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0734363

AirServices Australia

Closing Date: Wednesday 20 December 2023

Job Title	Project System & Data Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	
Position Number	501084
Agency Website	

Job Description <https://careers.airservicesaustralia.com/caw/en/job/501084/project-system-data-team-leader>

The Organisation

Airservices Australia is a government-owned organisation responsible for the safe and efficient management of 11% of the world's airspace and provision of aviation rescue fire fighting services at Australia's busiest airports.

Our people are our greatest asset with a dynamic and diverse team operating from locations across the country - from bustling cities to regional and remote locations, including an island. This team keep are helping to secure the future of Australia's skies and keep it amongst the safest in the world.

We connect people with their world safely – linking family and friends, generating economic activity, creating jobs, and facilitating trade and tourism.

Airservices is committed to fostering a culture that is diverse, inclusive, and respectful. We encourage motivated individuals who love what they do, value a service first mindset and embrace a challenge to explore a career with Airservices. In return you will be a valued team member, be offered flexibility and experience a meaningful career in an exciting, ever-evolving aviation industry.

Duties

The Role & The Team

As a Systems and Data Team Lead you will lead the way in identifying what our business and teams need. You will be responsible to create a strategy to build and set up the Portfolio Project

Management (PPM) platform, ensuring it works well with other corporate platforms like Finance (SAP). As the person in charge of the PPM platform, you'll oversee its ongoing maintenance and improvements to meet the needs of Project Delivery.

This role involves making sure our Project Delivery has strong data and analytic capabilities. This means focusing on good data quality and being flexible to meet the different needs of projects. You'll also work with other leaders in Project Delivery to ensure the system possess robust functionalities embedding the designated project and program management frameworks and methodologies.

Collaboration is key in your role. You'll work with internal teams, external consultants, and vendors, building positive relationships and making sure everyone communicates well. As a trusted advisor to senior management, you'll share important insights about project systems and data analysis. Your contribution will play a vital part in our journey to excellence in Project Delivery.

Eligibility

The Person

The successful applicant will have:

- A degree level qualification (or equivalent) in Information Systems, Technology or Business Analysis.
- Demonstrated experience establishing and/or leading delivery of Enterprise Portfolio Project Management (PPM) system, ideally within a portfolio, program and/or project context (e.g. PMO/ePMO), including tools and supporting processes.
- Extensive experience in system and data analytic, strong capability in data warehouse management such as SQL.
- Demonstrated ability to use a variety of technical applications, MS PowerBI or Tableau, Power Apps, Teams, Microsoft Project Scheduling software including Microsoft Office, Visio and SharePoint and/or equivalents
- Demonstrated understanding and knowledge of various project program frameworks and methodologies, such as PMBoK, Agile PM, MSP
- Strong communication and stakeholder management
- Strong data and numeric analysis capability to deliver data models and insightful inputs to reporting.

Airservices Australia is a diverse and inclusive employer that recognises the benefits of having a workforce that reflects the communities in which we work. We encourage applications from diverse groups including Aboriginal and/or Torres Strait Islander people.

Notes

Security Clearance

To be eligible to apply, you must be an Australian Citizen or a Permanent resident as an Airservices Background check is required for this role.-Please refer to the [security check requirements](#) successful applicants will be required to undertake as part of the recruitment process.

Should you require any further information please contact Neethu Stephen – Talent Advisor via email neethuanna.stephen@airservicesaustralia.com

How to Apply

To apply for this position please lodge an application online before **Applications close 11.55 pm on Wednesday 20th December 2023.**

Interviews to be held from January 15th 2024.

About the AirServices Australia

To Apply

Position Contact	Neethu Stephen, Neethuanna.Stephen@airservicesaustralia.
Agency Recruitment Site	https://careers.airservicesaustralia.com/caw/en/job/501084/project-system-data-team-leader

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0734351

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

Closing Date: Tuesday 19 December 2023

Finance, Budget & Governance
Budget Engagement & Strategy

Job Title	APS5 & APS6, Team Members, Budgets and Engagement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NT NT, Various locations in NSW NSW, Various locations - SA SA, Various locations - WA WA, Various locations - QLD QLD, Various locations - TAS TAS, various locations in VIC VIC
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	44283
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers/index.aspx>

APS6 IFA Salary - \$100,925 - \$105,788

Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).

The department has an Individual Flexibility Arrangement (IFA) Framework applicable to employees at the APS6 and Executive Levels. Employees at these classifications may be eligible to receive salaries set out in the IFA Framework which are above those set out in the Enterprise Agreement and supporting s.24(1) Determination.

These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.

For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact IFA@infrastructure.gov.au

The opportunity we have available

External Budgets

The External Budgets Section has opportunities to join an exciting and well-established team with opportunities for career development and continuous growth. The roles provide a great opportunity to develop an understanding of the Commonwealth Budget process. The team provides advice on whole-of-government external budget policy and processes; assists policy areas in the development of costings; and prepares budget for the Department.

The advertised roles support the costing of new policy proposals for the Department, manage the Department's budget estimates process, develop Budget publications and coordinating inputs into publications from internal and external stakeholders. Strong stakeholder management and communication skills are desired.

