



Australian Government

Commonwealth of Australia
APSJobs - Vacancies Daily
PS50 Daily Gazette Wednesday - 14 December
2022.pdf

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS50 Weekly Gazette Thursday - 15 December 2022.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 - 15 December 2022.pdf.

Gazette Lodgement Inquiries

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IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0716718

Australian Fisheries Management Authority

Closing Date: Thursday 05 January 2023

Technology and Digital Service Group
Corporate Services Branch

Job Title	APS 6 Data Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$90,556 - \$100,139
Classification	APS Level 6
Position Number	C00922
Agency Website	

Job Description

<https://www.afma.gov.au/about/careers/positions-vacant>

Duties

APS 6 Data Engineer Corporate Services Branch, Canberra (C00922)

AFMA is seeking a suitably qualified individual to fill the role of APS 6 Data Engineer within the Corporate Services Branch, located in our Canberra office.

As the Data Engineer, you will work as a part of a small, agile team under the direction of the Data Integration Specialist, to manage the extraction, transformation, loading (ETL) and integration of Australian fisheries management data, into our data platform.

You will contribute to the maintenance of AFMA's current data platforms, while also having the opportunity to apply your technical expertise to the modernisation of our data environment that rationalises and simplifies our ability to store, integrate, and make Australian fisheries management data available to AFMA's internal and external data consumers. This will be done in line with the ICT Strategy, AFMA's Data Transformation Strategy and in-house architectural principles.

To be successful in this position you will have suitable qualifications, demonstrated experience and expert knowledge in Data Integration, APIs, data warehouse design and operations. You will be a team player and perform professionally under pressure and respond gracefully to changing priorities and timelines.

With the agency modernising its systems, this position will draw on your current skills or ability to learn skills related to Azure and/or other public cloud environments, including contributing to the transition of on-premises applications to the cloud.

Please refer to the position description for more information.

Eligibility

- AFMA staff are employed under the Australian Public Service Act 1999. All applicants must be Australian citizens.
- Applicant must hold or have the ability to obtain and maintain a Baseline security clearance.

Notes

AFMA's method of submission for applications is via our online Recruitment system. Please check our website <http://afmacareers.nga.net.au/cp/index.cfm> for more information on how to apply.

Before applying for this vacancy, we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the APS classification of this vacancy.

Contact Officer: James Caunce 6225 5356 / James.caunce@afma.gov.au
Closing date for applications is Thursday 05 January 2023 (11pm AEDT)

About the Australian Fisheries Management Authority

To Apply

Position Contact	James Caunce, 02 6225 5356
Agency Recruitment Site	https://www.afma.gov.au/about/careers/positions-vacant

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Vacancy VN-0716724

Australian Fisheries Management Authority

Closing Date: Wednesday 11 January 2023

Technology and Digital Service Group
Corporate Services Branch

Job Title	APS 6 Cybersecurity Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$90,556 - \$100,139
Classification	APS Level 6
Position Number	C00918
Agency Website	

Job Description

<https://www.afma.gov.au/about/careers/positions-vacant>

Duties

APS 6 Cybersecurity Specialist Corporate Services Branch, Canberra (C00918)

AFMA is seeking a suitably qualified individual to fill the role of Cybersecurity Specialist within the Corporate Services Branch, located in our Canberra office.

The Cybersecurity Specialist will work as a part of a small agile ICT team to assist in the identification, protection, management, and maintenance of the agency's ICT systems.

The successful applicant will actively manage, monitor, and protect all AFMA assets, software and data connected to the agency's infrastructure. Also providing expert cybersecurity advice to key AFMA business stakeholders. The Cybersecurity Specialist will play a critical and enabling role ensuring that the technologies used by AFMA's workforce, partners and industry remain available, resilient, and secure.

Please refer to the position description for more information.

Eligibility

- AFMA staff are employed under the Australian Public Service Act 1999. All applicants must be Australian citizens.
- Applicant must hold or have the ability to obtain and maintain a Negative Vetting Level 1 security clearance.

Notes

- AFMA's method of submission for applications is via our online Recruitment system. Please check our website <http://afmacareers.nga.net.au/cp/index.cfm> for more information on how to apply.
- Before applying for this vacancy, we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the APS classification of this vacancy.

Interviews are likely to be conducted in February 2023

Contact Officer: Ron Hulks 02 6225 5327 / ron.hulks@afma.gov.au
Closing date for applications is Wednesday 11 January 2023 (11pm AEDT)

About the Australian Fisheries Management Authority

To Apply

Position Contact	Ron Hulks, 02 6225 5327
Agency Recruitment Site	https://www.afma.gov.au/about/careers/positions-vacant

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Vacancy VN-0716733

Australian Fisheries Management Authority

Closing Date: Sunday 08 January 2023

Technology and Digital Service Group
Corporate Services Branch

Job Title	EL 1 ICT Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,397 - \$123,812
Classification	Executive Level 1
Position Number	C00921
Agency Website	

Job Description

<https://www.afma.gov.au/about/careers/positions-vacant>

Duties

EL 1 ICT Project Manager
Corporate Services Branch, Canberra (C00921)

AFMA is seeking a suitably qualified individual to fill the role of ICT Project Manager within the Corporate Services Branch, located in our Canberra office.

The ICT Project Manager will deliver a critical support function to the Chief Information Officer and the Technology and Digital Services (TDS) leadership team, ensuring the successful delivery of ICT projects and deliver on the agency's ICT business outcomes.

AFMA is entering a period of significant and exciting change, where we will transform our legacy database reporting systems and ETL processes into a modern and flexible data reporting platform. We will leverage AFMA's existing inflight Agency Data Capture (ADC) project to deliver high quality usable data into our data pipeline and warehouse. We will provide internal and external data consumers with high-confidence data sets and advanced analytics to support the sustainable management of Australian Fisheries.

The ICT Project Manager will also be instrumental in the successful delivery of internal projects and cost-effectively deliver significant and enduring business value to all AFMA business areas and stakeholders.

Please refer to the position description for more information.

Eligibility

- AFMA staff are employed under the Australian Public Service Act 1999. All applicants must be Australian citizens.
- Applicant must hold or have the ability to obtain and maintain Negative Vetting Level 1 security clearance.

Notes

- AFMA's method of submission for applications is via our online Recruitment system. Please check our website <http://afmacareers.nga.net.au/cp/index.cfm> for more information on how to apply.
- Before applying for this vacancy, we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the APS classification of this vacancy.

Interviews are likely to be conducted in February 2023

Contact Officer: Peter Mann 02 6225 5339 / Peter.mann@afma.gov.au
Closing date for applications is Sunday 08 January 2023 (11pm AEDT)

About the Australian Fisheries Management Authority

To Apply

Position Contact	Peter Mann, 02 6225 5339
Agency Recruitment Site	https://www.afma.gov.au/about/careers/positions-vacant

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Vacancy VN-0716736

Australian Fisheries Management Authority

Closing Date: Monday 16 January 2023

Technology and Digital Service Group
Corporate Services Branch

Job Title	APS 5 Technical Officer Desktop
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$80,981 - \$85,770
Classification	APS Level 5
Position Number	C00923
Agency Website	

Job Description

<https://www.afma.gov.au/about/careers/positions-vacant>

Duties

APS 5 Technical Officer Desktop Corporate Services Branch, Canberra (C00923)

AFMA is seeking a suitably qualified individual to fill the role of Technical Officer Desktop within the Corporate Services Branch, located in our Canberra office.

This vacancy is a non-ongoing position for a period of 3 years.

The Technical Officer Desktop will work as a part of an agile IT team to assist in the management, support, and maintenance of AFMA ICT systems including desktop/laptop computers and Servers.

The successful applicant will plan, configure, deploy, support and manage a mixture of physical and virtualised systems, remote-office desktop-systems and related services, including application packaging and SOEs. As well as developing and maintaining technical documentation related to AFMA's ICT environment.

The responsibility of the Technical Officer Desktop will be to plan and manage controlled changes, patches, and upgrades to AFMA desktop hardware, software, and firmware. This is a pivotal role for AFMA, ensuring the critical technologies used by our workforce remain available and secure

Please refer to the position description for more information.

Eligibility

- AFMA staff are employed under the Australian Public Service Act 1999. All applicants must be Australian citizens.

- Applicant must hold or have the ability to obtain and maintain a Negative Vetting Level 1 security clearance.
- Minimum 3+ years' work experience in managing and supporting End User Computing and Administering Server environments, including operating system patching, upgrades and maintenance, or formal qualifications in Information Technology and/or Computer Science

Notes

- AFMA's method of submission for applications is via our online Recruitment system. Please check our website <http://afmacareers.nga.net.au/cp/index.cfm> for more information on how to apply.
- Before applying for this vacancy, we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the APS classification of this vacancy.

Interviews are likely to be conducted in February 2023

Contact Officer: Ron Hulks 02 6225 5327 / ron.hulks@afma.gov.au
Closing date for applications is Monday 16 January 2023 (11pm AEDT)

About the Australian Fisheries Management Authority

To Apply

Position Contact	Ron Hulks, 02 6225 5327
Agency Recruitment Site	https://www.afma.gov.au/about/careers/positions-vacant

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Vacancy VN-0716727

Job Title	Executive Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	\$83,402 - \$91,134
Classification	APS Level 5;APS Level 6
Position Number	0366/22_ALRC-EXT
Agency Website	

Job Description

<https://agcareers.nga.net.au/?jati=E2313852-1776-58A6-8DD1-C93132FA203C>

The Australian Law Reform Commission (ALRC) is an independent Commonwealth statutory agency that undertakes law reform inquiries referred to it by the Attorney-General. The ALRC is based in Brisbane.

The ALRC is recruiting for an Executive Support Officer (APS5-6). This position may be offered as ongoing/non-ongoing and the ALRC will consider full-time and part-time appointments.

Applicants must provide a CV and a Statement of Claims against the Selection Criteria for this position to hr@alrc.gov.au

Applications close midnight at **11:30pm AEST on 6 January 2023**.

Duties

Our Opportunity

Role and expectations of the successful candidate:

The Executive Support Officer provides a range of executive support to the President and the Commissioners and administrative services to facilitate the delivery of the ALRC's objective – *informed government decisions about the development, reform and harmonisation of Australian laws and related processes through research, analysis, reports, community consultation and education*.

Who are we looking for?

We seek people who bring external ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

Specific requirements of the role:

- Provide administrative support for the work of the ALRC
 - Manage the day-to-day requirements of the office including security, procurement of IT equipment, mobile phones, stationery and victuals and liaising with building management
- Provide executive support to the President and the Commissioners
 - Manage the President's and Commissioners' diaries and travel
 - Arrange meetings to facilitate the effective management of their agenda
 - Liaise with the Government departments and external organisations
- Provide administrative support in co-ordinating corporate functions and events

- Provide administrative support for the organisation of corporate functions and events such as annual lecture series, anniversary events, report launches, including; advertising (when necessary), preparing on-line invitations and managing responses, arranging catering and venues
- Assisting with the travel arrangements for guest speakers and/or VIPs

The range and nature of work within the Attorney-General's Department requires a workforce that reflects our diverse society and the department provides a number of support mechanisms for employees.

As an ALRC employee, you will:

- be part of an inclusive and diverse work environment
- receive a generous starting salary and work conditions
- benefit from supportive learning and development
- benefit from supportive learning and development

Eligibility

To be eligible for employment at ALRC applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check

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

Notes

Applicants must provide a CV and a Statement of Claims against the Selection Criteria for this position to hr@alrc.gov.au

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

About the Australian Law Reform Commission

To Apply

Position Contact	Matt Corrigan, -
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=E2313852-1776-58A6-8DD1-C93132FA203C

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Vacancy VN-0716658

Australian Secret Intelligence Service

Closing Date: Monday 06 February 2023

Not Specified
Not Specified

Job Title	Data Engineer
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$92,297 - \$149,038
Classification	APS Level 5; APS Level 6; Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

<https://www.asis.gov.au/Careers/Current-Vacancies/>

Are you keen to design and develop world-class software infrastructure, turning data into knowledge and operational outcomes? Are you passionate about engineering solutions to allow data to tell its story? ASIS offers an opportunity to achieve these goals in an uncompromisingly unique environment. As a Data Engineer in ASIS, you will have the chance to actively enable our data science and analysis teams to make the best use of ASIS's unique data assets. Data Engineers in ASIS build tools that are tuned to this task, robust, accurate and highly performant. They are highly motivated and work collaboratively with other technical specialists to let the data speak for itself, developing new systems and continuing to evolve established and legacy systems. If this sounds like an environment you could thrive in, then apply for one of these unique positions.

ASIS leverages the wide world of open source software and supplements it with our own development to deliver the bespoke tools required for the ASIS mission. Among our core languages are Python and Java, and our toolset includes Apache Accumulo, Apache Hadoop, Apache Spark, Apache NiFi, Apache Solr, Vue.js and Git. We leverage structured and unstructured data, including geospatial and multilingual data sets of varying quality. Ideal candidates will be extraordinarily innovative, self-motivated and keen to use these toolsets to craft new systems that are simply not found in any other organisation.

Duties

Key Responsibilities and Tasks

As a Data Engineer in ASIS you will:

- Work closely with other data engineers and our data scientists to imagine, design, construct and sustain systems that enable the best use of ASIS's data
- Translate high-level requirements from work packages into real-world systems with limited supervision

- Contribute to the high-level design of data system architecture across ASIS
- Independently learn and develop relevant new skills and techniques with an eye to practical applications
- Contribute to building a unique new team in Adelaide that can enhance ASIS's mission
- Communicate regularly with peers and colleagues to keep everyone informed

Eligibility

Education, qualification and experience requirements

The following education, qualifications and/or experience will be highly regarded:

- Formal training, such as a bachelor's degree in a relevant field such as data science or software engineering, or equivalent
- Experience using web development languages, environments and libraries, such as TypeScript and Vue3
- Demonstrated experience producing very high-performance client-side web interfaces
- Experience working and succeeding as a software or data engineer in industry, government, intelligence or research institutions
- Demonstrated independent drive to succeed in a small, tight-knit team
- Excellent verbal and written communication skills

Citizenship: To be eligible to for engagement, applicants must be Australian citizens.

Security Assessment: The successful applicant will be required to undergo and maintain a high-level Security Clearance.

Notes

The positions are Adelaide based, with conditions of service similar to those in the Australian Public Service, including superannuation.

Please Note: ASIS does not provide feedback to unsuccessful applicants.

To apply please visit the ASIS website to view further job details and selection criteria.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not Provided, As above
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Vacancy VN-0716660

Australian Secret Intelligence Service

Closing Date: Monday 06 February 2023

Not Specified
Not Specified

Job Title	Software Engineers
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$92,297 - \$149,038
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

<https://www.asis.gov.au/Careers/Current-Vacancies/>

Are you keen to design and develop world-class software and use your skills to solve complex, highly-specialised problems? Are you passionate about software engineering solutions that perform critical functions that were previously thought impossible? ASIS offers an opportunity to achieve these goals in an uncompromisingly unique environment. As a Software Engineer in ASIS, you will have the chance to actively enable our intelligence and analysis teams to make the best use of ASIS's unique data. Software Engineers in ASIS build tools that are tuned to this task, robust, accurate and highly performant. They are highly motivated and work collaboratively with other technical specialists, developing new systems and continuing to evolve established and legacy systems. If this sounds like an environment you could thrive in, then apply for one of these unique positions.

ASIS leverages the wide world of open source software and supplements it with our own development to deliver the bespoke tools required for the ASIS mission. Among the languages we use are Python, Java and C++, and our toolset includes Apache Accumulo, Apache Hadoop, Apache Spark, Apache NiFi, Apache Solr, Vue.js and Git. We leverage structured and unstructured data, including geospatial and multilingual data sets of varying quality. Ideal candidates will be extraordinarily innovative, self-motivated and keen to use these toolsets to craft new systems that are simply not found in any other organisation.

Duties

Key Responsibilities and Tasks

As a Software Engineer in ASIS you will:

- Work closely with other software and data engineers to imagine, design, construct and sustain systems that enable the best use of ASIS's data
- Translate high-level requirements from work packages into real-world systems with limited supervision
- Contribute to the high-level design of data system architecture across ASIS
- Independently learn and develop relevant new skills and techniques with an eye to practical applications
- Contribute to building a unique new team in Adelaide that will enhance ASIS's mission
- Communicate regularly with peers and colleagues to keep everyone informed

Eligibility

Education, qualification and experience requirements

The following education, qualifications and/or experience will be highly regarded:

- Formal training, such as a bachelor's degree in a relevant field such as data science or software engineering, or equivalent
- Experience using web development languages, environments and libraries, such as TypeScript and Vue3
- Demonstrated experience producing very high-performance client-side web interfaces
- Experience working and succeeding as a software engineer in industry, government, intelligence or research institutions
- Demonstrated independent drive to succeed in a small, tight-knit team
- Excellent verbal and written communication skills

Citizenship: To be eligible for engagement, applicants must be Australian citizens .

Security Clearance: The successful applicant will be required to undergo and maintain a high-level Security Clearance. **Notes**

The positions are Adelaide based, with conditions of service similar to those in the Australian Public Service, including Superannuation.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, As above
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Vacancy VN-0716502

Australian Signals Directorate

Closing Date: Sunday 29 January 2023

Cyber Security Resilience

Job Title	ASD 4, 5, 6 & EL1 - Cyber Security Mitigation Technologist
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Perth WA, Brisbane QLD, Canberra ACT
Salary	\$74,795 - \$177,500
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	ASD/09012/22
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Role

The Research on Operational, Critical and Emerging Technology (ROCET) Team is seeking multiple candidates for each of the following positions:

- ASD4, ASD5, and ASD6 Cyber Security Mitigation Technologists, and
- EL1 Cyber Security Mitigation Technologist managers.

Applicants who have engineering, technical research, cyber skills, or related experience in any of the following areas are strongly encouraged to apply:

- Development or deployment of next-generation consumer and enterprise technologies,
- Wireless communication systems and protocols,
- Operational technology cyber security,
- Practical cybersecurity analysis of devices and software,
- Engineering (eg. network, control systems, power, mechatronics, computer)
- Mitigation development, implementation and testing
- Software development, and
- Lab support and management.

Furthermore, applicants who have skills in cyber-related project and programme management are also strongly encouraged to apply.

Previous experience or knowledge of cyber security is not essential.

About the Team

The Research on Operational, Critical and Emerging Technology (ROCET) team is responsible for delivering technical advice relating to the cyber security of operational, critical and emerging technologies. Partnering with industry, academia and our international partners, ROCET assesses potential cyber security risks and develops advice and publications for a variety of stakeholders.

Our goal is to foster national cyber security resilience through the provision of timely, trusted and quality cyber security advice. In ROCET, you will have a unique opportunity to apply your passion for technology in a way that directly contributes to enhancing Australia's national security.

As a Cyber Security Mitigation Technologist, you will stay abreast of the latest domestic and international developments in technology, explore the risks of these technologies, test and assess the effectiveness of current and novel cyber security mitigations, and develop valuable advice for both internal and external stakeholders. You will be provided with on-the-job training and access to relevant industry courses and resources in order to grow your technical skillset.

Duties

Our Ideal Candidate

Our ideal candidate is passionate, curious and keen to learn and apply their skills and experience in pursuit of the broader ASD mission.

ROCET is looking for candidates that have an appreciation for the strategic implications of operational, critical and emerging technologies as well as the security considerations and are able to:

- apply technical experience and understanding to a variety of research problems,
- write and communicate effectively, with a focus on conveying technical concepts to a non-technical audience,
- represent the team and agency in engagements, including industry forums and workshops,
- contribute to the development and maintenance of lab infrastructure, including IT and OT,
- prioritise competing tasks and manage their time appropriately,
- plan and project manage work milestones to achieve long-term goals,
- produce quality advice in situations where guidance is limited, and
- work collaboratively within a large team.

Applicants who have skills in cyber-related project and program management are also strongly encouraged to apply.

Previous experience or knowledge of cyber security is not essential.

Eligibility

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

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

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

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

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 Signals Directorate

To Apply

Position Contact	Name Withheld, asd.recruitment@defence.gov.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0716740

Australian Strategic Policy Institute

Closing Date: Monday 09 January 2023

Job Title	Director of Cyber, Technology and Security
Job Type	Full-Time, Non-Ongoing
Location	Barton ACT
Salary	-
Classification	Senior Executive Service Band 2
Position Number	N/A
Agency Website	https://www.aspi.org.au

Job Description

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

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.

