



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS50 Daily Gazette Thursday - 12 December
2024.pdf**

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APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS50 Weekly Gazette Thursday - 12 December 2024.pdf.

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

These Vacancies Daily will also appear in the Gazette PS50 Weekly Gazette Thursday - 12 December 2024.pdf.

Gazette Lodgement Inquiries

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Vacancies

Vacancy VN-0752508

Australian Skills Quality Authority (ASQA)

Closing Date:Wednesday 08 January 2025

Integrity Group
Investigations & Integrity

Job Title	Senior Investigator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	\$93,037 - \$101,022
Future Merit Locations	Canberra, Brisbane, Sydney, Melbourne, Hobart, Adelaide, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Working from home options available.
Classification	APS Level 6
Position Number	Several
Agency Website	https://www.asqa.gov.au/

Job Description

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

Who we are
We are Australia's National Vocational Education and Training (VET) regulator.

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

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

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

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

Duties

About the Opportunity

ASQA's Integrity Unit was formed in late 2023, following the Government's announcement to build on and enhance our existing capacity to prevent and detect threats to the integrity of VET, to deter and disrupt illegal behaviour and the exploitation of vulnerable students.

We are seeking a **Senior Investigator**, who will work in the Investigations and Enforcement team within the Integrity Unit, planning, implementing and reporting on the effective and tactical use of ASQA's investigative and coercive powers, in cooperation with other regulators and law enforcement agencies, to deliver on ASQA's strategies to address threats to VET integrity.

Some of your key responsibilities will include:

- working closely with the ASQA Intelligence function, including assessing and investigating integrity matters and working in multidisciplinary teams to design and deploy tactical response and evidence collection plans
- leading or participating in investigations into deliberately non-compliant and allegedly fraudulent providers and persons of interest, including cases identified or referred by Government taskforces or partner agencies
- preparing briefs of evidence in accordance with Australian Government Investigations Standards and Commonwealth Director of Public Prosecutions guidelines and ensuring good administrative law decision-making principles are applied,
- liaising as an ASQA representative with the Commonwealth Director of Public Prosecutions (CDPP) regarding the prosecution of alleged offenders
- utilising authorised officer powers to gather evidence i.e. via unannounced site visits or the execution of warrants to support ASQA in undertaking administrative actions to disrupt providers impacting the integrity and reputation of VET.

Skills and experience

To succeed in this role, you will have:

- demonstrated experience in undertaking a wide range of investigations in a complex regulatory environment including the use of enforcement tools and options
- a demonstrated understanding of the impact of coercive powers relating to investigations and enforcement actions
- strong analytical thinking skills including the capacity to identify high quality evidence, and to evaluate options, benefits and risks
- a high level of attention to detail and strong organisational skills, including the ability to deliver high quality outcomes on time
- the ability to work independently when required, showing confidence, initiative and drive
- highly developed oral and written communication skills including the ability to explain technical information clearly and concisely to others
- a collaborative approach to working with others and the ability to resolve problems and negotiate solutions with stakeholders.

Mandatory:

- Experience (3+ years) working in a government regulatory environment or law enforcement.
- Understanding of the Australian Government Investigations Standards.
- Certificate IV in Government Investigations or equivalent police/law enforcement qualifications.
- Availability to travel, involving overnight stays.

Desirable:

- Understanding of Vocational Education and Training (VET) in Australia including the regulatory framework.

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

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

What we offer

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

You will have access to:

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

Benefits of working in the APS

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

Eligibility

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

Notes

How to apply

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

*It is important that you review the **Position Description** for more information on the role before you apply.*

Please include the following in your application:

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

When preparing your two-page pitch and resume, you should consider the relevant duties, selection criteria, skills, values and attributes required for the role, as outlined above and in the **Position Description**. You will need to demonstrate your capability against the [APS 6 Work Level Standards](#) in the APS Integrated Leadership System (ILS).

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

If you have questions about this exciting opportunity, please contact **Stephanie Clayton, A/g Director, Investigations and Enforcement** via stephanie.clayton@asqa.gov.au

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

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

Applications close: Wednesday, 8th January 2025 @11:30pm (AEDT)

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

About the Australian Skills Quality Authority (ASQA)

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

To Apply

Position Contact	Stephanie Clayton, stephanie.clayton@asqa.gov.au
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0752537

Australian Skills Quality Authority (ASQA)

Closing Date:Wednesday 08 January 2025

Integrity Group
Investigations & Enforcement

Job Title	Investigator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Sydney NSW, Canberra ACT, Hobart TAS, Perth WA
Salary	\$81,855 - \$87,572
Future Merit Locations	Adelaide, Brisbane, Sydney, Canberra, Hobart, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Work from home options available.
Classification	APS Level 5
Position Number	59226
Agency Website	https://www.asqa.gov.au/

Job Description

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

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Why we do it

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

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

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

Duties

About the Opportunity

ASQA's Integrity Unit was formed in late 2023, following the Government's announcement to build on and enhance our existing capacity to prevent and detect threats to the integrity of VET, to deter and disrupt illegal behaviour and the exploitation of vulnerable students.

We are seeking an **Investigator**, who will work in the Investigations and Enforcement team within the Integrity Unit, planning, implementing and reporting on the effective and tactical use of ASQA's investigative and coercive powers, in cooperation with other regulators and law enforcement agencies, to deliver on ASQA's strategies to address threats to VET integrity.

Some of your key responsibilities will include:

- working closely with the ASQA Intelligence function, including assessing and investigating integrity matters and working in multidisciplinary teams to design and deploy tactical response and evidence collection plans
- supporting investigations into deliberately non-compliant and allegedly fraudulent providers and persons of interest, including cases identified or referred by Government taskforces or partner agencies
- supporting the preparation of briefs of evidence in accordance with Australian Government Investigations Standards and Commonwealth Director of Public Prosecutions guidelines and ensuring good administrative law decision-making principles are applied, including by writing quality briefs, reports, and statements of reasons to impose administrative sanctions
- utilising authorised officer powers to gather evidence i.e. via unannounced site visits or support the execution of warrants to support ASQA in undertaking administrative actions to disrupt providers impacting the integrity and reputation of VET
- where applicable, investigating the conduct of non-registered training organisations (e.g. related entities) where they have influence over training quality and delivery, and where appropriate pass this intelligence on to the relevant agency or regulator
- providing insights from activities to feed into the development of tools and resources, and initiatives that support VET providers to strengthen their fraud prevention and control capabilities.

Skills and experience

To succeed in this role, you will have:

- a sound knowledge of, or the ability to rapidly acquire knowledge of, the legislative framework in which ASQA operates
- demonstrated experience in supporting a wide range of investigations in a complex regulatory environment including the use of enforcement tools and options
- an understanding of the impact of coercive powers relating to investigations and enforcement actions
- analytical thinking skills including the capacity to identify high quality evidence, and to evaluate options, benefits and risks

- attention to detail and strong organisational skills, including the ability to deliver quality outcomes on time
- a demonstrated ability to confidently present information (oral and written) in a clear, concise and articulate manner
- proven ability to work collegially and to build and sustain positive professional relationships.

Mandatory

- Experience working in a Government regulatory environment or law enforcement.
- Availability to travel, involving overnight stays.
- Certificate IV in Government Investigations, or a willingness to obtain within a 12 month period.

Desirable

- An understanding of the Australian Government Investigations Standards or the principles of good regulatory practice or experience working in the Vocational Education and Training sector in Australia with an understanding of the regulatory framework.

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

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

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Eligibility

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Notes

How to apply

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

Please include the following in your application:

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

When preparing your two-page pitch and resume, you should consider the relevant duties, selection criteria, skills, values and attributes required for the role, as outlined above and in the Position Description. You will also need to demonstrate your capability against the [APS 5 Work Level Standards](#) in the APS Integrated Leadership System (ILS).

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

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To Apply

Position Contact	Stephanie Clayton, stephanie.clayton@asqa.gov.au
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0752532

Job Title	Deputy Director – Cyber, Technology & Security Program
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	-
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1;Executive Level 2
Position Number	ASPI
Agency Website	https://www.aspi.org.au

Job Description

[aspi.org.au](https://www.aspi.org.au)

ASPI Deputy Director – Cyber, Technology & Security Program

- ASPI is looking for an exceptional and experienced leader to advance our Cyber, Technology & Security (CTS) Program, focusing on critical issues at the intersection of cyber policy, emerging technologies, and national security.
- This role will works closely with the CTS leadership team and reports directly to the CTS Director.
- Join one of the world's top-performing and most influential national security think tanks.
- Contribute to a dynamic program tackling some of the most pressing cyber and technology challenges of our time.
- Be part of a progressive organisation with a supportive and collaborative culture.

About ASPI

ASPI is an independent, non-partisan think tank that produces expert and timely advice for strategic, defence and policy leaders and decision makers. ASPI is one of the most authoritative

and widely quoted contributors to public discussion of strategic policy issues in the Indo-Pacific region and a recognised Australian voice in international discussion on defence, strategic, national security, cyber, critical technology, climate and foreign interference issues.

About the Role

ASPI is seeking a talented leader for the Deputy Director of Cyber, Technology & Security (CTS) Operations. This is an exceptional opportunity to contribute to one of the Indo-Pacific's leading think tanks, focused on advancing policy and research at the intersection of cyber, technology, and national security.

The CTS Program is ASPI's largest program, and includes ASPI's China Investigations and Analysis team. CTS spans cyber and critical infrastructure security, critical and emerging technologies, national resilience and social cohesion, and hybrid threats. This includes disinformation, economic coercion and other 'grey zone' threats. In an era where the urgent tends to consume the important, and short-term consumes the long-term, CTS is globally recognised for independent, expert and evidence-based research that:

- identifies emerging issues beyond the horizon—particularly those at the intersection of technology and security.
- builds resilience through new adaptive responses and policies—leveraging partnerships across societies and international like-minded counterparts.
- fosters innovation by illuminating risks to intellectual property and critical and emerging technology—supporting strengthened due diligence.

Reporting to the Director, this position will play a hands-on role—working across the CTS program, and ASPI more broadly—in securing grant funding, driving project execution, ensuring high standards in report production, and supporting associated strategic partnerships. This position would benefit from a track record in grant and partnership management, and experience managing complex, multi-stakeholder projects. Experience with the integration of AI into business processes is preferred.

The Deputy Director will play a key role in driving the evolution of the CTS program, ensuring the delivery of high-quality research and engaging with external partners to extend the program's influence. The role will involve overseeing research development, managing grant-funded projects, and contributing to strategic direction and funding strategies.

This role suits a leader passionate about cyber, technology, and security issues, who thrives in managing small teams, building relationships, and delivering impactful research and events. We are looking for a leader who is collaborative, energetic, and skilled in stakeholder management and strategic project delivery.

Duties

Duty Statement

The Deputy Director will:

1. Grant Proposal Development

- Collaborate with the Director and research teams to identify and prioritize funding opportunities that align with CTS' mission in cyber, technology, and security.
- Lead the drafting and submission of targeted, high-calibre grant proposals, managing timelines and coordinating input from cross-functional teams.
- Develop compelling narratives, oversee budgeting, and ensure proposals meet the technical and compliance requirements of funding bodies.
- Build relationships with government, foundation, and private-sector funders, especially those focused on cyber and technology.

2. Editorial Oversight and Quality Control

- Oversee the development, editing and production of project-related reports, white papers, and policy briefs, ensuring technical accuracy, clarity, and quality.
- Work with research teams to distill complex topics in cybersecurity and technology policy into accessible content tailored to target audiences.
- Coordinate with communications and design teams to ensure that publications meet brand and quality standards, and oversee their dissemination.

3. Partnership Management

- Support the Director in cultivating and managing relationships with key partners in technology, academia, government, and industry.
- Identify and pursue opportunities to expand partnerships that enhance the think tank's impact and align with its strategic priorities.
- Collaborate on joint initiatives with partners, ensuring that objectives, timelines, and resources are well-coordinated.
- Represent the think tank in external meetings and events, strengthening its network and influence within the cyber and technology communities.

4. Strategic Development and Leadership

- Assist the Director in developing and refining strategies for grant acquisition, project execution, and partnership development to advance ASPI's mission.
- Develop and refine business tools, including incorporating the AI into business processes and adapting associated policies.
- Contribute to the strategic planning process, helping to identify research priorities and resource needs in cyber, technology, and security.
- Provide mentorship and guidance to junior staff and interns involved in grant writing, project management, and partnership coordination.

Eligibility

Essential Criteria:

- Experience in grant writing, project management, partnership development, and editorial oversight in think tanks, government, academia, or technology sectors.
- Expertise in cybersecurity and emerging technologies, with an understanding of the funding landscape, including federal grants, corporate sponsorships, and private foundations.
- Strong conceptual and strategic thinking abilities, with a demonstrated capacity to align projects with global and regional priorities.
- Demonstrated ability to manage complex, multi-stakeholder projects and partnerships in the technology or national security space.
- Strong writing and editing skills, capable of translating technical material into engaging and clear content.
- Familiarity with AI tools and processes to enhance organisational capabilities.
Experience in financial management.
- Proven interpersonal and leadership skills, with the ability to work collaboratively within a multidisciplinary environment.
- Strong domestic and international networks across government, industry, and academia.
- Integrity and a commitment to maintaining ASPI's non-partisan and independent ethos.

Notes

Desired criteria:

- Prior and relevant think-tank or government experience in relevant fields.
- Proficient in project management tools and experienced in budgeting and financial reporting for grants.
- Experience with media interviews and other public speaking engagements.

- Comfort working in a dynamic and fluid budgetary environment.

Remuneration will be competitive and commensurate with experience.

ASPI has headquarters in Canberra, Australia and an office in Washington DC, USA. This role is Canberra-based.

How to Apply

1. Please refer to the position description.
1. All applications should be submitted to ***jobs@aspi.org.au*** including the following documents:
 - Cover letter (addressing the selection criteria on the Position Description)
 - Resume/CV including two current referee contact details.

ASPI promotes a workplace that actively seeks to include, welcome and values unique contributions of all people. The Institute strongly encourages women and people from diverse cultural backgrounds including applicants from Aboriginal and Torres Strait Islander backgrounds to apply.

The closing date for applications is **Friday, 17 January 2025** – an early application is advised as we reserve the right to close the vacancy early if suitable applications are received.

About the Australian Strategic Policy Institute

The Australian Strategic Policy Institute (ASPI) is an independent, non-partisan think tank that produces expert and timely advice for Australia's strategic and defence leaders. The Institute's work helps to foster strategic expertise in Australia through dialogue, research and its contribution to public debate.

To Apply

Position Contact	Branka Hage, 02 6270 5110
Agency Recruitment Site	aspi.org.au

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Vacancy VN-0752534

Australian Strategic Policy Institute

Closing Date:Friday 17 January 2025

Job Title	Analyst – Hybrid Threats – Cyber, Technology & Security Program
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	-
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4;APS Level 5
Position Number	ASPI
Agency Website	https://www.aspi.org.au

Job Description

[aspi.org.au/jobs](https://www.aspi.org.au/jobs)

ASPI Analyst – Hybrid Threats – Cyber, Technology & Security Program

- ASPI is seeking a motivated and talented individual to join our Cyber, Technology & Security (CTS) Program as an Analyst – Hybrid Threats, focusing on critical issues related to disinformation, foreign interference, and emerging security challenges in the Indo-Pacific region.

- This role is a key research position, working closely with the Senior Analyst – Hybrid Threats and the broader CTS team.
- Join one of the world's top-performing and most influential national security think tanks.
- Contribute to a dynamic program addressing hybrid threats, including information operations, election integrity, economic coercion, foreign interference and critical infrastructure resilience.
- Be part of a progressive organisation with a supportive and collaborative culture, fostering innovation in research and policy development.

About ASPI

ASPI is an independent, non-partisan think tank that produces expert and timely advice for strategic, defence and policy leaders and decision makers. ASPI is one of the most authoritative and widely quoted contributors to public discussion of strategic policy issues in the Indo-Pacific region and a recognised Australian voice in international discussion on defence, strategic, national security, cyber, critical technology, climate and foreign interference issues.

About the Role

ASPI is seeking a motivated and detail-oriented individual to join the Cyber, Technology & Security (CTS) program as an Analyst – Hybrid Threats. This is an exciting opportunity to contribute to one of the Indo-Pacific's leading think tanks, focused on advancing policy and research on hybrid threats, disinformation, and emerging security challenges.

The Analyst will work closely with the Senior Analyst – Hybrid Threats and the broader CTS team, supporting policy-oriented research, stakeholder engagement, and capacity-building initiatives. This role involves contributing to the analysis of hybrid threats and information manipulation, including election integrity, resilience of critical technologies, and cybersecurity.

ASPI regularly collaborates with the Australian government, international partners, the private sector, and civil society. The Analyst will play a vital role in supporting research projects, writing reports, and engaging with stakeholders to address pressing hybrid threats in the Indo-Pacific region.

The CTS program focuses on key issues such as disinformation, foreign interference, and resilience-building for critical technologies and infrastructure. These efforts are achieved through rigorous research, policy briefs, public events, and expert commentary. The Analyst will assist in advancing this mission, contributing to the delivery of high-quality outputs and supporting external engagements.

This role is ideal for an early-career professional passionate about hybrid threats, cybersecurity, and technology-enabled security challenges. The Analyst will thrive in a collaborative environment, working with senior colleagues and external partners to produce impactful research and events.

Duties

Duty Statement

The Analyst – Hybrid Threats will work closely with the Senior Analyst – Hybrid Threats and the ASPI Cyber, Technology & Security (CTS) team under the direction of the Director. Key responsibilities include:

1. Research and Analysis

- Support research on hybrid threats in the Indo-Pacific, focusing on disinformation, foreign information manipulation, election integrity, and critical technology resilience.
- Assist in analysing regional threat-sharing and resilience models to inform policy recommendations.
- Contribute to the drafting of policy-relevant reports, decision briefs, and presentations tailored to various audiences.

2. Stakeholder Engagement and Capacity Building

- Assist the Senior Analyst in building and maintaining relationships with regional stakeholders, including governments, think tanks, and private-sector entities.
- Support the planning and execution of multi-stakeholder consultations, workshops, and training sessions.
- Represent ASPI in forums and meetings, contributing to discussions on hybrid threats.

3. Project Development and Support

- Collaborate with the Senior Analyst on designing and developing the business model and operational concept for the Indo-Pacific Hybrid Threats Centre.
- Provide administrative and research support for ongoing projects, ensuring timelines and deliverables are met.
- Contribute to drafting funding proposals and engaging with potential funders alongside the Senior Analyst.

4. Team Collaboration

- Work closely with the Senior Analyst and other team members to develop innovative approaches to hybrid threat analysis and response.
- Provide input on research methodologies and outputs to maintain ASPI's standards for rigorous, non-partisan analysis.
- Engage in regular team discussions to ensure alignment with ASPI's strategic priorities.

Eligibility

Essential criteria:

- Demonstrated interest or experience in hybrid threats, disinformation, foreign interference, or related security issues.

- Familiarity with Indo-Pacific security dynamics, particularly non-traditional security challenges.
- Ability to work effectively in a team environment, contributing to joint projects and research initiatives.
- Strong writing and verbal communication skills, with the ability to distil complex topics into clear, concise content.
- Proven ability to manage multiple tasks, meet deadlines and maintain attention to detail.
- Capacity to adjust to changing priorities and work in a fast-paced environment.

Desired criteria:

- Experience assisting in stakeholder engagement or capacity-building activities.
- Interest in technology-enabled security challenges, such as cybersecurity or critical infrastructure resilience.
- Familiarity with research tools, data analysis, or managing datasets.
- Experience drafting policy briefs, reports, or other high-quality written outputs.

Remuneration will be competitive and commensurate with experience.

ASPI has headquarters in Canberra, Australia and an office in Washington DC, USA. This role is Canberra-based.

Notes

How to Apply

1. Please refer to the position description.
1. All applications should be submitted to ***jobs@aspi.org.au*** including the following documents:
 - Cover letter (addressing the selection criteria on the Position Description)
 - Resume/CV including two current referee contact details.

ASPI promotes a workplace that actively seeks to include, welcome and values unique contributions of all people. The Institute strongly encourages women and people from diverse cultural backgrounds including applicants from Aboriginal and Torres Strait Islander backgrounds to apply.

The closing date for applications is **Friday, 17 January 2025** – an early application is advised as we reserve the right to close the vacancy early if suitable applications are received.

About the Australian Strategic Policy Institute

The Australian Strategic Policy Institute (ASPI) is an independent, non-partisan think tank that produces expert and timely advice for Australia's strategic and defence leaders. The Institute's work helps to foster strategic expertise in Australia through dialogue, research and its contribution to public debate.

To Apply

Position Contact	Branka Hage, 02 6270 5110
Agency Recruitment Site	aspi.org.au/jobs

This notice is part of the electronic Public Service Gazette PS50 Daily Gazette Thursday - 12 December 2024.pdf Published by Australian Public Service Commission.

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Vacancy VN-0752539

Job Title	Researcher/Analyst/Senior Analyst - Defence Strategy
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	-
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 6;Executive Level 1;Executive Level 2
Position Number	ASPI
Agency Website	https://www.aspi.org.au

Job Description

<https://www.aspi.org.au/jobs-at-ASPI>

(Senior) Analyst /Project Manager – Defence Strategy

- Join ASPI's defence strategy team focused on military capability and strategy, Australia's defence policy and security challenges in the Indo-Pacific.
- ASPI is looking for an excellent senior analyst/analyst/researcher to join its defence strategy team.
- Join one of the world's top performing and most influential defence and national security think tanks.
- Join a progressive and supportive organisation with an engaging, supportive and collaborative organisational culture.

About ASPI

ASPI is an independent, non-partisan think tank that produces expert and timely advice for strategic, defence and policy leaders and decision makers. ASPI is one of the most authoritative and widely quoted contributors to public discussion of strategic policy issues in the Indo-Pacific region and a recognised Australian voice in international discussion on defence, strategic, national security, cyber, critical technology, climate and foreign interference issues.