Portfolio Engagement

The Portfolio Engagement team are seeking candidates with strong skills in maths/finance/accounting, stakeholder engagement, coordination, and communication. The successful candidates will have the opportunity to be at the centre of Government decision making. You will be heavily involved in providing whole-of-government budget process advice to portfolio agencies, which will be in high demand as the Department works to implement the Government's priorities, and support Cabinet's consideration of future proposals.

The work will be very fast paced, and offers an opportunity for you to develop a sound understanding of the budget process and considerations for developing new policy proposals, which will be invaluable for future roles anywhere in the public service.

Budget Strategy

Budget Strategy is a high performing team who have been recently established to enable a strategic, cross-cutting and enterprise approach to supporting Government decision making across the Department. You will have exposure to a broad range of the team's responsibilities, working closely with and providing advice to senior staff in the Department and Ministers' Offices. The team plays a key role in contributing directly to the Portfolio's strategic direction and narrative, providing cross-cutting Budget and Fiscal advice across the Portfolio.

Internal Budgets

The Internal Budgets team is a high performing team responsible for the management of the department's resource allocation function. This team leads the budgeting, forecasting and reporting of financial management information to the Senior Executives and internal stakeholders. Lead administration of budgeting system and assist in implementing system change and other business improvement activities, including uplifting of budgeting system and policies/framework.

Finance Business Partner

The Finance Business Partners are strategic professionals who work in partnership with Senior Executives and their teams across the department to facilitate well-informed financial decisions. The team leverage financial expertise, analytical skills and communication to build a bridge between finance and the divisions to identify opportunities and manage risk to achieving department outcomes.

Duties

What will you do?

External Budgets

Team Members in External Budgets will provide leadership/support to the Department's External Budgets and coordination functions. This includes:

- Being the central point of contact for enquiries from within and outside the Department
- Providing advice on financial policy
- Supporting the whole-of-government Budget process, including the development of New Policy Proposals and the Government's decision-making processes
- Quality assuring costing
- Updating budget estimates and reporting
- Assisting with the production of the Portfolio Budget Statements for the Department
- These roles will also interact with many different stakeholders (typically at the executive level or higher) across the Department and external Departments, including the Department of Finance and the Department of the Treasury.

Portfolio Engagement

Team Members in Portfolio Engagement will provide leadership/support to the Department's Portfolio Engagement functions. This includes:

- Being the central point of contact for the 30 portfolio agencies
- Providing support and advice on financial policy
- Supporting the whole-of-government Budget process, including the development of New Policy Proposals, costings and the Government's decision-making processes
- Taking the lead in the preparation of the portfolio budget statements and Additional Estimates statements.
- The roles will also interact with many different stakeholders (typically at the executive level or higher) across the Department, the portfolio agencies, and central agencies, including the Department of Finance and the Department of the Prime Minister and Cabinet

Duties for other sections that may draw from the merit pool

Budget Strategy

Team Members in Budget Strategy team will provide leadership/support to the Department's Budget Strategy. This includes:

- Portfolio Budget Prioritisation Processes
- Leading and facilitating New Policy Proposal development (including training and development of resources)
- Drafting and coordinating Portfolio Budget Submissions for Cabinet Ministers and associated briefs
- Providing cross-cutting Budget and Fiscal Policy advice

- Liaising with central agencies (e.g. Department of Finance, the Treasury) and Ministers' Offices (MO's)
- Facilitating and coordinating Portfolio fiscal and offsets strategy analysis and advice
- Tracking the status of Cabinet Submissions and comebacks to the Executive and Ministers Office's.

Internal Budgets

- Providing accurate, timely, consistent and professional advice and services to stakeholders.
- Use your written and oral communication skills to analyse and problem solve, to interpret and analyse financial data and prepare briefing papers.
- Demonstrate an ability to achieve results collaboratively.
- Build and maintain relationships with a network of stakeholders at all levels.
- Adapt to meet changing deadlines, manage conflicting timelines and changing requirements.
- Contribute to the departments uplift of budgeting systems and processes, and provide improved service offering across the department via its Finance Business Partners model.
- Contribute to the strategic direction of a team and identifying opportunities for building team capability and undertaking continuous improvement.

Finance Business Partner

The role of the Finance Business Partner is to deliver customer focused, fit-for-purpose and professional financial management and budgeting services on behalf of the Chief Financial Officer, to Senior Executives and staff, particularly on complex matters such as financial analysis, forecasting, budgeting, costing and reporting.

Key responsibilities include:

- Develop and manage departmental budgets, including staffing.
- Prepare monthly financial reports for Senior Executive, including variance analysis and commentary.
- Monitor and review monthly forecasts in partnership with our stakeholders.
- Provide advice on emerging and material financial impacts on the financial performance of our stakeholders.
- Foster and maintain effective working relationships to promote partnerships and seamless financial services.
- Track divisional staffing movements and recruitment activity.
- Support the development of internal funding proposals.
- Prepare monthly financial accruals.
- Co-ordinate input into the end of financial year process and ANAO audit requests and compliance activities

Who are we looking for?