Duties

About the Role

ASPI is recruiting for one of its key leadership positions - a Director to lead ASPI's largest team that spans a range of emerging security challenges including cyber, critical technologies, hybrid threats, disinformation, foreign interference, in addition to a growing team of analysts that focus on the Indo-Pacific (including China, India, Southeast Asia and the Pacific Islands).

This is an exceptional opportunity for a talented individual to contribute to the work of one of the Indo-Pacific's leading think-tanks with a focus on emerging security issues, and our region. This team comprises a unique mix of skillsets including generalists and country and/or thematic specialists, data scientists, geospatial expertise, technologists, project managers and cyber capacity building specialists. The team's work can be found [here](#).

ASPI is looking for an exceptional and experienced leader. The new Director is expected to have both experience and expertise in some of the topical issues covered by the team, as well as strong leadership, management, fundraising, and relationship building skills.

Eligibility

Essential Criteria:

- Experience and expertise in topics on which this large team works.
- Strong, agile, leadership skills including extensive experience in managing teams and the ability to provide these teams with clear, strategic direction that results in high quality output.
- High levels of integrity with a commitment to maintaining ASPI's independence.
- High level conceptual and strategic thinking ability.
- Strong relevant domestic and global networks across government, industry, and civil society.
- Demonstrated high quality written and verbal communications skills, showing the ability to convey complex topics, and related ideas, to non-specialist audiences.
- Demonstrated ability to lead project development and to raise significant funding from both government and industry sources to support your teams.
- Sophisticated diplomatic skills that will enable dealings with senior representatives from domestic and international organisations.
- Highly developed political astuteness and sensitivity / awareness to government processes.
- Prior think-tank, government and business experience are highly desirable.
- Comfort engaging with senior politicians and senior bureaucratic leaders.
- Experience working in all forms of media.
- Comfort working in a dynamic and fluid budgetary environment.

Remuneration will be competitive and commensurate with experience. ASPI has headquarters in Canberra, Australia and Washington DC, USA. This role is Australia based with a strong preference for Canberra, but applicants located elsewhere can still apply and will be considered against the selection criteria.

Notes

How to Apply

1. Please refer to the position description attached.
2. 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 **Monday, 9 January 2023** – 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-0716705

Central Land Council

Closing Date: Monday 30 January 2023

Central Land Council Land Management

Job Title	Joint Management Officer - UKTNP
Job Type	Full-Time, Non-Ongoing
Location	Alice Springs NT
Salary	\$80,663 - \$92,659
Classification	
Position Number	LM017
Agency Website	https://careers.clc.org.au/

Job Description

<https://careers.clc.org.au/>

Duties

OUR STORY

The Central Land Council (CLC) is a corporate Commonwealth entity established under the Aboriginal Land Rights (Northern Territory) Act 1976. The CLC represents traditional landowners, native title holders and other Aboriginal people in the southern half of the Northern Territory—an area of almost 780,000 square kilometres.

The CLC provides its constituents with advice, advocacy and practical assistance to support their aspirations, manage their land and realise and protect their rights.

AFFIRMATIVE ACTION PLAN

Eligible Aboriginal applicants will be granted priority consideration for this vacancy. If an Aboriginal applicant is selected, the remaining non-Aboriginal applicants will not be assessed.

Applicants must have relevant qualifications and demonstrate that they meet essential criteria in order to be considered. An applicant selected under this affirmative action plan will be required to provide evidence of their eligibility prior to commencement, such as:

- completed statutory declaration form, or
- supporting statement from an appropriate Aboriginal organisation

THE ROLE

JOINT MANAGEMENT OFFICER – LM017 – MUTITJULU CL 6 (\$80,663 - \$92,659)

This position will *provide an Uluru Kata Tjuta National Park (UKTNP) based service to facilitate and document consultations with Aboriginal traditional owners and other affected Aboriginal people in relation to the use and management of UKTNP. As well as, provide advocacy, advice and assistance to traditional owners and other Aboriginal people in preparing submissions, funding proposals and other representations to government and non-government agencies and also Maintain an up-to-date knowledge of Government legislation, policy and programs affecting Aboriginal rights and interests in relation to UKTNP.*

BENEFITS

- Attractive base salary and 13.5% super
- Generous salary packaging (maximum \$29,000 annually, depending on individual circumstances);
- Ongoing district allowance (circa \$7,500 for an individual or \$12,130 with dependents);
- Yearly airfare allowance (circa \$1,130);
- Relocation assistance, should you be moving to the region; and
- Subsidised, fully furnished accommodation for the first four months.

The Central Land Council is dedicated to delivering ongoing professional development and career progression for its people. You'll have the opportunity to undertake professional development and to take part in a number of new projects as the organisation continues to grow and innovate.

Most importantly, this role will allow you to work in a diverse environment where you affect real change.

MANDATORY REQUIREMENTS

- Ochre card (working with vulnerable people check)
- National police clearance
- Driver's licence

CONTACT DETAILS

If you're interested in using your skills to make a real difference **apply now!**
Closing Date: 30 January 2023

For further information about this role, please contact Tom Ruggles on 08 8951 6305.

For more information about the application process please contact Jessica Clarke (Human Resources Advisor) on 08 8951 0646 or jobs@clc.org.au.

Total effective package includes: base salary, district allowance, superannuation, leave loading, relocation assistance, annual airfare allowance and salary packaging options. Annual progression within the salary scale is subject to satisfactory performance. Progression is in accordance with annual increments set out in an enterprise agreement.

The filling of this vacancy is an affirmative measure under section 8(1) of the Racial Discrimination Act 1975.

Eligibility Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people.

About the Central Land Council

To Apply

Position Contact	Jessica Clarke, 08 8951 0646
Agency Recruitment Site	https://careers.clc.org.au/

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Vacancy VN-0716726

Department of Finance

Closing Date: Sunday 15 January 2023

Commercial Investments / Property and Construction
Various

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$71,856 - \$82,012
Classification	APS Level 4
Position Number	2022/294
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE DIVISIONS

Commercial Investments Division provides influential policy and commercial advice in relation to nationally significant investments by the Commonwealth, including major infrastructure investment programs. The Division manages the Commonwealth's multibillion shareholding in its Government Business Enterprises (GBEs), including ASC Pty Ltd, Australian Naval Infrastructure Pty Ltd, Defence Housing Australia, Australian Postal Corporation, NBN Co Limited, Snowy Hydro Limited, Australian Rail Track Corporation Limited, National Intermodal Company Limited and WSA Co Limited.

Property and Construction Division works across Government and the private sector to provide policy, regulatory and commercial analysis, advice and guidance to support value for money decisions on property-related policy issues and management. The diverse work of the Division includes delivery of major capital works and remediation projects for Government, management of the Whole-of-Government arrangements for property leasing and facilities management services, and implementation of the Government's commitment to reduce the Australian Public Service's greenhouse gas emissions to net zero by 2030.

Duties

ABOUT THE OPPORTUNITY

Executive Assistants provide high-level administrative support to the Senior Executive Service (SES), and work closely with the Divisional Executive Officer and other Executive Assistants to ensure the Branch and Division is managed effectively and in a coordinated manner.

The Executive Assistant acts as the first point of contact for the relevant SES officer and their Branch, and their duties include:

- liaising with a variety of internal and external stakeholders
- monitoring and managing SES inboxes and calendars
- tracking and coordinating incoming and outgoing tasks at the Branch level, consolidating weekly reports, drafting meeting agendas and recording meeting minutes
- screening telephone calls and referring matters to relevant business areas
- arranging travel bookings and approvals for SES as required
- conducting quality assurance checks of documents that require SES clearance
- financial management activities (e.g. credit card reconciliation and stationery orders)
- records management
- assisting with any divisional tasks as required (e.g. urgent administrative tasks to support branch or divisional priorities)
- ad-hoc administrative tasks.

Previous experience in the Australian Public Service is not mandatory, and we welcome

candidates from different work backgrounds.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable job pack, which can be accessed by clicking the Apply Now button. **Eligibility**

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

These roles are being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.

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 and Financial Reporting - Business Enabling Services - Commercial and Government Services - Governance and Resource Management

To Apply

Position Contact	Margie Edlington, (02) 6215 1647
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0716671

Department of Home Affairs

Closing Date: Tuesday 10 January 2023

Operational Coordination & Planning
Tactical Capability Digital Forensics Operations

Job Title	Digital Device Examination Coordinator
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - WA WA, Various locations - VIC VIC
Salary	\$81,879 - \$96,873
Classification	APS Level 6
Position Number	JR 124154
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/124154/>

Overview of Section

Digital Forensics Operations provides advanced digital forensic and digital device examination capabilities to the Australian Border Force (ABF) and the Department of Home Affairs (Department). The Digital Device Examination (DDE) team provides subject matter expertise, support and governance of the DDE capability, including the manual examination of electronic devices, at the border.

The activity is performed by a Senior Border Force Officer in each region, working in the role of DDE Regional Coordinator, responsible for providing real time operational support for the DDE capability. These positions are supervised by a Border Force Supervisor in the role of DDE National Coordinator.

About the role

We are looking for highly motivated, skilled, enthusiastic and customer-focused individuals to fill the current APS 6 vacancies within the team.

The position supervises the team in the provision of operational support for the DDE capability to operational work areas, regardless of the Command. This supervision will manage the coaching, mentorship, training, quality assurance and reporting duties for the capability to ensure national consistency. These duties will also contribute to the policy and procedural governance requirements for the national Electronic Device Examination capability on behalf of the ABF.

The position will provide supervision, leadership and management for DDE Regional Coordinators in the regions. It will be non-shift and office based in a major regional capital city (Canberra, Sydney, Melbourne, Brisbane, Adelaide or Perth).

Duties

Specific duties/responsibilities:

- Supervise and manage the DDE Regional Coordination team and team members in the provision of operational support, training and quality assurance programs for the DDE capability to operational work areas across all Commands
- Manage and provide solutions to complex issues and contribute to improvements to policies and procedures, utilising best-practice processes, to operational support, training and quality assurance provided by the capability
- Initiate, build and maintain strong relationships with key internal and external stakeholders across the operation of the capability to achieve work objectives
- Maintain current best-practice knowledge for the capability and regularly communicate this to the team

Role requirements/qualifications

Desirable

- DDE trained officers, or equivalent electronic device examination or digital forensics experience
- Have a keen interest in the examination of electronic devices, particularly the Digital Device Examination capability and Digital Forensics Investigations.
- BFO Foundational modules

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process.
- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Satisfy a probation period
- Undergo a health assessment (where applicable)

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

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

Notes

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

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

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure. The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force delivers critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Kevin McGee, 08 9430 1517
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/124154/

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Vacancy VN-0716750

National Capital Authority

Closing Date: Sunday 22 January 2023

Operations Human Resources

Job Title	Senior Officer, Human Resource
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$80,589 - \$96,679
Classification	APS Level 6
Position Number	1084
Agency Website	https://www.nca.gov.au/about-the-NCA

Job Description

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

The NCA is seeking an experienced and motivated person to join the Human Resource Team.

The Senior Officer, Human Resources oversees all areas of Human Resources for the NCA. The role works closely with the Manager, Human Resources and Business Systems.

Applicants with experience in payroll, recruitment, workforce planning, employment conditions, performance management, learning and development are encouraged to apply.

Duties

Under limited direction:

1. Assist the daily functions (payroll, recruitment, workforce planning, employment conditions, performance management, learning and development) of the Human Resources (HR) area and provide a high level of customer service to internal and external clients.
2. Undertake and assist with HR projects, including contributing to and developing policy and strategies that support the strategic direction of the NCA.
3. Investigate, resolve and/or provide advice, as necessary, on issues relating to the interpretation and application of legislation, and the development and application of HR policy, procedures and guidelines.
4. Assist in providing HR advice to the Executive, Managers and Staff on issues of policy and operation relating to HR management, including presentation of information when required.
5. Provide information for regular reports such as Board papers and Audit Committee papers as required and assist with annual reporting, Questions on Notices, staffing/ASL reports, Stated of the Service, Remuneration Survey
6. Manage status reports for HR, and for other reporting requirement as requested, such as staffing and establishment reporting, exit survey collation and organisational structure charts.
7. Undertake HR spot check audits for employee conditions and other HR functions as required.
8. Manage resources and performance consistent with NCA policies and Australian Public Service standards.
9. Provide effective day-to-day supervision of reception staff.
10. Participate as a constructive member of the National Capital Authority and provide reasonable support with Branch functions as required.

Eligibility

- Be an Australian citizen

- Ability to obtain and maintain a security clearance at Negative Vetting level 1 is mandatory.
- Have completed the 'redundancy benefit period' if you received a redundancy benefit from an Australian Public Service (APS) agency or a non-APS Commonwealth employer.

Job Skills and Qualifications

Qualifications in Human Resource or a closely related field are required.

Preferred Experience

At least 3 years demonstrated experience in a HR generalist role and demonstrated knowledge of the APS employment framework.

Notes

Your Application:

To apply for the role, candidates must provide:

1. a written application (maximum 2 pages) outlining relevant skills and experience against the selection criteria
2. a current resume the names and telephone numbers of two referees
3. a completed application coversheet

Notes:

Before submitting their application, applicants must obtain and address the selection criteria obtained from our website (www.nationalcapital.gov.au) or by emailing Recruitment@nca.gov.au.

A competitive remuneration package commensurate with the responsibility of the position will be offered.

For further information regarding duties and work environment, please contact **Mandy Ryan** on **0484 226 783**.

Applications for the above position **close on 22/01/2022 Midnight**.

Applications are to be forwarded to Recruitment@nca.gov.au or by mail to:

Human Resources Team
National Capital Authority
GPO Box 373
Canberra ACT 2601
Contact Officer

About the National Capital Authority

The National Capital Authority is the Australian Government agency dedicated to ensuring that Canberra is planned and designed in accordance with its significance as the National Capital. Our work encompasses urban planning, development approvals, events management, asset management, heritage, capital works, education and leasing and licencing of the diplomatic estate. The NCA estate is a high profile area with very high expectations on its presentation and performance. All the assets managed by the NCA are expected to be managed to a standard befitting the nation's capital. This requires a high standard of works, presentation and safety for NCA assets. The value of the NCA's asset base is close to \$1 billion.

To Apply

Position Contact	Mandy Ryan, 0484 226 783
Agency Recruitment Site	https://www.nca.gov.au/about-us

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Vacancy VN-0716752

National Capital Authority

Closing Date: Sunday 22 January 2023

Operations National Triangle Marketing and Events

Job Title	Director, Visitor Experience, Marketing & Events
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$120,433 - \$154,687
Classification	Executive Level 2
Position Number	384
Agency Website	https://www.nca.gov.au/about-the-NCA

Job Description

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

The NCA is seeking an energetic, enthusiastic and self-motivated individual to lead a small team in the National Triangle Marketing and Events section who will lead the identification and development of new visitor opportunities and experiences in the National Triangle and increase the diversity of events, education programs and hospitality offerings.

Applicants with knowledge of the commercial live entertainment and events sectors with well-established network of contacts in the large-scale events industry and various cultural and government departments are encouraged to apply.

Duties

1. Lead the Visitor Experience, Marketing & Events team to oversee the development, management and delivery of marketing activities, marketing communications, digital strategies, events and education programs to deliver key outcomes in the NCA's corporate plan.

2. Lead the identification and development of new visitor opportunities and experiences in the National Triangle, including the National Capital Exhibition (NCE), to increase the diversity of events, education programs and hospitality offerings.
3. Effectively manage commercial relationships with existing event organisers as well as identify and develop opportunities for a broad range of new events by:
 1. seeking out opportunities that maximise revenue including existing business and the active pursuit of known touring activities that may not be otherwise coming to Canberra/ACT.
 2. scoping, designing and delivering commercial opportunities to benefit NCA.
 3. considering strategic and operational priorities around activation outcomes, including community benefits
 4. administering the NCA venue bookings calendar; working with other stakeholders to optimise NCA venue activity
 5. liaising with commercial presenters to maximise venue sales across all NCA venues.
4. Develop and implement a Marketing Plan and brand strategy for the National Triangle and the NCA to highlight unique visitor experiences and opportunities in the national capital. This includes campaigns for NCA to achieve specific targets in line with the organisation's long-term vision.
5. Lead and motivate the marketing, events and digital team to deliver on set KPIs and to develop data-driven strategies and actions to achieve strategic goals and outcomes in line with NCA's Corporate Plan.
6. Provide regular and comprehensive reports to the Executive team and the NCA Board on the analysis and effectiveness of marketing activities, events and education programs.
 1. Manage the annual event and marketing budget and prepare financial and performance reporting as relevant for Board, leadership, and marketing purposes
7. Identify and build key relationships, partnerships and networks across national cultural institutions, the ACT Government and local tourism organisations and collaborate with them to grow awareness of the national capital and attract visitors to Canberra.
8. Oversee the management of the National Capital Exhibition and the NCA's social media and digital presence including but not limited to the NCA and National Triangle websites,
9. Apply risk management principles in managing public spaces and event venues to effectively administer event permits, licences and approvals and to respond to emergencies and/or crises.
10. Participate in the development and reporting of the organisation's strategies and performance as part of the NCA's senior leadership team.
11. Collaborate and consult with internal stakeholders to ensure development initiatives are integrated within broader planning strategies.

Eligibility

- Be an Australian citizen
- Undertake a security assessment to the requisite standard
- Have completed the 'redundancy benefit period' if you received a redundancy benefit from an Australian Public Service (APS) agency or a non-APS Commonwealth employer.

Job Skills and Qualifications

- Tertiary qualifications in a relevant discipline such as marketing, business, or event management.
- Extensive industry experience and visibility in similar role/s who will carry over to this new role an already established industry profile, network and expertise to serve as a springboard to grow the current events, marketing and events mix of the NCA.

Preferred Experience

- A minimum 10 years' events, marketing and digital experience working in a comparable environment with a proven ability and demonstrated experience in developing and implementing effective

marketing strategies for a commercially focused organisation that have resulted in delivered strategic outcomes.

- Extensive knowledge of the commercial live entertainment and events sectors with well-established network of contacts in the large-scale events industry and an understanding of and ability to work with the commercial/business community in Canberra, tourism bodies, and various cultural institutions and government departments.

Notes

Your Application:

To apply for the role, candidates must provide:

1. A written application (500 - 800 written response) outlining relevant skills and experience against the selection criteria
2. A current resume
3. The names and telephone numbers of two referees
4. A completed application coversheet

Notes:

Before submitting their application, applicants must obtain and address the selection criteria obtained from our website (www.nationalcapital.gov.au) or by emailing Recruitment@nca.gov.au.

A competitive remuneration package commensurate with the responsibility of the position will be offered.

For further information regarding duties and work environment, please contact **Hamid Heydarian** on **(02) 6271 2813**.

Applications for the above position **close on 22/01/2022 Midnight**.

Applications are to be forwarded to Recruitment@nca.gov.au or by mail to:

Human Resources Team
National Capital Authority
GPO Box 373
Canberra ACT 2601

About the National Capital Authority

The National Capital Authority is the Australian Government agency dedicated to ensuring that Canberra is planned and designed in accordance with its significance as the National Capital. Our work encompasses urban planning, development approvals, events management, asset management, heritage, capital works, education and leasing and licencing of the diplomatic estate. The NCA estate is a high profile area with very high expectations on its presentation and performance. All the assets managed by the NCA are expected to be managed to a standard befitting the nation's capital. This requires a high standard of works, presentation and safety for NCA assets. The value of the NCA's asset base is close to \$1 billion.

To Apply

Position Contact	Hamid Heydarian, (02) 6271 2813
Agency Recruitment Site	https://www.nca.gov.au/about-us

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Agriculture, Water and the Environment

Vacancy VN-0716730

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 16 January 2023

Plant & Live Animal Exports
Animal Welfare Standards and Systems Validation Section; Policy and
Engagement Section

Job Title	Veterinary Officer
Job Type	Full-Time; Part-Time, Ongoing
Location	Canberra ACT
Salary	\$95,381 - \$124,609
Classification	APS Level 6
Position Number	2022/8720
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Plant and Live Animal Exports Division works in partnership to support agricultural productivity, competitiveness and market access for the export of live animals, animal reproductive material, plants and plant products. The division is comprised of the Animal Welfare, Live Animal Export and Plant Export Operations Branches.

The Animal Welfare Branch continues Australia's leadership in standard setting for exported livestock, focusing on improving animal welfare outcomes in the livestock export supply chain. The branch analyses available data and science to inform the development and review of export conditions and the Australian Standards for the Export of Livestock (ASEL). The branch also considers international standards, validates and verifies the effectiveness of Australian standards and engages with industry, regulators, researchers and the community to promote evidence and science based regulatory practices, where animal welfare is integral to the regulatory system.