The Role

There are a small number of potential roles available in ASPI's Defence Strategy Program, across multiple levels including researcher, analyst and senior analyst.

This is an exceptional opportunity for talented individuals to contribute to the work of Australia's leading think tank on defence and strategic policy issues.

We are looking for individuals who have expertise on one or more of the following topics:

- Defence policy and military strategy in the Australian context
- Defence capability – Australia and the region
- Regional security issues
- Australian and regional defence capability development, force structure, acquisition and industry
- Defence economics and budgeting
- Defence technology

Duties

1. Senior analysts

Senior analysts usually have a minimum of 12 years relevant work experience. In consultation with the Director - Defence Strategy and other senior staff, senior analysts:

- Produce high quality research reports, short-form analysis pieces, podcasts and other outputs which contribute to ASPI's research priorities
- Project manage high-quality research reports, including pitching projects, managing project budgets and the peer review process, and working with the communications team to promote reports
- Engage with stakeholders and manage relationships across governments, industry and civil society
- Represent ASPI in the public debate, including media, and at public events
- Assist in the planning and conduct of conferences, dialogues, workshops and other events
- Support the Director in fundraising and developing major initiatives, including grant applications and pitching projects to potential stakeholders
- Identify opportunities to collaborate with other think tanks, in Australia and globally, including for 1.5 track dialogues and joint project initiatives
- Contribute to a positive workplace culture that includes supporting and mentoring analysts, researchers and secondees
- Other duties as directed in support of ASPI's objectives

1. Analysts

Analysts usually have a minimum of 5-7 years relevant work experience. In consultation with the director and senior staff within the Defence Strategy program, analysts:

- Contribute to high quality research reports, short-form analysis pieces, podcasts and other outputs which contribute to ASPI's research priorities
- Assist with project management of research projects, including pitches, budgets, peer review and communications
- Assist in the planning and conduct of conferences, dialogues, workshops and other events
- Engage with stakeholders across governments, industry and civil society
- Support senior staff in fundraising and developing major initiatives and project proposals, including assisting with grant applications
- Coordinate research and project activities

- Represent ASPI in the public debate and at public events.
- Other duties as directed in support of ASPI's objectives

1. Researchers

Researchers usually have a minimum of 2 years relevant work experience. In consultation with senior staff within the Defence Strategy and National Security Program researchers:

- Contribute to high quality research reports
- Contribute written analysis to ASPI's commentary site *The Strategist* and other media outlets
- Engage with stakeholders across governments, industry and civil society
- Assist in the planning and conduct of seminars and other events
- Coordinate research and project activities
- Represent ASPI in public events

Eligibility

1. Senior analysts

Senior analysts usually have a minimum of 12 years relevant work experience. In consultation with the Director - Defence Strategy and other senior staff, senior analysts:

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Notes

How to Apply

1. Please refer to the position description attached.
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 - Resume/CV including two current referee contact details.

ASPI promotes a workplace that actively seeks to include, welcome and values unique contributions of all people. The Institute strongly encourages women and people from diverse cultural backgrounds including applicants from Aboriginal and Torres Strait Islander backgrounds to apply.

The closing date for applications is 15 January 2025 – an early application is advised as we reserve the right to close the vacancy early if suitable applications are received.

About the Australian Strategic Policy Institute

The Australian Strategic Policy Institute (ASPI) is an independent, non-partisan think tank that produces expert and timely advice for Australia's strategic and defence leaders. The Institute's work helps to foster strategic expertise in Australia through dialogue, research and its contribution to public debate.

To Apply

Position Contact	Branka Hage, 02 6270 5110
Agency Recruitment Site	https://www.aspi.org.au/jobs-at-ASPI

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Vacancy VN-0752497

Department of Finance

Closing Date:Wednesday 08 January 2025

Governance and Grants

Job Title	Product Owner, Transparency Portal
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$122,240 - \$148,030
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	2024/298
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE TEAM

The Digital Reporting Team sits within the PGPA and Digital Reporting Branch in the Governance and Grants Division. The team is responsible for the Transparency Portal, a whole of government data repository that collects all key reporting data under the Commonwealth Performance Framework. The team also advises all Commonwealth entities and companies on their annual reporting requirements under the *Public Governance, Performance and Accountability Act 2013*.

Duties

THE OPPORTUNITY

The role will act as Product Owner for the Transparency Portal and associated Digital Annual Report Tool. The Product Owner is the primary point of contact in Finance with the supplier and software provider. It has a key decision making role and prioritises the building of features in the Transparency Portal and resolves issues with the product. It also answers queries from entities on policy issues affecting annual reporting requirements under the *Public Governance, Performance and Accountability Act 2013*.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

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

About the Department of Finance

As a central agency of the Australian Government, the Department of Finance (Finance) plays an important role in assisting government across a wide range of policy areas to ensure its outcomes are met. Finance supports the government's ongoing priorities through the Budget process and fosters leading practice through the public sector resource management, governance and accountability frameworks. Finance plays a leading role in advising the government on many of its strategic priorities. We do this through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	Robyn McLeod, 0262152938
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0752538

Legal

Job Title	Manager, Legal
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Minimum 3 days in the office (Tuesday & Wednesday mandatory)
Classification	APS Level 6
Position Number	JR100161
Agency Website	www.futurefund.gov.au

Job Description

https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

Reporting to a Director, Legal, the Manager, Legal will be responsible for assisting the Legal team to provide high quality legal advice and services on all matters relating to the organisation’s investment, operations and related business activities. The role has a particular focus on Australian and offshore structured commercial transactions including fund investments, co-investments, joint ventures, direct investments, reconstructions and disposals across a range of asset classes in both public and private markets. The Manager, Legal will work with the General Counsel, Head of Legal and Directors of Legal to ensure the organisation’s investment, operations and business activities are conducted in line with international best practice, within the limits prescribed by applicable law and that the organisation’s rights are fully protected through the provision of legal advice and services.

Key Tasks & Responsibilities

Legal Advice and Service

- Provide timely, commercial legal advice and support to the organisation on a range of commercial investment and other transactional arrangements and issues

- Manage legal aspects of the implementation of public and private markets investment transactions, including the negotiation of transaction terms
- Coordinate aspects of the organisation's investment management agreements framework
- Review, draft and negotiate the organisation's commercial contracts including consultancy and other services agreements and operational contracts and arrangements
- Work with senior members of the Legal team to manage legal risk in accordance with relevant risk appetites including through contributing to internal training
- Liaise with external counsel in relation to the legal aspects of the organisation's investment, operations and related business activities
- Monitor proposed and new legislation and regulatory developments which may affect the organisation's activities
- Ensure compliance with the Commonwealth Legal Services Directions and all applicable laws as well as relevant organisational policies, procedures and positions
- Work with the Head of Legal to drive continuous improvement of the Legal team function including developing and updating precedents, legal policies, procedures, guidelines and positions
- Participate in, and contribute to, projects or initiatives of strategic importance to the Legal team and the organisation as required

Relationship Management

- Work with senior members of the Legal team to develop and manage relationships with external lawyers and other professional advisors, including monitoring and managing legal fees expenditure and promoting efficiencies in the sourcing and use of external legal services
- Proactively support other Legal team members in their roles and contribute to a collaborative work environment
- Develop and maintain strong working relationships with key internal and external stakeholders and peers

Duties

Skills and Competencies

Qualifications

- A law degree from an Australian tertiary institution or other legal qualification recognised for the purpose of admission to legal practice in Victoria or another State of Australia is essential
- Admitted to practice in Victoria or another State of Australia as a solicitor and be currently eligible to hold a Victorian legal practising certificate

Experience

- A commercial transactional lawyer with significant experience gained from a major commercial law firm and/or in-house in a high-quality commercial organisation advising on complex structured transactions ideally with either or both global investment and funds management law experience
- Excellent drafting and negotiation skills
- Demonstrated legal risk assessment and management experience
- Demonstrated ability to build and manage relationships and to work in partnership with others
- Demonstrated ability to not only provide legal input into matters, but to also add value from a solutions-focused, strategic, business point of view

Attributes

- Has excellent interpersonal and communication skills including the ability to liaise with stakeholders at all levels
- Is able to build relationships, engage effectively in a team and demonstrate leadership where appropriate
- Is able to adapt to a busy and constantly evolving environment and manage time accordingly
- Shows initiative and is committed to striving to perform above and beyond expectation
- Demonstrates strong collaboration skills and actively contributes to shared goals
- Demonstrates a willingness to undertake tasks driven by stakeholder needs and team workloads
- Is commercially minded and solutions driven
- Has high attention to detail, is methodical and can follow issues through to completion
- Has a continuous improvement mindset and best practice attitude
- Has a mature, calm demeanour which is maintained under pressure

Eligibility
Notes

Please note that this opportunity is only available to Australian Public Service employees

About the Future Fund Management Agency

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

To Apply

Position Contact	Chris Groves, 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0752529

Job Title	APS 5 - Digital Coordinator, Education
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$81,407 - \$87,572
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible option may be negotiated with successful candidate
Classification	APS Level 5
Position Number	105029
Agency Website	

Job Description

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

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

Duties

The Library is seeking to fill an ongoing **APS 5 Digital Coordinator, Education** role in the Community Engagement Section of the Engagement Branch.

This is an exciting role for the right candidate. We are seeking a passionate educator with advanced multimedia production skills that can be used to create and deliver online learning activities for all Australians. An enthusiastic communicator, you will work in a team to deliver our proven on-site education programs for schools and teachers. You will also be at ease facilitating online webinars, interviews, and creating multimedia education materials that will help all Australians to engage with our collection.

Candidates with demonstrated, 'hands-on' multimedia production skills such as scripting, filming/recording, editing and AV production will be highly regarded.

Eligibility

To succeed in this role you will possess tertiary qualifications in Education, or equivalent experience.

The preferred candidate will be required to successfully undergo a police record check and will be required to apply for and secure a Working With Vulnerable People (WWVP) registration.

Notes

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

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

About the National Library of Australia

To Apply

Position Contact	Karlee Baker, (02) 62621289
Agency Recruitment Site	https://nla.nga.net.au/cp

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Vacancy VN-0752472

National Offshore Petroleum Safety and
Environmental Management Authority (NOPSEMA)

Closing Date:Sunday 05 January 2025

Corporate and Business Transformation
Perth Digital Transformation

Job Title	Senior Business Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$110,250 - \$123,861
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	APS Level 6
Position Number	13512
Agency Website	https://www.nopsema.gov.au/

Job Description

<https://www.nopsema.gov.au/about/careers>

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred.

NOPSEMA also administers the functions of the Offshore Infrastructure Regulator (OIR), for the offshore renewables industry. This includes the regulation of work health and safety, infrastructure integrity, and environmental management for offshore renewable energy infrastructure activities.

Working with NOPSEMA provides an opportunity to make a real difference to people working in Australia's offshore energy industry.

Role:

NOPSEMA is recruiting an experienced Senior Business Analyst to join its Digital Transformation Team, based in our Perth Office.

The Senior Business Analyst supports the development and implementation of digital strategies, policies, frameworks and platforms by undertaking research and analysis from a NOPSEMA regulatory and business perspective and manages and coordinates projects to deliver desired outcomes for the Digital Transformation Program (DTP).

Why work for NOPSEMA?

As a highly skilled, agile and competent regulator, our people are our number one asset. NOPSEMA offers highly competitive remuneration packages, five weeks annual leave, 18 personal leave days per annum, 15.4% superannuation contribution and flexible working arrangements.

Guided by our values of professionalism, ethics, independence and leadership the decisions we make and the actions we take affect individuals, businesses, communities and the environment. Our people can make a difference. Grow your career in the offshore energy sector. Be a part of Australia's future and apply today.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability are encouraged

to apply.

If you are an experienced business analyst, apply now and take the next step in your career with this exciting opportunity.

Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.

Please note this recruitment process will be valid for a period of 18 months and may be used to fill ongoing and non-ongoing positions within the Australian Public Service at this level or similar that arise over the 18-month period.

Duties

Key Responsibilities:

The Senior Business Analyst will undertake analysis of a range of business, ICT and operational issues and present results to assist the Agency in its decision making.

You will gather and document requirements, identify business needs and collaborate with stakeholders to implement solutions that align with the Agency's strategic objectives.

The successful candidate will build, create and maintain process and data models to enhance business capability. You will also prepare high level reports and briefing papers, outlining options and recommendations for consideration by various stakeholders.

In this role, you will identify and manage risks and issues relating to project activities, also you will develop business cases and benefits realisation.

What are we looking for?

We are seeking a Senior Business Analyst with the following attributes:

1. Demonstrated experience in ICT business analysis, problem solving, issue analysis, formulation of options and implementation of solutions in a large government or corporate environment.
2. Demonstrated experience of project delivery in a complex structured environment using methodologies such as PRINCE2 and AGILE and frameworks such as SCRUM, Kanban and Lean.
3. Strong conceptual and analytical skills, with a proven ability to understand complex applications, user cases, workflows and identification of innovative solutions using structured methodologies such as RUP and frameworks i.e. UML.
4. Demonstrated knowledge of relevant ICT trends and emerging issues in relation to digitisation.
5. Ability to build productive working relationships with a range of stakeholders in various contexts, using exceptional communication, interpersonal and negotiation skills.
6. Highly developed verbal and written communication skills, with a proven ability to interpret and present complex information clearly, concisely and effectively.

A relevant tertiary qualification and eligibility for membership to a professional body in ICT is desirable.

Eligibility

You will be required to pass a pre-employment medical and maintain medical fitness.

You must pass and maintain a security clearance to the level 'Baseline'.

Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including national police clearance and declaration of conflict of interest.

NOPSEMA staff are prohibited from trading in oil and gas resources and/or offshore renewable electricity sector shares.

This position is open to Australian citizens only.

Notes

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia's independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see nopsema.gov.au

To Apply

Position Contact	Human Resources Adviser, 08 6188 8853
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Agriculture, Water and the Environment

Vacancy VN-0752445

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 02 February 2025

Biosecurity Operations
Cargo and Conveyance Policy and Detection Capability Air Cargo Policy, Sea Cargo Policy and Strategic Engagement, Detection Technology (X-ray), Ports Policy, Military Policy and Risk Assurance and Industry Arrangements

Job Title	Senior Policy/Project Officer
Job Type	Full-Time, Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$91,944 - \$104,393
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2024/4854
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Cargo and Conveyance Policy and Detection Capability is responsible for determining, developing and enabling the strategies, regulatory frameworks, tactics and interventions that manage biosecurity and other risks within the transport and trade pathways into Australia. This pathway brings together how the department detects and responds to biosecurity risk and non-compliance, including through deploying surveillance and verification tools and capabilities such as detector dog teams and x-rays. The branch sets operational policy for the biosecurity clearance of all air and sea cargo, conveyances and ports, seasonal pests and policy assessment related matters.

The advertised positions are in the Air Cargo Policy, Sea Cargo Policy and Strategic Engagement, Detection Technology (x-ray), Ports Policy, Military Policy and Risk Assurance and Industry Arrangements sections. Please note that this recruitment process will initially be used to fill several ongoing vacancies in the sections listed above and that these roles may be able to be performed from any of the locations listed above. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Duties

The Job

The duties of the roles may include:

- Leading the delivery of project and process improvement activities.
- Contributing to the review of policy and regulatory frameworks including consideration of operational and legal requirements.
- Liaising with internal and external stakeholders including preparation of high-quality written correspondence.
- Managing projects, analysing data and preparing reports and other communication material.
- Leading secretariat functions for external consultative forums.
- Contributing to section governance including monitoring budget performance, analyse variances and provide recommendations for corrective actions.
- Cooperating with regulatory bodies to ensure compliance with all relevant legislation, codes of practice, and guidelines.

Eligibility

What we are looking for

Knowledge and experience

The successful applicants will have:

- Experience in developing policy and policy advice, and/or managing projects and programs.
- Experience applying project management tools and methodologies, and ability to self-organise and plan tasks to achieve outcomes.
- Experience in or ability to manage and support staff.
- Experience in working within a remote team environment.
- Knowledge of financial forecasting, budgeting and project accounting.
- Knowledge of the Public Governance, Performance and Administration Act 2013

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>

To Apply

Position Contact	Ben Rowntree, 0432888778
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0752435

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

Closing Date:Friday 27 December 2024

Parks Australia
Kakadu National Park & Cultural Heritage Office of the Chief Remote Pilot

Job Title	Assistant Director, Stakeholder Management Drone Operations
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	\$120,290 - \$129,379
Future Merit Locations	Canberra, Brisbane, Sydney
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Arrangements to work on site, from home some days each week, or remotely may be negotiated
Classification	Executive Level 1
Position Number	2024/3662
Agency Website	https://www.dcceew.gov.au/

The Office of the Chief Remote Pilot (OCRP) ensures the safe and compliant use of drones in accordance with Civil Aviation Safety Authority (CASA) regulations and Departmental policy whilst delivering business outcomes using drones across the Department. The Department operates drones throughout Australia and Antarctica to meet the outcomes and key activities of the Department's Corporate Plan. RPA are a foundational technology being used to:

- deliver innovative and expert advice to the Australian Government grounded in evidence and science
- undertake compliance and surveillance activities in carrying out regulatory functions
- engage and partner with First Nations Peoples in program delivery
- increase the efficiency of land management activities, contribute to visitor safety and infrastructure assessment in Commonwealth National Parks
- improve our staff's safety and wellbeing in operational settings.

This is an exciting opportunity to work with a highly innovative team that uplift drone use and capability across the Department and portfolio. The role will provide support to the Chief Remote Pilot in managing drone operations and will require liaising with internal and external stakeholders and strategic partners to deliver operational outcomes. You will facilitate and enable the use of drone across the department, ensure compliance with Civil Aviation Safety Authority regulations and assist in the planning, coordination and conduct of drone operations. The role will assist in managing and developing networks, managing diverse stakeholders and support governance and business management functions, including cost recovery and scheduling of delivery of work, developing MOUs and agreements, and the maintenance of complex procurements. The successful applicant will undertake work that is complex and operate independently under broad direction. **Duties**

- providing high level specialist technical and professional advice on the operation and implementation of drones across the department.
- managing and developing safety and quality assurance programs operating procedures and reporting to ensure ongoing drones regulatory and departmental policy compliance.
- providing oversight of the Drone Safety Management System and Senior Base Pilots.
- developing and interpreting complex policy to ensure the safe and effective use of drones across the department.
- provide guidance and expertise on WHS requirements for drone operations and represent the OCRP in relevant WHS forums.
- facilitating cooperation, developing and maintaining networks to achieving outcomes through relationships with a broad range of stakeholders and partners (e.g. other agencies, industry, relevant professional bodies and associations).
- supporting governance and business management functions including cost recovery and scheduling delivery of work, developing MOUs, agreements and project proposals, and maintenance of complex procurements.
- contributing to assessing the requirements for drone use cases in consultation with business areas in support of the Chief Remote Pilot and Director, Uncrewed Systems Capability.
- assisting in the management of corporate functions for the drone operations as needed.
- undertaking travel at times for the purposes of program activities, completing technology demonstrations, meetings with internal and external stakeholders and partners, and conferences.

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

Eligibility

- **Mandatory Qualifications**
 - Remote Pilot License (RePL) – Multirotor (<25KG)

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

Notes

We currently have one vacancy available for immediate filling in Brisbane, Canberra or Sydney. A merit pool for filling the same or similar position in the above-mentioned locations may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Isaac Palmer, 0499 938 557
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0752464

Job Title	Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$81,690 - \$89,615
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home some days each week may be negotiated
Classification	APS Level 5
Position Number	2024/3404
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=5A281D1B-5EB4-D2E1-D02F-DB5FF1856817>

Energy Modelling: The section is responsible for modelling Australia's energy systems through to 2050 using standard market tools such as PLEXOS, as well as bespoke models.

Energy Economics and Data: The Economic Insights team uses economic frameworks to conduct applied energy sector policy research and analysis. This includes monitoring key energy markets, working with advanced analytical tools and developing in-house economic analysis on various issues related to the energy transition.

Energy Statistics: The Energy Statistics and Analysis section aims to help people understand Australia's energy supply and use. We compile and publish Australia's official energy statistics and balances, meet Australia's international energy data reporting obligations, undertake energy market analysis, and provide information, advice and expertise on energy issues and data.

Energy Sector Plan: The section is responsible for the coordination and delivery of the Electricity and Energy Sector Plan, including:

- collaborating with relevant policy teams on existing policy measures and to develop and design additional policy measures; informed by requisite modelling and analysis,
- designing and delivering the stakeholder engagement, quantitative analysis and the communications plan for release of the Plan.

Duties

We have roles available in several teams, including those responsible for:

- modelling Australia's electricity, gas and transport sectors using industry standard and bespoke modelling tools such as PLEXOS

- conducting economic analysis and providing insights and foresights on current and emerging energy market dynamics and trends
- contribute to the forward-looking Electricity & Energy sector plan that outlines the role of energy sector in the economy’s transition to net zero by 2050
- analysing and communicating data on key indicators tracking Australia's energy transition.

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

Eligibility

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

Notes

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

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

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

To Apply

Position Contact	Justin Plant, 0423 876 808
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=5A281D1B-5EB4-D2E1-D02F-DB5FF1856817

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

Closing Date: Sunday 05 January 2025

National Energy Transformation
Office of Energy Economics Several

Job Title	Senior Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home some days each week may be negotiated
Classification	APS Level 6
Position Number	2024/3614
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=602A0D93-26DA-7B51-1466-DB5FF12D34C7>

Energy Modelling: The section is responsible for modelling Australia’s energy systems through to 2050 using standard market tools such as PLEXOS, as well as bespoke models.

Energy Economics and Data: The Economic Insights team uses economic frameworks to conduct applied energy sector policy research and analysis. This includes monitoring key energy markets, working with advanced analytical tools and developing in-house economic analysis on various issues related to the energy transition.