- **Leadership and accountability** – the demonstrated ability to build and shape high performing teams that work together to deliver to a high standard. A strong track record of getting the best out of people, while enabling them to develop their skills and capabilities.
- **Excellent relationship management skills** – we are looking for natural collaborators, comfortable and effective working with people with different perspectives to find common ground and achieve outcomes. With the ability to develop and maintain relationships with internal and external stakeholders and to translate financial risks into business advice.

- **Professional** – presents and operates in a professional manner, operating as a role model for other staff. Operates with resilience, while demonstrating depth of experience.
- **Great communication skills** – extremely strong communication skills (written and verbal) to manage negotiations and provide insight. The capability to analyse information, distil key messages and adapt delivery to influence the audience.
- **Eye for detail** – the capability to see the big picture but also to get the details right in order to build trust and confidence with stakeholders.
- **Resilience and adaptability** – the capability to adapt to changing priorities, deal with uncertainty, support colleagues and foster a high-performance culture.
- **Strategic** – harness opportunities to develop pathways for delivering the optimal outcome for the Department.

Eligibility

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

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

Notes

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

****Please note - The interviews will commence in January 2024.****

We want to recruit the best people to our Group, no matter where you are located. Having regard to operational needs, we support flexible work arrangements including the opportunity to work remotely from one of our other departmental offices or remotely via home based work where suitable.

Should the successful candidate reside in a location where the department does not currently have an office footprint, there will be a requirement to be engaged remotely via a home based work arrangement.

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>

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

To Apply

Position Contact	James Tuhau, 02 6136 7682
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0734250

Job Title	Reparations Package Officer (Affirmative Measure, Aboriginal and Torres Strait Islander Employment Provision)
Job Type	Full-Time, Non-Ongoing
Location	North Melbourne VIC
Salary	\$71,767 - \$77,333
Classification	APS Level 4
Position Number	52870
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The National Archives of Australia is looking for a motivated candidate to join our Victorian Public Engagement team to provide archival services supporting the Victorian Stolen Generations Reparations Package. This role will respond to requests associated with the Victorian Stolen Generations Reparations Package under the Memorandum of Understanding between National Archives of Australia and Department of Justice and Community Safety (DJCS).

This non-ongoing position is located in our Archives office at Naarm (North Melbourne) on Wurundjeri country.

What the National Archives has to offer:

- An inclusive working environment where the experiences and unique perspectives of Aboriginal and/or Torres Strait Islander Peoples are recognised and valued members of the Australian Public Service (APS).
- A genuine commitment to the career development of Aboriginal and/or Torres Strait Islander employees.
- Diverse staff networks, including the Aboriginal and Torres Strait Islander staff support network; Reconciliation Action Plan Working Group; Diversity and Inclusion (D&I) Network and Price in Diversity membership.
- Flexible working arrangements, superannuation entitlements, leave, and access to cultural leave.

About You:

- Willingness to learn & build a career, work under routine direction against established priorities and procedures while exercising some autonomy.
- Support and maintain effective relationships with internal and external stakeholders.
- Excellent interpersonal and communication skills.
- Demonstrated ability to communicate effectively in a diverse and inclusive environment.
- Ability to keep and manage records, use Microsoft Word, Microsoft Excel and other relevant software systems.
- Provide high quality client service to internal and external clients.
- Willingness to learn APS and Commonwealth values policies and procedures.

Duties

- Assist in providing access to the National Archives collection by responding to remote reference inquiries relating to the Victorian Stolen Generations Reparations Package. This includes providing access directly to eligible applicants under the Package.
- Perform duties (including administrative and project tasks) associated with managing and providing access to Indigenous records including access examination, digitising, copying, indexing, and physically retrieving and returning records to the repository.
- Represent the National Archives and liaise with internal and external stakeholders to promote an understanding of the National Archives and its collection as it relates to the Stolen Generations Reparations Package.
- Work collaboratively to consult and share information with colleagues, provide advice, actively engage in problem solving and knowledge transfer and seek input from others to achieve business outcomes.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in Strategy 2030 and Our Values.

Relevant tertiary qualifications (or significant progress towards completion) and/or experience working with an archival or cultural heritage collection is desirable. **Eligibility**

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

Notes

Evidence of Aboriginal or Torres Strait Islander status: Confirmation of heritage is a document provided by an Aboriginal and Torres Strait Islander community organisation 'confirming' or 'endorsing' that a person is Aboriginal and/or Torres Strait Islander. We understand that acquiring this can be difficult, and we are committed to ensuring that this does not become a barrier for candidates. Please visit [Confirmation of Heritage](#) for more information or contact us to discuss this process and let us know how we can support you.

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.

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 Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. The Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. The Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Emily Hobson, 03 9348 5776
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0734392

National Film and Sound Archive of Australia

Closing Date: Sunday 31 December 2023

Job Title	Collection Digital Services Officer
Job Type	Full-Time, Non-Ongoing
Location	Acton ACT
Salary	\$77,337 - \$81,821
Classification	APS Level 5
Position Number	89827
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

About the National Film and Sound Archive of Australia

The National Film and Sound Archive (NFSA) is the custodian of Australia's analogue and born digital national audiovisual collection that contains almost 4 million items. Our mandate is to collect, preserve and share the remarkable story of the Australian audiovisual experience through the creativity and history represented in film, television, radio, recorded sound, augmented reality, online, videogames and associated contextual documentation and ephemera. Our primary focus is on Australian production and Australian related production.