Two sections in our branch are recruiting. The Standards and Systems Validation Section conducts audits, validation activities and stakeholder engagement to validate and verify the effectiveness of livestock export standards and systems in achieving intended animal welfare outcomes. The section also conducts activities to increase stakeholder consistency in terminology for assessing and reporting against animal welfare standards, contributes to the update of the Australian Standards for the Export of Livestock (ASEL) and provides technical assistance and advice to internal stakeholders.

The Policy and Engagement section is responsible for coordination of stakeholder engagement, briefing to the executive and ministerial correspondence. In the context of improving animal welfare in live animal exports, we develop policy and review international standards. We provide administrative support for the branch including planning and finance.

Duties

The Job

Applications are sought from individuals with good judgement, strong interpersonal skills and a willingness to learn. Applicants should be innovative, collaborative and collegiate. Duties in the positions will include, but are not limited to:

- analysing of the latest animal welfare research, including literature reviews, and data analysis, to inform reviews and to develop and support evidence-based policy
- contributing to updating the Australian Standards for the Export of Livestock (ASEL) and delivery of the ASEL 3.3 update
- contributing to technical advice requests from internal stakeholders regarding livestock export animal welfare standards
- contributing to projects and verification/validation activities that improve the department's regulatory approach to animal welfare for live animal exports
- representing the department in internal and external animal welfare forums
- developing and maintaining productive relationships with internal and external stakeholders on policy and technical matters relating to animal welfare for livestock exports
- understanding and applying legislation, regulation and policy frameworks as they relate to animal welfare
- preparing high quality ministerial correspondence, briefs and other written and verbal advice for managers and senior executives
- providing administrative and secretariat support, including the coordination of stakeholder consultation and meetings, and departmental website updates.

Eligibility

What we are looking for

Knowledge and experience

- An understanding of the live animal export industry, and the legislation and policies governing live animal exports would be beneficial.
- Knowledge of compliance with legislative frameworks, government decision-making and regulations.
- Knowledge of legislative development and implementation.
- Experience working with diverse stakeholders and interests.
- Experience in project management (including Agile project management would be beneficial).
- Lead auditor training will be of benefit for some roles (but is not necessary).
- Technical knowledge of animal welfare principles and practical experience with livestock is important for some roles.

Mandatory qualifications

Bachelor of Veterinary Science, Doctor of Veterinary Medicine or the equivalent qualification that is registrable in Australia. **Notes**

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Dr Natasha Webb, 0466598928
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0716732

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 16 January 2023

Plant & Live Animal Exports
Animal Welfare Policy and Engagement Section; Standards and Systems
Validation Section

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2022/8721
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Plant and Live Animal Exports Division works in partnership to support agricultural productivity, competitiveness and market access for the export of live animals, animal reproductive material, plants and plant products. The division is comprised of the Animal Welfare, Live Animal Export and Plant Export Operations Branches.

The Animal Welfare Branch continues Australia's leadership in standard setting for exported livestock, focusing on improving animal welfare outcomes in the livestock export supply chain. The branch analyses available data and science to inform the development and review of export conditions and the Australian Standards for the Export of Livestock (ASEL). The branch also considers international standards, validates and verifies the effectiveness of Australian standards and engages with industry, regulators, researchers and the community to promote evidence and science based regulatory practices, where animal welfare is integral to the regulatory system.

Two sections in our branch are recruiting. The Standards and Systems Validation Section conducts audits, validation activities and stakeholder engagement to validate and verify the effectiveness of livestock export standards and systems in achieving intended animal welfare outcomes. The section also conducts activities to increase stakeholder consistency in terminology for assessing and reporting against animal welfare standards, contributes to the update of the Australian Standards for the Export of Livestock (ASEL) and provides technical assistance and advice to internal stakeholders.

The Policy and Engagement section leads the branch's key policy development and engagement activities, including with industry stakeholders, states and territories and research organisations. The section develops relevant legislative instruments and coordinate the branch's input into government business. The section leads several policy projects including the development and implementation of the new Inspector-General of Animal Welfare and others focussed on improving animal welfare outcomes for exported livestock. We also analyse international animal welfare standards and recommend where Australian standards can be improved.

Duties

The Job

Applications are sought from individuals with good judgement, strong interpersonal skills and a willingness to learn. Applicants should be innovative, collaborative and collegiate. Duties in the positions will include, but are not limited to:

- analysis of the latest animal welfare research, including literature reviews, and data analysis, to inform reviews and to develop and support evidence-based policy
- contributing to updating the Australian Standards for the Export of Livestock (ASEL) and delivery of the ASEL 3.3 update
- contributing to technical advice requests from internal stakeholders regarding livestock export animal welfare standards
- contributing to projects and verification/validation activities that improve the department's regulatory approach to animal welfare for live animal exports
- contributing to the development and implementation of the Inspector-General of Animal Welfare
- representing the department in internal and external animal welfare forums
- developing and maintaining productive relationships with internal and external stakeholders on policy and technical matters relating to animal welfare for livestock exports
- understanding and applying legislation, regulation and policy frameworks as they relate to animal welfare
- preparing high quality ministerial correspondence, briefs and other written and verbal advice for managers and senior executives
- providing administrative and secretariat support, including the coordination of stakeholder consultation and meetings, and departmental website updates.

Eligibility

What we are looking for

Knowledge and experience

- An understanding of the live animal export industry, and the legislation and policies governing live animal exports would be beneficial
- Knowledge of compliance with legislative frameworks, government decision-making and regulations.
- Knowledge of legislative development and implementation
- Experience working with diverse stakeholders and interests

- Experience in project management (including Agile project management would be beneficial)
- Lead auditor training will be of benefit for some roles (but is not necessary)
- Technical knowledge of animal welfare principles and practical experience with livestock is important for some roles.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Dr Natasha Webb, 0466598928
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0716749

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 10 January 2023

Biosecurity Operations
Pathway Operations - Cargo (NSW, QLD, NT, ACT) Cargo Operations -
Inspections

Job Title	Biosecurity Officer - Brisbane
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Eagle Farm QLD
Salary	\$72,002 - \$78,386
Classification	APS Level 4
Position Number	2022/8967
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Cargo Operations Pathway delivers regulatory assessment and inspections of goods, across the biosecurity continuum (offshore, at the border and onshore) to verify compliance with Australia's biosecurity and imported food requirements. Cargo Operations Pathway works with policy and risk owners within the department to influence and inform operational policy and deliver regulatory functions in accordance with legislative requirements, national standards and within an integrated, risk-based operating model. The group has a national footprint with a presence in all capital cities and major regional ports.

Cargo Operations - Inspections are responsible for the inspection of imported food, goods, vessels, aircraft, animals and animal genetic material and the assessment of documentation to confirm compliance with Australia's biosecurity and export market requirements. The team are also responsible for managing goods that do not comply with import/export requirements and capturing information to support evidence-based decisions.

Duties

The Jobs

The main duties of a Biosecurity Officer in Cargo Operations - Inspections may include, but are not limited to:

- the inspection and clearance of various cargo commodities (for example fresh produce, machinery and used vehicles), both onshore and in some circumstances offshore, to confirm compliance with Australia's biosecurity and imported food requirements
- the assessment of relevant import/export documentation to ensure compliance with relevant legislation/policy
- managing goods that do not comply with import/export requirements and capturing information to support evidence-based decisions
- providing timely and accurate advice on complex biosecurity matters to employees, stakeholders/clients and senior managers
- resolving complex operational and technical matters
- identifying trends in biosecurity risks and escalating these to assist in targeting intelligence and risk-based activities
- managing, modelling and monitoring compliance with appropriate standards of behaviour in line with departmental expectations including the APS Code of Conduct and Values
- promoting and complying with departmental Work Health and Safety (WHS) and rehabilitation policies and guidelines and being alert for and reporting risks
- providing on-the-job coaching and assisting and supporting other employees on biosecurity issues
- assisting, where required, operational pathways such as Maritime Operations with vessel inspections.

Please note that this selection process will be used to fill multiple vacancies, both ongoing and non-ongoing. Non-ongoing contracts will be offered for an initial period of eighteen months with the possibility of extension up to a maximum of three years in total. Some of these non-ongoing position(s) may become ongoing in the next eighteen months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis. 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 Gazette, may also be used to fill future ongoing and non-ongoing vacancies in the division where the duties are of a similar nature.

For more information on the day in the life of a Biosecurity Officer, please click [here](#) .

Eligibility

Eligibility and other requirements

The successful applicants must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- note that you may be required to perform occasional out-of-hours and weekend work
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that the wearing of face masks may be required, as directed, in the course of your duties
- note that there may be a requirement for travel to regional areas
- note that these positions may require extensive hours driving to inspection locations
- note that they must successfully complete the department's Biosecurity Foundation Program and meet the minimum requirements in order to be appointed as a Biosecurity Officer under the *Biosecurity Act 2015*
- note that the Biosecurity Foundation Program includes a 2-week period of full-time training at the Biosecurity Training Centre located in Wagga Wagga, NSW and that travel for this training is fully funded by the department
- subject to operational requirements, the role may include an arrangement whereby a departmental vehicle is garaged at a Biosecurity Officers usual place of residence (home).

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Alan Self, 0412 162 445
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0716751

Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 05 February 2023

People, Property and Security
People Strategy & Safety Workforce Strategy, Planning and Design

Job Title	Assistant Director - Workforce Strategy, Planning and Design
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Darwin NT, Perth WA, Brisbane QLD, Melbourne VIC, Canberra ACT, Sydney NSW
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2022/8332
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The People, Strategy and Safety Branch is the centre of capability identification, acquisition, mobilisation and development in the department and supports the department to achieve its complex agenda through a highly capable, diverse and inclusive workforce. We provide valuable support and guidance to business areas through our closely connected sections: Health, Safety and Welfare Strategy and Systems; Health, Safety and Welfare Operations; Organisation Design and Analytics; Culture, Diversity and Inclusion; Talent, Leadership and Capability; Workforce Strategy, Planning and Design.

The Workforce Strategy, Planning & Design Section supports the department's strategic objectives through the design and delivery of HR strategies and initiatives. The team is responsible for ensuring the department is capable, engaged and future ready through HR reform, analytics and reporting, best-practice workforce planning, embedding new behaviours and ways of working and taking action on the census results.

Duties

The Jobs

Core duties of the role include:

- contributing to the team's collaborative and supportive culture by providing leadership, support and advice to other team members
- extracting, manipulating and analysing data using a number of systems and turning this analysis into insights
- developing and implementing HR reform projects in consultation with staff and the executive
- driving new ways of working and Future of Work initiatives, in line with the departmental context and APS Reform
- partnering with the business to revise and implement group level tactical workforce plans
- providing evidence-based expert advice and policy direction to managers and staff on HR policies and strategies
- engaging and collaborating with colleagues to achieve departmental people priorities and team goals and building strong and effective partnerships with internal and external stakeholders
- driving the design of, and conducting, workforce surveys at various stages of the employment life cycle and contributing to the analysis of trends or actions arising
- contributing to the administration and analysis of the department's employee census, providing recommendations to the executive on key areas to address and driving improvement across the department.
- providing high-level leadership to, and optimising the performance of, team members, including leading a team that may include locally based and/or geographically dispersed members
- preparing senate estimates briefs and responding to questions on notice
- undertaking other ad-hoc strategic HR projects, as required, and providing ongoing support and expertise to our Director and Assistant Secretary.

Please note that this recruitment process will initially be used to fill **one non-ongoing vacancy and potentially one ongoing vacancy in the Workforce Strategy, Planning & Design Section**. Both roles may 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 also be used to fill future ongoing and non-ongoing vacancies in the division where the duties are of a similar nature.

Eligibility

What we are looking for

Knowledge and experience

To be successful in this role you will be experienced in providing high level strategic direction, advice and support on a broad range of people management issues relevant to a large, geographically dispersed organisation with a functionally diverse workforce. You will have demonstrated professional ethical standards and personal integrity in dealing with sensitive personnel matters and a record of achievement in delivering results. You will have breadth and depth of experience in HR, including the latest thinking in the field as well as understanding the broader APS agenda.

You will also have:

- experience in, and a passion for, HR strategy and reform
- demonstrated workforce planning experience, including the design of workforce plans and the implementation of recommendations.
- demonstrated experience as a trusted and collaborative HR advisor that provides high-level strategic advice and can bring others along on the journey.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Casey Simpson, 0466 614 364
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0716625

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

Closing Date: Monday 02 January 2023

International Climate & Net Zero Pathways
Climate Negotiations & Engagement

Job Title	Director - Climate Negotiations & Engagement
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$136,118 - \$158,149
Classification	Executive Level 2
Position Number	512016
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://careers.industry.gov.au/en/job/512016>

About the department

The Department of Climate Change, Energy, the Environment and Water (DCCEEW) lead Australia's response to climate change and sustainable energy use, and help protect our environment, heritage, and water. We provide advice to the Australian Government around climate, energy, and the environment, and administer legislation. The department also enforces laws relating to the protection of the environment and biodiversity, wildlife, fuel quality and greenhouse gas storage.

We deliver policies and programs to:

- help address climate change and build a more innovative, future ready energy system,
- help protect, restore and manage Australia's land and ocean environment and heritage,
- improve the health of our rivers and freshwater ecosystems and manage Australia's water resources for industry and regional communities
- advance Australia's interests in the Antarctic and Southern Ocean.

About the team

The International Climate and Net Zero Pathways Division leads Australia's climate change response internationally.

The Division works with Australia's key partners, across the region and around the world, to advance the Government's climate priorities support the global response to climate change and to help meet Australia's emissions reduction targets. We broker and implement targeted bilateral partnerships to support innovation across clean energy products, exports and supply chains critical to reaching net zero.

The International Net Zero Branch leads Australia's engagement on climate change with key partners in South East Asia and the Pacific and provides advice on opportunities for cooperation in our region and around the world. We lead the Government's engagement on climate change in a range of multilateral fora, including the G20, G7 and the Quad.

The Net Zero Innovation and Partnerships Branch delivers clean energy partnerships with priority countries, including partnerships with Japan, Germany, Singapore, India, the UK and the Republic of Korea. We lead Australian Government engagement in clean energy multilateral forums such as the Clean Energy Ministerial and Mission Innovation.

The Climate Negotiations and Engagement Branch leads on Australia's engagement with the United Nations Framework Convention on Climate Change, including Australia's bid to co-host COP31 with the Pacific. Our international policy development and negotiations work covers a broad range of issues, from mitigation, adaptation, markets and finance, to cross-cutting issues such as national security, gender and First Nations perspectives. We also support Australian stakeholder engagement in international climate change forums.

The opportunity

Several positions are available in the Division across the three Branches.

The duties of these roles include, but are not limited to:

- providing research, analysis and strategic policy advice on international climate engagement and strategy
- representing the Australian Government in international negotiations, multilateral fora and/or bilateral engagements
- planning, organising and managing logistics for domestic and international events, including supporting Australian stakeholder engagement and participation
- providing leadership and direction to build a strong, respectful, high-performing team and contribute to the wider branch and divisional culture
- managing constructive and collaborative relationships with ministers' offices, other areas of the department, Commonwealth agencies and other key stakeholders, internationally and domestically
- building capability through workforce planning, coaching, mentoring, and supporting the professional development of staff.

What's in it for you?

In return for your contribution, you will part of a driven and collaborative branch and division, in a diverse, agile and inclusive department. DCCEEW fully supports flexible working arrangements.

You will have the opportunity to design and deliver on government policy and programs to help put Australia on the forefront of climate change action.

Our ideal candidate

Our ideal candidates will be driven to achieve good outcomes in often contested environments.

They will be confident working and negotiating directly with senior government and private sector stakeholders, in both domestic and international settings. This includes the ability to communicate with influence, demonstrated sound judgement and the ability to distil complex issues into clear advice and direction.

Our candidates will thrive in fast paced environments and be creative problem solvers with strong strategic intelligence. They will also have relevant climate change or clean energy expertise.

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

EL2 Work Standards

An Executive Level 2 employee would generally be required to undertake work with a high level of complexity or sensitivity and operate under broad direction. They exercise a significant degree of independence and perform an important leadership role.

Employees at this level will be responsible for influencing and developing strategy, policies, priorities and operational practices in support of agency objectives based on high level decision-making and judgement.

EL2 employees provide a high level of advice to senior management and Ministers as well as coordinating and assuming responsibility for highly complex or sensitive projects or work programs that have strategic, political and/or operational significance.

Employees are also responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders and may lead a work team or teams.

Duties

Depending on the role and branch, the successful candidates will be responsible for:

- developing international climate strategy and policy
- leading the negotiation, design and delivery of bilateral and regional partnerships , including managing funding programs
- representing the Australian Government and leading Australia's engagement in multilateral fora
- undertaking widespread consultation across Government and industry, building trusted stakeholder relationships
- managing the planning and delivery of events with an international climate focus, in both domestic and international settings.

In addition to the qualities listed above, the successful candidate will need to demonstrate the ability to:

- identify and manage risk and opportunity
- manage a team to deliver complex, and often evolving, programs of work.

Eligibility

We are seeking candidates with tertiary education in any of the following fields:

- Engineering
- Science
- Law
- Finance or economics
- Politics or international relations
- Humanities or related disciplines
- Or other relevant fields

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

All positions require a Baseline security clearance at a minimum and successful candidates will be required to obtain and maintain a clearance at this level. Some positions will require a classification at NV1 or higher.

Notes

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

The department does currently offer flexible work opportunities for many roles. These vacancies are either permanent full-time or part-time Canberra based, though consideration will be made for remote work from other states, and flexible working arrangements. Please reach out to the contact officer to discuss this further.

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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	David Higgins, (02) 6102 8597
Agency Recruitment Site	https://careers.industry.gov.au/en/job/512016

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Agriculture, Water and the Environment

Vacancy VN-0716635

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

Closing Date: Wednesday 11 January 2023

International Climate & Net Zero Pathways
Net Zero Innovation and Partnerships Net Zero Innovation

Job Title	Project/Secretariat Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - QLD QLD, Various locations - NT NT
Salary	\$88,408 - \$124,403
Classification	APS Level 6;Executive Level 1
Position Number	512013
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://careers.industry.gov.au/en/job/512013>

About the department

The Department of Climate Change, Energy, the Environment and Water lead Australia's response to climate change and sustainable energy use, and help protect our environment,

heritage, and water. We provide advice to the Australian Government around climate, energy, and the environment, and administer legislation. The department also enforces laws relating to the protection of the environment and biodiversity, wildlife, fuel quality and greenhouse gas storage.

We deliver policies and programs to:

- help address climate change and build a more innovative, future ready energy system,
- help protect, restore and manage Australia's land and ocean environment and heritage,
- improve the health of our rivers and freshwater ecosystems and manage Australia's water resources for industry and regional communities
- advance Australia's interests in the Antarctic and Southern Ocean.

We are innovative and collaborative. We look to the future.

About the team

The **International Climate and Net Zero Pathways Division** supports and develops international and domestic frameworks on climate change, leads international engagement in forums such as the UNFCCC, provides timely and high-quality data on Australia's contribution to addressing climate change, and pursues clean energy innovation, development and deployment as part of a global energy transition.

The **Net Zero Innovation and Partnerships Branch** are responsible for leading and prosecuting Australia's interests through international engagement on clean energy innovation and clean energy supply chains, delivering Australia's seven clean energy partnerships and providing cross-cutting advice on advancing clean energy trade across key partners and sectors.

The **Net Zero Innovation Section** conducts research and undertakes policy analysis for clean energy technologies, including those used in hard-to-abate sectors. The team establishes connections across government, industry, research organisations and academia to advance research and development in clean energy technologies. The team leads international engagement and collaboration on clean energy innovation, including through multilateral forums like Mission Innovation, the Clean Energy Ministerial, Breakthrough Agenda and the Leadership Group for Industry Transition.

Our ideal candidate

Our ideal candidate is someone who:

- has experience working in clean energy policy or research
- has strong organisational, planning and project management skills
- has the ability to work independently, manage competing priorities, be flexible, adaptable and able to shift between tasks seamlessly
- has strong stakeholder engagement skills and the ability to build and maintain productive working relationships within and outside the team, across organisations and with industry stakeholders

- has strong interpersonal and coordination skills, with excellent problem solving skills
- has demonstrated high-level written and verbal communication skills
- has an interest in international clean energy innovation
- is comfortable working non-standard hours, to support teams that span multiple time zones

Previous experience working in a Secretariat role would be an advantage, but is not required.