Energy Statistics: The Energy Statistics and Analysis section aims to help people understand Australia’s energy supply and use. We compile and publish Australia’s official energy statistics and balances, meet Australia’s international energy data reporting obligations, undertake energy market analysis, and provide information, advice and expertise on energy issues and data.

Energy Sector Plan: The section is responsible for the coordination and delivery of the Electricity and Energy Sector Plan, including:

- collaborating with relevant policy teams on existing policy measures and to develop and design additional policy measures; informed by requisite modelling and analysis,
- designing and delivering the stakeholder engagement, quantitative analysis and the communications plan for release of the Plan.

Duties

We have roles available in several teams, including those responsible for:

- modelling Australia’s electricity, gas and transport sectors using industry standard and bespoke modelling tools such as PLEXOS,
- conducting economic analysis and providing insights and foresights on current and emerging energy market dynamics and trends,
- contributing to the forward-looking Electricity & Energy sector plan that outlines the role of energy sector in the economy’s transition to net zero by 2050,
- analysing and communicating data on key indicators tracking Australia's energy transition.

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

Eligibility

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

Notes

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

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

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

To Apply

Position Contact	Justin Plant, 0423 876 808
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=602A0D93-26DA-7B51-1466-DB5FF12D34C7

Agriculture, Water and the Environment

Vacancy VN-0752467

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

Closing Date: Sunday 05 January 2025

National Energy Transformation
Office of Energy Economics Several

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$120,290 - \$129,379
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	The successful applicant will need to work on site
Classification	Executive Level 1
Position Number	2024/3615
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=ACB9B98F-8BB7-1482-3B54-DB5FF17F19D8>

Energy Modelling: The section is responsible for modelling Australia’s energy systems through to 2050 using standard market tools such as PLEXOS, as well as bespoke models.

Energy Economics and Data: The Economic Insights team uses economic frameworks to conduct applied energy sector policy research and analysis. This includes monitoring key energy markets, working with advanced analytical tools and developing in-house economic analysis on various issues related to the energy transition.

Energy Statistics: The Energy Statistics and Analysis section aims to help people understand Australia’s energy supply and use. We compile and publish Australia’s official energy statistics and balances, meet Australia’s international energy data reporting obligations, undertake energy market analysis, and provide information, advice and expertise on energy issues and data.

Energy Sector Plan: The section is responsible for the coordination and delivery of the Electricity and Energy Sector Plan, including:

- collaborating with relevant policy teams on existing policy measures and to develop and design additional policy measures; informed by requisite modelling and analysis,
- designing and delivering the stakeholder engagement, quantitative analysis and the communications plan for release of the Plan.

Duties

We have roles available in several teams, including those responsible for:

- modelling Australia's electricity, gas and transport sectors using industry standard and bespoke modelling tools such as PLEXOS
- conducting economic analysis and providing insights and foresights on current and emerging energy market dynamics and trends
- contribute to the forward-looking Electricity & Energy sector plan that outlines the role of energy sector in the economy's transition to net zero by 2050
- analysing and communicating data on key indicators tracking Australia's energy transition.

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

Eligibility

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

Notes

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

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

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

To Apply

Position Contact	Justin Plant, 0423 876 808
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=ACB9B98F-8BB7-1482-3B54-DB5FF17F19D8

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Agriculture, Water and the Environment

Vacancy VN-0752502

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

Closing Date:Wednesday 08 January 2025

Office of Water Compliance
Office of Water Compliance Media and Communication

Job Title	Senior Graphic Designer
Job Type	Full-Time;Part-Time, Ongoing
Location	Goondiwindi QLD, Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Dubbo NSW, Melbourne VIC, Mildura VIC, Sydney NSW
Salary	\$91,944 - \$104,393
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home some days each week may be negotiated
Classification	APS Level 6
Position Number	2024/2882
Agency Website	https://www.dcceew.gov.au/

The Production and Creative Services team is part of the Media and Communications branch, responsible for leading and managing communications on behalf of the Inspector-General – along with Department staff – by providing advice, support and developing all media and communications related products.

The Production Creative Services team is responsible for leading and managing:

- A high level of communications for the Inspector-General through full photography, audio and video production / post-production, and graphic design services.
- Day-to-day management of digital media and communications assets and workflow.
- Management of the Inspector-General's office profiles on social media platforms including LinkedIn, YouTube and Instagram.
- Assisting the office that supports the Inspector-General with the creation and design of digital assets to add value to their work such as communications and educational collateral, products and reports.

The role is responsible for undertaking very complex and/or sensitive work, under direction, utilising expertise and knowledge within contemporary commercial-grade graphic design and production.

The successful candidate will provide detailed technical, professional and/or policy advice in relation to complex graphic design or branding problems. The role may assist in, and provide input to, strategic planning, program and project management and policy development.

Work may involve project management responsibilities requiring priority setting and workflow management. **Duties**

- Undertake graphic design work that is complex, contemporary, and dynamic in nature
- Work under limited direction with the opportunity for reasonable autonomy and accountability.
- Exercise both initiative and judgment in the interpretation of policy and application of practices and procedures.

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

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

Notes

We currently have one vacancy available for immediate filling on a **part-time basis (25 hours per week)** in Adelaide, Albury, Brisbane, Canberra, Dubbo, Goondiwindi, Melbourne, Mildura or Sydney. A merit pool for filling the same or similar position on a full-time or part-time basis may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Matt Jewell, 0461 573 301
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0752535

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

Closing Date:Tuesday 28 January 2025

Job Title	Members - Great Barrier Reef Marine Park Authority Board
Job Type	Part-Time, Non-Ongoing
Location	Various locations - TAS TAS, Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA, Various locations - NT NT, Various locations - QLD QLD, Various locations - WA WA
Salary	-
Future Merit Locations	Various locations - TAS, Various locations - VIC, Various locations - ACT, Various locations - NSW, Various locations - SA, Various locations - NT, Various locations - QLD, Various locations - WA
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	4 face to face meetings will be required per year
Classification	Statutory Appointment
Position Number	N/A
Agency Website	https://www.dcceew.gov.au/

Job Description

GBRMPA@amandaorourke.com.au

Duties

The **Great Barrier Reef Marine Park Authority (Reef Authority)** is a non-corporate Commonwealth entity and operates as a statutory agency under the *Great Barrier Reef Marine Park Act 1975* (the Marine Park Act). The Reef Authority sits within the Australian Government Climate Change, Energy, the Environment and Water Portfolio and reports to the Minister for the Environment and Water.

Membership of **Great Barrier Reef Marine Park Authority Board (Authority Board)** is established under the Marine Park Act and comprises a Chairperson, the Chief Executive Officer and 5 members including a First Nations person, a member with significant tourism knowledge or experience, and a nominee from the Queensland Government.

Eligibility

Applications are invited to fill up to 2 upcoming member vacancies on the Authority Board. The successful candidates must have an understanding of the Reef Authority and its role in providing for the long-term protection and conservation of the environment, biodiversity and heritage values of the Great Barrier Reef Region, including assisting Australia in meeting its international obligations in relation to the World Heritage Convention.

The appointments will be made by the Governor-General, on the recommendation of the Minister for the Environment and Water, following a merit-based selection process.

To be eligible for appointment, candidates will need to demonstrate significant knowledge and / or experience related to one or more of the following fields:

- (a) science (including one or more fields related to climate change, marine science, coastal ecology, fisheries, social sciences or engineering);
- (b) natural resource management;
- (c) Indigenous matters relating to the Marine Park;
- (d) the tourism industry associated with the Marine Park;
- (e) business or industry;

- (f) resource economics;
- (g) public sector governance;
- (h) regulation;
- (i) education or communications;
- (j) strategic management.

Notes

Applications are welcomed and encouraged from the diverse Australian community including people with disability, Aboriginal and Torres Strait Islander peoples, people of all ages, people that identify as LGBTQIA+ and those from culturally and linguistically diverse backgrounds.

Before applying please contact Amanda O'Rourke Executive Search at GBRMPA@amandaorourke.com.au quoting Ref. No. 1154 in the subject line for an Information Pack on the roles.

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

To Apply

Position Contact	Amanda O'Rourke, GBRMPA@amandaorourke.com.au
Agency Recruitment Site	GBRMPA@amandaorourke.com.au

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Attorney-General's

Vacancy VN-0752205

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 19 January 2025

Corporate
Intelligence & Information Systems Chief Information Officer

Job Title	ICT Change Management & Service Transition Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$113,355 - \$136,660
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	5733_11/24_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

The ICT Change Management & Service Transition Lead will have overall responsibility for the effectiveness of the ICT Change Management process and ensuring the smooth and effective transition of ICT Services into live operation environment at the ACIC. You will ensure that technical changes to ICT Services are adequately assessed for impact, prioritisation, release scheduling, authorisation, implementation, support and post change success with the ultimate goal of significantly reducing and/or eliminating service disruptions resulting from ICT changes. The role is also accountable for the safe, well managed and enabling service transition, ensuring the requirements of transition is consistently considered in terms of risk and business benefit while also meeting business, security, operability, support and audit requirements.

You will be the main escalation point for approval decisions on ICT Change Requests and Service Transition, including approval delegations. You will also be expected to provide significant subject matter expertise in monitoring and reporting on the compliance and effectiveness of the ICT Change Management and Service Transition processes and ensure that adequate improvement outcomes from this information feeds back into continuous service improvement for the processes.

Duties

- Facilitate the ICT Change Control process, including but not limited to; hosting Change Advisory Board meetings, managing change scheduling and clear communication of change policy and procedures.
- Establish a service transition process, monitoring releases and implementing tools and resources to ensure the transition of services to the live environment are well managed, planned and compliant.
- Leads the assessment, analysis, planning and design of release packages, including assessment of risk.
- Liaises with business and technology teams on release scheduling and communication of progress and conducts post-release reviews.
- Provides authorisation for critical ICT Changes and ICT release activity and point of escalation.

- Establish and/or maintain ICT Change Control and Service Transition policies for the organisation, within the context of both development and production operations.
- Drive ICT Change Control and Service Transition process maturity, baselining processes and undertaking regular reviews leveraging the Service Management Tool (ServiceNow) to ensure compliance and continuous improvement.
- Provide mentorship, training, knowledge documentation and skills transfer to embed service management and good practice into both the Service Management team and the branch.
- Analyse data trends relating ICT Change Control and Service Transition compliance and effectiveness, identifying areas of concern and correct course of action.
- Present and/or develop service level reports to executive levels of management.
- Collaborate with other team members to ensure consistency of delivery, adherence to ICT Change Control and Service Transition standard practices, and continuous improvement.
- Implement a robust audit and review process which ensure standards compliance.
- Conduct workshops as required to identify, assess and address ICT Change Control and Service Transition process deficiencies and ensure common understanding of process intention and operation.
- Represent the section at meetings as required.

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Has experience working in and/or understanding a complex ICT environment and the stakeholders that depend upon ICT services. A strong ability to grasp an overall understanding of the connections and dependencies between different technology stacks and their relationships with the IT service layer
- Demonstrated experience in implementing and/or managing IT Service Management processes within an organisation, ideally ICT Change Management and Service Transition.
- Demonstrated ability to drive service delivery performance across multiple teams within an organisation.
- Displays strong leadership skills, and is self-motivated to achieve business outcomes.
- Possess strong communication and interpersonal skills both verbally and in writing with, demonstrated experience in preparing executive briefs.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting Level 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. Please refer to the ACIC's [Character Standards](#) or further information.

Notes

The ACIC is committed to [diversity and inclusion](#). We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our [website](#).

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Ruki, 02 6268 7398
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0752207

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 19 January 2025

Corporate
Intelligence and Information Systems Chief Information Officer

Job Title	Enterprise & ServiceNow Systems Support Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Melbourne VIC
Salary	\$90,199 - \$101,745
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	5734_11/24_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

The ACIC utilises the ServiceNow platform which supports a wide range of business areas in the agency. These include ICT Service Management / Operations, ICT Asset Management, Customer Service Management, HR Service Delivery, Project and Portfolio Management, Internal Service Portal and automated workflows among several more platform applications, including custom built solutions. Alongside the ServiceNow platform, the ACIC also uses several other enterprise platforms, including but not limited to Jira, Confluence, Crowd, Intelledox and Content Manager.

The Enterprise and ServiceNow Systems Support Specialist will join the ICT Service Delivery section within the Chief Information Officer branch. This section contains several teams, two of which you will operate within; the ServiceNow support team and the Enterprise Systems Support team. You will operate as the scrum master, facilitating daily/weekly stand-ups for the ServiceNow team, along with performing general ServiceNow and other Enterprise platform administrative, operational and minor development work.

You may also manage development projects that will steadily grow in scale with your abilities, allowing you to build workplace automation and solutions for ACIC business teams that will directly benefit from the value you deliver to them. Formal ServiceNow certification training may also be provided.

Duties

- Run daily/weekly/on-demand stand-up scrum meetings, ensuring efficient sprint planning preventing development team over-commitment and scope creep. Aid in effort estimation and story/sub-task creation.
- Monitor team work queues, triage and assign work in accordance with team lead's direction and team members experience / workload
- Action, respond, assign or escalate ServiceNow platform enquiries, requests, incidents or defects that arise, in accordance with the appropriate process.
- Manage platform upgrade schedule to ensure major version upgrades and all hotfix and other security patching is well planned and executed, with the ServiceNow, Enterprise Support teams and any external vendors / suppliers.

- Under direction and in consultation with the development team, develop, configure, and customise solutions in the ServiceNow platform to best fit business requirements
- Collaborate with cross-functional teams to identify and prioritize business requirements
- Producing and running test cases to guarantee software quality
- Staying abreast of emerging trends and technologies in ServiceNow development ensures your success
- Conduct knowledge transfer on administration and development within the Service Now platform within the team
- Seek opportunities to identify improvements for the operations of the ServiceNow team, particularly in the area of new or improved automation.
- Assist with User Acceptance Testing (UAT) activities.
- Create and publish self-help training material in relation to ServiceNow or other Enterprise platforms; conduct virtual or in-person training sessions if required.

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Has experience working in and/or understanding a complex ICT environment and the stakeholders that depend upon ICT services.
- A strong ability to grasp an overall understanding of the connections and dependencies between different technology stacks and their relationships with the IT service layer.
- Experience with software development methodologies such as Agile or Waterfall.
- Demonstrated ability to drive service delivery performance across multiple teams within an organisation.
- Strong planning and task organisation skills.
- Experience in implementing and/or managing IT Service Management processes within an organisation.
- Displays strong leadership skills, and is self-motivated to achieve business outcomes.
- Possess strong communication and interpersonal skills both verbally and in writing.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting Level 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. Please refer to the ACIC's [Character Standards](#) or further information.

Notes

The ACIC is committed to [diversity and inclusion](#). We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our [website](#).

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect

intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Alan, 02 6268 7751
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0752331

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 19 January 2025

Corporate
Intelligence and Information Systems Chief Information Officer

Job Title	ICT Sourcing Specialist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Sydney NSW, Melbourne VIC
Salary	\$90,199 - \$101,745
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	5760_12/24_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

The ICT Service Delivery function delivers ICT procurement, contract management, Software Asset Management and vendor relationship management services. The team delivers critical support services to ensure the branch and Division is effectively managing the procurement of ICT goods and services, monitoring contract renewals in collaboration with contract managers and monitoring vendor performance under relevant ICT sourcing contracts.

The ICT Sourcing Specialist role works in partnership with the agency Procurement team to deliver ICT procurements from the transactional to strategic level. The role provides specialist procurement and contract support for a range of important ICT Services to ACIC and our policing partners, many of which have underlying support and maintenance contracts. This role supports Senior ICT Engineers in managing their ICT contracts by tracking renewals, licence consumption, and facilitating new procurements in conjunction with the agency's procurement team.

Duties

- Provide specialist assistance to key contract variation activities, and manages Official Orders/Variations for the Intelligence and Information Systems Division (IIS).
- Lead the end-to-end procurement process, including market analysis, tender development, evaluation, and negotiation.
- Ensure procurement activities deliver value for money and comply with the Commonwealth Procurement Rules (CPRs).
- Draft, manage, and monitor contracts to ensure compliance and effective delivery of goods or services.
- Identify and resolve contract performance issues and disputes, escalating when necessary.
- Collaborate with internal stakeholders and team members to understand procurement requirements, provide expert advice, contract management and successful services.
- Build and maintain strong relationships with suppliers, ensuring alignment with organizational goals.

- Ensure all procurement activities adhere to relevant legislation, policies, and ethical standards.
- Identify risks associated with procurement activities and develop appropriate mitigation strategies.
- Contribute to the development and enhancement of procurement policies, templates, and systems.
- Monitor market trends and recommend innovative approaches to improve procurement outcomes.
- Support team initiatives by contributing to training sessions and organizational improvement projects.

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Collaborates regularly with team members, users and customers that are regionally dispersed.
- Investigates, defines and resolves complex issues.
- Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences.
- Plans, schedules and monitors work to meet time and quality targets.
- Selects appropriately from applicable standards, methods, tools and applications.
- Has demonstrated experience in a procurement, vendor performance or contract management environment and working knowledge of procurement and contract management processes, techniques and best practices.

Eligibility

Desirable qualifications

- Cert IV in Procurement and Contracting or willingness to obtain the qualification

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

The ACIC is committed to [diversity and inclusion](#). We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our [website](#).

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies.

We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Tara, 08 8217 6372
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0752386

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 19 January 2025

Corporate
Intelligence and Information Systems Chief Information Officer

Job Title	ICT Sourcing Senior Specialist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Sydney NSW, Melbourne VIC
Salary	\$113,355 - \$136,660
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	5757_12/24_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

The ICT Service Delivery function delivers ICT procurement, contract management, Software Asset Management and vendor relationship management services. The team delivers critical support services to ensure the Division is effectively managing the procurement of ICT goods and services, monitoring contract renewals in collaboration with contract managers and monitoring vendor performance under relevant ICT sourcing contracts.

The ICT Sourcing Senior Specialist role works in partnership with the agency Procurement team to deliver ICT procurements from the transactional to strategic level. This role leads a small team and provides specialist advice to support Senior ICT Engineers in managing their ICT contracts by tracking renewals, licence consumption, facilitating new procurements and contracts in conjunction with the agency's procurement team.

Duties

Key responsibilities:

- Acting as a central escalation point for the administration of simple and complex ICT contracts or procurements.
- Liaising with internal stakeholders to coordinate and manage successful services and contract management.
- Provide specialist assistance to key contract variation activities, and manages Official Orders/Variations for the Intelligence and Information Systems Division (IIS).
- Ensure all procurement activities and advice adhere to relevant legislation, policies, and ethical standards.
- Identify risks associated with procurement activities and develop appropriate mitigation strategies.
- Provide budgetary support, including preparing and tracking financial year budgets for the CIO Branch and Intelligence and Information Systems Division.

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Develops positive relationships that enhance the CIO Branch, IIS Division and ACIC's reputation.
- Manages a team effectively including, mentoring and driving a culture of achievement and success.
- Acknowledges the work of others and creates opportunities for others to use their strengths.
- Applies expertise and leadership to the development and promotion of new standards, tools or products.
- Operates strategically and builds work area capability based on a long-term view.
- Communicates fluently, orally and in writing, and negotiates persuasively.
- Has demonstrated experience in a procurement, vendor performance or contract management environment and working knowledge of procurement and contract management processes, techniques and best practices.

Eligibility

Desirable qualifications

- Cert IV in Procurement and Contracting or willingness to obtain the qualification

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
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To Apply

Position Contact	Tara, 08 8217 6372
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0752469

Australian Federal Police

Closing Date:Thursday 02 January 2025

Job Title	Senior Paralegal
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	\$84,458 - \$99,285
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	13880
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13880/>

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Senior Paralegal in Brisbane's Criminal Assets Litigation team (CAL). Please note this position is full-time and is therefore unlikely to be suitable for university students.

CAL is the AFP's in-house litigation practice responsible for proceeds of crime matters. CAL is part of the AFP-led Criminal Assets Conscation Taskforce, which adopts a coordinated and proactive approach to the conscation of assets related to Commonwealth crime. It brings together expertise in investigations, litigation, intelligence, forensic accounting and other specialist resources and representatives from key partner agencies including the Australian Taxation Oce (ATO), Australian Criminal Intelligence Commission (ACIC), Australian Border Force (ABF), and Australian Transaction Reports and Analysis Centre (AUSTRAC). The aim of the taskforce is to enhance the identification of criminal assets and benets derived from crime, and to pursue their conscation.

As a Team Member 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?

On a day-to-day basis, the Senior Paralegal is required to perform a range of duties in relation to general office management, litigation support, financial management, and administration. This includes:

- Overseeing and undertaking various office-management tasks of a busy litigation practice.
- Providing guidance to junior paralegals and undertaking miscellaneous clerical duties.
- Drafting routine administrative correspondence.
- Coordinating with the Practice Management Team in relation to reporting and financial governance requirements of the Brisbane Office.
- Compiling court books and briefs to counsel.
- Preparing encumbrances to register court orders on title.
- Undertaking discrete/targeted legal research and preparing case notes/summaries of decisions.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Demonstrated experience as a paralegal or working in a legal office.
- Strong attention to detail.
- Positive service-delivery focus and friendly disposition.
- Strong oral and written communication skills.

Notes

- This role is located in Brisbane, QLD and applicants are expected to be based in Brisbane.
- This position is an AFP Band level 4.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Matt Jebb, 02 5126 4965
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13880/

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Attorney-General's

Vacancy VN-0752520

Office of the Australian Information Commissioner

Closing Date: Sunday 19 January 2025

Job Title	Assistant Director, Data Analytics
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	\$117,674 - \$125,876
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	OAIC operates a hybrid model of work
Classification	Executive Level 1
Position Number	OAIC-2024-015
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-the-OAIC/join-our-team>

OAIC's Regulatory Intelligence & Strategy (RIS) Branch is seeking an Executive Level 1 (EL1) Assistant Director, Data Analytics specialist to generate reports and develop visualisations to support OAIC's regulatory strategy and decision-making.