About the Digital team

The Collection Digital Services team is responsible for digital preservation processes relating to the National Film and Sound Archive Digital Collection and Games and Interactive Media for the purpose of long-term preservation, distribution, and access.

The Collection Digital Services team requires a Collection Digital Services Officer with a proven track record of working with audiovisual digital objects in a broadcast, production or cultural environment. The position will support the Manager, Collection Digital Services in providing a range of services to assist in the processing of digital born material and implementing workflows for digitising analogue collection material including Quality Assurance and Quality Control, content verification, transcoding, data extraction and providing technical advice to staff and external stakeholders. A demonstrated strong customer focussed approach and commitment to achieving deadlines is required.

Duties

Job Details

Under limited direction undertake the following duties:

- Assist in processing incoming digital acquisitions including using tools and systems for automated and manual Quality Control, content verification and data extraction, and providing high-level technical advice to staff and external stakeholders from the broadcast and production industries.
- Test and evaluate equipment, systems and hardware/software to automate and support digital acquisitions and digitisation.
- Provide technical input into the development, implementation and documentation of efficient and effective digital preservation workflows to meet preservation, curatorial and access priorities.
- Assist in maintaining and updating NFSA's digital collection and digitisation for preservation technical specifications to ensure our physical and digital preservation standards meet best archiving practice and the reuse needs of our customers.
- Work closely with other areas to identify and prioritise at-risk digital material and develop processes and plans to ensure ongoing preservation.
- Undertake appropriate administrative tasks and reporting including advising on resource planning and implications, drafting procedures, undertaking research and analysis, and input into project plans.

Selection Criteria

In relation to the 'Job Details' listed above, concisely demonstrate your skills, experience and achievements against each of the following areas:

1. Proven audiovisual technical expertise in a broadcast, production or cultural environment, with a high level of experience with digital objects and their associated standards and applications with a focus on Quality Assurance and Quality Control.
2. A demonstrated knowledge of historical analogue audiovisual material, digital formats, postproduction techniques and digital delivery, in a broadcast, production or cultural context.
3. Highly developed analytical skills and attention to detail with a solutions-based approach to trouble shooting and meeting deadlines in a face paced environment.
4. Ability to develop, implement and document efficient and effective digital workflows in line with best practice standards, resources and priorities.
5. Well-developed written and oral communication skills including presenting technical knowledge and expertise to a variety of audiences and stakeholders, and the ability to work individually and in a team environment.

Eligibility

To be eligible for this position you must:

- Pass an Australian Federal Police (AFP) Criminal Record Check.

Other eligibility requirements for this position may include;

- Obtain and maintain an Australian Government Baseline Security Clearance.
- Obtain and maintain a Working with Vulnerable People registration.

Assessment Process

The assessment process for this position will include:

- A written application addressing the selection criteria.
- Resume; and
- Referee checking.

The assessment process for this position may also include:

- A written test;
- Interview;
- Presentation;
- IT application test;
- Research task;
- Question and answer paper; and
- Psychological testing.

Notes

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

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

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia’s audio-visual heritage. The NFSA’s mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Scott McCoy, 0262482101
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0734271

Job Title	Engagement Officer, Eastern NSW
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Coffs Harbour NSW
Salary	\$82,339 - \$88,028
Classification	APS Level 5
Position Number	NIAA/2023/263
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=D3079A2A-8CCF-DE61-D3B1-D246B38A8C9F>

The position of Engagement Officer will work in the Coffs Harbour team with a primary focus of developing, maintaining and engaging with First Nation communities to implement and deliver the Australian Government Indigenous Affairs Agenda in address the disadvantage in First Nations communities. The position will be part of the wider dynamic New England North Coast, Eastern NSW Team.

You will work daily with key stakeholders, communities and service providers to better under the communities needs and using your leverage to direct or re-direct investment which will meet the needs of the communities. The position will have significant opportunity to better advise the Indigenous Advancement Strategy (IAS) funding and its investment. The National Indigenous Australian Agency works to deliver and administer the Indigenous Advancement Strategy (IAS) funding around the Nation. The IAS funding is focused at addressing disadvantage for First Nations people and is split across several program streams.

The program stream supports program and activities based around:

- Children and Schooling Programs
- Wellbeing and Safety Program
- Economic Activities
- Employment Program

Additional to management the IAS funding, we work using our leverage model to re-direct mainstream or other funding that can better address the needs of the First Nations communities.

If you possess a passion to work with First Nations communities of the mid north coast and deliver, shape and re-define investment for First Nations communities, you are highly encouraged to contact Mr Shannon Taylor (0427 247 537) to discuss and seek further information. **Duties**

Our ideal candidate for the Engagement Officer role will:

- work robustly to deliver results with IAS funding
- be interested in developing into a leader for the Agency and the First Nations communities
- have an ability to work with First Nations communities in a culturally appropriate way
- possess skills in project and program management
- possess articulate writing skills
- have an ability to maintain and develop relationships with Key Stakeholders.