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

Duties

The successful candidate will:

- Support Australia's involvement in Mission Innovation (MI) and the Global Power System Transformation (G-PST) Consortium. This includes:
 - representing the department and its interests in these forums
 - engaging and coordinating international outreach activities
 - briefing to support senior representatives on the MI Steering Committee.
- Coordinate Australia's involvement in the G-PST Consortium. This will include:
 - providing secretariat support to manage engagement by the Australian Energy Market Operator (AEMO), the Commonwealth Scientific and Industrial Research Organisation (CSIRO), Australian Renewable Energy Agency (ARENA) and the department
 - distilling information and convening stakeholders to form priorities for engagement.
- Work for the MI Secretariat. Secretariat activities include:
 - managing MI's governance processes, overseeing and delivering MI's day-to-day operations, while maintaining active communication with all members to maximise their participation
 - developing and implementing overarching strategy, coordinating across all MI programmes and supporting the development of new activities led by members. The Secretariat also delivers specific MI activities that are core to MI and benefit all members
 - profiling MI activities and member successes online, through traditional media, and at events. In addition, the Secretariat provides strategy, member engagement, and communications support to the host country for annual Ministerial gatherings, and manages relationships with existing and new collaborating organisations.
- Act as a key point of contact between the department, the MI Secretariat and the wider MI community including other countries and private sector members.
-

The successful applicant will be employed by the department, but will spend approximately half of their time performing work on behalf of the MI Secretariat.

Mission Innovation (MI) is a high-level global initiative of 23 member countries and the European Commission who work together through specific Missions and Platforms to accelerate clean energy innovation and achieve the goals of the Paris Agreement.

The MI Secretariat are a team of ~15 people who drive forward MI activities through managing governance and member engagement, developing strategy and coordinating delivery of MI programs, and supporting communications and events.

The G-PST is a global consortium of power system operators (including AEMO) focused on working together to drive the development and transfer of technical and engineering knowledge for power system operators to support the global energy transition.

Eligibility

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

Position requires a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level. A clearance is not required at the time of application.

Notes

The successful applicant will be performing work for the department and for the MI Secretariat. The MI Secretariat are based in London, UK and has staff across the globe. The successful applicant will therefore be required to undertake work outside of standard working hours.

The department does currently offer flexible work opportunities for many roles. This vacancy is not based in any particular location; flexible or remote work arrangements will be considered, including from outside Australia. Please reach out to the contact officer to discuss this further.

Due to the holiday period, assessment and interviews for this recruitment process will be scheduled in early 2023.

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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	Niall Jacobsen, 02 6213 7221
Agency Recruitment Site	https://careers.industry.gov.au/en/job/512013

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Attorney-General's

Vacancy VN-0716675

Safe Work Australia

Closing Date: Sunday 22 January 2023

Safe Work Australia
Chemicals, Occupational Hygiene and High Risk Work Policy Branch High
Risk Work and Industries Policy

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$113,149 - \$125,819
Classification	Executive Level 1
Position Number	TBA
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

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

Our team's work saves lives. We develop national policy on high risk work, including policy related to licensing of high-risk plant and equipment. We also develop national guidance on high risk work across all industries to help workers stay safe at work. As an Assistant Director, you will lead nationally-significant projects that will help you use and further develop your policy, negotiation and project management skills. You will have the opportunity to identify and drive new areas of work based on your analysis of work health and safety (WHS) and industry trends.

Duties

As an Assistant Director (EL1), your duties will include:

- leading reforms to ensure the model WHS Regulations remain relevant and effective
- leading the development of guidance material, briefs and reports
- staying across trends in WHS and industry to ensure our policies keep up with the 'real world'
- contributing to the strategic direction and future work program of the section and the broader Agency
- leading policy projects including through project management and stakeholder consultation activities
- leading innovation on potential new initiatives and policy approaches to drive continual improvement, and
- working collaboratively with external stakeholders to improve policies.

Our section

We are a small team with big responsibilities, across two main areas of work:

- model WHS Regulations relating to 'high risk' work. This includes overseeing the nationally-harmonised arrangements for high risk work licences, which are held by more than a million Australians and permit workers to operate high risk plant, such as forklifts and cranes.
- policy and guidance on WHS risks. This includes ensuring the model WHS Regulations remain relevant, and developing model Codes of Practice and a range of other guidance materials across a diverse array of topics. We are always looking to improve our guidance and make it more practical and useful for workplaces

There is a lot of variety in our work, so we need people who can learn quickly and who are interested in different aspects of Australian industries and workplaces.

Education and experience

Previous policy experience is highly desirable. Legal policy experience or a degree in law or related discipline is also highly regarded. **Eligibility**

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

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

Notes

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 Safe Work Australia

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities. We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply. Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths. Find out more about who we are and what we do.

To Apply

Position Contact	Nathan Lee, (02) 6121 3793
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Defence

Vacancy VN-0714496

Department of Defence

Closing Date: Wednesday 21 December 2022

Security and Estate Group
Service Delivery Division

Job Title	eResources Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Perth WA, Sydney NSW
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	SEG/06346/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=26EC6BBD-0B47-A2AD-522D-C9175964C190>

Duties

The Role

This position is part of a geographically dispersed team, operating within an integrated workforce.

Within the Directorate of Information, Graphics & eResources you will provide procurement and contract management skills for the evaluation, procurement and maintenance of the Defence Library eResources multi-million dollar annual budget providing Online Library Resources across Defence.

Duties will include:

- The application of professional Library experience and operational knowledge for the evaluation, procurement and maintenance of current and new eResources contracts including under standing offer panel arrangements.
- Deliver and maintain accurate procurement and contract management documentation.
- Ongoing engagement with internal and external stakeholders to deliver successful outcomes.
- Ensure all work is achieved under appropriate legislative and policy obligations, including risk and performance requirements.
- Lead or be part of Project teams as assigned.
- Other duties as required consistent with standard APS 6 roles and responsibilities.

- The position requires knowledge of and compliance with relevant legislative and regulatory frameworks, government decision making and Defence's mission and policy requirements. This includes the Public Governance, Performance and Accountability Act 2013, the Commonwealth Procurement Rules, and Accountable Authority Instructions.

About our Team

The Directorate of Information, Graphics and e-Resources (DIGE), within the Program Management & Governance (PM&G) branch is at the forefront of shaping the way Defence's Estate information is managed, distributed and displayed.

DIGE works in a multifaceted, high tempo environment that brings rewarding challenges and a great sense of purpose.

Our Ideal Candidate

The eResources Manager, DIGE is responsible (in collaboration and consultation with the other APS 6 eResources Manager and the APS 6 Systems Librarian) for the management and maintenance of electronic resources within the Australian Department of Defence.

You will be able to apply your library experience to the position and actively contribute to the ongoing reassessment and evaluation of Library electronic resources, particularly as they relate to Defence business.

You will have experience, ideally within a Defence or Government environment, in the evaluation, procurement, and contract management of electronic resources.

You will display initiative, good judgement and a positive, collaborative approach and provide detailed advice, issues management, and technical, professional and policy advice in relation to procurement and contract management.

You will be solutions focused, can 'think on your feet' and manage multiple and competing priorities in a calm and logical manner.

You will be adaptable and willing to work as part of a nationally distributed team, and with remote customer groups.

You will be self-motivated, and committed to professional development and business process improvement. **Eligibility**

Security Clearance:

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

Mandatory Qualifications:

Appropriate Bachelor or Post Graduate degree recognised by the Australian Library and Information Association.

Notes

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About the Department of Defence

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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	Ms Katherine Jackson, 0431 085 365
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=26EC6BBD-0B47-A2AD-522D-C9175964C190

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Defence

Vacancy VN-0714585

Department of Defence

Closing Date: Wednesday 21 December 2022

ARMY
2nd Division

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Randwick NSW
Salary	\$71,207 - \$77,739
Classification	APS Level 4
Position Number	ARMY/07909/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E2830F5E-E1D9-6CB0-9A43-C917948DA41B>

Duties

The Role

The COORD OFFR provides high level support to their supervisor, APS 6 Coordination Manager (COORD MGR), to facilitate the management of the Headquarters facilities, and assist in unit procurement and the coordination of events. The COORD OFFR has

no supervisory responsibilities.

The primary duties of the COORD OFFR:

- **Facilities Management.** Responsible for the management of the Headquarters Building and the Randwick Barracks auditorium. Ensures the facilities and supporting infrastructure, such as DSN and Operational Planning Rooms, are always maintained to support Headquarters and Joint Task Force 629 (JTF 629) operations.
- **Alternate Unit Procurement Officer.** Maintains a Defence Purchasing Card and supports the COORD MGR as an alternate for all unit-level procurement.
- **Support to Conferences and important unit activities.** Provides support to the COORD MGR for Command Conferences and Headquarters-level activities, such as JTF 629 Mounting, and includes the coordination of venue bookings, rations, and transport.

About Our Team

The organisation maintains the command and control of both the Army's 2nd Division and Joint Task Force 629 (JTF 629). The 2nd Division is one of the ADF's largest functional commands and is responsible for leading domestic operations. The Coordination Cell (COORD Cell) sits within the Command Support Directorate which is responsible for the provision of direct staff support to the Commander 2nd Division, and compliance with governance across the Division, JTF 629, and the Headquarters.

The COORD Cell is an important function that encompasses the primary responsibilities that enable the Headquarters to operate effectively. The output of the cell includes facilities management and the functions of security and procurement. The cell is focused on supporting the Commanding Officer and aiding the Command and staff of the Headquarters to meet its primary role in support of the Division and JTF 629 domestic operations

Our Ideal Candidate

Our ideal candidate must be able to

- Operate with minimal supervision to ensure the Headquarters facilities are maintained with minimal impact on staff or operations.
- Experience in similar roles is valued, but not essential.
- Importantly, they must work and collaborate effectively with other staff and stakeholders to support their primary role, the conduct of conferences and events, and to achieve collective goals.
- They should be motivated to continually improve their professional skills.
- They should have Defence Secret Environment access and must have a security clearance of a minimum of NV1.

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	LTCOL Shaun Richards, 07 3542 9246
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E2830F5E-E1D9-6CB0-9A43-C917948DA41B

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Defence

Vacancy VN-0714673

Department of Defence

Closing Date: Thursday 05 January 2023

Joint Capabilities Group
Joint Health Command

Job Title	Manager - Program Management Office
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	JCG/07815/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CD2070F4-E3B9-A7D7-EC18-C917D08E6E64>

Duties

The Role

As the Manager, Program Management Office (PMO), you will be responsible for the coordinated organisation, direction and oversight of a dossier of projects and transformation activities undertaken across Joint Health Command (JHC) and Defence more broadly.

The focus of the PMO is to support the delivery of outcomes and benefits from in-flight projects, initiatives and activities (the Program) that contribute to ADF Health Strategy realisation and broader organisational health capability effects.

The PMO Manager's main function is to provide decision support to JHC executive staff on how health projects, initiatives and business as usual activities within JHC (or elsewhere as required) are being executed and governed relative to and in line with the ADF Health Strategy.

This will be achieved through planning, monitoring, support, engagement, leadership and motivation of discrete project leads and team members from across JHC and Defence.

You will provide oversight and guidance to project leads to assist them achieve objectives within the expected performance targets for time, resources, quality, benefit and risk.

As the Manager PMO, you will provide advice, scrutiny, challenge and support to the Health Strategy Office (HSO) team and the JHC executive staff regarding the status and performance of constituent elements the program.

About our Team

The Health Strategy Office (HSO) is responsible for the implementation of the ADF Health Strategy and support to the ADF Health Select Committee to prioritise, balance, monitor and report on health initiative investment.

The HSO Program Management Office (PMO) supports and enables Defence to align its health outcomes to the ADF Health Strategy. It seeks to alleviate challenges and manage risk through oversight and program governance controls.

This includes the development of tools and frameworks to support PMO initiatives, provision of advice to the JHC Executive staff, project and activity owners, stakeholder engagement and program governance oversight.

It supports a diverse range projects, initiatives and activities including clinical service redesign, education, research, technology and innovation and systems restructure.

PMO is responsible for ensuring projects, initiatives and activities are aligned to key outcomes and priorities of the ADF Health Strategy.

This is achieved through increased visibility and consistency in reporting project and initiative key information (at a program level) and providing resource and program management capability and surge capacity to support project leads in implementing key project management functions.

Our Ideal Candidate

Our ideal candidate will possess the following personal attributes, skills and experience:

- Experience in program management
- Experience with leading a small team
- Excellent stakeholder engagement
- Ability to engage respectfully with a blended workforce (e.g military, civilian and contractor workforce)
- Ability to identify challenges, risks and opportunities and offer considered solutions
- Experience with common IT operating systems / software skills
- Excellent written and verbal communications skills.

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	Vladimir Ishchenko, 02 6192 7593
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CD2070F4-E3B9-A7D7-EC18-C917D08E6E64

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Defence

Vacancy VN-0714720

Department of Defence

Closing Date: Wednesday 21 December 2022

Joint Capabilities Group
Joint Logistics Command

Job Title	Business Support Manager
Job Type	Full-Time, Ongoing
Location	Laverton VIC
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	JCG/07856/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C1A8EDC3-DC1C-3133-54CA-C917D2F82C27>

Duties

The Role

The Logistics Systems Branch seeks an enthusiastic, flexible and highly organised APS 5 Business Support Officer to provide administration and support across LSB.

In this role you will assist in operational administration and business support work within an integrated workforce comprising ADF, APS and contracted personnel.

The Business Support Officer will be accountable for organising their workflow and making independent decisions.

Duties will include establishing and maintaining knowledge management systems, administrative and operational policies and assisting the Executive Officer with other administration tasks such as arranging meetings and undertaking research and analysis tasks.

Success in this role will require attention to detail, a desire to learn quickly and the ability to remain flexible and adaptable to changing priorities.

Due to the geographical dispersed nature of the team some interstate travel may be required.

About our Team

Logistics Systems Branch is looking for a high performing, experienced Administrator to be a part of our small, dynamic Coordination Support Team within the Director General Office.

This is a skilled and diverse team dedicated to continuous improvement and the provision of subject matter expertise. Collectively we rely on each other's knowledge and strengths to achieve the end result.

The Business Support Officer will coordinate and contribute to the teams' work plan and provide advice to team members on complex tasks. They will be required to engage in communications with stakeholders to identify, respond to, and provide advice on issues relating to LSB. Director General Logistics Systems and the Executive Officer, and several other key staff of the Branch are Canberra based.

The Business Support Officer is part of the Director General Office team, alongside the Laverton, Melbourne team. This means you will need to be comfortable working closely with team members based in the Canberra, Sydney and Melbourne offices.

Our Ideal Candidate

- Coordinate administrative and business support activities for the branch.
- Apply the skills, knowledge and experience necessary to provide advice and services for a range of complex corporate, administration and business support activities.
- Engage and negotiate with stakeholders on complex issues to achieve business outcomes.
- Work collaboratively to build and sustain effective relationships and operate as an effective team member.
- Briefs, reports and correspondence related to branch activities.
- Be able to work in a fluid environment by remaining flexible, agile and adaptable.
- Have a good level of computer literacy including with financial systems, Microsoft Office and Objective records management system.
- Knowledge of the APS recruitment system is desirable.
- Have a keen eye for detail.

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	Maria Morton, 02 6192 7717
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C1A8EDC3-DC1C-3133-54CA-C917D2F82C27

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Defence

Vacancy VN-0716199

Department of Defence

Closing Date: Wednesday 11 January 2023

Joint Capabilities Group
ADFHQ-Office Chief Joint Capabilities

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	JCG/08977/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=ABDE1097-A99C-8EE3-E41F-C91DE04C9B62>

Duties

The Role

Joint Capabilities Group (JCG) Headquarters is seeking a highly motivated Group Security Officer to provide oversight, group level coordination and analysis of security across JCG. Experience with security at either unit or group level will be highly valued.

The position will be responsible for security coordination, analysis, performance monitoring, reporting, as well as providing strategic support and advice relating to the group framework to the Chief of Joint Capabilities and Deputy Chief of Joint Capabilities on security matters. The role is also required to identify, build and maintain strategic relationships with security professionals across the Defence organisation.

The position will be the Unit Security Officer for the Headquarters and is accountable under broad direction to perform and achieve within an integrated workforce, applying expertise to design, recommend and implement solutions and assess and evaluate security management strategy, initiatives, projects, policy and procedures, and engage in activities to achieve continuous improvement.

About our Team

Headquarters JCG provides high level support to the Group Head, the Chief of Joint Capabilities (CJC), by directing and coordinating Group operations across a range of functions. Headquarters JCG works closely with the Divisions, Commands and Elements within JCG and also the other groups within Defence to contribute to JCG and Defence wide outcomes.

The Security Officer will work as an integral part of the Business and Governance team within Headquarters JCG. This position will work closely with the Deputy Director Business and Governance and JCG elements to ensure the security responsibilities and outcomes of the group and Headquarters are achieved.

The broader Headquarters team currently comprises of the Office of the Chief of Joint Capabilities, the Office of the Deputy Chief of Joint Capabilities, Ministerial team, Workforce and Culture team, Media and Communications, Web management and Legal.

Our Ideal Candidate

Our ideal candidate is someone who has sound experience in security coordination and processes. A proven ability to interpret and adapt policy/process as well as the ability to provide support and advice to senior leaders is imperative.

Strategic communication and networking skills will be highly beneficial, the candidate will need the ability to work collaboratively, developing and maintaining strong working relationships with internal and external stakeholders. This role will require the ability to work effectively with JCG's Divisions and Commands and other groups across Defence to achieve Group and Defence wide outcomes.

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

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	Alison Fitzsimon, 02 5108 9944
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ABDE1097-A99C-8EE3-E41F-C91DE04C9B62

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Defence

Vacancy VN-0716405

Department of Defence

Closing Date: Thursday 12 January 2023

Chief Information Officer Group
ICT Operations Division

Job Title	Assistant Director Cloud Platform - Various
Job Type	Full-Time, Ongoing
Location	Laverton VIC, Reid ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	CIOG/08871/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1DF8477E-7CBA-86CD-BA7B-C92F916E016D>

Duties

The Role

The newly formed Directorate of Enterprise Cloud Services (DECS) has been established to align the delivery of Enterprise class cloud hosting offerings as key hosting platforms for current and future Defence business requirements.

The establishment of this directorate identified a number of key business roles with responsibility for key technical and platform components of Cloud Service Provider platform operation and DECS has responsibility for all three functions across the cloud footprint, including Cloud Platform and Automation, Cloud Platform Operations and Cloud Platform Architecture. The technical individuals that are aligned to these roles will provide the plan and build capability within an individual vendor cloud offering, but also the aligned services that integrate capability across the cloud provider footprint.

These EL1 ICT Enterprise Architect positions are responsible for Cloud Platform Management through the establishment of governance and risk controls, on-boarding and management of new cloud services, and the development and application of Standardised Defence Architecture and Security Control Framework to manage cloud standard alignment, security risks & controls. These role will also be responsible for providing Commonwealth technical assurance of vendor recommendations and services.

A Building Defence Capability Payment (BDGP) may be approved for these roles of up to 15%. This enables Defence to provide a

premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

Enterprise Technology Operation is responsible for managing Defence's ICT systems sustain and enhance a secure, stable and modern ICT environment for Military, Enterprise and Operational demands, delivering an exemplary user experience through our responsive, flexible and professional workforce.

We achieve this through the:

- Management of applications across enterprise resource planning, finance, human resources, logistics, information management, whole of government and security domains, and
- Management of the delivery of End User Compute, Application Hosting and Platform Services to Defence.

Our Ideal Candidate

Let's not kid ourselves – these roles are going to be challenging! There's no shortage of possible technical approaches when it comes to cloud adoption, there's a broad range of stakeholders to consider and engage with, and a complex existing ICT landscape within which to operate. But the payoff – developing capabilities which will support military operations and other Defence objectives and embracing emerging technologies – is really rewarding.

If you want a role where your technical expertise will be valued and invested in, and an opportunity to really feel like you've made a difference, then this role might be what you are looking for. And if you have a 'can do' attitude tempered with a healthy dose of pragmatism, then you might be the person we are looking for.

Key attributes we are seeking:

- Excellent understanding of major cloud technologies and the ability to translate for non-technical audiences;
- Strong communication and negotiation skills; and
- Experience building and leading teams, including mentoring and building expertise.