You will be a member of OAIC's Regulatory Intelligence team. This team is responsible for collecting and analysing data and intelligence to support OAIC's regulatory decision making and operations.

You will be responsible for data analysis and reporting for the OAIC. You will manage and work as part of a small team and liaise with colleagues at all levels across the OAIC, including Commissioners, to help the agency make strategic use of data.

Duties

- Leading the implementation of the OAIC's data strategy, promoting data literacy and proactively using data for evidence-based decision making within the OAIC.
- Management of a small team to gather data requirements, to create and maintain data reports, dashboards and briefs.
- Leading analytical projects, providing data to support decision making and meet OAIC's reporting requirements.
- Work with other areas of the OAIC to ensure intelligence and reporting capabilities are considered in the design and maintenance of systems.

- Deliver projects to uplift data quality and reporting processes.
- Bridge business needs and data insights through an understanding of OAIC's organisation, processes, and priorities.

We are seeking applications from candidates who possess:

- Expertise in data analytics and visualisation. Experience with Power BI, SQL, Power Query and writing advanced DAX measures are highly regarded.
- The ability to manage a small team and a self-directed work program, including project management experience.
- Strong written and verbal communication skills, including an ability to draw insights from data.
- Good stakeholder engagement skills and an ability to collaborate with colleagues with a diverse range of backgrounds.
- Enthusiasm for the work of the OAIC and a desire to make a difference.

Eligibility

These duties are to be performed in accordance with the APS Code of Conduct and APS Values and Office policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the Office may re-assign the duties of an employee from time to time.

Notes

The OAIC operates a hybrid work model with a combination of remote working and office attendance. Whilst the OAIC office is located in the Sydney CBD, we will consider candidate applications from all other locations within Australia.

The OAIC values face-to-face interaction and fostering connection between our people and with our stakeholders. The OAIC's hybrid work model expects in office attendance when the type of work or task is better suited to being completed from an office, for example, staff inductions and onboarding, planning days, relationship building activities and project or collaborative work.

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Annan Boag, 02 9246 0464
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team

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Attorney-General's

Vacancy VN-0752544

Office of the Australian Information Commissioner

Closing Date:Thursday 09 January 2025

Job Title	Principal Director (Head of Legal) Corporate Legal Services
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	OAIC operates a hybrid model of attendance.
Classification	Executive Level 2
Position Number	OAIC-2024-016
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-the-OAIC/join-our-team>

The Principal Director (Head of Corporate Legal Services) reports directly to the Australian Information Commissioner, performs the functions of OAIC’s General Counsel as described in the Australian Government Legal Service (AGLS) General Counsel Charter, and leads OAIC’s Corporate Legal Services team.

You will lead OAIC’s Corporate Legal Services team which is responsible for the delivery of independent and expert legal advice to the OAIC’s Commissioners and Executive and managing the conduct of litigation brought against the OAIC. The role supports OAIC functional areas to access external legal support where needed, and to identify and manage legal risk. Corporate Legal Services staff may appear for the Information Commissioner in tribunals on lower-risk matters and instruct external lawyers on higher-risk matters and court-based litigation. Corporate Legal Services will also support the Information Commissioner to certify compliance with the legal services directions. Corporate Legal Services will contribute to the delivery of the OAIC’s stated priorities and principles.

You will support the OAIC's shift towards a more harm-focused approach that actively engages with risk to develop legally sound solutions.

You will perform the functions of OAIC's General Counsel as described in the AGLS General Counsel Charter. You will lead your team with a high degree of independence and will support the Commissioners in establishing priorities, practices and methodologies to deliver quality legal outcomes for the OAIC.

You will lead your team with a high degree of independence and will support the Commissioners in establishing priorities, practices and methodologies to deliver quality legal outcomes for the OAIC.

You will maintain a high level of integrity and discretion and abide by the APS Code of Conduct, combined with a demonstrated understanding of the principles and practices of WH&S, equity, and diversity in the workplace.

Duties

Key duties include:

- Transforming how the OAIC delivers legal services, to deliver on OAIC Commissioners' strategic intent, and embedding a client service approach to the delivery of legal services
- Delivering effective, fit for purpose and succinct legal advice and related services relevant to legal and regulatory matters across different parts of the agency
- Ensuring each matter is managed strategically and efficiently, risks are considered and that we have strived to achieve the desired outcome for the OAIC and the Australian public
- Overseeing the preparation of materials for consideration by the Commissioners, ensuring accuracy and deadlines are met
- Providing impartial and frank verbal and written advice to Commissioners and stakeholders
- Exercising delegation and judgement on the principles of good administrative decision making
- Providing expert advice and guidance on FOI and privacy matters to the Commissioners outlining risks and opportunities
- Developing and embedding systems and practices to ensure the effective oversight of the legal practice within the OAIC, including allocation and supervision of a discrete team of lawyers, supporting their professional development and the achievement of key performance indicators to deliver timely and effective outcomes
- Engaging with key external stakeholders on legal matters, as appropriate
- Coordinating submissions and, where required, represent the OAIC in complex matters before parliamentary committees and other public and government forums.

Eligibility

We are seeking applications from candidates who have:

- Legal qualifications including the ability to obtain and maintain a practicing certificate
- Experience operating in a regulatory environment or advising on regulatory legal issues
- In depth knowledge of the *Public Service Act 1999*, the *Freedom of Information Act 1982* and the *Privacy Act 1988* or an ability to quickly gain that knowledge
- Ability to provide expert advice across various areas of law
- Broad legal experience working with or within government, including litigation experience
- Ability to provide impartial and forthright advice to Commissioners' and stakeholders
- Excellent negotiation skills combined with highly developed communication and people skills
- Experience in managing people to achieve organisational priorities.

These duties are to be performed in accordance with the APS Code of Conduct and APS Values and Office policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the Office may re-assign the duties of an employee from time to time.

Notes

The OAIC operates a hybrid work model with a combination of remote working and office attendance. Whilst the OAIC office is located in the Sydney CBD (and preferred), we will consider candidate applications from all other locations within Australia.

Salary will be negotiated with the successful candidate, commensurate with the work level standards at the EL2 level.

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	David Moore, (02) 9942 4131
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team

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Attorney-General's

Vacancy VN-0752545

Job Title	Senior Lawyer, Corporate Legal Services
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	\$117,674 - \$125,876
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	The OAIC operates a hybrid model of work
Classification	Executive Level 1
Position Number	OAIC-2024-017
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-the-OAIC/join-our-team>

Senior Lawyers (EL1) report directly to a Principal Lawyer and work closely with the Principal Director (Head of Legal), other Senior Lawyers and Lawyers.

You play an integral role in supporting the Corporate Legal Services team which is responsible for the delivery of independent and expert legal advice to the OAIC's Commissioners and Executive and managing the conduct of litigation brought against the OAIC. The role supports OAIC functional areas to access external legal support where needed, and to identify and manage legal risk. Corporate Legal Services staff may appear for the Information Commissioner in tribunals on lower-risk matters and instruct external lawyers on higher-risk matters and court-based litigation. Corporate Legal Services will also support the Information Commissioner to certify compliance with the legal services directions. Corporate Legal Services will contribute to the delivery of the OAIC's stated priorities and principles.

You will also support the OAIC's shift towards a more harm-focused approach that actively engages with risk to develop legally sound solutions.

You will maintain a high level of integrity and discretion and abide by the APS Code of Conduct, combined with a demonstrated understanding of the principles and practices of WH&S, equity, and diversity in the workplace.

Duties

Duties may include:

- Conducting legal research and preparing legal advice (oral and written) for the Executive on administrative law and statutory interpretation
- Managing complex litigation
- Preparing and providing legal input into briefs and submissions on law reform

- Providing expert legal advice on a range of matters across numerous legislative instruments
- Providing corporate legal services to the OAIC in a broad range of areas relevant to public administration including advising on contracts, employment law and Memoranda of Understanding
- Leading, guiding and developing your staff, as required.
- Liaising effectively with internal stakeholders including the business areas, and with external stakeholders, including external legal service providers and other government agencies
- Representing Legal Services and the OAIC at internal and external forums

Eligibility

We are seeking applications from candidates who have:

- Legal qualifications including the ability to obtain and maintain a practicing certificate
- Experience operating in a regulatory environment
- Broad legal experience working with/in government, including litigation experience
- Knowledge of the *Freedom of Information Act 1982* and the *Privacy Act 1988* (desirable)
- Ability to provide impartial and forthright advice
- *Desirable:* Experience in leading, guiding and mentoring a team.

These duties are to be performed in accordance with the APS Code of Conduct and APS Values and Office policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the Office may re-assign the duties of an employee from time to time.

Notes

The OAIC operates a hybrid work model with a combination of remote working and office attendance. Whilst the OAIC office is located in the Sydney CBD (and preferred), we will consider candidate applications from all other locations within Australia.

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	David Moore, (02) 9942 4131
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team

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Attorney-General's

Vacancy VN-0752546

Office of the Australian Information Commissioner

Closing Date:Thursday 09 January 2025

Job Title	Lawyer, Corporate Legal Services
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	\$84,677 - \$102,821
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	OAIC operates a hybrid model of office attendance.
Classification	APS Level 5;APS Level 6
Position Number	OAIC-2024-018
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-us/join-our-team/>

Lawyers (APS5/6) report to the Principal Lawyer and work closely with the Principal Director (Head of Legal), Senior Lawyers and Lawyers.

You play an integral role in supporting the Corporate Legal Services team which is responsible for the delivery of independent and expert legal advice to the OAIC's Commissioners and Executive and managing the conduct of litigation brought against the OAIC. The role supports OAIC functional areas to access external legal support where needed, and to identify and manage legal risk. Corporate Legal Services staff may appear for the Information Commissioner in tribunals on lower-risk matters and instruct external lawyers on higher-risk matters and court-based litigation. Corporate Legal Services will also support the Information Commissioner to certify compliance with the legal services directions. Corporate Legal Services will contribute to the delivery of the OAIC's stated priorities and principles.

You will also support the OAIC's shift towards a more harm-focused approach that actively engages with risk to develop legally sound solutions.

You will maintain a high level of integrity and discretion and abide by the APS Code of Conduct, combined with a demonstrated understanding of the principles and practices of WH&S, equity, and diversity in the workplace.

Duties

Duties may include:

- Conducting legal research and preparing legal advice (oral and written) for the Executive on administrative law and statutory interpretation
- Managing and assisting with litigation
- Preparing and providing legal input into briefs and submissions on law reform
- Providing legal advice on a range of matters across numerous legislative instruments
- Providing corporate legal services to the OAIC in a broad range of areas relevant to public administration including advising on contracts, employment law and Memoranda of Understanding
- Liaising effectively with internal stakeholders including the business areas, and with external stakeholders, including external legal service providers and other government agencies, as required.
- Representing Legal Services and the OAIC at internal and external forums
- Performing other tasks as directed.

Eligibility

We are seeking applications from candidates who have:

- Legal qualifications including the ability to obtain and maintain a practicing certificate
- Experience operating in a regulatory environment
- Knowledge of the *Freedom of Information Act 1982* and the *Privacy Act 1988* (desirable)
- The ability to provide impartial and forthright advice
- *Desirable*: experience working with/in government, including litigation experience

These duties are to be performed in accordance with the APS Code of Conduct and APS Values and Office policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the Office may re-assign the duties of an employee from time to time.

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To Apply

Position Contact	David Moore, (02) 9942 4131
Agency Recruitment Site	https://www.oaic.gov.au/about-us/join-our-team/

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Defence

Vacancy VN-0752496

Australian War Memorial

Closing Date:Wednesday 01 January 2025

Public Programs
Public Programs Commemoration and Visitor Engagement

Job Title	Visitor Services Tours Administration Officer
Job Type	Full-Time, Non-Ongoing
Location	Campbell ACT
Salary	\$71,560 - \$78,001
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Working from home arrangements may be requested by the successful candidate and will be considered based on AWM policies
Classification	APS Level 4
Position Number	New Position
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

The Visitor Services Tours Administration Officer (VSTAO) is required to contribute and communicate effectively within a large and diverse team including volunteers, colleagues and external stakeholders alike. Under guidance from the Visitor Services Senior Administration Officer (VSSAO), the VSTAO will have a shared responsibility for the ongoing administration of the Memorial's tour bookings calendar and Management System, coordinating all aspects of tour requests from point of enquiry (this includes travel trade) through to delivery. With this noted, the VSTAO assists the VSSAO with the coordination and rostering of up to 100 tour guides. The voluntary tour guides contribute to the Memorial's public programs across a 7-day week, primarily through the delivery of free and paid guided tours.

The VSTAO will have an excellent work and customer service ethic. This includes comprehensive judgment and problem solving skills, and the ability to foster strong professional relationships. This position is also responsible for the compilation of monthly, quarterly and annual tour statistics, plus achieving annual tour budget targets.

The VSTAO must also have the willingness and aptitude to learn key aspects of both the VSSAO role (to assist in peak visitation periods) and the Memorial's paid tour program as the model grows and evolves.

This position will be required to undertake training and then apply emergency response practices as well as undertaking manual handling tasks. Applicants must be able to move freely up and down stairs to fulfil this component of the role.

This position will be filled up until the 31 December 2025.

Duties

Under general direction and working within established frameworks, the VSTAO is responsible for:

- Providing a wide range of administration and office support including, but not limited to, account processing, drafting correspondence, compiling reports, calendar management and scheduling meetings
- Administration of Memorial public programs, primarily through the provision of free and paid tours, including the coordination of tour guides to facilitate
- Providing efficient and responsive communications to internal and external stakeholders ensuring concise, polite and professional standards that build and maintain strong working relationships
- Effective issues management and planning to contribute to business objectives as they relate to free and paid tours
- Ensuring constructive planning or negotiating workable alternates when scheduling conflicts impact Memorial objectives
- Contributing to the CVE section as well as the wider Memorial by providing information and advice regarding tours
- Utilising internal systems such as SharePoint (Content Management System) for data entry and record maintenance, and a Customer Relationship Management System to organise and track tour bookings, and tour guide/tour coordination
- Exercising judgement in accordance with the parameters of the role

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

Eligibility
Notes

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

About the Australian War Memorial

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

To Apply

Position Contact	Gerard Pratt, (02) 6243 4343
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0752087

Department of Defence

Closing Date:Thursday 26 December 2024

Security and Estate Group
Service Delivery Division

Job Title	Work Health and Safety Officers
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Perth WA
Salary	\$91,702 - \$104,753
Future Merit Locations	Adelaide, Canberra, Melbourne, Perth
Office Arrangement	On Site;Flexible
Office Arrangement Details	Please discuss working arrangements with contact officer
Classification	APS Level 6
Position Number	SEG/10728/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=B51A0684-135B-8F13-F9B4-DB5FB67E6BDC>

Duties

- The Role
- The APS 6 Work Health and Safety Officer role is critical to assisting Security and Estate Group (SEG) to meet its work health and safety obligations:
- You will provide advice on the application of work health and safety legislation, codes of practice, Defence and SEG safety policies and procedures
 - You will engage with base management teams, product directors and contractors to positively influence how Work Health and Safety (WHS) risks and incidents are managed on Defence bases

- You will undertake research and analysis, conduct reviews, assessments and investigations to improve health and safety outcomes across SEG
- You will be responsible for contributing to Base WHS committees and Base WHS Management planning and be required to provide input to broader SEG policy and papers as needed.

About our Team

The Directorate of Work Health and Safety provides advice on the impact of Work Health and Safety legislation, Codes of Practice, prescribed Australian Standards and Defence policy requirements. This is a small but expert team with in-depth knowledge of work health and safety and a passion for the importance of the role they play in Defence. The activities undertaken by the team are many and varied from policy and process development, assurance, education, out-reach and WHS incident investigation. Key functions of the Directorate include:

- Providing analysis and reporting to the Senior Leadership Group on WHS responsibilities, performance and trends
- Managing SEG's interactions with the Commonwealth WHS Regulator (Comcare)
- Working with SEG's industry partners to ensure effective management of WHS for contracted workers
- Working with Defence Groups and Services to ensure a coordinated approach to safety across Defence
- Representing SEG in Defence WHS and in the development of Defence WHS policies
- Leading and coordinating a national network of WHS subject matter experts.

Our Ideal Candidate

Our ideal candidate will be a highly motivated and adaptable person who has:

- An understanding of WHS legislation and policy frameworks and their application in dynamic workplace arrangements
- The ability to provide accurate technical advice in relation to WHS matters
- An excellent attention to detail and be able to develop practical WHS solutions based on legislation, policy and procedures
- The ability to undertake complex work tasks under limited direction
- Experience coordinating workflows and monitoring simultaneous work packages to ensure tasks are completed to a schedule
- Demonstrated strong written and verbal communication skills and the ability to work with various stakeholders to influence safety outcomes
- A passion for safety!

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Ben Le Lievre, 02 6132 7297 or 0417 469 810
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B51A0684-135B-8F13-F9B4-DB5FB67E6BDC

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Defence

Vacancy VN-0752145

Department of Defence

Closing Date:Thursday 16 January 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Tasking & Coordination Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/10835/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=38375A4E-112B-45D6-3111-DB5F7A8392A2>

Duties

The Role

Airlift and Tankers Systems (ATS) branch has important responsibilities to lead, enable and deliver essential Air capabilities for Defence and Australia. As a Tasking and Coordination Officer (TCO), you will ensure resources are allocated efficiently, tasks are prioritised effectively, and internal and external stakeholders are kept informed.

As a Branch TCO, your role broadly entails:

- **Tasking & Prioritisation:** Evaluate incoming task requests, assess resource requirements, and recommend task prioritisation to ensure operational efficiency and task achievement. Select the most appropriate course of action to progress work to meet business objectives, provide advice and guidance on more complex issues.
- **Coordination:** Liaise with internal teams and external stakeholders to ensure seamless coordination of resources, information, and timelines. Work collaboratively, build and sustain effective relationships and provide constructive feedback.
- **Reporting & Documentation:** Track progress and deliver regular updates to senior leadership to enable decision-making, maintaining clear records of tasks and outcomes.
- **Problem-Solving:** Address challenges in task planning and execution, proposing solutions and adjusting resources as necessary to maintain operational effectiveness. Identify and interpret relevant legislation, policies, strategies, business and team requirements and apply these to the work area.
- **Continuous Improvement:** Contribute to process improvements and share insights to enhance tasking operations.
- **Represent the EL 1 Deputy Director Strategic Operations** in forums and meetings, including acting in the role as required.

About our Team

ATS Branch is responsible for the sustainment and related acquisition of key capabilities for Air Force. The Branch partners with Defence Industry and allied forces to acquire, sustain and deliver capability for Air Mobility Group within Air Force.

You will be an integral part of the Executive Support Directorate, contributing to the effective operation of ATS Branch and its multiple Program Offices in order to achieve important Defence outcomes.

To assist you with the demands of this role, you will lead and manage an APS 5 Administration & Tasking Support Officer and also gain support from, and collaborate with, the broader ATS executive team who are a combination of skilled and motivated Australian Public Service and Australian Defence Force personnel.

Our Ideal Candidate

The successful candidate will demonstrate a high level of professionalism, organisational skills, and the ability to work in a dynamic and high-pressure environment. This position is essential to the efficient functioning of Branch, supporting the development and execution of complex, multi-agency tasks.

As such our ideal candidate will be, and possess:

- **Excellent Communication Skills:** You can communicate clearly, both written and orally, and can work with stakeholders at all levels.
- **Strong Organisational Skills:** You can manage multiple tasks, set priorities, and meet deadlines in a fast-paced environment.
- **Problem-Solving Abilities:** You have experience identifying issues, thinking critically, and delivering practical solutions.
- **Team-Oriented:** You work effectively within teams, collaborating with a variety of stakeholders to achieve shared objectives.
- **Adaptability:** You thrive in dynamic environments and can quickly adjust to changing priorities or unforeseen challenges.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Cassandra Stephenson, 0419 972 802
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=38375A4E-112B-45D6-3111-DB5F7A8392A2

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Defence

Vacancy VN-0752201

Department of Defence

Closing Date:Thursday 06 February 2025

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Assistant Director Capability
Job Type	Full-Time, Ongoing
Location	Queanbeyan NSW
Salary	\$115,899 - \$130,733
Future Merit Locations	Queanbeyan
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JOC/10509/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E818A1A7-DE62-359D-CC15-DB5FB56F50B8>

Duties

The Role

The Australian Civil-Military Centre (ACMC) is seeking an experienced capability, training or learning development specialist to mobilise current and emerging civil-military-police coordination knowledge and research products through the development of learning products and packages.

The successful candidate will advocate for Government, Non-Government, civil society and international organisational involvement in this development process. Ideally, the successful candidate will have knowledge and experience of civil-military-police coordination and/or capacity building and have the skills to design and deliver capability and learning products and packages relating to domestic and international conflict and crises preparedness.

The successful candidate will work on complex to very complex activities with broad direction and work independently with significant autonomy and accountability to achieve agreed outcomes as part of a broader ACMC capability, educational and preparedness program. They will exercise initiative and judgement in the interpretation of departmental policy and in the application of better practices and procedures.

The successful candidate will have (or the ability to rapidly acquire) knowledge of and comply with, relevant legislative frameworks, government decision-making and the mission and strategic requirements of ACMC and Defence.

The role will involve infrequent Domestic and International Travel.

About our Team

The Australian Civil-Military Centre's (ACMC) mission is to strengthen Australian and regional civil-military-police capacity and capability to respond more effectively to crises and contingencies. In implementing its mission, the ACMC promotes better practice civil-military-police coordination and interactions to achieve operational objectives.