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.
- This vacancy advertised is open to all eligible applicants and is not restricted to Aboriginal and/or Torres Strait Islander applicants.

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.

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	Shannon Taylor, 0427247537
Agency Recruitment Site	https://niaa.nga.net.au/?jati=D3079A2A-8CCF-DE61-D3B1-D246B38A8C9F

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National Indigenous Australians Agency

Closing Date: Monday 18 December 2023

Eastern
Eastern NSW New England North Coast

Job Title	Engagement Assistant Director, Eastern NSW
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Coffs Harbour NSW
Salary	\$117,036 - \$133,387
Classification	Executive Level 1
Position Number	NIAA/2023/264
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=BDBE5A7E-C55A-6368-1F7F-D246B41652D2>

Are you interested in making change for your people, the First Nations people of Australia? The National Indigenous Australians Agency, is welcoming applications for the position New England North Coast Assistant Director located in Coffs Harbour. The position will be part of the wider dynamic New England North Coast, Eastern NSW Team and work specifically with the communities of the Mid North Coast. The Assistant Director will lead the Coffs Harbour engagement staff and work to deliver the Australians Governments Indigenous Affairs Agenda. You will have flexibility to develop your own and your teams work load/ direction that have the most positive impact for the First Nations communities you engage with. The Assistant Director will work within the wider Easter NSW team, and be part of the sub region known as the New England North Coast Region. This sub region consists of Coffs Harbour, Tamworth and Lismore NIAA offices. You will report directly to the Director of the sub region and be supported with professional development and growth in the position and mentored if require by several highly skilled First Nations Senior Executives. The National Indigenous Australian Agency works to deliver and administer the Indigenous Advancement Strategy (IAS) funding around the Nation. The IAS funding is focused at addressing disadvantage for First Nations people and is split across a number of program streams.

The program stream can support program and activities based around:

- Children and Schooling Programs
- Wellbeing and Safety Program
- Economic Activities
- Employment Program

Additional to management the IAS funding, we work using our leverage model to re-direct mainstream or other funding that can better address the needs of the First Nations communities. The position will require your cultural knowledge to help better inform service provision and additionally being able to feed back into the local communities.

If you possess a passion to work with your people and deliver, shape and re-define investment for First Nations communities, you are highly encouraged to contact Mr Shannon Taylor (0427 247 537) to discuss and seek further information. **Duties**

Our ideal candidate for the Assistant Director role will:

- lead a small team with the responsibility to set direction and deliver results
- be interested in developing into a leader for the Agency and the First Nations communities
- use your cultural knowledge to better engage with the First Nations Community of the Mid North Coast
- have the ability to work with First Nations communities in a culturally appropriate way
- have the desire to work with your people to deliver better long-lasting results for disadvantaged communities
- possess skills in project and program management
- possess articulate writing skills
- be able to maintain and develop relationships with Key Stakeholders.

The Agency is very interested to welcome dynamic, driven, influential people to lead the Indigenous Affairs Agenda for the Australian Government. **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.
- This vacancy advertised is open to all eligible applicants and is not restricted to Aboriginal and/or Torres Strait Islander applicants.

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.

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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>

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To Apply

Position Contact	Shannon Taylor, 0427 247 537
Agency Recruitment Site	https://niaa.nga.net.au/?jati=BDBE5A7E-C55A-6368-1F7F-D246B41652D2

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Prime Minister and Cabinet

Vacancy VN-0734340

Workplace Gender Equality Agency

Closing Date: Monday 11 December 2023

Workplace Gender Equality Agency
Workplace Gender Equality Agency

Job Title	Senior Data Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$87,791 - \$100,288
Classification	APS Level 6
Position Number	51258
Agency Website	https://www.wgea.gov.au

Job Description

<https://www.wgea.gov.au/about/our-team/current-vacancies>

Organisations in the private and public sectors with 100 or more employees report to the Agency annually, providing powerful, unique data that creates an unprecedented picture of workplace gender equality. The Agency is focussing on further optimising the use of this data to drive change.

The Senior Data Analyst will assist with the management of the Agency's world-leading data set and the provision of world leading data and statistical services within the Agency.

Key capabilities for success in this role include a proactive approach to problem solving and delivery of work, and experience in data processing activities working with large and complex datasets. Also important is an ability to critically assess results of data analysis and draw meaningful insights using data visualisations.