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	Annissa Semaan, (03) 9254 8639
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1DF8477E-7CBA-86CD-BA7B-C92F916E016D

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Defence

Vacancy VN-0716682

Department of Defence

Closing Date: Sunday 29 January 2023

Defence Science and Technology Group
Sensors and Effectors

Job Title	Senior Researcher - Radar Signal Processing Implementation Lead
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	-
Classification	
Position Number	DSTG/07297/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=3C123DA6-EA32-5769-A3D2-C90404956E02>

Duties

The Role

The Surveillance Systems Branch in Edinburgh is looking for an enthusiastic person with an interest in leading a team of software engineers to develop real-time demonstration systems for radar research.

Surveillance Systems Branch undertakes world leading research into passive and active radar systems and collaborates with organisations around the world in performing this research. You will develop software solutions to challenging problems in radar systems, working with a team to design and develop software to demonstrate system performance and survivability of passive radar systems.

As the ideal candidate, your passion to lead a team of developers and your desire to innovate will contribute directly to programs within the Australian Defence Force to improve their capabilities in radar surveillance.

You will have the opportunity to think critically and work in collaboration with ADF personnel, academia and industry, and have access to world class radar research facilities onsite in Edinburgh to assist you in your research and development.

Under guidance, duties of the Radar Signal Processing Implementation Lead will include:

- Lead and manage the translation of novel algorithms into the passive radar real-time demonstrator system.
- Lead the agile development process, collaboratively gathering requirements from the product owner, coordinating of the team of software engineers to develop robust and well-tested solutions for the product owner.
- Develop and maintain experimental radar systems using technologies such as C++, CUDA and MATLAB.
- Field trials of radar systems, data analysis, and documentation of outcomes for military clients.
- Collaborative work with team members from DST, industry and academia to develop novel radar systems.

About our Team

Sensors and Effectors leads the impetus for innovation within Australian force operations by providing science and technology advice about equipment, personnel and processes.

The Surveillance Systems (SS) Major Science and Technology Capability (MSTC) within DST Group's Sensors and Effectors Division (SED) drives the application of science and technology to solve problems and deliver solutions for the Australian Government and the Australian Defence Force (ADF) and improve their capabilities in radar surveillance.

One of the key roles of the Resilient Radar Systems team is conduct to develop and demonstrate resilient radar technologies and systems, including Active Electronically Scanned Array (AESA) radar, passive radar, multi-static and multi-function RF capabilities.

Our Ideal Candidate

We are looking for motivated team players, able to understand the broad strategic context, have sound stakeholder engagement skills together with strong scientific research, engineering or technical experience.

To succeed in the roles as a Senior Researcher, you must be able to demonstrate the following:

- Science research and/or engineering or technical excellence.
- Ability to think strategically and operate with considerable autonomy to achieve corporate impact.
- Sound communication skills, both written and verbal, with an ability to foster effective stakeholder relationships.
- Adaptability and resilience in a dynamically changing environment.
- Working collaboratively in transdisciplinary teams, harnessing diverse views and encouraging an inclusive team culture.
- Commitment towards ongoing self-improvement and professional development.

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	Bobby.Yau@defence.gov.au, 08 8393 3933
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3C123DA6-EA32-5769-A3D2-C90404956E02

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Defence

Vacancy VN-0716747

Department of Defence

Closing Date: Sunday 15 January 2023

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Administration Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$78,143 - \$97,970
Classification	APS Level 5;APS Level 6
Position Number	CASG/08738/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EEC3F60D-3E7A-5179-D727-C93134B5B487>

Duties

The Role

- Are you looking for your next career move where you can apply your administrative skills to support multibillion dollar projects?
- Would you like to be part of a dedicated, collaborative, high performing team?
- Do you value a diverse workforce that supports work life balance and offers flexible working arrangements?
- Secure your next role with us at Defence as an APS employee for generous employment benefits including professional learning opportunities.

The APS5 Business Support Officer and APS6 Assistant Business Manager will be part of a small, collaborative team and provide support to project & product areas under the direction from the EL1 Business Manager. The roles are fast-paced and requires sound communication skills, good organisational and record-keeping skills and a responsive approach to dealing with enquiries. Liaison with both internal and external stakeholders is core to the role. Any experience with HR, Finance, Security, Procurement, WHS or data management is highly regarded.

Flexible part-time hours/job-share arrangements considered for some positions. Telework from home considered however, these roles cannot be performed remotely on a full-time basis, as they are office based. Family-friendly working arrangements available.

About our Team

Land C4 Systems Branch under Joint Systems Division (JSD) is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We work across both Acquisition and Sustainment of Command and Control, Communication, and Computer Systems to Army and Joint Force. You will enjoy Australian Public Service conditions which includes an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for part-time and home-based work. Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. Working

with us will provide you the opportunity to advance your career, whilst actively playing a role in supporting ADF operations for the safety and security of all Australians.

Our Ideal Candidate

The Joint System Division within CASG is a world-leading complex enterprise with a heavy dependence on information technology and its personnel. We are not only looking for highly competent professionals but also looking for collaborators, contributors, communicators and team players to be part of our highly integrated workforce.

Key attributes and experience we are looking for:

- Highly motivated, organised and proactive team players.
- Experience working in and/or providing support in administrative and business support activities for a team and other work areas, identify risks and determine appropriate course of action to meet stakeholder needs.
- Accountable to perform procedural, operational, administrative and business support activities and tasks.
- Sound initiative and judgement in the interpretation of policy and the application of practice and procedures.
- Excellent communication skills and ability to liaise with various levels of stakeholders to resolve issues.
- A team leader who values teamwork and performs well in a diverse and integrated environment.

Eligibility

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

Notes

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

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To Apply

Position Contact	Lisa Tindale, Melissa Vroomans, (02) 5109 7476, 0400 476 372
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EEC3F60D-3E7A-5179-D727-C93134B5B487

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Education, Skills and Employment

Vacancy VN-0716634

Australian Research Council

Closing Date: Monday 02 January 2023

Corporate Services People and Services

Job Title	Director, People and Services
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra Airport ACT
Salary	\$128,849 - \$140,287
Classification	Executive Level 2
Position Number	ARC22-101
Agency Website	www.arc.gov.au

Job Description

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

About the Position

As Director, People and Services Section; you will plan, manage and lead the People and Services section to deliver strategic and operational advice and activities across the organisation.

Reporting to the Branch Manager, Corporate Services you will contribute to shaping the strategic direction of the branch and the agency's corporate agenda while monitoring and responding to APS-wide changes of relevance to all aspects of Human Resources, Property, Facilities, and Travel policies and practices.

In addition, you will be accountable for the financial operations and compliance of the section and be the first escalation point for any highly complex Human Resource matters.

Duties

Duties and Tasks

The duties include, but are not limited to:

- Plan, manage and lead the People and Services section ensuring it aligns to current and future workforce objectives and translate these into practical implementation strategies to deliver strategic and operational advice and activities.
- Lead the Human Resources functions including Workforce Strategy and People Operations.

- Lead a range of property related functions such as leasing, property strategy and governance, facilities management, spatial management, capital works, contract management and project management to achieve value for money for the Agency and the Commonwealth.
- Drive the development and implementation of best practice Human Resource policies, processes and systems to support the Agency and Government initiatives and priorities.
- Develop and maintain frameworks to assist people management planning and reporting.
- Build and sustain effective relationships both internally and with external stakeholders, including professional associations, service providers and Government agencies.
- Build leadership and employee capability through identifying development opportunities, providing mentoring and coaching and giving effective feedback.
- Oversee the preparation of complex and/or sensitive correspondence, briefs and documentation in a timely manner.
- Representation on a range of Agency governance committees and boards.
- Lead the negotiations and management of the Agency's Enterprise Agreement

Required Skills and Knowledge

- Ability to think strategically and work collaboratively to translate agency strategy into operational processes.
- Strong analytical skills including the ability to collate, interpret and apply critical thinking to highly complex information as well as recognise and effectively respond to risks and opportunities.
- Demonstrable experience in leading and successfully managing projects by developing clear plans to deliver within timeframe, resources, and budget constraints to accomplish outcomes.
- High level relationship management skills, with the ability to build and sustain strong networks and relationships within the agency and external stakeholders and remain calm under pressure in sensitive situations.
- Excellent leadership and communication skills; including the ability to effectively represent the agency in external meetings and forums.
- Extensive experience and leadership in all aspects of People Operations including but not limited to: Workforce Strategy, Payroll, Recruitment, Learning and Development, Diversity, Culture, Performance Management and Work, Health and Safety.
- Extensive knowledge and understanding of human resources, property, finance and travel related government frameworks and legislation to make well researched and compliant recommendations.
- Excellent understanding of the Agency's role in the Australian research landscape and the associated strategic direction and priorities of the Agency or be able to gain this knowledge within a short period.

Eligibility

- Must be an Australia citizen
- Undergo ID verification check
- Undergo a Police Check
- Currently holds a Commonwealth security clearance to Negative Vetting 1 level or have the ability to obtain and hold a clearance at the Negative Vetting 1 level.

Qualifications:

Qualifications and or extensive experience in Human Resources are preferred and would be highly regarded. **Notes**

Notes:

- Outcome may be based on application and referee reports only, interviews may not be conducted.

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 Research Council

The role of Australian Research Council (ARC) provides advice to Government on research matters and delivers policy and programs that advances Australian research and innovation globally, as well as benefit the Australian community. The ARC funds the highest quality research through the National Competitive Grants Program (NCGP), a core component of the Australian Government's investment in research and innovation. We also evaluated the quality, engagement and impact of research, through the Excellence in Research for Australia (ERA) and the Engagement and Impact (EI) assessment, by comparing Australia's university research effort against international benchmarks. Our people are experts in their fields and enjoy challenging work. We work together to share knowledge and build our capability to support the research sector. This helps us work smarter and more effectively. We are located in Canberra and our culture is inclusive and supportive. Our people are confident, capable and committed. We nurture curiosity and encourage our people to keep learning. We are the flexible workplace champions for 2019 and have flexible work arrangements and a supportive environment. We help our people balance their whole life and be the best version of themselves.

To Apply

Position Contact	Julija Deleva, 02 6287 6615
Agency Recruitment Site	https://www.arc.gov.au/about-arc/careers-arc

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Education, Skills and Employment

Vacancy VN-0716645

Tertiary Education Quality and Standards Agency

Closing Date: Sunday 08 January 2023

Policy, Research and Engagement
Policy, Research and Engagement Engagement and Events

Job Title	Engagement and Events Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$88,192 - \$96,982
Classification	APS Level 6
Position Number	19335
Agency Website	www.teqsa.gov.au

Job Description

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

About you

- are you passionate about contributing to the excellence of Australian higher education?
- are you a strategic thinker with a drive for innovation and collaboration?
- do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?

About the position

As the Engagement and Events Manager, you will be accountable, under broad direction, for providing professional and tactical oversight of TEQSA-hosted events and implementation of the agency's stakeholder engagement strategy.

This is a high-profile, externally facing role that requires well-honed stakeholder management skills. You will play a central role in supporting senior leaders with engagement activities, and work collaboratively across the PRE group by actively contributing to planning, continuous improvement, and decision-making. You will effectively identify, analyse, and manage risk and issues regarding activities, and demonstrate high-level organisational skills and exercise judgement appropriate for the position. You will be innovative, flexible, and able to adapt to meet immediate and future challenges, working in a dynamic and fast-paced environment.

Duties

The **core** duties of the **APS6 Engagement and Events Manager** role include:

- coordinating strategy development, in particular the agency's annual event calendar and stakeholder engagement plans.
- monitoring and managing enquiries and the coordinating domestic and international stakeholder meetings, the respective agendas, and minutes, as well as liaising with counterparts and/or senior representatives within the Australian government, the higher education sector, and foreign entities.

- developing high-quality reports, briefing materials and presentations for the Director, Policy, Research and Engagement, the Chief Executive Officer (CEO) and other TEQSA senior leaders as required.
- proactively coordinating memorandums of understanding, including the provision of advice regarding renewals.
- coordinating the annual TEQSA Conference, webinars, industry forums, workshops, visiting international delegations and working with a range of stakeholders to successfully promote event activities.
- coordinating the annual TEQSA Provider and Peak Body surveys.
- managing competing priorities and requests while maintaining accuracy and attention to detail, solving problems, and providing advice, training and support to others as required.
- working closely with the Communications, and Policy and Research portfolios to ensure a 'one team' approach to addressing priorities and risks.
- supporting the Assistant Director, Strategic Events and Engagement with other duties, as required.

Our ideal candidate

TEQSA is looking for a high-performing team member who is passionate about contributing to the excellence of Australian higher education. Our ideal candidate has the following:

- Demonstrated experience in event management practices and delivery, including both virtual and in-person events, along with experience in managing relationships with external partners, including event management suppliers.
- Demonstrated experience in stakeholder engagement and relationship management across a broad range of constituents.
- Strong interpersonal skills, and a proven ability to build and maintain collaborative and effective relationships with stakeholders, to achieve successful outcomes, including an alignment with TEQSA's values of trust, respect, accountability, and collaboration.
- High level verbal and written communication skills, including the ability to prepare high quality, concise advice, briefs, presentations, and reports for a range of stakeholders and senior leaders.
- Strong organisational skills and the ability to manage competing deadlines, whilst maintaining accuracy and attention to detail in the delivery of events and stakeholder projects.

It is desirable for candidates to:

- have an awareness of legislative, financial, and administrative frameworks, government decision-making processes and agency guidelines and regulations.
- hold a tertiary qualification and/or relevant experience in the higher education or public sector.

Eligibility

The successful applicant must:

- be an Australian citizen
- complete a National Police Check satisfactorily
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

- this recruitment process is being used to fill an ongoing vacancy.
- a merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the 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 Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Justine Baranauskas, 03 8306 2461
Agency Recruitment Site	https://www.teqsa.gov.au/careers

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Environment and Energy

Vacancy VN-0716709

Clean Energy Regulator

Closing Date: Friday 09 December 2022

Corporate Branch Corporate Services

Job Title	Security and Facilities Officer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$66,367 - \$78,684
Classification	APS Level 3;APS Level 4
Position Number	CER 153/22
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<http://www.cleanenergyregulator.gov.au/About/Work-for-us>

The Human Resources function is to support the agency to achieve its objectives and purpose. It does this by providing business focussed people advice and support, with the goal of ensuring the agency will attract, retain, and develop a highly skilled, motivated, and engaged workforce. We strive to continuously improve the quality of our services and ensure our workplace is one that respects and meets the needs of our staff and supports our corporate goals.

The Facilities function manages property and facilities in accordance with government and industry guidelines to support the agency. The Security function manages protective security as directed in the Protective Security Policy Framework (PSPF) www.protectivesecurity.gov.au to primarily ensure the agency's adherence to physical and personnel security requirements.

Duties

Assist the relevant Team APS6 Security and Facilities officer by:

- Conducting basic Australian Government personnel security functions including background checking, security clearance administration, on-going maintenance, and separation activities.
- Maintaining accurate records using Microsoft products including Excel.
- Communicating effectively with clients and small groups including via email, instant messaging and verbally.
- Assisting with day-to-day facilities functions including those that relate to facilities maintenance, physical security and the administration of floor plans and staff accommodation.
- Providing assistance with security, facilities, and emergency management related matters.
- Responding to security, facilities and emergency management related incidents and issues, under supervision.

Eligibility

Qualifications/Experience

- Some experience in security, facilities or similar position is preferable.
- Basic understanding and background in core applications, eg. MS Excel, MS Word, Outlook, Adobe Acrobat.
- Have a fundamental understanding of the Protective Security Policy Framework (PSPF) www.protectivesecurity.gov.au.

Notes

This position is a security-assessed position. The successful applicant will be required to hold, or be able to obtain, a minimum of a Baseline security clearance. Therefore, all applicants must be Australian citizens. The Agency also conducts pre-employment suitability screening that includes criminal history and identity checking.

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

Position Contact	Andy Gilmour, 02 6159 3638
Agency Recruitment Site	http://www.cleanenergyregulator.gov.au/About/Work-for-us

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Health

Vacancy VN-0716626

Aged Care Quality and Safety Commission

Closing Date: Wednesday 04 January 2023

Learning and Development Corporate Services Group

Job Title	Learning and Development Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS
Salary	\$74,501 - \$86,359
Classification	APS Level 4
Position Number	TBC
Agency Website	

Job Description

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

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care.

The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life.

Position Description

To provide administrative support to Learning and Development (L&D) section for the coordination and delivery of learning and development initiatives, reporting, communications and promotion.

Duties

- Administration support: Undertake administration to meet the needs of the L&D section.
- Coordination and delivery: Assist the coordination of L&D section learning activities through planning, setting up registrations and ensuring learning activities run according to plan.
- Data entry: Enter records of learning activities into LearnHub (Acorn) and other registers as required
- Learning support: Distribute and collate training program and information session feedback/evaluation as needed
- Promotion: Provide promotional and communication support to assist in the delivery of learning activities
- Financial Administration: Process L&D section invoices where required, reconcile with Finance and ensure they are controlled and within Australian Public Service (APS) and the Commission's policies and guidelines.
- Travel administration: Booking of travel and accommodation for staff members as required
- Relationship Management: Work collaboratively with internal and external stakeholders to build and maintain positive working relationships, respond to all enquiries and requests in a positive and timely manner
- Values: Adhere to the APS Values and Code of Conduct and support the Commission's vision, values and objectives.

Eligibility

- Experience in business administration
- Experience in finance administration
- Experience in travel administration
- Intermediate Microsoft Office skills e.g. Excel, Word, PowerPoint
- Experience with SharePoint
- Capacity to liaise with internal and external stakeholders
- Sound written and verbal communication skills
- Effective organisational and time management skills to plan and deliver identified priorities
- Ability to meet organisational timeframes and targeted outcomes
- Ability to work effectively with limited daily supervision
- Effective problem-solving skills

Notes

Salary offered will be between \$74,501 to \$86,359 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information please visit www.apsc.gov.au/citizenship-aps

In your application please provide a statement of claims against the Eligibility Requirements in no more than 600 words.

Merit Pool established through this selection process may be used to fill this or future ongoing or non-non-ongoing vacancies.

How to Apply?

1. Navigate to 'Current Vacancies' section of the careers page and locate the relevant job title. All documentation relating to the role and application process will be located here.
 2. Click on the job title and at the bottom of the Advertisement you will be asked to create an account If you are a first-time user or to sign in to complete your application.
 3. As part of your application you will be requested to complete a statement of claim and attach your Resume. Cover letter is optional
 4. Click 'Apply Now' when you are ready to submit your application.
- Please complete an online application form and submit to <https://www.agedcarequality.gov.au/about-us/careers> by 11:59pm (local time) on Wednesday 4th January 2023.

Only completed applications will be accepted.

Contact Officer:

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application. Specific questions about the role can be directed to Megs Skillicorn by emailing megs.skillicorn@agedcarequality.gov.au with Position title in the subject line.
Further information:

The diversity of our staff is very important to us. We welcome and actively encourage applications from people with disability, women, and people with culturally and linguistically diverse backgrounds. We recognize the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people.

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

For more information on the Australian Public Service, please visit <https://www.apsc.gov.au/working-aps/joining-aps/cracking-code>

About the Aged Care Quality and Safety Commission

To Apply

Position Contact	Megs Skillicorn, megs.skillicorn@agedcarequality.gov.au
Agency Recruitment Site	https://www.agedcarequality.gov.au/about-us/careers

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Health

Vacancy VN-0716594

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

Closing Date: Sunday 29 January 2023

Australian Commission on Safety and Quality in Health Care
Australian Commission on Safety and Quality in Health Care National Standards

Job Title	Manager, Acute, Diagnostic and Aged Care Standards
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$129,652 - \$153,502
Classification	Executive Level 2
Position Number	20036369
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

ACSQHCHR@safetyandquality.gov.au

The Commission is seeking a Manager to lead a small team to manage the delivery of the National Safety and Quality Health Service (NSQHS) Standards, and will have a role in the management of the other accreditation schemes and projects to support implementation.

Duties

The duties of the Manager will include but not be limited to:

1. Manage, and be accountable for, the NSQHS Standards work program, including the development of program and project plans, budgets and timelines.
2. Support the Director, National Standards to coordinate the Commission's development of a multi-strategy safety and quality program for national standards.
3. Establish and maintain networks of key stakeholders to facilitate the work of the Commission in NSQHS Standards development and maintenance.
4. Manage a small team to achieve the deliverables for this program.
5. Work collaboratively with healthcare organisations and providers, national agencies, expert groups, associations and professional bodies in the development of safety and quality standards and strategies.
6. Establish and manage project reference groups, and undertake project management activities.
7. Work through relevant Health Chief Executives principal and sub-committees in the preparation and presentation of Commission papers.
8. Work effectively with the National Standards teams, other Commission program areas and national expert groups and agencies on projects relating to primary, acute and community sectors.
9. Support the Commission's National Standards Program work streams, managing risks, and identifying and resolving issues.
10. Provide secretariat support and participate in the work of expert working groups or workshops convened for the development of national arrangements for primary healthcare initiatives and national standards projects.
11. Manage, as required, the commissioning of literature reviews, research and consultancies in support of these programs.
12. Prepare briefings and background papers on specific issues and project progress.