ACMC is a small dynamic organisation with approximately 25 staff drawn from permanent staff from the Department of Defence augmented by secondees from Australian Government departments and agencies, the New Zealand Government, and the Australian Council for International Development (Australia's peak non-government sector body).

The Concepts and Capability Directorate brings together cross-agency programs on new and emerging civil-military-police concepts that support the development of civil-military-police coordination and capability through knowledge mobilisation, preparedness, lessons and evaluation, and humanitarian-government cooperation.

Our Ideal Candidate

The successful candidate will have considerable engagement skills and experience and be able to consult with domestic and regional stakeholders and partner agencies to design, develop and deliver civil-military-police coordination capability, preparedness, education and learning packages.

They will be required to identify, anticipate and respond to stakeholder needs and expectations to achieve ACMC and Defence outcomes in Australia's National Interests. The successful candidate must be able to work collaboratively within a small team environment, build effective relationships with team members, explore the knowledge outputs of ACMC and identify opportunities to mobilise that knowledge and actively participate in group discussions and activities.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Wayne Snell, 0458 128 079
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E818A1A7-DE62-359D-CC15-DB5FB56F50B8

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Defence

Vacancy VN-0752237

Department of Defence

Closing Date:Thursday 30 January 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Fuel Management Assurance Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Campbell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/10767/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C1035355-8F1B-A1B5-3DC6-DB5FEF430046>

Duties

The Role

Fuel Capability Branch (FCB) is seeking a suitably experienced individual to undertake a range of activities to develop and implement assurance programs. This role will work with the FCB engineering, operations, supply and business directorates; and stakeholders to ensure quality outcomes.

Key responsibilities for these positions include:

- Conduct audit programs and processes to provide assurance that risks facing Defence Fuel Supply Chain are addressed and managed.
- Contribute to the development of audit strategies and tools.
- Analyse evidence, identify audit findings, develop recommendations and reports, which address the causes and consequences of identified issues and risk.
- Liaise, negotiate and engage professionally with stakeholders in order to obtain information, determine appropriate course of action for complex audit activities and provide a clear understanding of auditing standards, policies, strategies.

These roles require frequent travel and co-ordination of activities with colleagues working remotely.

About our Team

Our team within the Directorate of National Operations is a key enabler providing assurance for CJLOG of the Defence Fuel Supply Chain (DFSC). Our team develops and implements the DFSC Assurance Framework and programs to ensure the integrity of the DFSC to support its vision of 0:1:100 (Zero loss incidents and injuries, one safe, integrated, efficient and effective network; and

100% Petroleum, Oils and lubricants deliveries in full and on time and to specification).

We are an integrated team working in a changing environment as the DFSC transitions to a contractor services model. Our team implements a four-tiered model of assurance within an integrated governance risk and assurance framework to test the Defence Fuel Management System across our national and international network. Together with Defence Group and Service Capability Managers and contracted partners', our task is to demonstrably and continually improve the DFSC through systematic evidence-based data.

Our Ideal Candidate

We are looking for an enthusiastic and motivated individual who can work autonomously when required but also be a strong team member. To succeed in this role, the successful candidate will be comfortable with change, forward-thinking and be focused on improving processes. Having a strong commitment to the delivery high quality outcomes is essential, as is the ability to work with others, remotely, to marshal expertise and drive results.

The successful candidate will have a variety of responsibilities within our audit, assurance and compliance programs. So knowledge, skills and competencies with assurance, including strong verbal and written communication skills are highly desired. As is experience engaging with stakeholders on complex issues. Knowledge of fuel industry and its practices would also be of significant benefit. The role will be implementing assurance activities across the DFSC so a willingness to undertake frequent travel across the DFSC is essential. **Eligibility**

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Wayne Peel, 02 6115 3902
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C1035355-8F1B-A1B5-3DC6-DB5FEF430046

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Defence

Vacancy VN-0752238

Department of Defence

Closing Date:Friday 31 January 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Fuel Network Entitlements Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/10904/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=7751993B-CE70-FD4D-C81E-DB5FEF449BD9>

Duties

The Role
As an APS 6, part of the Fuel Capability Branch, you will be responsible for deliverables including

- Supporting the management of the product schedule and allocation of funds to support the operation and maintenance of the Defence Fuel Network (DFN);
- Managing entitlements across the Defence Fuel Supply Chain (DFSC), such as fleet and Defence Fuel Installation (DFI) equipment; and
- Supporting delivery of the Network Sustainment Program that provides safety and maintenance enhancements across DFN.

About our Team

Fuel Capability Branch's (FCB) has responsibility for operating, maintaining, governing, enhancing and sustaining the Defence Fuel Supply Chain (DFSC) across Australia and globally. As part of Joint Logistics Command, we are responsible for end to end Defence fuel capability.

This includes:

- Fuel supply;
- Strategic asset management;
- Engineering services;
- Key strategic projects outlined in the National Defence Strategy;
- Fuel and fuel infrastructure specifications standards;
- Product procurement;
- Support the transition of military capabilities to renewable energies; and
- Fuel capability.

The DFSC and the Defence Fuel Network (DFN).As an integrated and geographically dispersed team, our Vision is to safely fuel the force by delivering 0:1:100 - zero loss incidents and injuries, one safe, integrated resilient DFSC, and 100% deliveries in full and on time. The branch workforce is a blend of APS, ADF, Reservist and contractors.

Our Ideal Candidate

Our ideal candidate will be:

- An exceptional stakeholder relationship manager;
- Highly organised, and able to critically assess, prioritise and manage competing tasking and priorities through to successful completion of the required deliverables;
- Proactively committed applying individual and team on and off the job learnings to this role;
- Able to achieve individual deadlines and contribute to team deadlines with limited direction and as a value-add team member; and
- Proficient in Microsoft Office applications, in particular MS Word and MS Excel, and general office based ICT.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Russell Box, 0411 058 352
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7751993B-CE70-FD4D-C81E-DB5FEF449BD9

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Defence

Vacancy VN-0752241

Department of Defence

Closing Date:Sunday 02 February 2025

Joint Capabilities Group
Joint Capabilities

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$76,277 - \$83,274
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	JCG/10950/24
Agency Website	

Duties

The Role

Within the Joint Cyber and Influence Projects Directorate, the APS4 Project Support Officer is accountable, under limited direction, to perform and achieve moderately complex project work within an integrated workforce. You will demonstrate a good understanding of, and compliance with, relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

The successful applicant will undertake a number of key duties including:

- Assisting with project support tasks including the administration and coordination of project documentation, and taking initiative.
- Evaluating and providing advice on non-traditional capability or novel project proposals.
- Contributing to the ongoing application of project planning and scheduling.
- Demonstrating understanding of the reasons for decisions relating to project support and the broader impacts and implications of activities.
- Applying knowledge and experience of legislation, policies, strategies and team plans.
- Working collaboratively and operating as an effective team member.
- Building and sustaining productive working relations both internally and externally.

About our Team

Joint Information Capabilities Branch (JICB) is one of four branches within the Joint Capabilities Division in Joint Capabilities Group (JCG). JCG was formed in July 2017 with the mandate to deliver joint warfighting capabilities to the ADF. JICB is a blended workforce of APS, ADF, and Contracted personnel who work together with a One Defence mindset to support Defence outcomes with offices located within the Canberra region JICB develops and manages a number of capabilities being:

- Joint Cyber & Influence Projects (JCIP).
- Joint Simulation Capabilities (JSC).
- Assured Position Navigation Timing (PNT).
- Joint Electronic Warfare (EW).
- Project Management Office (PMO).

The Joint Cyber and Influence Projects (JCIP) Directorate manages key projects within the Joint Information Capabilities (JIC) Branch, delivering a number of outcomes that support Defence Cyber Domain objectives.

Our Ideal Candidate

We are seeking a motivated APS4 Project Support Officer who is comfortable working with ambiguity, exemplifies professionalism through external ideas, diverse experiences and perspectives, and enjoys working on a broad range of tasks contributing to addressing non-traditional challenges.

The successful applicant will possess the following skills and capabilities:

- Ability to adapt to an innovative, developing project environment.
- Thinks laterally, identifies and implements improved work practices.
- Responds in a positive and flexible manner to change.
- Strong verbal, written, and interpersonal communication skills.
- Ability to sustain collaborative relationships with internal and external stakeholders.
- Willingness to take on all tasks as required to achieve Project outcomes.

- Problem-solving skills and use of initiative to resolve challenges.
- Sound judgement and time management skills for accurate completion of work to meet deadlines.
- Uphold the Australian Public Service (APS) and Defence Values and be a team player, who is adaptable, supportive and considerate with all staff.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Beatriz Vasconcellos, 026265 2568
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=71F3204A-2B81-5AEC-1B3A-DB5FEFDE6549

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Defence

Vacancy VN-0752245

Department of Defence

Closing Date:Thursday 06 February 2025

NAVY
Navy Engineering

Job Title	Safety Team Leader
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Garden Island
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/10723/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=80557813-5912-B6AC-A60E-DB5FF059F440>

Duties

The Role

The Safety Team Leader (STL) is accountable under broad direction from the Deputy Director Safety and Quality (DDSQ) to undertake complex work health and safety activities within a framework of legislation, policies, established principles, work practices and procedures.

- Implement and monitoring compliance and assurance activities conducted by FSU.
- Deliver WHS support and advice to Regional Units.
- Investigate and report incidents.
- Undertake specialist research and analysis as directed, to support the broader team to initiate improvements to business practices.
- Develop procedures, briefs, minutes and reports as required.
- Represent DDSQ as required.
- Coordinate Occupational Hygiene activities.

About our Team

The mission of Fleet Support Unit – Australia (FSU-AUST) is to provide Australia wide maintenance repair, overhaul and technical services to Naval Shipbuilding and Sustainment Group (NSSG) and Royal Australian Navy, and by doing so also increase technical mastery of our personnel.

FSU-AUST is geographically dispersed in five regional offices across four states and made up of approximately 800 technical sailors and a small number of APS staff. Each regional office have one uniformed WHS Manager and one Quality Manager.

We are the largest employer of technical sailors in the Navy and maintain a large number of secondments with industry suppliers to upskill our workforce. In concert with highly skilled staff, FSU maintains significant engineering facilities and capabilities, which are used to generate extensive sustainment cost savings to Defence.

The National Office is located on Garden Island NSW, and comprises of approximately 40 team members headed by the Executive Director with the support of four Deputy Directors, including the Deputy Director Safety and Quality (DDSQ). The regional WHSM and QM work closely with the DDSQ and the Safety Team leader.

Our Ideal Candidate

Our ideal candidate will be highly motivated and capable, self-sufficient and resilient with a willingness to actively seek out solutions and develop more effective ways of delivering outcomes.

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

- Experience working in a similar role ensuring the alignment of legislative, policy, procedures and compliance frameworks.
- Well-developed organisational skills with the ability to set priorities and meet deadlines, focusing on identifying opportunities for continuous improvement.
- Demonstrated high-level verbal and written communication skills.
- Ability to monitor, manage and report on organisation's risk and compliance.
- Comfortable building and sustaining relationships, liaising with a range of stakeholders including other teams, contractors and colleagues across Defence and other organisations.
- To engage in incident management, coordinate and perform detailed or sensitive investigation reports.
- Understanding of procurement and contract management.
- Be able to work in a fluid environment by remaining flexible, agile and adaptable.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Antonio Figueroa, 02 8440 4327
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=80557813-5912-B6AC-A60E-DB5FF059F440

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Defence

Vacancy VN-0752246

Department of Defence

Closing Date:Wednesday 29 January 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Fuel Capability Business Support Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/10906/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=419B2F96-FE47-EE04-0B23-DB5FF05748E2>

Duties

The Role
This role has responsibility for deliverables including:

- Management of stakeholder relations with strategic industry partners, including coordination of scheduled and ad-hoc stakeholder engagement with industry partners;
- Financial analysis and reporting against performance KPIs for Strategic Contracts;
- Pricing investigation, evaluation, verification and validation of Value for Money for Directorate;
- Managing and delivering reporting and associated analysis on contract performance against various metrics;
- Identifying potential issues and developing and executing mitigation / resolution of potential and actual issues with relevant stakeholders;
- Managing performance-based assurance activities across a Strategic Contract Framework; and
- Preparing briefings for management on the health of industry partnerships including identifying areas for improvement and how they can be contractually executed.

The successful candidate will be expected to work in office (Defence Plaza Sydney) 3-4 days of the week, and may work remotely 1-2 days.

About our Team

Fuel Capability Branch's (FCB) has responsibility for operating, maintaining, governing, enhancing and sustaining the Defence Fuel Supply Chain (DFSC) across Australia and globally. As part of Joint Logistics Command, we are responsible for end to end Defence fuel capability.

This includes:

- Fuel supply;
- Strategic asset management;
- Engineering services;
- Key strategic projects outlined in the National Defence Strategy;
- Fuel and fuel infrastructure specifications standards;
- Product procurement;
- Support the transition of military capabilities to renewable energies;
- Fuel capability; and
- The DFSC and the Defence Fuel Network (DFN).

As an integrated and geographically dispersed team, our Vision is to safely fuel the force by delivering 0:1:100 - zero loss incidents and injuries, one safe, integrated resilient DFSC, and 100% deliveries in full and on time. The branch workforce is a blend of APS, ADF, Reservist and contractors.

Our Ideal Candidate

Our ideal candidate will be:

- An exceptional stakeholder relationship manager;
- Highly organised, and able to critically assess, prioritise and manage competing taskings and priorities through to the successful completion of the required deliverables;
- A strong influencer and have well-developed negotiation skills;
- Proactively committed to applying individual and team on and off the job learnings to this role;
- Able to achieve individual deadlines and contribute to team deadlines with limited direction and as a value-add team member; and
- Proficient in Microsoft Office applications, in particular MS Word and MS Excel, and general office based ICT.

Eligibility

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

Notes

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

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To Apply

Position Contact	Rekha Wijesinghe, 02 8440 4675
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=419B2F96-FE47-EE04-0B23-DB5FF05748E2

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Defence

Vacancy VN-0752249

Job Title	Defence Fuel Management System (DFMS) Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/10880/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=33E19D8E-1CAF-1CD2-B1FB-DB5FF09C0E2F>

Duties

The Role

As part of the DFMS team, you will be accountable for deliverables including:

- Coordination and execution of DFMS content publication processes, including validation of DFMS content against approved business processes.
- Coordination and execution of DFMS format design changes in Holocentric, from conceptualisation through to publication, in alignment with approved business processes.
- Engagement with DFMS stakeholders regarding relevant system and content changes, and providing familiarisation/ training support in a user-focused manner.
- Developing and maintaining local DFMS processes as appropriate.
- Maintaining all corporate records in accordance with approved business processes.
- Working Defence Fuel Supply Chain stakeholders to ensure successful ongoing deployment and use of the system.

About our Team

Fuel Capability Branch's (FCB) has responsibility for operating, maintaining, governing, enhancing and sustaining the Defence Fuel Supply Chain (DFSC) across Australia and globally. As part of Joint Logistics Command, we are responsible for end to end Defence fuel capability.

This includes:

- Fuel supply.
- Strategic asset management.

- Engineering services.
- Key strategic projects outlined in the National Defence Strategy.
- Fuel and fuel infrastructure specifications standards.
- Product procurement.
- Support the transition of military capabilities to renewable energies.
- Fuel capability.
- The DFSC and the Defence Fuel Network (DFN).

As an integrated and geographically dispersed team, our Vision is to safely fuel the force by delivering 0:1:100 - zero loss incidents and injuries, one safe, integrated resilient DFSC, and 100% deliveries in full and on time. The branch workforce is a blend of APS, ADF, Reservist and contractors.

Our Ideal Candidate

Our ideal candidate will be:

- An exceptional stakeholder relationship manager.
- Highly organised, and able to critically assess, prioritise and manage competing tasking and priorities through to successful completion of the required deliverables.
- Proactively committed applying individual and team on and off the job learnings to this role.
- Able to achieve individual deadlines and contribute to team deadlines with limited direction and as a value-add team member.
- Proficient in Microsoft Office applications, in particular MS Word and MS Excel, and general office based ICT.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Mishra, Kady MRS, 02 6246 7363
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=33E19D8E-1CAF-1CD2-B1FB-DB5FF09C0E2F

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Defence

Vacancy VN-0752257

Department of Defence

Closing Date:Friday 06 February 2026

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Communications Engineer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/10840/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=4D4B87D9-9513-6401-1B19-DB60DF549FB3>

Duties

The Role
This role involves the application of communications and ICT systems experience and technical knowledge to a range of activities

that support integration and verification of systems within the Offshore Patrol Vessels (OPVs) under construction.

In this role you will collaborate closely with other members of the OPV Engineering team and external Industry partners, a range of duties including:

- Assessing communications and ICT system technical and design packages in accordance with applicable procedures, including scoping, planning, reviewing, determining recommendations, and contributing to the implementation of actions.
- Engaging with stakeholders, investigating communications and ICT systems concepts, delivering and managing specifications and resources.
- Applying engineering knowledge and experience to identify risks and uncertainties, leading to consideration of these in planning, decision-making and priority setting activities.
- Evaluating that communications and ICT systems meet applicable requirements and comply with legislative, policy and regulatory frameworks.

There may be a requirement for domestic travel in this role.

About our Team

The Offshore Patrol Vessels (OPV) Branch is delivering the Arafura class Patrol Boat to the Royal Australian Navy, under Project SEA1180 Phase 1. The Arafura class is an exciting and challenging project with multiple ships in production across two Australian shipyards. The primary role of the OPV will be to undertake constabulary missions, maritime patrol and response duties to operate alongside Australian Border Force vessels, and other Australian Defence Force units and regional partners.

The OPV Branch is staffed by a combination of APS and contractor professionals across a wide range of disciplines. The OPV Branch provides the liaison between the Navy Capability Manager and the activities within the shipyards, and conducts assurance activities to ensure that the contracted capability requirements are met. The OPV Branch Engineering Team also provides analysis and advice about engineering changes that are being considered for the OPVs.

Our Ideal Candidate

Our Ideal Candidate will possess the following:

- A sound working knowledge of Systems Engineering concepts and practices.
- Previous experience with the integration of electronic systems into Naval platforms.
- Previous experience with the operation of maritime communications and ICT systems.
- Strong verbal and written communication skills, and the ability to work collaboratively and effectively with a wide range of Defence and external stakeholders of diverse professional backgrounds.
- Strong analytical and problem-solving skills and attention to detail in all aspects of their work.
- Flexibility to respond to the changing context and shifting priorities of the Defence environment.
- A strong commitment to professional development and the desire to gain and apply new knowledge to workplace activities.
- Previous experience working within an Engineering Management system.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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To Apply

Position Contact	Carol Medhurst, 02 5108 7175
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4D4B87D9-9513-6401-1B19-DB60DF549FB3

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Defence

Vacancy VN-0752274

Department of Defence

Closing Date:Thursday 06 February 2025

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Navigation Systems Engineer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/10845/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B0D47D19-9D29-B27E-186F-DB5FF2BE2BE6>

Duties

The Role

This role involves the application of navigation systems experience and technical knowledge to a range of activities that support the integration and verification of systems within the Offshore Patrol Vessels (OPVs) under construction.

In this role, you will collaborate closely with other members of the OPV Engineering team and external Industry partners, in the conduct of a range of duties including:

- Assessing navigation system technical and design packages in accordance with applicable procedures, including scoping, planning, reviewing, determining recommendations, and contributing to the implementation of actions.
- Engaging with stakeholders, investigating navigation systems concepts, delivering and managing specifications and resources.
- Applying engineering knowledge and experience to identify risks and uncertainties, leading to consideration of these in planning, decision-making and priority setting activities.
- Evaluating that navigation systems meet applicable requirements and comply with legislative, policy and regulatory frameworks.

There may be a requirement for domestic travel in this role.

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

About our Team

The Offshore Patrol Vessels (OPV) Branch is delivering the Arafura class Patrol Boat to the Royal Australian Navy, under Project SEA1180 Phase 1. The Arafura class is an exciting and challenging project with multiple ships in production across two Australian shipyards.

The primary role of the OPV will be to undertake constabulary missions, maritime patrol and response duties to operate alongside Australian Border Force vessels, and other Australian Defence Force units and regional partners. The OPV Branch is staffed by a combination of APS and contractor professionals across a wide range of disciplines.

The OPV Branch provides the liaison between the Navy Capability Manager and the activities within the shipyards, and conducts assurance activities to ensure that the contracted capability requirements are met.

The OPV Branch Engineering Team also provides analysis and advice about engineering changes that are being considered for the OPVs.

Our Ideal Candidate

Our ideal candidate will possess the following:

- A sound working knowledge of Systems Engineering concepts and practices.
- Previous experience with the integration of electronic systems into Naval platforms.
- Previous experience with the operation of maritime navigations systems.
- Strong verbal and written communication skills, and the ability to work collaboratively and effectively with a wide range of Defence and external stakeholders of diverse professional backgrounds.
- Strong analytical and problem-solving skills and attention to detail in all aspects of their work.
- Flexibility to respond to the changing context and shifting priorities of the Defence environment.
- A strong commitment to professional development and the desire to gain and apply new knowledge to workplace activities.
- Previous experience working within an Engineering Management system.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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

About the Department of Defence

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To Apply

Position Contact	Carol Medhurst, 02 5108 7175
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B0D47D19-9D29-B27E-186F-DB5FF2BE2BE6

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Defence

Vacancy VN-0752281

Department of Defence

Closing Date:Thursday 09 January 2025

Governance Group
Ministerial & Executive Coordination & Communication

Job Title	Director of Army Communication
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$134,567 - \$161,521
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	On Site based work
Classification	Executive Level 2
Position Number	GG/10850/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CE468515-3009-A67D-95B3-DB5FF362F4F1>

Duties

The Role

You will lead communication for the Australian Army - from strategic planning through to execution of media engagement, social media and brand management. You will contribute to the delivery of Ministerial, whole-of-government and Defence objectives. The Director serves as the Chief of Army's Strategic Communication Advisor, providing personalised media and communication advice.