Duties

This position reports to the Data and Analytics Executive Manager and works collaboratively within the team, typical duties to be performed include:

- data management activities as they relate to the CRM, data warehouse and analytic tools across the data life cycle.
- ensuring that the Agency's datasets are fit-for-purpose for internal reporting and analysis as well as external dissemination, including the development of data quality statements and the maintenance of an up-to-data metadata repository.
- conducting statistical data analysis using our world-leading dataset and other data sources
- development of data validation and assurance processes, including automated system checks and processes for assessing potential data errors.
- supporting the development of reports analytics using Tableau and R studio.
- Supporting and developing ETL and data anomalies check workflow using Alteryx
- developing and maintaining a strong relationship with external technology providers and being a primary point-of-contact for data quality issues.
- acting as a point of contact for stakeholders and research partners where necessary and independently responding to requests for information and data from internal and external stakeholders.
- managing projects on behalf of the WGEA Data team
- coaching and mentoring for more junior staff members upon request
- requirements gathering for the Data team
- providing training and support to staff during peak data processing periods
- contributing to other Agency projects as required

Eligibility

- at least 3 years of experience as a Data Analyst or similar capacity.
- high level technical proficiency in managing large complex datasets or databases using an integrated suite of tools for statistical analysis (SPSS, R, etc.), data cleansing and quality check workflow (Alteryx), and data visualisation (e.g., Tableau).
- Knowledgeable in data governance and management to sustain and maintain best practices to achieve good data quality outcomes.
- tertiary qualifications or equivalent in a relevant field (e.g., IT systems, statistics, data management)
- strong data management and problem-solving skills with the capacity to generate innovative solutions to complex technical issues.
- ability to interpret and clearly communicate technically complex concepts using plain language.
- proficient written and verbal communication skills including demonstrated ability to confidently present data analysis results to targeted audiences.
- able to build and sustain positive relationships with team members, stakeholders, and clients.
- can work independently and flexibly, with limited supervision, analysing and using some judgement to select an appropriate course of action in a busy office environment. This includes taking a proactive approach and personal responsibility for accurate and timely completion of work.
- sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and adheres to documentation procedures.
- adopts a principled approach and adheres to the APS Values and Code of Conduct.
- acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- ability to develop an understanding of current trends, issues and policies relating to gender equality.

Notes

Eligibility to apply

Applicants **must** be Australian citizens. Baseline clearance or the ability to achieve clearance.

Diversity

The Agency values the contributions of people with different backgrounds, experiences and perspectives. The Agency encourages and welcomes applications from people of all

genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people.

You can tell us in your application or when called in for interview if you need any adjustments to help you participate equally in the selection process.

Questions about the position

For more information on how to apply, see the application package on our website.

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 Workplace Gender Equality Agency

Created by the Workplace Gender Equality Act 2012, the Workplace Gender Equality Agency (WGEA) is charged with promoting and improving gender equality in Australian workplaces through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. As a driver of change our Agency seeks to motivate, educate, and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support between the Agency and employers, and using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender equality performance. Our staff are workplace gender equality specialists and provide industry-specific advice. We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012. This reporting framework aims to encourage measures that improve gender equality outcomes and has been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. At WGEA, we understand what working flexibly means and pride ourselves on being a respectful, diverse, and inclusive community. We encourage equal representation and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Further information about our Agency is available at www.wgea.gov.au

To Apply

Position Contact	Kevin Yap, 02 9432 7059
Agency Recruitment Site	https://www.wgea.gov.au/about/our-team/current-vacancies

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Workplace Gender Equality Agency

Closing Date: Monday 11 December 2023

Workplace Gender Equality Agency
Workplace Gender Equality Agency

Job Title	Data & Analytics Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$113,545 - \$122,526
Classification	Executive Level 1
Position Number	48204
Agency Website	https://www.wgea.gov.au

Job Description

<https://www.wgea.gov.au/about/our-team/current-vacancies>

Purpose of the Position

Organisations in the private sector and federal public sector with 100 or more employees report to the Agency annually, providing powerful, unique data that creates an unprecedented picture of workplace gender equality. The Agency is focussing on further optimising the use of this data to drive change.

The Data & Analytics Manager will assist with the management of the Agency's world-leading data set and the provision of data and statistical services within the Agency.

Key capabilities for success in this role include a proactive approach to problem solving and delivery of work, and experience in looking for patterns in the data, data processing activities, working with large and complex datasets. Also important is an ability to automate data processes, data storytelling and being able to draw meaningful insights using data visualisations.

Duties

Expected outcomes and accountabilities

This position reports to the Data and Analytics Executive Manager and works collaboratively within the team, typical duties to be performed include:

- data management activities as they relate to the CRM, data warehouse and analytic tools across the data life cycle.
- ensuring that the Agency's datasets are fit-for-purpose for internal reporting and analysis as well as external dissemination, including the development of data quality statements and the maintenance of an up-to-data metadata repository.
- conducting statistical data analysis using our world-leading dataset and other data sources
- development of data validation and assurance processes, including automated system checks and processes for assessing potential data errors.
- supporting the development of automated reports in Tableau and KPI dashboards.
- looking for patterns in the data with help of Alteryx, Tableau etc.
- telling and selling the story to stakeholders, visualising and reporting data findings creatively in a variety of visual formats that provides easy to comprehend insights.
- turning complex business requirements into simple, convincing stories.