Eligibility

The successful candidate will have:

- Extensive experience in policy development or complex project management at a national or state/territory level.
- In-depth understanding of the Australian healthcare system, including understanding of development and implementation of standards, accreditation schemes and other regulatory frameworks.
- Highly developed analytical skills and conceptual ability, with the demonstrated capacity for strategic judgement.
- Superior writing skills and secretariat skills including the preparation of policy papers, agenda and minutes.
- Well-developed ability to communicate with influence and cultivate productive working relationships with stakeholders
- Demonstrated skills in leading a team.
- Tertiary qualification in relevant area

Notes

For the full position description and applicant pack, please visit:
<https://www.safetyandquality.gov.au/careers>

To apply for this position, please submit:

- A CV summarising your relevant experience and qualifications
- A statement addressing your suitability against each of the selection criteria (no more than 300 words per selection criteria).

Candidates must be Australian citizens to be eligible to apply, and may be required to undergo a baseline security clearance for this position.

PLEASE NOTE: In accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff have an up-to-date COVID-19 vaccination status and are able to provide evidence of their vaccination status prior to commencing their engagement.

The Commission is an inclusive workplace and we welcome and encourage applications from candidates with diverse backgrounds and experiences. We encourage everyone to be themselves without fear of discrimination or judgement about their ancestry, age, gender identity, religion, sexual orientation, cultural background and/or disability status.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au. Questions about the role can be directed to Margaret Banks on (02) 9126 3684.

Closing date for applications is **midnight, Sunday 29 January 2023**.

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

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1.

Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Margaret Banks, (02) 9126 3684
Agency Recruitment Site	ACSQHCHR@safetyandquality.gov.au

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Health

Vacancy VN-0716691

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

Closing Date: Sunday 08 January 2023

Australian Commission of Safety and Quality in Health Care
Australian Commission of Safety and Quality in Health Care Quality Use of Medicines and MedicineInsight

Job Title	Project Officer, Quality Use of Medicines Program
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$88,431 - \$99,763
Classification	APS Level 6
Position Number	20042759
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

ACSQHCHR@safetyandquality.gov.au

The Commission is seeking a Project Officer who will work with limited supervision, within a team context and with internal and external stakeholders. The position requires excellent skills in communication, problem solving and time management.

Duties

The duties of the Project Officer will include but not be limited to:

1. Undertake project management activities including input into project planning and documentation; assistance with implementation; monitoring and reporting on progress, identifying problems and proposing possible solutions.
2. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
3. Provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
4. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring as necessary.
5. Collaborate with other team members and other program teams within the Commission to support the work of the team.
6. Liaise with national and state authorities, professional organisations, individuals and non-government organisations to progress the program's work priorities.

Eligibility

The successful candidate will have:

- Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem solving skills.
- Demonstrated time management and organisational skills.
- Well-developed oral and written communication skills including demonstrated ability to prepare documents including briefing papers, reviews, submissions, correspondence and meeting papers.
- Demonstrated strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
- Effective teamwork skills including the ability to work collaboratively to achieve results and outcomes in a timely manner.

Notes

For the full position description and applicant pack, please visit:

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

To apply for this position, please submit:

- A CV summarising your relevant experience and qualifications; and,
- A two-page cover letter broadly addressing your suitability against the selection criteria.

Candidates must be Australian citizens to be eligible to apply, and may be required to undergo a baseline security clearance for this position.

PLEASE NOTE: In accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff have an up-to-date COVID-19 vaccination status and are able to provide evidence of their vaccination status prior to commencing their engagement.

The Commission is an inclusive workplace and we welcome and encourage applications from candidates with diverse backgrounds and experiences. We encourage everyone to be themselves without fear of discrimination or judgement about their ancestry, age, gender identity, religion, sexual orientation, cultural background and/or disability status.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au. Questions about the

role can be directed to Suellen Allen on (02) 9126 3581.

Closing date for applications is **midnight, Sunday 8 January 2023.**

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

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

To Apply

Position Contact	Suellen Allen, (02) 9126 3581
Agency Recruitment Site	ACSQHCHR@safetyandquality.gov.au

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Health

Vacancy VN-0716694

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

Closing Date: Sunday 08 January 2023

Australian Commission on Safety and Quality in Healthcare
Australian Commission on Safety and Quality in Healthcare Quality Use of
Medicines and MedicineInsight

Job Title	Customer Service and Engagement Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$108,669 - \$123,939
Classification	Executive Level 1
Position Number	20042816
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

ACSQHCHR@safetyandquality.gov.au

The Commission is seeking a Customer Service and Engagement Lead who will provide front-facing support to key stakeholders across the program. The position requires excellent skills in communication, technical trouble-shooting, problem solving and time management.

Duties

The duties of the Customer Service and Engagement Coordinator will include but not be limited to:

1. Provide excellent customer service, communication and assistance to consumer and health professionals with enquiries relating to Quality Use of Medicines and MedicineInsight activities, campaigns, products and services, resource ordering, general enquiries via phone/email. These enquiries will be both technical and non-technical in nature.
2. Facilitate and support continued engagement with general practices to ensure successful recruitment and retention as part of the MedicineInsight program
3. Manage and support data management activities including the entry, maintenance and cleansing of data related to Quality Use of Medicines and MedicineInsight customers and stakeholders.
4. Manage and provide technical support for the MedicineInsight program, resolving data extraction issues, managing installation and configuration of data extraction tools in GP practices.
5. Support QUM and MedicineInsight teams (in particular the remote workforce) to help build CRM capabilities and enhance data quality
6. Collaborate with other team members and other program teams within the Commission to support the work of the team.
7. Operate within multiple software programs and databases such as Microsoft Dynamics CRM, Jira and Microsoft Office Suite.

Eligibility

The successful candidate will have:

- Demonstrated customer service experience with excellent written and verbal communication skills
- Demonstrated time management and organisational skills.
- Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders.

- Strong analytical skills, including demonstrated sound judgement and innovative problem solving skills.

Notes

For the full position description and applicant pack, please visit:
<https://www.safetyandquality.gov.au/careers>

To apply for this position, please submit:

- A CV summarising your relevant experience and qualifications; and,
- A two-page cover letter broadly addressing your suitability against the selection criteria.

Candidates must be Australian citizens to be eligible to apply, and may be required to undergo a baseline security clearance for this position.

PLEASE NOTE: In accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff have an up-to-date COVID-19 vaccination status and are able to provide evidence of their vaccination status prior to commencing their engagement.

The Commission is an inclusive workplace and we welcome and encourage applications from candidates with diverse backgrounds and experiences. We encourage everyone to be themselves without fear of discrimination or judgement about their ancestry, age, gender identity, religion, sexual orientation, cultural background and/or disability status.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au. Questions about the role can be directed to Suellen Allen on (02) 9126 3581.

Closing date for applications is **midnight, Sunday 8 January 2023**.

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

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

To Apply

Position Contact	Suellen Allen, (02) 9126 3581
Agency Recruitment Site	ACSQHCHR@safetyandquality.gov.au

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Health

Vacancy VN-0716715

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

Closing Date: Wednesday 18 January 2023

Australian Commission on Safety and Quality in Health Care
Australian Commission on Safety and Quality in Health Care Communicating
for Safety, Mental Health and Cognitive Impairment

Job Title	Project Officer, Mental Health Program
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$88,431 - \$99,763
Classification	APS Level 6
Position Number	20023957
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

ACSQHCHR@safetyandquality.gov.au

The Commission has developed the National Safety and Quality Community Mental Health Standards (NSQMH Standards for CMOs). The NSQMHs for CMO requires ongoing project support to develop the accreditation arrangements, resources and guidance to support implementation. There is a need for a project officer to support the ongoing work items in the Commission's work plan.

The project team, consisting of a Director, a consultant project lead, Principal Advisor, and Project Officer will be responsible for the day-to-day management of the project and its activities, including reporting and managing the budget.

Duties

Position duties include, but are not limited to, the following:

1. Undertake communications activities including monitoring the team's communications schedule and Work Plan
2. Undertake project management activities including planning, documenting and implementing the project, monitoring and reporting on progress and project milestones and identifying problems and proposing possible solutions.
3. Research, review and analyse relevant information such as data, reports, websites and other published material to support the development of the project
4. Collate, edit and draft meeting papers, correspondence, presentations, briefing notes, minutes and other written materials for a range of audiences
5. Undertake procurement and contract management activities including financial administration, budget preparation and monitoring as necessary

6. Provide secretariat support for committees and expert groups, including preparation of agenda papers, minutes and other administrative tasks
7. Liaise with national and state authorities, professional organisations, individuals, government and non-government organisations to progress the project's priorities
8. Inform the Program Director, the Project team and other relevant stakeholders about the project's progress and strategic implications

Eligibility

The successful candidate will be able to demonstrate:

- Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem-solving skills
- Well-developed oral and written communication skills including demonstrated ability to prepare documents including briefing papers, reviews, submissions, correspondence and meeting papers
- Demonstrated project management skills and experience
- Strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders
- Effective teamwork skills including the ability to work collaboratively to achieve results and outcomes in a timely manner.

Notes

For the full position description and applicant pack, please visit:
<https://www.safetyandquality.gov.au/careers>

To apply for this position, please submit:

- A CV summarising your relevant experience and qualifications; and,
- A two-page cover letter broadly addressing your suitability against the selection criteria.

Candidates must be Australian citizens to be eligible to apply, and may be required to undergo a baseline security clearance for this position.

PLEASE NOTE: In accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff have an up-to-date COVID-19 vaccination status and are able to provide evidence of their vaccination status prior to commencing their engagement.

The Commission is an inclusive workplace and we welcome and encourage applications from candidates with diverse backgrounds and experiences. We encourage everyone to be themselves without fear of discrimination or judgement about their ancestry, age, gender identity, religion, sexual orientation, cultural background and/or disability status.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au. Questions about the role can be directed to Suellen Allen on (02) 9126 3581.

Closing date for applications is **midnight, Wednesday 18 January 2023**.

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

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key

functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Suellen Allen, 02 9126 3581
Agency Recruitment Site	ACSQHCHR@safetyandquality.gov.au

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Health

Vacancy VN-0716704

Australian Digital Health Agency

Closing Date: Wednesday 11 January 2023

Policy, Programs and Engagement

Job Title	Project Coordinator
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$78,770 - \$85,185
Classification	APS Level 5
Position Number	TBA
Agency Website	https://www.digitalhealth.gov.au/

Job Description

<https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company>

About the Agency

The Australian Digital Health 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.

Duties

About the Role

Projects involved will include but not limited to: development of the National Digital Health Strategy and the Strategy Delivery Roadmap.

The position will be required to:

- Provide general project support including the preparation of project management documentation, such as project plans, schedules, risks and issues registers, and regular reporting requirements.
- Support financial management of projects including the processing and reconciling of invoices.
- Provide the Secretariat function for project governance including coordinating agendas and meeting papers, attending meetings, drafting minutes, and following up on key decisions.
- Support the coordination of Request for Tenders and procurement contracts including completion of key documentation, coordinating evaluation activities and finalising contractual requirements and managing engagements with external consultancies.
- Coordinate stakeholder engagement and other meetings on behalf of the Chief Digital Officer, General Manager, Directors, Project Managers and other team members as needed.
- Perform research work and analysis including contribution to the preparation of reports on relevant program activities and/or project milestones.
- Prepare and coordinate reports, correspondence and briefing papers as required.
- Follow all Agency policies, procedures and instructions and take reasonable care for your own health, safety and wellbeing in the workplace.

Eligibility

Skills and Experience

- Well-developed coordination and organisational skills and ability to meet deadlines.
- Demonstrated skills in project coordination or project management, and knowledge of project management methodologies
- Administration experience within the government and/or healthcare sector.
- Experience supporting complex programs of work, to ensure delivery within short timeframes and changing priorities
- Ability to communicate and negotiate effectively with all team members
- Ability to make appropriate decisions within the boundaries of this role's delegated authority.
- Requirement to obtain and maintain relevant national policy check, and security clearance in which Australian Citizenship is a condition of eligibility.

Notes

Notes

This is a Brisbane, Sydney or Canberra based position.

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

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

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

Eligibility

- Australian Citizenship is a condition of eligibility.

- Ability to obtain and maintain national police check.
- Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency

Application

Please view the position description [here.](#)

This position may be filled in Brisbane, Sydney or Canberra. To apply, please click on the relevant link below and submit your resume, together with a one-page statement explaining how your skills and experience align with the requirements of this position.

[Brisbane](#)

[Sydney](#)

[Canberra](#)

Please contact us via career@digitalhealth.gov.au should you have any queries regarding the position.

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	Robyn Lowe, +61 2 8298 2679
Agency Recruitment Site	https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company

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Health

Vacancy VN-0716688

Australian Institute of Health and Welfare

Closing Date: Sunday 08 January 2023

Business and Communications Group
People and Facilities Unit

Job Title	APS5 Human Resources Officer (BCG/PFU)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$80,693 - \$86,430
Classification	APS Level 5
Position Number	#150_12/22
Agency Website	

Job Description

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

The Business and Communications Group comprises four (4) units which support the organisation by providing Human Resource (HR), internal and external communications, website, finance, payroll, and accommodation services.

The People and Facilities Unit (PFU) provides internal client service and support for recruitment, learning and development, work health and safety, workplace relations, workforce reporting, staff performance, reception, and facilities.

We are a small team with a fun and collaborative culture. We provide a supportive environment where employees can do their best work and be their best selves while working on rewarding challenges and making a meaningful impact.

PFU is seeking a highly capable and experienced HR Officer who is comfortable working in a dynamic and changing environment. The successful candidate will thrive working at a fast pace, under limited direction in a small but supportive team, be able to apply sound judgement and juggle multiple tasks.

You will have experience in recruitment and employment practices and have the ability to develop and maintain working relationships, both across the organisation and with external stakeholders, whilst being responsive, adaptable and resourceful within a busy team. Key skills include the ability to interpret and apply employment policies and legislation, the ability to prioritise, excellent communication and interpersonal skills, a strong customer service focus and the ability to work collaboratively within a team environment.

Duties

Under limited direction you will:

- Provide advice, support and guidance to selection panels.
- Provide advice and support to managers and employees on a range of HR matters such as recruitment and selection and employment conditions.
- Manage employment initiatives such as:
 - Jawun APS Secondment Program
 - Internship programs with partnered universities and other corporate entities
 - AIHW Graduate Intake and AIHW's participation in APS wide Graduate recruitment initiatives including the Indigenous Graduate Pathways (IGP) and the Australian Government Graduate Program (AGGP)
- Support the maintenance and enhancement of the AIHW e-Recruit system, Acendre.
- Support a range of Diversity and Inclusion initiatives.
- Other HR duties as required.

Eligibility

Our ideal candidate will have most or all of the following skills and knowledge:

1. Demonstrated knowledge and experience in recruitment, preferably within the APS.
2. Ability to understand and interpret employment legislation, policies, and procedures related to Australian Public Service recruitment and employment practices.
3. Excellent verbal and written communication skills including the ability to professionally present information and advice to staff and stakeholders in a range of formats.
4. Ability to foster productive working relationships with a range of internal and external stakeholders.
5. Ability to multi-task and prioritise delivery of outcomes in a fast-paced environment, demonstrating adaptability and resilience.

Desirable

- Demonstrated experience using and administering Acendre e-Recruit is highly desirable.

Notes

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Kirsty Davies, 02 6249 5275
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0716738

Australian Institute of Health and Welfare

Closing Date: Sunday 15 January 2023

Data Governance Group
Ethics, Privacy and Legal Unit

Job Title	EL1 Senior Governance and Policy Officer (DGG/EPLU)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$110,698 - \$123,486
Classification	Executive Level 1
Position Number	#149_12/22
Agency Website	

Job Description

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

Data Governance Group

The Data Governance Group oversees the Institute's data governance and some elements of its corporate governance as well as developing and managing a number of data collections. The functions of the group are to:

- support the AIHW Ethics Committee and oversee the policies and frameworks that protect the confidentiality and privacy of the Institute's data holdings as well as providing legal advice to the Institute
- lead the Institute's engagement with ministers and senior health officials regarding national health data and information strategies, including by supporting the Strategic Committee on National Health Information
- provide expert assistance to develop and maintain national health and welfare metadata, including managing the national metadata repository, METEOR, and being the Australian Collaborating Centre for the World Health Organisation Family of International Classifications
- support the AIHW Board and key internal executive committees as well as overseeing the development of and performance against the Institute's Strategic Directions
- provide support, technical advice and training to the Institute's staff in key areas of specialist expertise such as statistics, data analysis, geospatial analysis, and data visualisation, and in key tools, such as SAS, ESRI, Python, R, Validata and Spyder
- work with the Department of Health and the Australian Digital Health Agency to develop the governance arrangements and analytical infrastructure to support the use of My Health Record data for public health and research as well as lead the data quality assessment, preparation, and custodianship of that data
- create a National Primary Health Care Information System comprising a National Primary Health Care Data Collection and the governance, standards, infrastructure, and reporting arrangements for primary health care data
- act as national custodian of the PIP Eligible Data Set and report the data yearly
- oversee the Institute's information management and library services.

Ethics, Privacy and Legal Unit

The Ethics, Privacy and Legal Unit supports the activities of the AIHW by:

- coordinating key Institute data governance activities,

- ensuring the Institute's compliance with the Privacy Act 1988 (Cth) and Privacy (Australian Government Agencies — Governance) APP Code 2017,
- providing secretariat, policy and governance support to the AIHW Ethics Committee
- meeting AIHW's Freedom of Information requirements, and
- providing legal advice and legal services to the Institute.

Position Description

The Data Governance Group is looking for an enthusiastic person with excellent policy, governance and, secretariat skills to support the work of the AIHW Ethics Committee. The Ethics Committee is a human research ethics committee (HREC) registered with the National Health Medical and Research Council (NHMRC) and plays a key role in the Institute's governance arrangements. **Duties**

Reporting to the EL2 Unit Head, Ethics Privacy and Legal Unit, under limited direction you will:

- undertake research, interpret and apply legislation, policies and instruments including the Privacy Act 1988, the Australian Institute of Health and Welfare Act 1987, guidelines and standards issued by the NHMRC and other key requirements and guidance relevant to the ethical conduct of research, as they relate to the Ethics Committee's work. Prepare advice, reports and submissions to the Committee and other stakeholders on these matters and the committee's operations
- provide detailed advice to the committee and the Institute on a wide range of complex ethical and legislative matters relating to the committee's work
- identify, propose and implement business improvement activities designed to support the committee's consideration of matters requiring ethical review by statute and NHMRC guidelines and standards, and improving the timeliness and efficiency of related processes and procedures
- provide efficient and effective secretariat and governance support to the Ethics Committee
- manage complex projects and activities and provide professional and/or administrative support
- work collaboratively with the Unit Head and other EL1 officers within the Unit to provide leadership, direction, performance management of staff, the effective management of allocated resources and contribute to unit priorities, objectives and deliverables.

Eligibility

Our ideal candidate will have most or all the following skills and knowledge:

- demonstrated policy, governance and secretariat skills and experience engaging with internal and external stakeholders on complex policy or legal issues
- a demonstrated strong understanding of relevant legislation, including the Privacy Act 1988 and the Australian Institute of Health and Welfare Act 1987, and its application, or the ability to quickly acquire such understanding
- a demonstrated strong understanding of the Australian ethics framework, including knowledge of the National Statement on Ethical Conduct in Human Research, or the capacity to quickly develop such understanding
- excellent communication skills, including demonstrated ability to communicate with influence, produce accessible written communication, and effectively communicate material of a complex nature to various audiences
- demonstrated ability to achieve results, with experience planning and managing multiple complex tasks and competing priorities to achieve timely outcomes
- proven ability to build a positive team environment and to develop productive working relationships with internal and external stakeholders to achieve organisational and team objectives

The following would be highly regarded:

- relevant qualifications in law, policy, research and/or research ethics.