You will:

- Be required to work outside standard hours and travel in support of the Chief.
- Provide Strategic Communication advice to the Chief of Army.
- Ensure strategic communication objectives serve the needs of Army and are integrated and consistent with Ministerial and Departmental priorities.
- Lead the Army Media and Communication team of APS and ADF.
- Engage with the strategic environment and priorities, including comprehensive awareness of domestic, regional and global activities and be able to understand and translate connection and impact to Defence.
- Apply high-level decision making and judgement to review, amend and clear Defence and Ministerial communication products.

About our Team

The Strategic Communication Branch has multi-disciplinary communication teams embedded in Groups and Services across the Department and plays a key role shaping the narrative and perception of Australia's largest Commonwealth Department and the Australian Defence Force, building trust with the Australian community and advancing Australia's national security interests. Our structure enables visibility of the whole organisation, enabling us to make integral linkages between key stakeholders, develop strong professional networks and build our skills and leadership qualities. Collaboration is at the heart of our operations.

Our branch provides a strong network of communication professionals to exchange ideas with, mentors to guide your development and a team working together to deliver the best communication outcomes for Defence. We offer a unique opportunity to work on both external and internal communication initiatives. You will engage with the media, policymakers, the public, and the ADF community to effectively convey the departments' initiatives and policies.

Our Ideal Candidate

The role performs a key leadership function, supporting a Service Chief and overseeing staff embedded across Army, providing strategic communication advice, manage resources, set priorities and develop strategies and plans against organisational objectives.

Our ideal candidate is an experienced strategic thinker and communicator with interest and knowledge of the strategic environment. They will work independently to proactively identify issues and adjust media and communications products and activities accordingly. Our ideal candidate has the ability to:

- Provide high-level analytical and communication skills.
- The ability to lead peers, manage upwards and be accountable for quality outcomes.
- Develop positive, collaborative working relationships across stakeholders in complex environments.
- Anticipate and respond to stakeholder needs and expectations, including Ministers and members of the Senior Leadership Group, making logical connections of emerging issues enterprise-wide.
- Respectfully challenge the status quo to innovate and improve outcomes.

- Have initiative, flexibility and demonstrated capacity to solve problems under pressure.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Sally Stokes, 0447 058 199
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CE468515-3009-A67D-95B3-DB5FF362F4F1

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Defence

Vacancy VN-0752289

Department of Defence

Closing Date:Thursday 23 January 2025

Associate Secretary Group
Data

Job Title	Information and Records Management Officer
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA
Salary	\$83,706 - \$89,659
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Please discuss working arrangements with contact officer
Classification	APS Level 5
Position Number	ASG/10954/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BB25DEAD-01EE-566B-53CB-DB5FF3912811>

Duties

The Role

The Enterprise Records Management Directorate is a small, yet influential team trusted to advise across large-scale records and information management networks, leading the development of practical governance related practices and methods across the military and civilian environments.

As an APS 5 Information and Records Management Officer, you will be part of a team providing records management policy advice across the Defence Organisation. You will support the ongoing uplift of skills and knowledge within the Information and Records management domain by contributing to the team's development of policies, procedures, standards and strategies supporting the continuing implementation of the Defence Records Management Policy. You will work within a framework of legislation, established principles and work practices and procedures in support of the Defence mission and business objectives.

About our Team

Data Division is in an exciting phase of growth, innovation and transformation and is the hub of a federated approach to uplift Defence's ability to generate insights from data and make better-informed decisions. Our goal is to lead by example and support groups and services across Defence to better govern, trust, discover, use and share their data.

Enterprise Records Management (ERM) is a small but busy team within the Division. As owners of the Defence Records Management Policy (DRMP) we work to ensure compliance with legislation and policies across Defence. We provide records management advice and training across the organisation.

This is an exciting opportunity to be at the centre of a fundamental shift in how Defence interacts with its data, information and records to provide insights that support decision-making.

Our Ideal Candidate

The ideal candidate will be an enthusiastic person with a proactive mindset, with a willingness to learn and interact with diverse stakeholder groups.

Our ideal candidate will possess sound written and oral communication skills with the ability to:

- Coordinate and perform information and records management activities

- Implement information and records management policies and procedures
- Work collaboratively and operate as an effective team member
- Engage with internal and external stakeholders
- Interpret and comply with legislative, policy and regulatory frameworks
- Investigate and recommend solutions for complex issues
- Display adaptability, resilience and flexibility in a changing environment
- Think strategically in a sensitive and fast-paced environment

The successful applicant will have a demonstrated history of accomplishing organisational goals, implementing effective change and collaboratively working with an expansive stakeholder group.

Candidates with qualifications/experience in information and records management, including governance, assurance and auditing activities are strongly encouraged to apply.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Melanie Curless, 02 5108 9987
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BB25DEAD-01EE-566B-53CB-DB5FF3912811

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Department of Defence

Closing Date: Sunday 12 January 2025

Defence Finance Group
Financial Performance & Management

Job Title	Director Strategic Market Management
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$134,567 - \$161,521
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	DFG/11014/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=85426CBB-E714-439D-145D-DB602A6D3CA3>

Duties

The Role

As the Director for Defence's new Strategic Market Management team you will be responsible for redefining how Defence works with some of its most important providers. This will include some of the largest and most prominent professional services/ consulting firms in the market.

You will lead a team who will implement an Account Management structure to oversee the work of these firms across Defence. This will see you liaise with both the firms and the market to shape their engagement with Defence and act as Defence's expert lead on the use of professional services, providing advice and support across the organisation.

About our Team

The objective of Strategic Market Management is to make Defence not just the biggest but the best buyer and user of consulting firms in Government. We are here to work with the market and business areas across Defence to ensure Defence is getting the right support and engaging with the market as a single, coherent, buyer of services.

We judge ourselves not on how much support Defence is using but whether it is always getting the best value for public money when it engages consulting firms.

Our Ideal Candidate

Our ideal candidate will bring:

- Experience in account management, procurement or commercial management disciplines;
- Knowledge of professional services or consulting markets;

- Knowledge and experience of Commonwealth procurement or experience in contracting to government;
- Highly developed stakeholder engagement and communication skills;
- High levels of integrity and a commitment to act in accordance with the APS and Defence Values and Behaviours;
- A track record of building effective relationships with diverse stakeholders;
- A passion and commitment for Defence’s mission and outcomes;
- The resilience to deliver results in a complex, high paced environment while managing multiple competing stakeholders and relationships.

Eligibility

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

Notes

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

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To Apply

Position Contact	Samantha Cooper, 02 5108 6737
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=85426CBB-E714-439D-145D-DB602A6D3CA3

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Joint Capabilities Group
Joint Logistics Command

Job Title	Deputy Director Infrastructure Works Coordination
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JCG/10990/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=23871149-C143-7EE0-7AE3-DB602AF2E5EA>

Duties

The Role

You and your team will be responsible for deliverables including:

- Key interface for Defence Fuel Network Projects.
- Supporting the strategic operations and configuration of the Defence Fuel Network (DFN) infrastructure, and overseeing management of the DFN status and proposed changes.
- Liaison with relevant stakeholders to ensure compliance with and forward planning against Defence and other business requirements (including IT system developments, legislative and policy changes).

The successful candidate will be required to demonstrate strong problem solving and negotiation skills, the ability to work under pressure, and the ability to lead a team in a high tempo environment.

About our Team

Fuel Capability Branch's (FCB) has responsibility for operating, maintaining, governing, enhancing and sustaining the Defence Fuel Supply Chain (DFSC) across Australia and globally. As part of

Joint Logistics Command, we are responsible for end to end Defence fuel capability. This includes:

- Fuel supply;
- Strategic asset management;
- Engineering services;
- Key strategic projects outlined in the National Defence Strategy;
- Fuel and fuel infrastructure specifications standards;
- Product procurement;
- Support the transition of military capabilities to renewable energies;
- Fuel capability;
- The DFSC and the Defence Fuel Network (DFN).

As an integrated and geographically dispersed team, our Vision is to safely fuel the force by delivering 0:1:100 - zero loss incidents and injuries, one safe, integrated resilient DFSC, and 100% deliveries in full and on time. The branch workforce is a blend of APS, ADF, Reservist and contractors.

Our Ideal Candidate

Our Ideal Candidate will be:

- An exceptional stakeholder relationship manager;
- Highly organised, and able to critically assess, prioritise and manage competing tasking and priorities through to successful completion of the required deliverables;
- A professional leader and manager;
- Able to achieve individual and lead team achievement of deadlines;
- Proactively committed applying individual and team on and off the job learnings to this role;
- Proficient in Microsoft Office applications, in particular MS Word and MS Excel.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Jason McAuliffe, 02 5131 3546
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=23871149-C143-7EE0-7AE3-DB602AF2E5EA

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Defence

Vacancy VN-0752320

Department of Defence

Closing Date:Sunday 02 February 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Fuel Network Sustainment Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JCG/10976/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=822CC85E-758A-D772-D93C-DB602B9FA7EE>

Duties

The Role

This role supports the management of the product schedule and allocation of funds to support the operation and maintenance of the Defence Fuel Network (DFN). You will be responsible for oversight of the delivery of the Network Sustainment Program that provides safety and maintenance enhancements across DFN.

Additionally, you will manage entitlements across the Defence Fuel Supply Chain, which includes fleet and Defence Fuel Installation equipment across the country. Finally, you will manage the Fuel Portfolio Product Schedule ensuring effective stakeholder and performance management.

About our Team

Fuel Capability Branch's (FCB) has responsibility for operating, maintaining, governing, enhancing and sustaining the Defence Fuel Supply Chain (DFSC) across Australia and globally. As part of Joint Logistics Command, we are responsible for end to end Defence fuel capability.

This includes:

- Fuel supply;
- Strategic asset management;
- Engineering services;
- Key strategic projects outlined in the National Defence Strategy;
- Fuel and fuel infrastructure specifications standards;
- Product procurement;
- Support the transition of military capabilities to renewable energies;
- Fuel capability; and
- The DFSC and the Defence Fuel Network (DFN).

As an integrated and geographically dispersed team, our Vision is to safely fuel the force by delivering 0:1:100 - zero loss incidents and injuries, one safe, integrated resilient DFSC, and 100% deliveries in full and on time. The branch workforce is a blend of APS, ADF, Reservist and contractors.

Our Ideal Candidate

Our ideal candidate will have the following skills and experience:

- Strong stakeholder engagement skills;
- Be able to manage conflict while also having the ability to negotiate and influence outcomes for a desired end outcome;
- Strong written and verbal communication skills, including the ability to successfully brief Senior Managers;
- Ability to manage multiple competing priorities; and
- Strong financial skills including budget allocation and monitoring.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Russell Box, 0411 058 352
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=822CC85E-758A-D772-D93C-DB602B9FA7EE

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Defence

Vacancy VN-0752321

Department of Defence

Closing Date:Thursday 09 January 2025

Defence Digital Group
Group Operations

Job Title	Budgeting Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	APS Level 6
Position Number	DDG/10996/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=39B95171-CB1A-4A2B-AB18-DB602B8894C0>

Duties

The Role
The Portfolio Management Branch (PMB) remit is to simplify, optimise, and standardise financial and strategic workforce requirements for a multi-billion dollar ICT portfolio within the Defence Digital Group (DDG). We are looking for an energetic APS 6 budget officer to join the team.

Your key responsibilities will be:

- Respond to requests for financial reporting and budget analysis.
- Develop high-value dashboards and written financial reporting.
- Provide advice and budgeting assistance to large ICT projects.
- Research and draft budget submissions, budget briefings, presentations, and other financial reporting.
- Be a team player.

If you are interested in work that combines budget management and engaging, be involved in some exciting initiatives, work with stakeholders in process improvement, then this Branch offers a high-profile career opportunity. DDG has an extensive professionalisation pathway for your professional growth.

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

About our Team

We are developing a workforce that will continue to build a secure, integrated and scalable information and communications environment able to fight and win in the digital age. We have a defined scope, a refined vision and structural improvements that will not only better enable us to deliver ICT at the speed our strategic environment demands, but that will also give our people greater opportunity to build or round out their skills and experience.

If you are seeking to work in a fast-paced dynamic team with an inclusive and supportive working environment that values your contribution, supports your professional development and provides flexible working options, then Defence Digital Group is the place for you!

At DDG, the opportunities are endless:

- A competitive remuneration and leave package and 15.4% superannuation.
- DDG and Defence are full of exciting work opportunities you will not find anywhere else. You can have multiple careers within the one organisation, with sites in all States and Territories.
- We invest heavily in developing the expertise of our people to ensure that everyone has the opportunity to work with inspiring leaders and in great teams to deliver essential capability.
- We know that as much as you may love your job, it is important to be able to get away. We provide generous leave entitlements for whatever happens in life.
- We provide a range of wellbeing programs dedicated to supporting you and your family through whatever work and life have to offer.
- You have free access to fitness facilities such as gymnasiums at most sites nationally, to support your mental and physical health.
- We offer flexible and agile ways of working to empower you to work in a way that reflects your circumstances and your lifestyle.
- Defence offers free parking at many Defence sites.

Defence has locations across Australia including regional areas. These roles can be undertaken in any Defence location and we at DDG are committed to enabling our people flexibility in their working arrangements

Our Ideal Candidate

Our ideal candidates will:

- Be comfortable working in fast paced environments with competing priorities, including preparing briefing packs senior leaders.
- Have strong analytical skills.
- Have experience in budget management, focusing on projects.
- Demonstrate organisational skills and experience working in a high volume and demanding professional environment with proven capacity to prioritise, multi-task, achieve business goals, perform and always work.
- Have well-developed stakeholder engagement and interpersonal and influencing skills with previous experience engaging, collaborating and influencing stakeholders to influence and achieve optimal business outcomes.
- Have a commitment to continuous improvement.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	DDG Strategic Recruitment, N/A
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=39B95171-CB1A-4A2B-AB18-DB602B8894C0

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Defence

Vacancy VN-0752324

Department of Defence

Closing Date: Sunday 12 January 2025

Defence Finance Group
Financial Performance & Management

Job Title	Knowledge Bank
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DFG/10919/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=30FF5A16-3144-DBD9-2428-DB602BF4C90E>

Duties

The Role

As the Assistant Director, Knowledge Bank, you will lead this crucial initiative. Your role will be to design the approach and the user model for the knowledge bank and to determine the processes for curation and sharing of the information.

You will need to build relationships across Defence to identify and collect knowledge materials. You will be the primary curator of Defence's knowledge in this area, assessing materials for inclusion and continually evolving the provision and tools to best support sharing of this knowledge.

About our Team

The External Workforce Reform Branch was established to embed an enduring change to the way Defence interacts with and utilises the external workforce. The team has a broad agenda focused on building a culture that ensures contracted support is only used where it provides the best value for the Australian taxpayer.

The team will be pivotal in enabling Defence to achieve the transformational change required to deliver the agenda outlined in the National Defence Strategy.

Our Ideal Candidate

Our ideal candidate will bring:

- Experience within the APS or a professional services environment;
- Strong communications and stakeholder engagement skills;
- A proven track record of delivering knowledge management, advice or support services;
- Experience with qualitative and quantitative knowledge products;
- The ability to think strategically and shape new approaches to improve the use of knowledge;
- High levels of integrity and a commitment to act in accordance with the APS and Defence Values and Behaviours;

- A passion and commitment for Defence's mission and outcomes;
- The resilience to deliver results in a complex, high paced environment while managing multiple competing stakeholders and relationships.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Robert Coffey, 02 5108 7689
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=30FF5A16-3144-DBD9-2428-DB602BF4C90E

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Defence

Vacancy VN-0752329

Job Title	Fuel Information Data Steward
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/10882/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7CA9A63A-5014-6C6E-2B3A-DB602D30D1B3>

Duties

The Role

As part of the team, you will be responsible for deliverables including:

- Management of the information and data libraries for business reports including library maintenance, storage, archival and upkeep.
- Identification and delivery of information management requirements including definitions, processes, and business rules for various performance metrics.
- Reporting and analysis of Performance Management Framework information and data outcomes from industry partners and other stakeholders.
- Maintaining information and data quality through stakeholder feedback; identifying and evaluating issues; and identifying and executing mitigation / corrective actions.
- Developing and delivering education / support program resources.
- Liaison with relevant stakeholders to ensure compliance with and forward planning against Defence and other business requirements (including IT system developments, legislative and policy changes).

About our Team

Fuel Capability Branch's (FCB) has responsibility for operating, maintaining, governing, enhancing and sustaining the Defence Fuel Supply Chain (DFSC) across Australia and globally. As part of Joint Logistics Command, we are responsible for end to end Defence fuel capability.

This includes:

- Fuel supply.
- Strategic asset management.
- Engineering services.
- Key strategic projects outlined in the National Defence Strategy.
- Fuel and fuel infrastructure specifications standards.
- Product procurement.
- Support the transition of military capabilities to renewable energies.
- Fuel capability.
- The DFSC and the Defence Fuel Network (DFN).

As an integrated and geographically dispersed team, our Vision is to safely fuel the force by delivering 0:1:100 - zero loss incidents and injuries, one safe, integrated resilient DFSC, and 100% deliveries in full and on time. The branch workforce is a blend of APS, ADF, Reservist and contractors.

Our Ideal Candidate

Our ideal candidate will be:

- An exceptional stakeholder relationship manager.
- Highly organised, and able to critically assess, prioritise and manage competing tasking and priorities through to successful completion of the required deliverables.
- Proactively committed applying individual and team on and off the job learnings to this role.
- Able to achieve individual deadlines and contribute to team deadlines with limited direction and as a value-add team member.
- Proficient in Microsoft Office applications, in particular MS Word and MS Excel, and general office based ICT.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Mishra, Kady MRS, 02 6246 7363
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7CA9A63A-5014-6C6E-2B3A-DB602D30D1B3

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Defence

Vacancy VN-0752335

Department of Defence

Closing Date:Monday 06 January 2025

Defence People Group
Military Personnel Division

Job Title	Executive Officer - DGDFR
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Fairbairn
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/10931/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=56CC67F5-21C1-3BD8-A447-DB602D4058C8>

Duties

The Role
As the Executive Officer (EO), you will work directly to the Director General Defence Force Recruiting (DGDFR) in order to ensure

routine coordination and administration of Executive Meetings involving DGDFR and their attendance at internal and external committees.

The successful candidate will be responsible for ensuring the timely and efficient administrative workflows to and from the Office of DGDFR, including task management and the coordination of Ministerial correspondence and media enquiries as well as helping manage DGDFR's diary and appointments and a broad range of support activities.

The role is responsible for the routine administrative support functions of the DFR Executive Team. It may also involve the drafting of routine correspondence for DGDFR approval and signature. As daily routine, the role will be responsible for, maintaining DGDFR's appointment diary, conducting research tasks where required and performing other duties as directed by DGDFR.

About our Team

Defence Force Recruiting (DFR) is a public-private collaboration between Defence and a civilian company providing recruiting services to the Australian Defence Force in accordance with standards and policies set by the Navy, Army and Air Force. Recruiting services are delivered using a mix of military, APS and contractor staff operating in a high energy, multi-vendor environment which is responsible for directly delivering capability to the Australian Defence Force.

The DFR Executive Team provides support to DGDFR to ensure objectives are met. The office environment is often fast paced and is characterised by competing priorities and tight timeframes. The DFR Executive Team is an area of trust and manage information with a high level of confidentiality and discretion. It is crucial that individuals are suitably skilled, professional, confidential, discreet and have the ability to work well under pressure with strong communication skills.

Our Ideal Candidate

The role is challenging and rewarding, and offers a variety of opportunities for work and skills development, including Ministerial correspondence, media enquiries, providing advice on complex administrative issues and Senior Defence Committee support.

Our ideal candidate will be an experienced administrator, who is able to resolve potential barriers to workflows, including providing direction, clarification, and context for requests, exercising foresight and the ability to plan and creatively solve problems.

Our ideal candidate will maintain a positive friendly outlook often under pressure, be comfortable working as part of a small team and will be able to demonstrate the following skills and competencies:

- High level verbal and written communication skills.
- Ability to build and maintain strong working relationships.
- Superior organisational skills, with an ability to prioritise in an efficient and effective manner.
- Able to operate in a confidential and discreet manner.
- Is proficient in a number of office software systems, such Objective or Document and Records Management systems.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Nileshni Karan, 03 9290 2470
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=56CC67F5-21C1-3BD8-A447-DB602D4058C8

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Defence

Vacancy VN-0752343

Department of Defence

Closing Date:Monday 20 January 2025

Defence People Group
People Policy & Development

Job Title	Assistant Director - ADF Remuneration
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Brindabella Business Park ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	Executive Level 1
Position Number	DPG/10798/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=6BFDF4D3-F8AA-2E08-6168-DB602E545D74>

Duties

The Role

The Directorate of Military Remuneration has multiple EL1 positions available where you will perform a broad range of duties relating to Industrial Relations for the ADF including leading a team responsible for developing pay and employment category proposals, and preparing detailed evidential papers suitable for Defence Force Remuneration Tribunal consideration. The EL1 Workplace Relations Manager will have experience in, or aptitude to quickly acquire a working knowledge of ADF Industrial Relations, and experience in some or all areas relating to:

- Conducting ADF remuneration activities with significant independence.
- Coordinating and performing detailed or sensitive ADF remuneration projects aligning to strategic, political or operational outcomes for Defence.
- Converting data and information into valuable reports and/or advice.
- Fostering effective relationships across Defence People Group, other services, groups and Government Agencies
- Providing policy advice and collaborating with stakeholders to achieve outcomes within agreed timeframes, often with rapidly changing priorities preparing correspondence, submissions, decision briefs and reports to stakeholders within timeframes and business requirements.
- Candidates for this position will be considered and assessed against the key selection criteria, APS Work Level Standards and level of experience.