- playing a key role in supporting the Data and Analytics Executive Manager in managing the Agency's data management framework and fulfilling daily operations of data management not limited to data requests.
- assisting and supporting the Data and Analytics Executive Manager in the area of data governance, implementation of best practices, and data literacy.
- assisting and supporting the Data and Analytics Executive Manager in the development of the Agency data and analytics strategy and transformational plan.
- developing and maintaining a strong relationship with external technology / data providers and being a primary point-of-contact for data quality issues.
- acting as a point of contact for stakeholders and research partners where necessary and independently responding to requests for information, insights and data from internal and external stakeholders.
- providing scientific and statistical technical advice to the wider Data & Analytics team
- requirements gathering for the Data & Analytics team
- during peak data processing periods, this position also provides training and support to staff.

Eligibility

Expected capabilities

- At least 2 years of experience as a Data Scientist with some data leading project capacity or similar
- High level technical proficiency in managing large complex datasets or databases (MS SQL, Oracle etc.) using an integrated suite of tools for data analysis (Alteryx, R, SQL, Python, Tableau Prep etc.) and data visualisation (e.g., Tableau).
- Tertiary qualifications or equivalent in a relevant field (e.g., mathematics, computer science, data science)
- Strong data manipulation and problem-solving skills with the capacity to generate innovative solutions to complex technical issues.
- Significant exposure and knowledge of techniques such as regression, clustering, machine learning, text mining, forecasting, statistical inferencing, optimisation.
- Ability to interpret and clearly communicate technically complex concepts using plain language.
- Ability to influence stakeholders into buy-in best practices and improvement projects to further upgrading data analytics team service offering for the agency.
- Good written and verbal communication skills including demonstrated ability to confidently present data analysis results to targeted audiences.
- Able to build and sustain positive relationships with team members, stakeholders, and clients.
- Work independently and flexibly, with limited supervision, analysing and using some judgement to select an appropriate course of action in a busy agency environment. This includes taking a proactive approach and personal responsibility for accurate and timely completion of work
- Ability to coach and mentor team members and be of positive influence in their developments.
- Commits to achieving quality outcomes and adheres to documentation procedures.
- Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Ability to develop an understanding of current trends, issues and policies relating to gender equality.
- **Baseline Security Clearance** or the ability to obtain clearance (this includes being an **Australian Citizen**).

Notes

Eligibility to apply

Applicants **must** be Australian citizens. Hold Baseline security clearance or the ability to achieve clearance.

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	Kevin Yap, 02 9432 7059
Agency Recruitment Site	https://www.wgea.gov.au/about/our-team/current-vacancies

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Social Services

Vacancy VN-0734364

National Disability Insurance Agency

Closing Date: Monday 18 December 2023

Specialised Service Delivery
YPIRAC Hospital Interface YPIRAC

Job Title	APS6 Planner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Darwin NT, Woodridge QLD, Geelong VIC, Adelaide SA, Midland WA, Braddon ACT
Salary	\$89,612 - \$99,072
Classification	APS Level 6
Position Number	2051_11/23_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The YPIRAC and Hospital Interface Branch is responsible for servicing two cohorts of participants; those living in or at risk of entering aged care under 65 years of age, and those in hospital who are medically ready for discharge but have barriers doing so.

The Hospital Interface team helps participants discharge from hospitals, the team has Specialised Hospital Discharge Planners and Health Liaison Officers who prioritise participants' plans in hospitals to help them discharge in a safe and timely way.

We are seeking APS6 Planners to join our team.

Duties

Where you can add value

These positions will have a considerable level of public contact in relation to complex, difficult, or sensitive issues.

To join our team, you will have:

- Allied Health experience (desirable).
- Outstanding communication and interpersonal skills to develop and maintain networks.
- Experience working with Government mainstream services.
- The ability to be flexible and adapt to a fast-paced environment.
- Be able to work autonomously as part of a high performing team.
- High levels of integrity and professionalism to support our values and mission.

Enough about us, let's talk about you

You as an APS6 Planner will work with a reasonable degree of autonomy and are required to provide detailed technical, professional, policy, operational support, and advice in relation to participants.

Not every day will be the same and being adaptable is the key to success. Main elements of this role include:

- You are organised and methodical gathering information from participants and multiple stakeholders, to enable high-quality planning and evidence-based decision-making.
- Communicating and meeting with scheme participants to ensure progression of goals.
- Consistent monitoring and determining of funded supports to be included in participant plans.

- Resolving issues and complaints in relation to participant plans.
- Working together with your team members and assisting to develop specialised knowledge in areas of expertise.
- Collaborative approach to engaging with mainstream interfaces including Health and Aged Care.

If this sounds like your next exciting role and you want to be part of an organisation that values your work, whilst providing you with personal and career development – we would love to hear from you!

Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we are based far and wide across the country, we make sure nobody feels they're out on their own.

You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.

- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance
- Access to ongoing professional development and learning

Eligibility

The health and safety of workers, Participants and other visitors in our offices is our highest priority. Some roles within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory vaccinations.

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

Notes

While these roles may be performed from Surry Hills, Darwin, Woodridge, Geelong, Adelaide, Midland or Braddon, remote working arrangements may be considered.