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 Institute of Health and Welfare

To Apply

Position Contact	Susan Eggers, 02 6249 5106
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0716723

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date: Sunday 08 January 2023

INFORMATION MANAGEMENT & TECHNOLOGY
Canberra

Job Title	HPC Team Leader
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	\$120,000 - \$140,000
Classification	
Position Number	90382
Agency Website	http://www.csiro.au

Job Description

<https://jobs.csiro.au/job/Melbourne%2C-VIC-HPC-Team-Leader/934328810/>

The Opportunity

- **Diverse and inclusive culture. Flexible work arrangements!**
- **Learn, trust, and collaborate to achieve more.**
- **Join CSIRO - Australia's National Science and Innovation Agency!**

The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is Australia's largest scientific research organisation and one of the largest and most diverse scientific organisations in the world. CSIRO's work touches every aspect of Australian life: from the molecules that build life to the molecules in space. Working from sites across the nation and around the globe, CSIRO's 5,500 staff are focused on providing new ways to improve the quality of life, as well as the economic and social performance of several industry sectors through research and development.

The Team Leader (CSOF6) roles within Scientific Computing Platforms, are management positions within the Information Management & Technology (IMT) function, reporting to the Executive Manager, Scientific Computing Platforms.

The Team Leader provides highly skilled industry applied knowledge ensuring that service implementation is achieved through team planning, configuration, testing and interoperability of the solutions; and ensuring the platforms/services are professionally managed to support CSIRO in a challenging and dynamic environment.

Duties

Your duties will include:

- Manage and lead the High Performance Computing team, including; being responsible for strategic and operational plans for the service, allocating and managing resources, and the training, career development, and skills adoption in line with CSIRO strategy and technology changes.

- Choose appropriate management strategies and communication styles to maintain high levels of motivation and productivity, giving feedback for development purposes and providing support for improvement.
- Work collaboratively as part of a multi-disciplinary, regionally dispersed team, to carry out tasks autonomously in support of IMT services to reach objectives.
- Manage the hardware and software used for running a high performance computing environment inclusive of Life Cycle Refresh, maintenance, and license renewals.
- Maximise service uptime through rolling patching and firmware processes.
- Contribute to infrastructure remediation activities and future technology exploration.

Location: Melbourne, Canberra, Sydney preferred

Salary: AU\$120k - AU\$140k (negotiable) plus up to 15.4% superannuation

Tenure: Indefinite

To be considered you will need:

1. Strong management skills with experience leading a geographically distributed team.
2. Demonstrated experience managing highly productive teams and maintaining engagement and motivation of team members.
3. Significant experience in negotiating and preparing large tender requests for high performance computing systems and associated floorspace, software, and interconnecting infrastructure.
4. A good understanding of science applications that run on HPC systems from both a code and technology viewpoint.
5. The ability to work effectively as part of a multi-disciplinary, regionally dispersed research team, and carry out tasks autonomously in support of scientific research.
6. Demonstrated ability & willingness to contribute novel ideas and approaches in support of scientific research.

For full details about this role please review the [Position Description](#)

Eligibility

Eligibility

Applications for this position are open to **Australian Citizens Only**

Appointment to this role is subject to provision of a national police check and the ability to obtain and maintain a **security clearance at the NV1 level**.

Notes

Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work.

Diversity and Inclusion

We are working hard to recruit people representing the diversity across our society, and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

About CSIRO

At CSIRO Australia's national science agency, we solve the greatest challenges through innovative science and technology. We put the safety and wellbeing of our people above all else and earn trust everywhere because we only deal in facts. We collaborate widely and generously and deliver solutions with real impact.

Join us and start creating tomorrow today!

How to Apply

Please apply on-line and provide a cover letter and CV that best demonstrate your motivation and ability to meet the requirements of this role.

Applications Close

8th of January 2023, 11:00pm AEDT

[Apply now »](#)

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Sarah Lagardere, 1300 984 220.
Agency Recruitment Site	https://jobs.csiro.au/job/Melbourne%2C-VIC-HPC-Team-Leader/934328810/

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Industry, Science, Energy and Resources

Vacancy VN-0716719

Geoscience Australia

Closing Date: Wednesday 04 January 2023

Corporate Division
Digital Science and Information ICT Service Management

Job Title	Software Asset Management Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Symonston ACT
Salary	\$78,077 - \$86,690
Classification	APS Level 5
Position Number	17954
Agency Website	www.ga.gov.au

Job Description

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

The Software Asset Management Officer is responsible for the management and administration of software maintenance, including licensing compliance activities, reporting and support for client service delivery. As Geoscience Australia partners with a Managed Service Provider (MSP) for the provision of commodity ICT services to the organisation, this role is an important integration and assurance role between our MSP and the services provided to internal Geoscience Australia software users.

In this role you will ensure we manage our software well, working with our MSP to fulfil software packaging, installation, maintenance and decommissioning requests as required. This role also ensures our licensing and renewals are maintained in partnership with our business areas.

The role will focus on continuous improvement of all software asset management tools and systems to automate approval processes, and increase timeliness of access to software for users within the organisation.

In this role you will work independently and within a team to;

- Maintain the internal software catalogue and support successful fulfilment of requests.
- Manage all software licence numbers and their allocation; conduct regular reviews and audits to re-harvest software and to ensure accuracy and compliance; and reconcile invoices against agreed contract deliverables when required.
- Identify cost saving opportunities with renewals; negotiating licence reductions or increases as required to align with usage requirements.
- Provide software licensing advice and guidance on the appropriate licensing required to support intended usage.
- Develop and maintain operating procedures and reference material.
- Support the development and implementation of enterprise-wide software licensing strategies.
- Continuously review and implement improvements to processes for the administration of software asset licensing.
- Work with Team Lead, ICT Asset Governance to define requirements for enhancements to existing software asset management tool.

- Develop and manage relationships with vendors, suppliers and service providers and internal stakeholders.

Duties

We are looking for a self-motivated, cooperative and resourceful team member to;

- Provide accurate and timely advice including anticipating and contributing to issues management
- Listen to, identify and understand stakeholder expectations
- Manage relationships with stakeholders to achieve outcomes
- Be resilient and adapt well to changes in work requirements, manage competing demands and priorities in a busy service delivery environment
- Be available for limited emergency only on-call duties (phone only) after normal business hours as per shared roster and as negotiated in accordance with relevant parts of the Geoscience Australia Enterprise Agreement.
- Demonstrated experience delivering ICT services to clients informed by ITIL or Service Integration and Management (SIAM), or governing ICT Service Management processes within an Enterprise ICT environment
- Demonstrated knowledge of procurement and maintenance components of licensed software asset management; or demonstrated experience in software licensing, compliance and audit, including the ability to utilise technologies and tools
- Excellent written and spoken communication skills; demonstrated experience building good relationships with internal and external clients, with a contingent focus on end user experience.

Eligibility

- To be eligible to apply for these positions you must be an Australian Citizen at the closing date of application.
- You must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.
- Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.

Accessible Recruitment

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to progress to the next stage in the assessment process if you:

1. declare you have a disability
2. meet the minimum requirements of the role, and
3. meet any eligibility requirements for the position, such as mandatory qualifications.

For more information on the RecruitAbility scheme please see the guide for applicants on the [Australian Public Service Commission website](#).

We are committed to creating an inclusive and accessible workplace for all our staff. If you require adjustments to the recruitment and selection process or require an alternative format to any of the application material, please contact us. Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and request to be connected with our Human Resources team on 02 6249 9777 in order to obtain any additional information. **Notes**

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free

onsite parking, generous flexible working arrangements and the role you can play in growing our culture, [click here](#).

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on the job description or skills, please still apply or get in touch with the contact officer to discuss the role.

To apply

Please visit the [careers page](#) of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than one page) outlining the value you would bring to Geoscience Australia, highlighting your transferable skills, experience, and capabilities.

If you have any questions regarding the role, please contact Stephanie Cooper on 02 6126 8729, or stephanie.cooper@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

Technical assistance

- If you require technical assistance, please visit the tips for applicants' section of our [careers page](#) or contact Human Resources on (02) 6249 9777 or email hr@ga.gov.au.
- To learn more about applying for APS jobs please review, '[Applying for an APS job: cracking the code](#)'.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Stephanie Cooper, 02 6126 8729
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0716689

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

Closing Date: Sunday 22 January 2023

Data Analytics and Policy
Bureau of Comms, Arts & Regn Research

Job Title	Market Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$77,607 - \$82,288
Classification	APS Level 5
Position Number	42215
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Duties

What will you do?

In this role, you will:

- Contribute to forward-looking market and industry research and analysis to build the Communications and Post sector evidence base.
- Research and monitor current and emerging industry, market and technology issues in Australia and internationally.
- Analyse and interpret company financial information and market information in the context of new and existing policies.
- Regularly communicate findings to an engaged group of policy staff and technical experts.
- Work collaboratively in a supportive team that is committed to producing highquality research and analysis.
- Liaise and manage relationships with key internal and external stakeholders.

What else can we offer?

BCARR prides itself on being a good place to work:

- Flexible working arrangements where appropriate, including parttime hours, homebased work and job sharing.
- Experience in applying research skills to analyse policy relevant issues.
- Capability development opportunities, with a focus on qualitative research, finance and market analysis skills.
- Opportunities to work across the team to build economic and data skills if desired.
- Exposure to high profile and exciting projects.
- Networking opportunities across the department and wider APS.

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 to be eligible for employment with the department. Only in exceptional circumstances will the department consider waiving this requirement.
- **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 Clearance 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	Luke Elliot, (02) 6271 1009
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0716690

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

Closing Date: Sunday 22 January 2023

Data Analytics and Policy
Bureau of Comms, Arts & Regn Research

Job Title	Research Economist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$77,607 - \$82,288
Classification	APS Level 5
Position Number	42216
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Duties

What will you do?

In this role, you will:

- Contribute to forward-looking economic research and analysis to build the Communications and Arts sector evidence base.
- Conduct data analysis and create data visualisations using software like RStudio and Power BI.
- Communicate technical findings from a range of quantitative and qualitative data sources to produce clear research and advice.
- Work collaboratively in a supportive team that is committed to producing highquality research and analysis.
- Liaise and manage relationships with key internal and external stakeholders.
- Perform regular reporting to international bodies such as the International Telecommunication Union (ITU) and Organisation for Economic Co-operation and Development (OECD).

What else can we offer?

BCARR prides itself on being a great place to work:

- Flexible working arrangements where appropriate, including parttime hours, homebased work and job sharing.

- Capability development opportunities, with a focus on data management and analysis (in software such as RStudio and Power BI).
- Exposure to high profile and exciting projects.
- Networking opportunities across the department and wider APS.

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 to be eligible for employment with the department. Only in exceptional circumstances will the department consider waiving this requirement.
- **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 Clearance 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.

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

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- 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	Luke Elliot, (02) 6271 1009
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0716700

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

Closing Date: Sunday 29 January 2023

Online Safety, Media & Platforms
Various: Media Reform; Platforms and News; and Media Industry and Sustainability

Job Title	Assistant Directors (Various)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$110,321 - \$116,399
Classification	Executive Level 1
Position Number	42219
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Duties

The department has an Individual Flexibility Arrangement (IFA) Framework to provide salaries that are consistent with other Commonwealth Public Sector Agencies and to reward and retain high performing employees at the APS6 and Executive Levels.

Under this Framework, APS6 and Executive Level employees will have access to the IFA Framework on engagement, promotion or movement from another Commonwealth Public Sector Agency. Access to the IFA Framework is consistent with the provisions of clauses 16, 17 and 19 of the Department of Infrastructure and Regional Development Enterprise Agreement 2016.

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

WorkplaceRelations@infrastructure.gov.au

What will you do?

As an Assistant Director in the Online Safety, Media and Platforms and Division, you will work on some of the Government's most challenging, topical, interesting and high profile policy challenges. You will lead a small team to:

- Provide advice, supported by research and analysis on issues relevant to news, media, digital platform and online sectors
- Prepare strategic advice and briefings for the Minister and senior executive including meeting briefs, submissions and presentations on policy issues
- Develop and manage a range of stakeholder relationships with agencies in the Portfolio and across Government, the media and news sector, and digital platforms and online industry, and other organisations
- Develop and review legislation, and policy relating to the regulation of the news, media, digital platform and online sectors, including drafting policy papers, cabinet submissions and drafting instructions
- Provide analysis and advice on issues relevant to the regulatory framework, particularly the *Broadcasting Services Act 1992*

The work you do will support the Minister for Communications to deliver meaningful policy which have a direct impact on the Australian community, and industry sectors.

Eligibility

Eligibility requirements

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

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

Notes

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

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

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To Apply

Position Contact	Adrienne Walmsley, (02) 6271 1119
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0716722

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

Closing Date: Monday 09 January 2023

Regional Development & Local Government
Regional Programs

Job Title	Senior Program Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Orange NSW
Salary	\$85,889 - \$96,267
Classification	APS Level 6
Position Number	42222
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Duties

The department has an Individual Flexibility Arrangement (IFA) Framework to provide salaries that are consistent with other Commonwealth Public Sector Agencies and to reward and retain high performing employees at the APS6 and Executive Levels.

Under this Framework, APS6 and Executive Level employees will have access to the IFA Framework on engagement, promotion or movement from another Commonwealth Public Sector Agency. Access to the IFA Framework is consistent with the provisions of clauses 16, 17 and 19 of the Department of Infrastructure and Regional Development Enterprise Agreement 2016.

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

WorkplaceRelations@infrastructure.gov.au

What will you do?

Our work is defined by high levels of engagement with, and service of, minister's offices and a strong focus on quality program delivery.

Under limited direction and with autonomy and accountability, you will undertake complex work in grant program administration, providing detailed advice and assisting in planning and program development. You may have considerable contact with grant recipients and your tasks may include:

- Management of a small team responsible for program management or enabling functions
- Develop and maintain program plans and strategies
- Report and brief on project and program status and outcomes
- Prepare and review Senate Estimates briefs and ministerial correspondence
- Undertake risk assessment and risk management activities for a project or program
- Analyse and assess project outputs, aims and objectives
- Contribute to policy development and program implementation
- Support the team to achieve high quality grants and contract administration to grantees
- Manage the use of consultants and contractors
- Engage with delivery partners and manage day-to-day relationships with other agencies or levels of government
- Analyse program outputs and outcomes to contribute to ongoing policy development
- Contribute to operational policy development and procedural guidance
- Manage program funding and report against key progress and payment milestones
- Undertake and review project assessments against program guidelines
- Coordinate program and project reports, often with tight turnaround times

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 to be eligible for employment with the department. Only in exceptional circumstances will the department consider waiving this requirement.

- **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 Clearance 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	Feiona Shields, (02) 6393 4011
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0716731

National Film and Sound Archive of Australia

Closing Date: Sunday 15 January 2023

ICT
Corporate

Job Title	Manager, Data Integrity, Analytics and Information
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,660 - \$115,154
Classification	Executive Level 1
Position Number	89608
Agency Website	https://www.nfsa.gov.au/

Job Description

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

The NFSA is looking for a highly motivated Data Integrity, Analytics and Information Manager to be responsible for the management of corporate records, data integrity and digital analytics functions.

The successful applicant needs to be a problem solver and use professional judgement to set priorities and maintain a high level of customer service and support while promoting and developing record keeping and data analytics throughout the NFSA.

The ideal candidate will have well developed organisational and writing skills and an understanding of governance frameworks for records and data. Experience working with a Records Management System, Collection Management System, Media Asset Management System or Digital Asset Management System and understanding of related data structures would be highly advantageous.

The successful candidate will be immersed in the data and metadata relating to the NFSA's vast and fascinating collection and will play a role in developing the NFSA's approach to digital collection management into the future.

Duties

Under limited direction, the successful candidate will undertake the following duties:

- Lead, develop, promote and support the day-to-day functions of their team and ensure the effective use of Electronic Document Records Management System (EDRMS) ensuring compliance with relevant Government policies and practices.
- Manage a small team of technical experts to meet the information data and analytics management and reporting expectations of the Executive, internal stakeholders and NFSA's Board of Directors.
- Provide organisation wide leadership in information, data integrity and analytics, including preparing policy and guidance documents and ensuring legislative reporting requirements are met.
- Implement the NFSA's multi-year Information and Data Management roadmap.

- Maintain and improve the quality of the NFSA's digital collection data and metadata.

Selection Criteria

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

1. Professional knowledge of principles of collection cataloguing, metadata models and/or audiovisual archiving workflows and experience implementing these.
2. Professional knowledge of principles of information management and/or data governance and experience implementing these.
3. Highly developed verbal and written communication skills and proven ability to build professional working relationships.
4. Demonstrated capability to manage a small and busy team to achieve positive outcomes for your organisation.

Qualifications and/or equivalent experience required:

- Demonstrated capability through past employment experience or relevant tertiary or industry qualifications is required for this role.
- Experience working with an Electronic Document Records Management System (EDRMS), Collection Management System, Media Asset Management System or Digital Asset Management System is desirable.
- Experience in developing data visualisations and reports using tools such as PowerBI, MS Excel or similar.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen;
- Satisfactorily complete an Australian Federal Police National Police Check; and
- Obtain and maintain an Australian Government Baseline Security Clearance.

Assessment Process

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide:

- A written statement of no more than 2 pages outlining your background, capabilities and experiences, and how these align with the advertised role; and
- A CV of no more than 3 pages.

The assessment process for this position may also include:

- An interview;
- Referee checking

Notes

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

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

About the National Film and Sound Archive of Australia

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

To Apply

Position Contact	David Haswell CIO, 02 6248 2128
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0716735

National Film and Sound Archive of Australia

Closing Date: Sunday 22 January 2023

ICT Operations
Corporate

Job Title	ServiceNow & Systems Administrator
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$85,168 - \$95,084
Classification	APS Level 6
Position Number	88926
Agency Website	https://www.nfsa.gov.au/

Job Description

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

The National Film & Sound Archive of Australia (NFSA) is a Corporate Commonwealth entity and one of Australia's national collecting institutions. Our mission is to develop and preserve a collection of significant Australian film, recorded sound and broadcast works, and to share the collection with audiences across Australia and overseas. The NFSA has a diverse range of operations including exhibitions, film and audio preservation labs, online engagement and learning resources, climate-controlled storage facilities and a range of access and national programs. The audio-visual collection, including documents and artefacts, contains over 3 million items.

We are seeking a highly motivated, energetic, and experienced ServiceNow Developer & Systems Administrator to join our Digital Solutions Team in supporting and growing our digital service delivery.

Reporting to the Senior ServiceNow Developer, the role is responsible for delivering application based secure digital services to a range of internal and external customers. You will develop, configure, and maintain key products and systems in collaboration with peers and business stakeholders. The role requires a high degree of flexibility, informed judgement, and time management skills along with a pro-active approach and aptitude for rigour and thoroughness. Excellent communication skills are also needed to perform the duties successfully.

The position is based at NFSA headquarters in Acton, Canberra. The role is a non-ongoing position up to 24 months. Terms and conditions of employment are described in the NFSA's Enterprise Agreement.

Job Description

The National Film and Sound Archive of Australia's (NFSA) Digital Solutions Team requires a ServiceNow Developer & Systems Administrator to develop, configure and maintain a range of ServiceNow products, service portals, workspaces, and custom applications including BAU activities such as application support and enhancements.

This role is responsible for developing, implementing, and maintaining products and solutions within ServiceNow while adhering to government guidelines for system security, change management and development practices. The role will support ServiceNow application initiatives at the NFSA and contribute to the direction of ICT Strategy and digital technology uptake.

ICT background in systems and administration is desirable with solid knowledge of programming and associated languages.

The role requires subject matter expertise in ServiceNow and may be required to develop skills on other systems in use at the NFSA ensuring all standard operating procedures, known issues and workarounds are detailed in supporting documentation.

The role provides an exciting and creative opportunity to work with digital products building capability for NFSA programs and engagement.

The position may be required to assist the ICT team with support from time to time as necessary.

Duties

Under general direction undertake the following duties:

- Support and enhance ServiceNow modules including but not limited to IT Service Management, Customer Service Management, CMDB & HRSD.
- Develop, test, and implement solutions in ServiceNow based on business requirements.
- Assist with the coordination, testing and rollout of ServiceNow patches and upgrades.
- Provide development, configuration, and customisation of but not limited to; tables, form and list layouts, UI actions, business rules, screen design, flow designer, dashboard and reporting, data transforms and imports, integrations with internal and external systems including third party software.
- Execute technical solutions taking responsibility for the end-to-end delivery of ServiceNow solutions, from conceptualisation to configuration and enhancement of the ServiceNow platform as well as release management and implementation.
- Adhere to the Agile methodology of project delivery when releasing new solutions maintaining a comprehensive testing protocol for releases ensuring application compatibility and system stability.
- Develop and maintain documentation for all aspects of the ServiceNow implementation ensuring the knowledge base is up to date and accurate.
- Define, prioritise, and validate requirements and design of business processes to meet the needs of the organisation; take responsibility for investigative work into problems and opportunities in existing and new software services.