About our Team

The Directorate of Military Remuneration (DMR) is within People Policy and Employment Conditions (PPEC) branch. PPEC is responsible for developing and implementing policies on pay and employment conditions for ADF members and APS employees. DMR is primarily responsible for developing and managing ADF remuneration cases for consideration by the Defence Force Remuneration Tribunal (DFRT). In addition, DMR manages policy in relation to complex military remuneration matters regarding ADF salaries, allowances and superannuation.

Our Ideal Candidate

The successful candidates will be conscientious, and have a demonstrated ability to work collegiately within a large network of uniformed and non-uniformed personnel, from working level through to Senior Executive. They will be responsive to changing circumstances and possess excellent administration, time management, and communication skills. They will display initiative, have a strong attention to detail, and be committed to providing consistent, high-quality support, as well as:

- Achieving complex to very complex ADF industrial relations outcomes for joint and integrated ADF workforces in accordance with strategic requirements.
- Developing and providing evidence based policy solutions including both verbal and written recommendations on conditions of service;
- Representing the Branch or Service at both internal and external forums with a range of stakeholders, encouraging a collaborative approach to achieving sustainable remuneration outcomes for ADF members;
- Preparing high level committee papers, ministerial correspondence and advice for senior leadership;
- Requesting the drafting of legislative determinations;
- Supporting governance structures, knowledge management and decision making processes;
- Developing and managing project plans, including evaluation reporting;
- Leading a small team of both APS and ADF members.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Robert Eason, 02 5131 3142
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6BFDF4D3-F8AA-2E08-6168-DB602E545D74

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Defence

Vacancy VN-0752388

Department of Defence

Closing Date:Sunday 02 February 2025

Joint Capabilities Group
Joint Capabilities

Job Title	Product Owner - Cyber Training Systems
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/10984/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=59D18D7B-A958-6478-F5AB-DB60DF59588B>

Duties

The Role

In this role, you will be required to support the Deputy Director Cyber Capabilities in the development and management of Defence's Cyber Training Systems within the Joint Cyber and Influence Directorate (JCIP).

The successful applicant will undertake a number of key duties including:

- Managing project activities, coordinating project, managing schedule, risk, and resources inputs per organisational practices, methods and standards;
- Proposing novel approaches to non-traditional challenges when considering technical, operational, professional and administrative activities, procedures, practices and project management methodologies;
- Identifying risks and opportunities and taking account of these in planning, decision-making, and priority setting;
- Building and sustaining stakeholder engagement including having the ability to communicate with influence and negotiate effectively;
- Working collaboratively with team members;
- Analysing project performance, and developing and initiating strategies to achieve project outcomes; and
- Providing input into the development of project planning, performance, cost and schedule documents.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base

salary otherwise payable under the [Defence Enterprise Agreement](#) (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

Joint Information Capabilities Branch (JICB) is one of four branches within the Joint Capabilities Division in Joint Capabilities Group (JCG). JCG was formed in July 2017 with the mandate to deliver joint warfighting capabilities to the ADF.

JICB is a blended workforce of APS, ADF, and Contracted personnel who work together with a One Defence mindset to support Defence outcomes with offices located within the Canberra region.

JICB develops and manages a number of capabilities being:

- Joint Cyber & Influence Projects (JCIP);
- Joint Simulation Capabilities (JSC);
- Assured Position Navigation Timing (PNT);
- Joint Electronic Warfare (EW); and
- Project Management Office (PMO).

The Joint Cyber and Influence Projects (JCIP) Directorate manages key projects within the Joint Information Capabilities (JIC) Branch, delivering a number of outcomes that support Defence Cyber Domain objectives.

Our Ideal Candidate

We are seeking a motivated and high performing APS6 Project Management Officer who is comfortable working with ambiguity, exemplifies professionalism through external ideas, diverse experiences and perspectives, and enjoys working on a broad range of tasks solving non-traditional challenges.

Our ideal candidate will effectively be able to:

- Cultivate productive and collaborative relationships, deliver quality outputs, and achieve results within defined timeframes;
- Prepare accurate information, reports and documents, and provide advice and guidance to varied audiences;
- Demonstrate comfort working with ambiguity;
- Actively manage workloads by adjusting and communicating priorities;
- Engage with a broad range of stakeholders using highly developed written, verbal, and interpersonal communication skills;
- Uphold the Australian Public Service (APS) and Defence Values and be a team player, who is adaptable, supportive and considerate with all staff; and
- Be willing to take on all tasks as required to achieve outcomes.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Beatriz Vasconcellos, 02 6265 2568
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=59D18D7B-A958-6478-F5AB-DB60DF59588B

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Defence

Vacancy VN-0752414

Department of Defence

Closing Date:Sunday 12 January 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Assistant Director Knowledge Bank
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DFG/10977/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E15A9E40-B872-1056-5D67-DB602B0EC3F3>

Duties

The Role

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Our ideal candidate will bring:

- Experience within the APS or a professional services environment;
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- A proven track record of delivering knowledge management, advice or support services;
- Experience with qualitative and quantitative knowledge products;
- The ability to think strategically and shape new approaches to improve the use of knowledge;
- High levels of integrity and a commitment to act in accordance with the APS and Defence Values and Behaviours;
- A passion and commitment for Defence's mission and outcomes; and
- The resilience to deliver results in a complex, high paced environment while managing multiple competing stakeholders and relationships.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Robert Coffey, 02 5108 7689
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E15A9E40-B872-1056-5D67-DB602B0EC3F3

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Health

Vacancy VN-0752044

Aged Care Quality and Safety Commission

Closing Date: Sunday 12 January 2025

Provider Registrations/ Registrar

Job Title	Registry Assessor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Hobart TAS, Brisbane QLD, Darwin NT
Salary	\$83,048 - \$89,813
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered but are subject to operational requirements and approval.
Classification	APS Level 5
Position Number	954_12/24
Agency Website	

Job Description

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

As a Registry Assessor you will be responsible for managing and conducting assessments of new entrants and registered providers as set out under the new Aged Care Act 2024, other relevant aged care legislation and the Commission's Regulatory Strategy.

Reporting to Senior Registry Assessors/Team leaders, you will rely on your skills and experience to interpret and apply complex legislation, Administrative Law Principles, proactively contribute to the safeguarding role of the aged care regulator, supporting transparent decision-making by assessing registration applications, registration renewals, registration variations and other registry activities.

As a Registry Assessor you also support and guide other team members, fostering a collaborative team environment to achieve outcomes and meet performance targets.

Duties

- Interpret and apply complex legislation, ensuring all evidence-based assessments and decisions are compliant with the new Aged Care Act and other relevant legal framework and statutory requirements.
- Proactively manage an allocated workload within case management systems with accuracy and within agreed timeframes. Track progress to maintain up-to-date records and support business outcomes.
- Contribute to the development, implementation, and improvement of processes and guidance material, under direction, ensuring alignment with federal legislation and organisational standards.
- Engage and communicate professionally and clearly with applicants, registered aged care providers, internal stakeholders, other government departments, and members of the public regarding the registration function.

- Actively participate in ad-hoc or planned projects and collaborative efforts aimed at improving assessment accuracy, efficiency, and processes.
- Actively engage in professional development opportunities to enhance skills and adapt to ongoing changes in the aged care sector.
- Perform other duties as required, contributing to the overall effectiveness and efficiency of the team, in alignment with the evolving needs of the role and regulatory environment.

Eligibility

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

- Demonstrated ability to guide and support other staff, ensuring performance targets are met and fostering a collaborative and high-performance culture.
- Proficient use of case management systems to organise and manage workload, track cases, and ensure deadlines and quality assurance standards are met while balancing competing priorities while maintaining high accuracy.
- Ability to analyse and interpret information from diverse sources, including financial documents, to identify risks and provide well-reasoned conclusions and assessment outcomes for decision-making.
- Strong written and verbal communication skills, able to convey complex information clearly and accurately to diverse range of stakeholders.
- Well-developed problem-solving and analytical skills, with attention to, ensuring accuracy in assessments and case documentation.
- Ability to build and maintain professional relationships across the Commission and with external stakeholders, supporting cooperation and consultation.
- An understanding of the role of a Commonwealth Regulator and the ability to quickly acquire knowledge of the Government's Aged Care reform agenda, adapting to legislative and policy changes.
- Commitment to ongoing professional development, proactively seeking opportunities to enhance skills and stay updated on sectoral changes and aged care reforms.
- Adherence to the APS Code of Conduct and APS values, consistently displaying respectful and ethical behaviour.

Notes

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

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

About the Aged Care Quality and Safety Commission

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

To Apply

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

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Health

Vacancy VN-0752050

Aged Care Quality and Safety Commission

Closing Date: Sunday 12 January 2025

Provider Registrations/ Registrar

Job Title	Assistant Director, Registry
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Hobart TAS, Brisbane QLD, Perth WA, Darwin NT
Salary	\$114,247 - \$130,300
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered but are subject to operational requirements and approval.
Classification	Executive Level 1
Position Number	957_12/24
Agency Website	

Job Description

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

Reporting to the Director, you will work closely with other Assistant Directors in the national team responsible for making critical decisions on the approval of entities seeking to become approved Aged Care providers under the new Aged Care Act. This is an Executive leader role which involves providing leadership, strategic guidance and operational oversight to ensure robust recommendations and alignment with legislative requirements.

You will be responsible for ensuring teams deliver on expected outcomes and follow operating policies and procedures, working with enabling business areas to review and update internal and external facing resources, contribute to workforce management and resourcing, support staff with training needs, support or deliver on fact-based decision making, identifying and referring cases for investigation or compliance case management and proactively work with audit colleagues to gather intelligence for registration assessments and registration decisions.

From time to time, you will have responsibility for managing or significantly contributing to projects that support the registration function of the Commission. You will be expected to have or be able to quickly gain an understanding of aged care and the aged care reforms to be implemented under the new Aged Care Act and will be required to draw on this knowledge as a subject matter expert.

Duties

- Provide strong leadership, coaching, and oversight to Senior Assessors and other junior staff, ensuring team functions are delivered efficiently and at a high standard. Foster a collaborative environment focused on continuous improvement, accountability, and professional development.
- Exercise sound judgment in reviewing and approving complex cases, ensuring all decisions align with the new Aged Care Act and regulatory obligations. Support informed decision-making by overseeing the preparation of high-quality recommendations for the Delegate.
- Identify, assess, and manage risks associated with provider assessments. Refer cases for compliance investigations or audits where necessary and oversee the development and implementation of compliance and risk assessment programs.
- Oversee the preparation of complex documentation, including regulatory notices, compliance referrals, statements of reasons, and recommendations. Ensure accuracy, clarity, and adherence to legislative standards.
- Lead the creation and implementation of standard operating procedures, risk management strategies, and compliance protocols to ensure consistent, informed decision-making.
- Apply and interpret federal legislation within a regulatory framework, ensuring compliance with the new Aged Care Act and support of evidence-based decision processes.
- Build and maintain professional relationships with aged care providers, internal stakeholders, and external government entities. Use effective communication to promote understanding of provider obligations and compliance under the new Aged Care Act.
- Support the Commission's strategic objectives by identifying emerging issues, providing recommendations for policy adjustments, and aligning team priorities with organisational goals.
- Prepare operational reports, briefings, and policy papers for senior management, offering insights that inform strategic planning and regulatory alignment.
- Contribute to procurement activities and/or contract management when required.
- Perform other duties and tasks to support team goals and organisational needs, adapting to the regulatory environment's evolving demands.

Eligibility

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

- Demonstrate strong ability to lead and develop a high-performing team, mentoring and coaching staff to enhance individual and team effectiveness. Foster a culture of excellence, aligned with APS values.
- Proficient in interpreting and applying complex legislation within a regulatory setting, ensuring that team actions are compliant with the Aged Care Act and associated frameworks.
- Use strong analytical skills to assess complex information, manage risks, and make well-informed, evidence-based recommendations that align with organisational priorities.
- Efficiently manage team resources and workloads to meet deadlines, using internal systems to track case progress and maintain accurate provider records.

- Possess advanced written and verbal communication skills to convey complex regulatory information clearly. Build and maintain effective relationships with internal and external stakeholders, fostering collaboration and cooperation.
- Lead the development and implementation of procedures and policies that enhance compliance and improve the efficiency of regulatory processes.
- Demonstrate expertise in identifying risks, ensuring appropriate pathways for investigation, and maintaining quality assurance across all team decisions and documentation.
- Actively engage in professional development to keep pace with sector changes, regulatory updates, and Commission priorities, encouraging a learning culture within the team.
- Model adherence to the APS Code of Conduct and APS Values, promoting respectful and ethical behaviour within the team and across the organisation.

Notes

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

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

About the Aged Care Quality and Safety Commission

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

To Apply

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

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

Job Description

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

About the Agency

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

At the Australian Digital Health Agency, we celebrate the agility of remote work while fostering collaboration with your colleagues. Join us to grow, develop, and advance your career without the need to relocate or compromise your current lifestyle. We promote an inclusive workplace culture where everyone at the Agency lives our values in pursuit of a healthier future for all Australians. Our passion and commitment to reconciliation demonstrates our dedication to create inclusive environments, and social responsibility, all to support you in seamlessly balancing life and career.

Duties

About the Role

Policy, Programs and Engagement Division: Embark on a career with our Policy Programs and Engagement Division, a hub of excellence that drives national programs and portfolio priorities. We inform policies and manage external stakeholder relationships, fostering a collaborative network based on trust. This is your chance to be a pivotal force in an environment where policy, technology and health outcomes converge.

Are you looking to start 2025 with a new, exciting and challenging professional opportunity, where

you can utilise your excellent communication skills to improve health outcomes for Australians through the digital enablement of healthcare systems?

Then read on!

We are seeking a dynamic and experienced executive level manager to join our team in the role of Manager, Strategic Engagement. The role offers a unique opportunity to lead engagement initiatives by directly supporting Agency executives in their interactions with external stakeholders, fostering a collaborative and productive network.

You will be responsible for developing comprehensive briefing materials, presentations, and impactful advice that maximise our engagement opportunities, aligning with our agency and Government priorities.

The position will require you to exercise sound, responsive decision making and judgement to produce high level strategic advice. You will engage in complex problem solving and issues management requiring critical analysis and thinking skills, and actively manage key stakeholder relationships and provide leadership to a work team.

APPLY NOW for this dynamic and rewarding opportunity.

For all queries relating to the responsibilities of the position, please contact Ides Wong at ides.wong@digitalhealth.gov.au.

What You'll Bring

- Proven track record of writing briefing materials and presentations for executive leadership
- Experience managing and influencing a wide range of stakeholder relationships.
- Relevant tertiary qualification

Eligibility

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- **Work From Home & Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- **Generous leave opportunities** including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, Half Pay option, and Portability of leave across most State and Federal government agencies.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra, and **locations outside of these Agency office centres will also be considered**. To apply, submit your resume and a cover letter

outlining how your skills and experience align with the responsibilities of the position.
Applications will close on Sunday 19 January 2025 to accommodate end of year holiday period.

It is anticipated that interviews will commence in the first half of February 2025
Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process

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

Closing Date: Sunday 19 January 2025, 11:00pm
Salary: This role offers between \$116,075 - \$132,386 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Ides Wong, ides.wong@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0752541

Job Title	Support Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$84,378 - \$91,251
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

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

Duties

About the Role
Join our Technology Services Division, the heart of digital health innovation. We're entrusted with the operation and enhancement of a reliable, secure national digital health infrastructure and health support systems. Our commitment to fostering innovation ensures that we stay at the forefront of digital health advancements. Your role will be pivotal in transforming healthcare delivery. You'll contribute to the seamless operation of health support systems that are not just efficient but also safeguarded with the highest standards of security.

As an IT Support Analyst, you will be accountable for the IT Service Desk, User Support and Basic Administration for the Agency's Business Applications/Systems, End User Computing, and other related technology, under the broad direction of the Assistant Director - IT Support in the IT Services Branch.

The IT Service Branch are responsible for the evolution and operation of Agency's business applications/systems and information technology; the engineering of external-facing and internal-facing products and systems across web, mobile, api, data and analytics technologies, and associated cloud and on-premises infrastructure and networking; and the build and reliability processes and technologies to ensure the quality, trust, reliability, and security in our products and systems.

What You'll Bring

- Tertiary qualifications in Information Technology and/or Business (desirable)
- IT / Digital / Business certifications and/or training in areas relevant to the role (desirable)
- Previous experience in supporting a complex organisational structure with multiple stakeholders with IT infrastructure, network support, configuration management, systems

release and deployment, and storage management as well as other service management activities, such as incident management, problem management, and asset management

Eligibility

Eligibility

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

Notes

Our Benefits

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

Additional Information

The position is to be filled in Sydney. To apply, submit your resume and a cover letter.

Please contact the recruitment team at adharecruitment@digitalhealth.gov.au with queries relating to the application process.

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

Closing Date: 5 Jan 2024, 11:00pm

Salary: This role offers between \$84,378 - \$91,25 plus 15.4% superannuation depending on skills and experience.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Recruitment Team, adharecruitment@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Industry, Science, Energy and
Resources

Vacancy VN-0752500

Australian Institute Of Marine Science

Closing Date:Monday 13 January 2025

Job Title	Manager Information, Communication & Technology (ICT) Services
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$136,089 - \$153,351
Future Merit Locations	Townsville
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible Work Arrangements considered including hybrid working (where suitable)
Classification	Executive Level 2
Position Number	21043
Agency Website	https://www.aims.gov.au/docs/about/about.html

About AIMS

The Australian Institute of Marine Science is Australia's tropical marine research agency. We are a trusted advisor, a partner and employer of choice, and we value integrity, innovation, collaboration and respect. AIMS' research of Australia's tropical marine ecosystems guides their effective environmental management and contributes to our understanding of similar ecosystems around the world. Our research seeks to deliver practical benefit to all Australians and supports the sustainable use of our tropical marine estate. Governments, reef managers, industry and the wider community look to our high-quality, long-term research for informed decisions about our iconic Great Barrier Reef, North-West Shelf, and Arafura and Timor Seas. AIMS expert teams at our locations in Townsville, Darwin and Perth have access to world-class infrastructure, unique datasets, cutting-edge laboratories, and a fleet of modern research vessels.

Duties

This is a key role reporting to the Director Data Science and Research Services, that provides leadership to AIMS' Information, Communication and Technology (ICT) Services, ensuring the delivery of reliable and efficient ICT systems and services that enable research and operational excellence. You will play a critical role in managing our information technology infrastructure, operations and security, as this role focuses on the strategic development of AIMS ICT infrastructure, enhancing user experience and ensuring secure, compliant and scalable systems and the protection of the institutes data.

Responsible for driving transformation in the ICT operations and supporting digital tools and platforms, you will play an integral part in enabling AIMS to adapt to new challenges and opportunities and ensure the institute's technology systems meet its evolving needs. Key objectives of the role include:

- Delivery of strategic planning and reporting for the delivery of ICT services to the institute.
- Delivery of high-performing, future-ready ICT systems and services.
- Development of cybersecurity policies and procedures that safeguard digital assets, research outputs and endpoint devices against evolving threats.
- Responsibility for the day-to-day management of the ICT team, overseeing ICT service delivery and ensuring high-quality service delivery.
- Working closely with staff and researchers to identify technology needs and propose innovative solutions.
- Aligning business and architecture needs as well as balancing strategic delivery of future focused services with day-to-day management of operations.

Eligibility

About you

Our ideal candidate will be a successful ICT professional, who is experienced in leading ICT teams and motivated by implementing impactful digital transformation, including the adoption of emerging technologies and agile methodologies. A degree in Computer Science, ICT or related area will compliment your extensive experience in the delivery of reliable ICT Infrastructure including networks, communications, storage, cybersecurity and digital platforms, with a strong focus on innovation and scalability.

You will have strong knowledge of ITIL, COBIT and/or equivalent service management frameworks, digital transformation methodologies, and be known for improving IT operations and user satisfaction in previous leader roles. Your excellent communication and interpersonal skills and experience gives you the ability to effectively liaise with both technical and non-technical stakeholders, as demonstrated by your strong procurement, vendor and stakeholder management skills and experience tailoring ICT solutions to meet diverse and evolving user needs. Experience leading ICT innovation within a research or higher education environment, with a focus on leveraging innovative digital tools and platforms across hybrid infrastructure would be advantageous, as would experience with government compliance frameworks relevant to ICT in Australia.

Notes

Apply now and join a world leading organisation with attractive working conditions. In line with our [Enterprise Agreement](#), the successful candidate will be rewarded with:

- AIMS AOF Level 6 salary (\$136,089 to \$153,351 per annum) plus 15.4% superannuation

- Full-time, Permanent opportunity
- Located in Townsville (Qld)
- 9-day fortnight, enjoy a long weekend each fortnight
- Flexible Work Arrangements considered including hybrid working (where suitable)
- Generous and supportive leave entitlements
- Access to Commuter car fleet arrangements to travel to site (in Townsville only)
- Salary Sacrifice opportunities
- Access to Fitness Passport program, offering discounted membership to selected gyms
- Employee Assistance Program
- Relocation assistance available

Discover more about [Working at AIMS | AIMS](#).

Please note:

Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS from commencement and for the full term of the appointment, depending on the relevant [Department of Home Affairs](#) current policies.

Next step:

Further information about this exciting and challenging opportunity is outlined in the Candidate Information Pack which is available to download from our website www.aims.gov.au. If, after reviewing the position description and selection criteria included in the Candidate Information Pack, you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we encourage you to make an application via our website.

Submitting your Application: Please ensure that you have your completed documents (selection criteria responses, resume and cover letter) ready to attach to your online application form via our e-recruitment system which can be accessed via our website www.aims.gov.au.

Position enquiries are to be directed to [Kameron Christopher, Director, Data Science and Research Services at \[k.christopher@aims.gov.au\]\(mailto:k.christopher@aims.gov.au\)](#). *Applications must be made through our website per above.*

Applications close: MONDAY, 13 JANUARY 2025 (11.45PM, AEST).