We intend to fill these roles in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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	DFP Recruitment, 1300 138 337
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0734338

Australian Office of Financial Management

Closing Date: Tuesday 02 January 2024

Job Title	Business Support Officer and Executive Assistant to the CEO
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	\$78,914 - \$87,682
Classification	APS Level 4
Position Number	BST-03
Agency Website	https://www.aofm.gov.au/

Job Description

<https://www.aofm.gov.au/about/careers/current-opportunities>

Salary: \$78,914 to \$87,682 per annum plus 15.4% superannuation

We are seeking to fill a Business Support Officer and Executive to the CEO position within the Australian Office of Financial Management's (AOFM) Business Support Team for a period of approximately 12 months to cover a period of maternity leave.

The Business Support Officer and Executive Assistant to the CEO is a corporate role within the AOFM. This role will be accountable, under direction from the Manager – Business Support, for accounts payable/receivable processing, travel/other bookings, managing consumables, procurement/purchasing, arranging agency events, and general corporate administration duties. At times this role will also be required to provide support for facilities, communications, and human resource functions.

The position also includes the duties of the Executive Assistant to the CEO. These duties include diary management, managing clearance processes, and making travel/other bookings as required. The Executive Assistant to the CEO also plays a critical role in facilitating communication between the CEO and others within the organisation, and ensuring the CEO's time is managed effectively.

This role will include project work, and involve working on Senate Estimates and other government processes, under direction from senior team members. This role will also be expected to contribute to corporate reporting and record-keeping processes, build and

maintain strong stakeholder relationships, and provide advice on corporate processes to staff within the AOFM.

This role is expected to use sound judgement and deliver projects with limited oversight, with the ability to manage outputs and meet set timeframes. The Business Support Officer and Executive Assistant to the CEO role also requires a strong focus on delivering a high standard of service to internal clients, strong written and verbal communication skills, and the ability to take initiative to resolve issues.

Duties

The work of the Business Support Officer and EA to the CEO will vary depending on business needs but it is expected that key activities will include:

- Calendar and clearance process management for the CEO.
- Liaising with stakeholders as required to set and manage meetings on behalf of the CEO.
- Actively identifying and implementing opportunities to manage the time of the CEO more effectively.
- Managing all tasks associated with accounts payable include invoice processing and vendor maintenance.
- Managing data entry tasks associated with accounts receivable such as raising invoices on request and receipting payments.
- Reconciliation of credit accounts.
- Simple procurement and purchasing processes, record-keeping, register maintenance.
- Payroll processing and booking and managing travel for all staff within the AOFM.
- Facilities, human resources, and communications support as agreed by the Manager – Business Support.
- Administrative duties as required to support the work of the broader team.
- Assisting with preparations for Senate Estimates and other government processes.
- Assisting with corporate reporting as directed.
- Preparing and maintaining procedural documentation.
- Project management, including arranging events.
- Building and maintaining strong internal and external relationships, particularly with corporate staff within the Treasury.
- Other duties as directed.

Capabilities:

We are looking for a high-performing team member with experience working in an administrative role in a team environment, with the demonstrated ability to build and maintain strong stakeholder relationships.

Other qualities that will be an advantage:

- Experience as an Executive Assistant or managing calendars.
- Experience learning and using new systems in an office environment.

Eligibility

- Citizenship – applicants must be an Australian Citizen.
- Security Clearance – positions at AOFM require a Baseline security clearance.
- Other checks – successful applicants are required to undergo a mandatory Australian Federal Police Check and other checks to confirm their suitability for employment.

The AOFM will make arrangements to establish a security clearance and arrange suitability checks for successful candidates.

We encourage applications from the Australian community including Aboriginal and Torres Strait

Islander people, people of all ages, people from culturally and linguistically diverse backgrounds, and people with disability.

We will accommodate requests for reasonable adjustment for people with disabilities to assist in the application and interview process. **Notes**

About our team:

The Business Support Team, within the Office of the CEO, manages a range of corporate functions for the AOFM, including payroll, travel, corporate reporting, facilities, and recruitment. The team also provides secretariat support to the Executive Leadership Group and Operations Committee. The team also provides administrative support to the Manager – Human Resources and the Manager – Communications. As a small team with broad responsibilities, each role within the team is varied with incumbents expected to be flexible and responsive to changing priorities.

What you'll gain from the experience:

This role provides the opportunity to work across a broad range of corporate areas and use your stakeholder engagement skills to build relationships and deliver positive outcomes for the AOFM.

You will have the opportunity to develop and demonstrate administrative, project management, communication, and problem-solving skills while working closely with others in the team.

The AOFM also provides professional development opportunities and learning and development support to all staff.

About the Australian Office of Financial Management

The Australian Office of Financial Management (AOFM) is small specialised agency that plays a central role in the Australian financial markets. AOFM manages for Australia a portfolio of sovereign debt (as at 2023 some \$900 billion+) and a variety of financial assets (including the Structured Finance Support Fund and the Australian Business Securitisation Fund). AOFM ensures that the government's expenditure obligations are able to be met at all times. AOFM staff ensure that budget financing needs are delivered cost effectively without undue risk. The AOFM operates within global financial markets in order to effectively achieve AOFM's financing and portfolio management responsibilities.

To Apply

Position Contact	Rebecca Pigram, 02 62631111
Agency Recruitment Site	https://www.aofm.gov.au/about/careers/current-opportunities

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