- Liaise and consult with internal and external stakeholders to build strong interdisciplinary connections and ensure effective and detailed communications while upholding the Australian Public Service Values and Code of Conduct.

Selection Criteria

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

1. Demonstrated experience in developing and configuring in ServiceNow including workflows, and system integrations.
2. Demonstrated experience in delivering ServiceNow implementations with custom configurations.
3. Familiarity with developing requirements, user stories, process flows, systems documentation and user guides using a variety of tools.
4. Familiarity with virtualized cloud computing environments such as AWS, Azure or Google would be highly desirable.
5. Strong communication skills, including experience facilitating workshops, documenting outcomes, and communicating technical and analytical problem-solving to both technical and non-technical stakeholders and the ability to work in a team environment.

Qualifications and/or equivalent experience required:

- Demonstrated capability through past employment experience and relevant tertiary and/or industry qualifications is required for this role.
- SharePoint, Drupal, WordPress, and AWS experience is desirable.
- Data integration, API Management and Master Data Management experience is desirable.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen; and
- Satisfactorily complete an Australian Federal Police National Police Check.

The other eligibility that may be included in a job would also include the following:

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

Assessment Process

The assessment process for this position will include:

- A written one-page 500 word pitch;
- Resume; and
- Referee checking.

The assessment process for this position may also include:

- An interview

Notes

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

About the National Film and Sound Archive of Australia

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

To Apply

Position Contact	Alex Chapman Manager, Digital Solutions & Collection Systems, 02 6248 2178
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0716692

National Gallery of Australia

Closing Date: Sunday 08 January 2023

Financial Operations
CFO and Commercial

Job Title	Financial Operations Manager
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	\$82,567 - \$95,438
Classification	APS Level 6
Position Number	PN 3506
Agency Website	https://nga.gov.au/

Job Description

<https://nga.gov.au/about-us/jobs/>

The Financial Operations Manager reports to the Financial Controller and is responsible for the co-ordination of day-to-day financial operations of the National Gallery of Australia. This includes delivery of high quality, timely and accurate statutory reporting, efficient accounts processing and treasury functions.

This position forms part of the Financial Accounting and Operations Team which provides guidance, support and services to all National Gallery staff on a wide range of matters including:

- Financial delegations
- Accounts receivable and payable
- Treasury
- Financial Reporting

This position falls within our CFO and Commercial portfolio and is a non-ongoing full-time role for a period of 12 months.

Duties

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

- Provide on the job coaching, support and leadership to maintain and further develop a highly professional, cohesive, efficient team.
- Co-ordinate a small, busy team to deliver quality outcomes in the accounts payable, accounts receivable and treasury functions for multiple entities.
- Complete month-end processes including month-end journals, accruals/prepayments and account reconciliations.
- Assist with the National Gallery's compliance reporting including statutory, tax and other external reporting requirements.
- Supporting the team through the implementation of procure to pay process changes including the development and maintenance of procedures with a strong focus on process improvement.

Eligibility

To be eligible for this role you must

- hold an Australian Citizenship, and
- satisfy a police check.
- Baseline Security Clearance (or the ability to obtain)

Role specific mandatory qualifications certification and/or registrations include:

- Relevant qualifications in accounting, with demonstrable experience is essential
- Professional certification and/or membership of a relevant professional association such as Certified Practising Accountant / Chartered Accountant is essential

Notes

HOW TO APPLY

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

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

To apply for this role please forward your application to recruitment@nga.gov.au.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our Values include excellence, creativity, courage, respect and accountability.

To Apply

Position Contact	Mary Fisher, +61 2 6240 6747
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0716741

National Gallery of Australia

Closing Date: Sunday 08 January 2023

Business Enabling Services
Human Resources

Job Title	Manager, Human Resources
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$104,155 - \$118,847
Classification	Executive Level 1
Position Number	Several
Agency Website	https://nga.gov.au/

Job Description

<https://nga.gov.au/about-us/jobs/>

The National Gallery is seeking experienced human resource (HR) professionals to join our small HR team to manage a broad range of human resources activities and functions. The Manager, Human Resources is an integral part of the HR team. As a senior member of the team in a small agency, you will be given the opportunity to contribute your expertise to practices, policies and processes that will positively shape the future of National Gallery.

Duties

In accordance with the APS Executive Level 1 work level standards, you will:

- Working together with the Head of HR, provide leadership and support, with a focus on continuous improvement and development, to the HR team.
- Manage, deliver and provide expert, solutions-focused, legislatively compliant and contemporary HR advice on a range of HR functions that may include:
 - work health and safety (WHS), including rehabilitation and case management
 - workplace relations
 - remuneration
 - recruitment, onboarding and offboarding
 - learning and development
 - workforce planning and analytics, and
 - payroll services for National Gallery employees and members of Council
- Support, develop, and/or lead the implementation of new HR policies, processes and systems.
- Provide expert, evidence based, legislatively compliant, and accurate HR advice and reports to the Senior Executive and Council.
- Undertake project work to develop people-related initiatives and supporting guidance materials for employees and managers.
- Lead, coach and mentor a team.

Eligibility

To be eligible for this role you must

- hold an Australian Citizenship, and
- satisfy a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Existing experience and/or qualifications in HR or a relevant field will be an advantage.

Notes

HOW TO APPLY

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

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

To apply for this role please forward your application to recruitment@nga.gov.au.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our Values include excellence, creativity, courage, respect and accountability.

To Apply

Position Contact	Zoe Bennett, (02) 6240 6421
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0716743

National Gallery of Australia

Closing Date: Sunday 08 January 2023

Business Enabling Services
Human Resources

Job Title	Senior HR Adviser
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$82,567 - \$95,438
Classification	APS Level 6
Position Number	Several
Agency Website	https://nga.gov.au/

Job Description

<https://nga.gov.au/about-us/jobs/>

The National Gallery is seeking experienced human resource (HR) professionals to join our small HR team to manage a broad range of human resources activities and functions. Senior Human Resources Advisers are an integral part of the HR team and are provided with the opportunity to contribute their expertise to practices, policies and processes that will positively shape the future of National Gallery.

Duties

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

- In accordance with the APS 6 work level standards, and working to the Manager, Human Resources you will deliver and provide expert, solutions-focused, legislatively compliant and contemporary HR advice on a range of HR functions that may include:
- work health and safety (WHS), including rehabilitation and case management
- workplace relations
- remuneration
- recruitment
- learning and development
- workforce planning and analytics, and
- payroll services for National Gallery employees and members of Council
- Support, develop, and/or lead the implementation of new HR policies, processes and systems
- Provide expert, evidence based, legislatively compliant, and accurate HR advice and reports to the HR Manager and Director
- Undertake project work to develop people-related initiatives and supporting guidance materials for employees and managers.

Eligibility

To be eligible for this role you must

- hold an Australian Citizenship, and
- satisfy a police check.

Notes

HOW TO APPLY

You should provide a tailored CV (maximum of three pages) along with a statement of no more

than two pages that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

To apply for this role please forward your application to recruitment@nga.gov.au.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our Values include excellence, creativity, courage, respect and accountability.

To Apply

Position Contact	Zoe Bennett, (02) 6240 6421
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0716129

Australian Institute of Family Studies

Closing Date: Tuesday 03 January 2023

Corporate Services
Human Resources

Job Title	HR Advisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Southbank VIC
Salary	\$74,982 - \$92,416
Classification	APS Level 5;APS Level 6
Position Number	22-33
Agency Website	https://www.aifs.gov.au/

Job Description

<https://aifs.gov.au/main/work-with-us>

We are seeking an experienced Human Resources professional who shares our vision of agile and responsive, business-driven HR. The successful person will model our values and be willing to explore ideas, take appropriate risks, learn from mistakes and consider different perspectives. Humour and fun are part of everyday life in our team. Strong interpersonal skills and a track record of achievement are a must.

The ideal applicant will understand employment legislation, frameworks and employment conditions in the APS, and have experience in APS recruitment and/or HR policy. They will have the agility to move between detailed, process-oriented operational work to more strategic HR projects.

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in the Melbourne CBD. We produce research about 'what works for families' and make it accessible to decision makers, practitioners and the general public.

This position delivers essential day-to-day operational HR services while also focusing time, energy and passion on developing and implementing HR initiatives that will make a difference to employee engagement and support the Institute to achieve its objectives. This is a key position within the Institute's HR team where collaboration is a key to the success of the team.

This position is required to actively seek feedback from senior leaders and staff to evaluate workplace programs for effectiveness and impact.

Duties

- Be responsible for the day-to-day operations of the payroll function by overseeing the completion of fortnightly pay processing including providing advice to an external payroll provider.
- Oversee the HR budget and act as a key point of contact between HR and finance teams to ensure smooth interactions of information.
- Partner with managers to ensure staffing decisions and actions such as contract extensions and onboarding of new staff are effective and timely.
- Take responsibility for planned projects and activities to improve internal processes such as probation, reporting, culture and employee relations.
- Develop and implement new HR programs and activities to support the AIFS strategy.
- Support the day-to-day operations of the HR function by contributing to key activities such as induction and payroll when required.
- Coordinate staff consultation through the Institute's workplace relations and/or work health and safety committee including providing secretariat services, drafting policy changes, and researching and responding to issues.
- Contribute to enterprise bargaining processes when required.
- Support the Institute's major change initiatives including embedding organisational values.

Eligibility

To be eligible for engagement, applicants must be Australian citizens unless special approval is given. For example, applicants with permanent resident status who have applied or intend to apply for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health, and character clearances (including police records check, Working with Children Check and security clearance) may apply to this position.

Notes

We provide a family-friendly and flexible workplace that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing activities, a healthy promotion allowance and Christmas closedown period with no deduction from leave credits. Our salaries and conditions of employment are set out in our Enterprise Agreement. AIFS is committed to providing an inclusive and diverse workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, those from culturally and linguistically diverse backgrounds, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne CBD. We create and communicate knowledge to accelerate positive outcomes for families and communities. We provide a family-friendly workplace that supports the wellbeing and professional development of a diverse workforce.

To Apply

Position Contact	Kate Hoare, 392147888
Agency Recruitment Site	https://aifs.gov.au/main/work-with-us

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Treasury

Vacancy VN-0716207

Royal Australian Mint

Closing Date: Thursday 05 January 2023

Royal Australian Mint
Sales, Marketing and Innovation Education and Visitor Services

Job Title	Visitor Experience Host
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	-
Classification	APS Level 3
Position Number	Several
Agency Website	https://www.ramint.gov.au

Job Description

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

Are you a natural communicator? Do you have a passion for presenting and telling stories? Are you keen to work with people in a unique and fascinating location? The role of Visitor Experience Host at the Royal Australian Mint could be for you.

The Education and Visitor Services Section at the Mint promotes public understanding about the cultural, technical and historical significance of coins. This section delivers programs to the public, including school education programs, exhibitions and public programs which highlight various aspects of coins.

Duties

Visitor Experience Hosts, within the Education and Visitor Services Section, are responsible for:

- Presenting high quality education and general programs onsite and online;
- Providing high quality interactions with Mint visitors, including entry management;
- Facilitating Activation spaces and Public programs;
- Ensuring gallery spaces and equipment are made ready for use;
- Assisting with project work, as required;
- Supporting other business areas, as required.

Eligibility

As the right person for this role, you will be:

- enthusiastic about learning, sharing knowledge and storytelling;
- empathetic to others and able to communicate well with people of all ages;
- able to work effectively within a small team, showing initiative for your own development and drive to help out your fellow team members;
- flexible in meeting changing priorities;
- able to work weekdays, weekends, public holidays and holiday periods.

A valid Australian Capital Territory Working with Vulnerable Peoples registration is **mandatory**. Occasional after hours work may be required.

As well as being a diverse, inclusive, and exciting place to work, the Mint offers a competitive salary with employer superannuation contributions of 15.4%, opportunities for ongoing learning and development, and free parking! **Notes**

Applying is simple! To apply, please provide:

- a current **resume** with details of at least two (2) referees;
- a short **pitch** of 500 words explaining why you are the right person for this role. Please include in your pitch what working arrangement you would prefer (full time, part time).

For more information on the role, please refer to the **position description**.

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (<https://ramint.gov.au>)

Please submit your application by **11:30pm on 5 January 2023**. To be considered for this position, you will need to upload:

Should you have any questions regarding the role, please contact Ms Megan Shakeshaft on (02) 6202 3464.

Information on applying for a job in the Australian Public Service can also be found at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Ms Megan Shakeshaft, (02) 6202 3464
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Treasury

Vacancy VN-0716686

Royal Australian Mint

Closing Date: Sunday 08 January 2023

Royal Australian Mint
Engineering, Operations and Logistics Engineering

Job Title	Mechanical Draftsperson
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	-
Classification	APS Level 4
Position Number	1165
Agency Website	https://www.ramint.gov.au

Job Description

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

About us

The Royal Australian Mint is a prescribed Agency within the Commonwealth Government portfolio of the Treasury. The Mint is the sole supplier of Australia's circulating coinage and produces a range of high quality collector coins for national and international markets. In addition, the Mint is a popular Canberra tourist attraction with a public gallery and shop.

Our workplace is heritage listed and we are a unique and leading tourism attraction in Canberra. We have operated for 57 years and have 1,863 years of unique technical experience embedded in our workforce.

We operate in an environment of continuing uncertainty and change. Innovation provides us with opportunities to embrace and positively manage this environment. Our workforce is central to our success in achieving the Mint's strategy which is described in the Royal Australian Mint Corporate Plan 2022-2025.

In order for us to succeed, now and in the future, we need to ensure that we have the right workforce. The Mint is committed to finding talented and motivated people to join us on our mission, with a view to delivering exceptional value for all Australians.

The opportunity

The Mint offers a unique opportunity to work in a dynamic manufacturing environment within a government setting. We are seeking a talented mechanical draftsperson to support a range of technical work in the Mint factory.

The successful applicant will be able to apply their technical skills to real-world applications and contribute to tangible outcomes in the Mint's production environment. Through improvements to manufacturing processes, your work will directly improve the safety, quality and operating efficiency of the factory and improve the work of the production and support staff.

About EOL (Engineering, Operations and Logistics Branch)

The Engineering, Operations, and Logistics (EOL) Branch of the Mint is an operationally focused, multi-disciplinary team, responsible for the provision of organisation-wide engineering services, manufacture of Australian and selected international circulating coin and the supply of tooling to meet the Royal Australian Mint's manufacturing demands.

Engineering Section

The Engineering Section is responsible for the integrated and proactive provision of engineering and technical service to the Mint. The Section is responsible for the achievement of organisational objectives through a systematic approach to:

- Customer engagement
- Application of engineering principles and methods
- Compliance with safety, quality, and risk standards
- Application of technology
- Research and development
- Design of new equipment, processes, tools, and products
- Continuous improvement and innovation programs
- Supporting manufacturing activities

Industrial Engineering Team

The Industrial Engineering Team is responsible for commissioning and maintaining production technology. Activities include machine specification and procurement, commissioning of new machines and equipment into production, upgrading legacy equipment, in-house development of new automation and mechanical systems, providing support for and troubleshooting existing machinery, mechanical design and drafting, tooling design, industrial network administration, and maintaining regulatory compliance of production equipment.

Duties

Individual role within the Team

The Mechanical Draftsperson will produce mechanical drawings for use in manufacturing parts to maintain production activities. This will require the application of technical knowledge through a methodical approach in order to complete tasks that assist in the delivery of various projects while engaging with internal customers.

Under limited direction, the Mechanical Draftsperson will:

- Receive and interpret requests for mechanical drawings from various internal customers
- Create basic mechanical parts and assembly designs using 3D CAD software (currently Autodesk Inventor)
- Create technical drawings used for manufacture to AS1100 and ISO2768 standards
- Use basic tools, machines, and fabrication techniques to assist with mechanical assembly
- Assist with basic troubleshooting of production processes to aid design activities
- Contribute work to assist a larger team of engineering and technical staff
- Draft and present basic technical reports to internal stakeholders and update reports as required
- Assist with drafting documentation that aligns with the currently established quality, safety, and risk management systems
- Contribute to projects that improve process productivity and safety
- Identify opportunities for self-development and implement them

Eligibility

Technical skills and experience

- Demonstrated proficiency in 3D CAD software such as Autodesk Inventor (essential)
- Experience in preparation of technical drawings to AS1100, ISO2768 (essential)
- Knowledge of manufacturing methods and processes (preferred)
- Familiarity with recognised quality management principles (desirable)
- Understanding of basic tools, machines, and fabrication techniques (desirable)
- Experience working in a manufacturing environment (desirable)

Qualifications and licences

- Certificate IV in Engineering Drafting or equivalent (essential)
- Certificate III in Engineering – Mechanical Trade (preferred)
- Diploma in Mechanical Engineering or equivalent (desirable)

Security clearance

- A Baseline security clearance may be required.

Notes

What we offer

The Mint offers a competitive salary plus generous leave provisions, with employer superannuation contributions of 15.4%.

Competitive salaries are negotiable, based on the level of skills and relevant experience of the successful applicant. There is some ability to make additional adjustments to remuneration for exemplary applicants.

In addition to a competitive salary, you can expect the following benefits when you are employed by the Mint:
Free onsite parking

- A flexible approach to working, including the possibility of hybrid working arrangements
- A commitment to annual investment in you for ongoing learning and development
- Opportunities to network and travel to trade and other technical events.

A relocation package may be available for successful applicants who are required to move to the ACT region before commencement.

We provide on-going learning and development opportunities tailored to individuals' needs at different points of their careers.

We have a collaborative, flexible work environment and we recognise the importance of balancing work commitments with family, caring and other personal commitments outside work.

We promote modern working arrangements and provide support for remote work. By agreement, a flexible mixture of office and remote work can be organised where supported by job tasks and workload.

We are committed to diversity and inclusion and encourage applications from candidates with broad experiences and diverse backgrounds. We also offer reasonable adjustments for applicants with disabilities.

How to apply

If you'd like to find out more about working at the Mint, we would love to hear from you!

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at [Employment Opportunities | Royal Australian Mint](https://ramint.gov.au) (<https://ramint.gov.au>)

Please submit your application by **11:30pm on Sunday 8 January 2022**. To be considered for this position, you will need to upload:

- A current **resume** including the contact details of two referees
- A **two-page-pitch** which describes how your skills, qualifications and experience meet the requirements of the role as detailed in the **position description**.

Your pitch should demonstrate an understanding of the role giving details on how your skills and experience meet the required capabilities of the above criteria and what value you can add to the Mint.

Should you have any questions regarding the role, please contact Mr Bogdan Kolodziejczyk on (02) 6202 6913.

Information on applying for a job in the Australian Public Service can also be found at the Employment page of our website.

About the Royal Australian Mint

To Apply

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

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Communications and the Arts

Vacancy VN-0716562

Australian Communications and Media Authority

Closing Date: Sunday 29 January 2023

Corporate and Research Division
Digital and Technology Services Digital and Data Product Team

Job Title	Delivery Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Belconnen ACT
Salary	\$106,545 - \$120,152
Classification	Executive Level 1
Position Number	A220302
Agency Website	http://www.acma.gov.au

Job Description

<https://acma.nga.net.au/?jati=F91737B8-9DF1-E792-ED04-C930421795E6>

As the Delivery Manager, you will own and drive operational excellence in the teams responsible for digital product enhancements and data engineering projects.

Reporting to the Section Manager, this newly created role in DTS will have a direct impact in helping our cross-functional teams deliver incremental value to the business and end user. You'll showcase your enthusiasm for leadership by guiding agile delivery teams in the planning, development, maintenance and support of technological solutions. No two days will be the same as you manage operational aspects including scheduling, people leadership, facilitating agile events in addition to providing thought-leadership and championing a continuous improvement culture.

Duties

You will also regularly engage with key business stakeholders to understand their unique objectives and requests, participate with BA's in discovery and definition scoping where required, and ultimately triage and prioritise the work.

You will make your mark with stakeholders by proactively keeping them informed and engaged in appropriate formats and forums as well as enabling self-service visibility of status updates in DevOps.

Eligibility

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

The successful applicant must be able to obtain and maintain a baseline level security clearance. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

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

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

About the Australian Communications and Media Authority

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

To Apply

Position Contact	Drew Geary, 02 6219 5269
Agency Recruitment Site	https://acma.nga.net.au/?jati=F91737B8-9DF1-E792-ED04-C930421795E6

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