AIMS acknowledges Aboriginal and Torres Strait Islander peoples as Australia's first scientists. We pay our deepest respects to Elders past, present and future, and the custodians of the land and sea Country on which we work.

About the Australian Institute Of Marine Science

AIMS is a world leader in tropical marine science and conducts research supporting environmental sustainability and economic growth in Australia's tropical oceans. Through our highly skilled and innovative staff, state-of-the-art infrastructure, strong national and international collaborative relationships and valued technical support, we are helping to build Australia's national marine science capability so that together we can meet the challenges facing our marine estate. The Institute operates from facilities in Townsville Queensland, Darwin Northern Territory and Perth Western Australia.

To Apply

Position Contact	Kameron Christopher, 0747534444
Agency Recruitment Site	https://careers.aims.gov.au/page.php?pageID=160&windowUID=0&AdvertID=819611

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Industry, Science, Energy and
Resources

Vacancy VN-0752477

IP Australia

Closing Date: Sunday 12 January 2025

Innovation and Technology Group Business Delivery and Architecture

Job Title	Electronic Forms and Correspondence Platform Developer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - NT NT, Various locations - SA SA
Salary	\$91,903 - \$104,398
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	1138
Agency Website	https://www.ipaustralia.gov.au/about-us

The Electronic Forms and Correspondence Platform Developer contributes to the creation, maintenance, and support of IP Australia's electronic forms and correspondence. IP Australia's forms and correspondence templates are built using Intelledox Infiniti and SmartCommunications SmartIQ software. This technology serves as our corporate forms system and when integrated with our various Intellectual Property Rights administration systems, forms part of the Document Generation (DocGen) Platform. The DocGen platform generates over 40,000 documents per month that are used to communicate with customers as part of administering intellectual property rights.

The successful applicant will perform BAU activities in support of the DocGen Platform including application support, correspondence template uplift, system health & hygiene, and continuous improvement. The successful candidate will also have the opportunity to contribute to system improvement and major project initiatives through the design and delivery of critical IP Rights document templates. This includes development of forms/correspondence in both Infiniti and SmartIQ, and migration of on-premise Infiniti solutions to SmartIQ Software as a Service. The position requires you to work collaboratively with developers, SME's, Business Analysts and stakeholders to complete varied and complex tasks while adhering to agreed delivery dates/timeframes.

Duties

While Intelledox Infiniti and/or SmartCommunications SmartIQ experience is highly advantageous, applications will be strongly considered where Developers can show similar (adaptable) skillsets, along with a demonstrated ability and enthusiasm to quickly adapt to the Intelledox/SmartIQ software platform.

Highly desirable skills and experience include:

- Demonstrated experience using Intelledox Infiniti or SmartCommunications SmartIQ (or similar forms and document templating software) to create/maintain forms or correspondence templates and/or workflows.
- Alternatively demonstrated skills in a similar Development environment, with ability to quickly adapt.
- Experience using Microsoft Office software.
- Understanding of operations within a Cloud hosted environment (e.g. AWS).

Desirable skills include:

- Ability to analyse and interpret XML and/or JSON formatted data for the purpose of troubleshooting issues and for consumption in forms and correspondence templates.
- Experience using Atlassian Jira/Confluence applications.
- Basic understanding of HTML and/or CSS.
- Understanding (or an ability to gain an understanding) of IP Rights related business processes and operations.

The right person for this role will also have the following skills/attributes:

- Highly efficient communication and negotiation skills – both written and oral.
- Demonstrated ability to think critically, assess issues, provide resolutions, and deliver outcomes within agreed timeframes.
- Demonstrated ability to work with a diverse group of people to achieve organisational goals, valuing individual differences and working styles/patterns.
- Respond proactively to feedback and be willing to develop and apply new skills.
- Value individual differences and diversity.

Eligibility

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

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate may be able to obtain and maintain a security clearance at a specified clearance level – please check the

The successful applicant must be willing to disclose all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

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

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

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

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

About the IP Australia

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

To Apply

Position Contact	Jayme Gray, 02 6283 2922
Agency Recruitment Site	https://career10.successfactors.com/career?company=ipaustali

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

Closing Date: Wednesday 22 January 2025

Job Title	APS4 - ROVER Level 2 Technical and Business Support, Road and Vehicle Safety
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$74,464 - \$80,919
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Minimum 4 days in-office
Classification	APS Level 4
Position Number	46150
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

A little bit about us

The Road and Vehicle Safety Division aims to improve road safety and reduce road trauma. The division has three main functions; setting the policy direction for road safety through the National Road Safety Strategy 2021-30, the development and maintenance of legislation including the Road Vehicle Standards Act 2018 (RVSA) and other legislative instruments and vehicle standards, and regulation of the first provision of vehicles in the Australian market including vehicle certification, imports, enforcement and vehicle recalls.

The Vehicle Safety Policy and Partnerships Branch is responsible for driving the development and implementation of legislation, procedures, guidelines, systems and workforce capability for the recently introduced Road Vehicle Standards (RVS) legislation.

The team's functions include technical and business support relating to the ROVER ICT system, which incorporates the Register of Approved Vehicles (RAV) and integrates all approvals and activities under the RVS legislation.

Duties

What will you do?

The Level 2 Support Officer will work closely with subject matter experts and systems developers to ensure the ROVER system is maintained and that system issues are addressed and managed.

Key duties include:

- Providing support in maintaining the ROVER IT system (using Microsoft Dynamics 365 CRM and Power pages), including creating moderately complex queries, and maintaining standard reports
- Monitoring mailboxes, databases and dashboards
- User access management, including management of user profiles, security access, and multi-factor authentication
- Liaising with stakeholders, responding to enquiries and resolving simple to moderately complex system issues
- Analysing issues and incidents, escalating as needed for resolution by relevant areas
- Providing support in maintaining related webpages
- Maintaining ROVER User guides and support documentation
- Assisting with the preparation and delivery of ROVER training.

Who are we looking for?

The person we are looking for has:

- Demonstrated experience in specialised system and/or client support
- Demonstrated data management, system management, and/or service support experience
- The ability to apply critical thinking and to analyse information and resolve problems
- The capacity to manage activities and/or multiple tasks, to meet deadlines
- Highly-developed interpersonal skills and the ability to work in a team that fosters a culture of continuous improvement, teamwork, integrity and respect
- Excellent communication skills, with a proven ability to respond to stakeholders and escalate issues
- The ability to work to a professional standard in a high-pressure, complex environment, demonstrating resilience
- Experience in stakeholder engagement
- A future focus, is outcomes driven and demonstrates excellent judgement.

The below experiences and skills will be highly regarded:

- Formal qualifications in information technology, information management, and/or digital media
- Advanced Microsoft Excel skills
- Experience in creating PowerBI queries and reports.

RecruitAbility minimum requirements

Minimum requirements for this role include:

- The ability to apply critical thinking and to analyse information and resolve problems
- Demonstrated experience in specialised system and/or client support
- Intermediate/Advanced Microsoft Excel skills

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

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

- Opt into the scheme
- Declare they have a disability, and

- Meet the minimum requirements of a vacancy advertised in the scheme

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

Eligibility requirements

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

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

Notes

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

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

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

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

To Apply

Position Contact	Susan Arnold, 02 6136 8601
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Prime Minister and Cabinet

Vacancy VN-0752456

Aboriginal Hostels Limited

Closing Date:Thursday 02 January 2025

NSW Operations Hostels
Tony Mundine Hostel Leichhardt, NSW

Job Title	Housekeeper
Job Type	Part-Time, Ongoing
Location	Leichhardt NSW
Salary	\$56,774 - \$61,883
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	VN19324
Agency Website	

Job Description

<https://www.ahl.gov.au/work>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is looking for an experienced Housekeeper to join our Tony Mundine Hostel. The ideal candidate will be energetic and passionate about providing excellent customer service to AHL residents. This is a part-time position of 60 hours per fortnight.

Duties

Undertake cleaning tasks on a daily basis. This includes:

- Ensure the hostel is serviced and cleaned to a high standard
- Ensure the adequate supply of cleaning products, linen and other relevant items are available and stored appropriately
- Ensure all rooms are checked regularly for repair and maintenance requirements, and that appropriate notifications are reported to the Hostel Manager or Assistant Hostel Manager.

Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check (prior to engagement)
- Hold or obtain relevant qualifications.

Notes

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Carla Wills, 0460 111 106
Agency Recruitment Site	https://www.ahl.gov.au/work

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Job Title	Cooks, Housekeeper and Night Attendants
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Broome WA
Salary	\$56,774 - \$61,884
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 2
Position Number	VN17624
Agency Website	

Job Description

<https://www.ahl.gov.au/work>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people. We offer rewarding experiences and rewarding employment conditions.

AHL is looking for experienced individuals who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents.

Duties

There are multiple vacancies, located at Broome Hostel, WA for the following roles:

- Cook/Kitchenhand
- Housekeeper
- Night Attendant

For further information about the role and how to apply, please refer the Vacancy Information, available on our website [Work with us | Aboriginal Hostels Limited \(https://ahl.gov.au\)](https://www.ahl.gov.au/work) **Eligibility**

To be eligible to apply, you must be an Australian Citizen.

To be eligible for employment, you must:

- Undergo a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.
- Hold or obtain relevant qualifications.

Notes

AHL is seeking to establish a Merit Pool to fill any similar future vacancies that may arise in Broome, WA.

An initial vacancy notice VN-0751540 was published from 22 November to 9 December. This is a continuation/extension of VN-0751540 and all applications received via VN-0751540 and this notice will be combined prior to the formal assessment process.

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 Aboriginal Hostels Limited

To Apply

Position Contact	Philip Theseira, 0439000162
Agency Recruitment Site	https://www.ahl.gov.au/work

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Job Title	Business Analyst, Whole of Government Systems
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$94,715 - \$106,438
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered
Classification	APS Level 6
Position Number	PMC/2024/203
Agency Website	

Job Description

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

About your team

The team is working on a whole of government web-based service to improve collaboration and modernise the way important information is created, distributed and shared across government. The Business Analyst will be working alongside a high calibre, friendly and supportive team delivering creative solutions to whole of government.

What you'll be doing

PM&C is seeking the services of a talented Business Analyst for a prominent and influential system.

The Business Analyst will specifically undertake the following:

- Meet with business stakeholders to elicit, capture and document business processes, requirements and business rules;
- Undertake interpretation and translation of business requirements into viable business solutions;
- Coordinate and liaise with stakeholders within the organisation including facilitating key discussion forums.
- Assist with documentation outlining new functionality.

Duties

Why you're the ideal candidate

Our ideal candidate will perform at the APS 6 level in accordance with the PM&C Performance model.

The Business Analyst will be working alongside a high calibre, friendly and supportive team delivering creative solutions. This

opportunity would suit a self-starter with excellent communication skills who wants to work within a small dynamic team.

Our ideal candidate will possess the following skills, knowledge and experience:

- Proven practical experience in requirements gathering and documentation, business rules definition, process/workflow design and liaison with business representatives
- Strong analytical and communication skills
- Demonstrated attention to detail
- Demonstrated experience in web-based applications
- Demonstrated experience working in SDLC and Agile environments using PRINCE2,
- Experience in facilitating business groups/ forums to elicit requirements
- Demonstrated ability to work in a team environment

Desirable Criteria

Experience in the use of Azure DevOps.

Essential Criteria

A minimum of 2 years of experience as a Business Analyst across various disciplines in ICT.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Kyle Moon, 0467 816 311
Agency Recruitment Site	https://www.pmc.gov.au/careers

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Social Services

Vacancy VN-0752401

Department of Social Services

Closing Date:Thursday 02 January 2025

Portfolio Coordination
Audit and Assurance

Job Title	Senior Complaints Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Greenway ACT
Salary	\$86,542 - \$92,420
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 5
Position Number	EXT-2024-1603
Agency Website	https://www.dss.gov.au/

The APS5 Senior Complaints Officer is responsible for managing inbound correspondence and providing comprehensive support to the Feedback and Coordination Team (FCT) within the department's Audit and Assurance Branch (AAB). This includes:

- completing tasks of moderate to high complexity independently, and exercising judgment in line with departmental policies and procedures
- managing correspondence effectively, adhering to DSS policies, task cards, Standard Operating Procedures (SOPs), and standardised responses
- undertaking administrative support activities, conducting research and analysis, and preparing internal and external correspondence
- engaging with internal and external stakeholders via phone and email to resolve enquiries and issues
- providing input into policy development and process improvements related to complaint handling.

Duties

- manage inbound emails, online forms, and calls from the department's primary external-facing mailboxes and phone lines, including Switchboard, complaints and enquiries
- document complaints, including key concerns and desired outcomes from complainants over the phone
- serve as the initial escalation point for urgent or difficult matters
- assess and determine appropriate referral points, both internal and external
- prepare internal and external correspondence and liaise with departmental business areas to facilitate an appropriate and timely response
- represent FCT in meetings within the department
- develop and maintain guidance material
- any other related duties as required by the Team/Branch.

Please review the job pack for the full position description.

Eligibility

Notes

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Kylie Smith, 02 5162 5020
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0752542

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 19 January 2025

Practice Quality
Practice Quality Executive Practice Quality Executive

Job Title	Deputy Commissioner Practice Quality
Job Type	Full-Time, Ongoing
Location	Parramatta NSW, Perth WA, Penrith NSW, Darwin NT, Brisbane QLD, Adelaide SA, Melbourne VIC, Canberra ACT, Hobart TAS
Salary	\$292,000 - \$341,000
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Senior Executive Service Band 2
Position Number	50072304
Agency Website	https://www.ndiscommission.gov.au/

Job Description

ndiscommission@beaumontandbeaumont.com.au

NDIS Quality and Safeguards Commission
Deputy Commissioner Practice Quality
Location: NSW, VIC, ACT, QLD, NT, SA, WA. Flexible and hybrid working arrangements will be available

About us

The NDIS Quality and Safeguards Commission (the NDIS Commission) is an independent agency established to improve the quality and safety of NDIS supports and services. The NDIS Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. Core functions of the NDIS Commission include:

- uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the NDIS
- develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services
- promote the provision of advice, information, education and training to NDIS providers and people with disability
- secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the NDIS Commissioner by legislation.

About the role

The role of Deputy Commissioner Practice Quality is firmly anchored in the NDIS Commission's commitment to safeguard the wellbeing and rights of NDIS participants, and to improve the quality of NDIS services. The Deputy Commissioner Practice Quality will apply regulatory levers to address breaches and contraventions of the NDIS Act and the NDIS Rules. The role will guide the NDIS Commission to achieve practice excellence in clinical and behavioural support regulation.

The Deputy Commissioner Practice Quality will have strong clinical credibility, a well-established reputation and professional networks, and a deep commitment to addressing systemic barriers related to the rights of people with a disability, particularly those who are subject to restricted practices. This leadership role demands a professional who can combine their clinical expertise and experience with innovative strategies to regulate NDIS providers and workers so as to enable quality outcomes for people with disability.

The Deputy Commissioner Practice Quality is responsible for representing the Commission in whole of government processes in relation to the operation of the National Disability Insurance Scheme. The role assists the NDIS Commissioner to drive the vision and purpose of the NDIS Commission and leads the Commissioner's priorities. **Duties**

Key duties

1. Providing strategic advice to the NDIS Quality and Safeguards Commissioner, the Minister and senior stakeholders on measures to safeguard the wellbeing and rights of NDIS participants, and to improve the quality of NDIS services.
2. Working collaboratively with State and Territory counterparts to improve national consistency regarding regulated practices, and to enable effective data sharing arrangements. overseeing the provision of contemporary evidence-based clinical advice and guidance to uphold the rights of participants.
3. Driving improvements to the standards of practice in behaviour support and safeguards for participants.
4. Monitoring and enforcing compliance of Restrictive Practices and Behaviour Support Rules.
5. Providing leadership in relation to protecting the human rights for participants subject to restrictive practices and undertaking strategic education and compliance campaigns to reduce and eliminate the use of restrictive practices, including unauthorised practices
6. Overseeing the safeguarding of participants where there is a need to address immediate risks for participants or high-risk practices have been identified.
7. Overseeing the regulation of specialist behaviour support providers and the assessments for suitability of NDIS behaviour support practitioners.
8. Using effective and efficient risk and intelligence capability and collecting, correlating, analysing and disseminating data, and identify trends or systemic issues requiring interventions and regulatory / policy responses.
9. Leading the improvement of skills, knowledge and capability of the staff within the Practice Quality Division.

Eligibility

Employment suitability requirements

- be an Australian Citizen, and
- have a favourable National Police Check, and
- have or be willing to obtain and maintain a Negative Vetting Level 1 security clearance. Should business need arise, be willing to obtain and maintain Negative Vetting Level 2 security clearance. See AGSVA website for more details, and
- complete an NDIS Commission external influences and associations declaration form.

Notes

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

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

To Apply

Position Contact	Lionel Riley, 02 6126 4500
Agency Recruitment Site	ndiscommission@beaumontandbeaumont.com.au

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0752460

Bureau of Meteorology

Closing Date:Thursday 19 December 2024

Job Title	Stakeholder Engagement Coordinator – Flood Warning Infrastructure Network Program
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	\$90,199 - \$101,022
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	may be flexible
Classification	APS Level 6
Position Number	60013925
Agency Website	

Job Description

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

The Flood Warning Infrastructure Network Program (FWIN) is a \$236 million budget measure, under which the Bureau is funded to acquire and maintain high-priority flood warning observation assets (rain and river height gauges, and telemetry) in high priority catchments. This investment will enable the Bureau to simplify ownership and maintenance of high-priority flood warning assets through the acquisition, upgrade and integration of key local government-owned, and some state government-owned rain and river level gauges into its existing flood warning network across Australia.

The Bureau of Meteorology is seeking a capable Stakeholder Engagement Coordinator to support the development and delivery of FWIN. The role will complement a nationally dispersed team by collaborating to uplift the engagement capabilities, tools and systems across Australia's flood warning network.

The successful candidate will assist teammates to effectively engage with internal and external stakeholders throughout the flood value chain, supporting them to utilise processes and tools to clearly document engagements, capture feedback, and respond to enquiries. The role will take the lead in identifying trends in these records, and collaborate widely to develop new ways to engage with stakeholders through Customer Leads.

The Stakeholder Engagement Coordinator will also take responsibility for coordinating and, in some instances leading, stakeholder engagement activities as required. They will maintain oversight of all such engagements across the FWIN Program and broader Bureau flood portfolio, generating regular automated reports for distribution internally and externally.

The position will suit a process-oriented mind, with strong attention to detail and achieving outcomes. They should be adaptable and prepared to work in an environment where program and project methodology is developing, seeking to be a participant and leader in shaping processes and templates. They should have strong relationship management skills and understand how to tailor processes to achieve the FWIN Program's objectives. An ability to develop agreements and arrangements between agencies, conduct business analytics, and understand a quality management process is desirable.

The FWIN Team is spread across Australia and aims to connect in person regularly. As such, interstate travel will be required to engage with our colleagues, partners, and customers.

Duties

The responsibilities of the role include but are not limited to:

1. Support and encourage all Customer Leads involved in FWIN to utilise Bureau systems including MS Dynamics (CRM), MS

- Teams, SharePoint and MS Project to ensure our stakeholders experience outstanding customer service.
2. Coordinate stakeholder engagement activities, handling all delivery aspects including workshop bookings, preparing materials, capturing insights, and reporting.
 3. Coordinate invoicing and payments in collaboration with the Stakeholder Engagement Manager.
 4. Coordinate stakeholder communication between FWIN delivery streams.
 5. Assist Customer Leads to contribute to the improvement of project management governance standards, processes and templates.
 6. Contribute to the development and implementation of standardised documentation, processes and procedures for the FWIN Program.
 7. Commit to continuous development through formal and informal training, on-the-job mentoring and self-directed learning.
 8. Demonstrate commitment to APS Values, Employment Principles, Code of Conduct and the Bureau's Social Justice Strategy.
 9. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications

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

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Kim Daniels, 0419 135 334
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0752525

Bureau of Meteorology

Closing Date:Thursday 09 January 2025

Business Solutions
Agriculture and Water

Job Title	Technical Lead Urban Water
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$110,115 - \$120,760
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to business requirements.
Classification	Executive Level 1
Position Number	60017921
Agency Website	

Job Description

<https://bomcareers.nga.net.au/?jati=5A7C825A-544C-97DE-A103-DB615864CA6D>

Duties

The Technical Lead Urban Water works within the Bureau's Water Section. This Section is dedicated to increasing the value and impact the Bureau delivers to Australia's Water Sector and our partner agencies. Our core customers include the Department of Climate Change, Energy, the Environment and Water (DCCEEW), the Murray–Darling Basin Authority, and other government agencies, water authorities and water users.

The Technical Lead Urban Water coordinates the development, delivery and continual improvement of the Urban National Performance Report; this provides an annual, independent benchmark of pricing and service quality of Australian urban water utilities.

The Bureau is responsible for delivering the Urban National Performance Report and has recently coordinated a review of this product. The review proposed the following improvements:

- Expansion of the organisations reporting within the Urban NPR framework, to include water providers supplying fewer than 10,000 connections.
- Consolidation and improvement of the indicators reported.

- Streamlining the reporting process, through improvements in guidelines and standards.

The successful candidate will lead the implementation of this recent review and provide ongoing oversight for the delivery of the National Performance Report.

The successful candidate will contribute as part of a multi-disciplinary team and collaborate with delivery partners and customers to develop and implement impactful solutions for the Water Sector. **Eligibility**

The successful candidate will be required to obtain and/or maintain a Baseline Security Clearance.

Notes

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To Apply

Position Contact	Elizabeth Johnston, Section Manager, 0480 246 680
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=5A7C825A-544C-97DE-A103-DB615864CA6D

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