



Commonwealth of Australia
APSJobs - Vacancies Daily
PS6 Daily Gazette Monday - 05 February 2024.pdf

Australian Government 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 PS6 Weekly Gazette Thursday - 08 February 2024.pdf.

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

These Vacancies Daily will also appear in the Gazette PS6 Weekly Gazette Thursday - 08 February 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0735625

Australian Charities and Not-for-profits Commission (ACNC)

Closing Date: Monday 19 February 2024

Australian Charities and Not-for-profits Commission
Registration

Job Title	Australian Charities and Not-for-profits Commission Registration Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$116,062 - \$126,533
Classification	Executive Level 1
Position Number	EXT_ACNC_025_24
Agency Website	https://www.acnc.gov.au/about

Job Description

<https://ato.nga.net.au/?jati=9E984450-9FA7-6245-D02A-DA62A0FA7BB0>

Duties

We are seeking an enthusiastic leader to join our Registration team in the Australian Charities and Not-for-profits Commission.

As a Registration Manager, you'll lead, plan and deliver complex or technical registration-related projects that impact the strategic and operational outcomes for the agency. You'll manage key partner relationships, engaging in problem solving and issues management.

You will support staff who undertake legal research and factual analysis to form decisions about charity applications and entitlement reviews. You'll be accountable for the supervision and ongoing development of staff members to build team capability.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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 Charities and Not-for-profits Commission (ACNC)

We determine whether an organisation meets the legal definition of charity and we work to ensure charities understand and meet their obligations by providing guidance and support. Located in Melbourne CBD, we are proud to have a diverse workforce that understands our vision and purpose and is made up of people who are committed to achieving our Corporate Priorities. We work hard to attract and retain talented staff. We promote a people centred culture that models our values and understands our vision and purpose. You may be required to undergo integrity checks during the course of your engagement with the ACNC. Find out more information about us on our website <https://www.acnc.gov.au/about>.

To Apply

Position Contact	Melville Yates, (03) 9275 9595
Agency Recruitment Site	https://ato.nga.net.au/?jati=9E984450-9FA7-6245-D02A-DA62A0FA7BB0

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Vacancy VN-0736518

Australian Electoral Commission

Closing Date: Sunday 18 February 2024

Enterprise Transformation Group
Enterprise Digital Delivery Branch IT Solutions

Job Title	Director, IT Solutions
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$129,391 - \$151,927
Classification	Executive Level 2
Position Number	2024-054 10254
Agency Website	https://www.aec.gov.au/

Job Description

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

The Enterprise Digital Delivery Branch is responsible for the development, maintenance, enhancement, support, and operation of the AEC's bespoke applications.

The branch is divided into three sections, IT Solutions - Events, IT Integration, and IT Solutions – CoEs (Centres of Excellence). The IT Solutions – CoEs section is primarily responsible for supporting on-going projects, particularly the Indigo program, delivering the AEC's digital transformation, and also manages several key business applications and IT capabilities.

Duties

Reporting to the Assistant Commissioner, Enterprise Digital Delivery Branch, the Director will lead and manage the IT Solutions and CoEs section, ensuring that critical business applications are secure, available, and meet the needs of the wider AEC business.

This Role is responsible for undertaking very complex and/or sensitive work, while overseeing the Centres of Excellence for .Net development and Testing providing resourcing to major programs of work. This is an exciting opportunity to play a major role in enabling successful delivery of the once in a generation Indigo program.

You will support the Assistant Commissioner in managing the maintenance of key business applications and services across the AEC, while being involved in coordinating the acquisition, development, maintenance, and use of appropriate tooling and supporting technologies within the Enterprise Digital Delivery Branch.

To excel you'll have:

- Demonstrated ability in successfully leading and motivating multiple teams in a large section that have competing priorities, to deliver positive outcomes within limited time frames.
- Confidence and ability to effectively communicate, collaborate and negotiate with team members, business areas and external stakeholders at all levels of seniority.
- Demonstrated ability to work collaboratively within a supportive leadership team to achieve positive results and support the AEC's strategic direction.
- Ability to make and communicate decisions, using professional judgement and factoring in risks, while maintaining discretion and confidentiality.
- Knowledge of, or ability to, quickly gain knowledge of the software development lifecycle to guide and manage the technical teams within the section.
- Knowledge of both APS and Labour Hire recruitment processes to support the ongoing resourcing of the Centres of Excellence.

Eligibility

- AEC employees must be Australian citizens.

- Any person who is, and seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.
- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.
- You may be required to undertake psychometric testing as part of this recruitment process.

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Toby Randell-Sly, toby.randell-sly@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0735777

Australian Government Solicitor

Closing Date: Sunday 18 February 2024

Australian Government Solicitor
Dispute Resolution Tax

Job Title	Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD, Adelaide SA, Perth WA
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	TBC
Agency Website	

Job Description

<http://www.ag.s.gov.au/employment/current-vacancies.html>

Duties

Lawyers

- Lawyers (APS5 and APS6)
- Sydney, Melbourne, Brisbane, Adelaide and Perth
- Ongoing (permanent) and non-ongoing roles

Opportunities exist for dispute resolution lawyers to join our Tax team, working on litigation and pre-litigation matters in a range of areas, including tax disputes, recovery proceedings, and associated judicial review proceedings for the Commissioner of Taxation.

About us

Australian Government Solicitor (AGS) is the Australian Government's central legal practice and part of the Attorney-General's Department. AGS helps Commonwealth clients to manage legal issues, navigate new challenges and find solutions which deliver the best outcomes for Australia. We are a self-funded legal practice and compete for our work.

AGS is unique. AGS is dedicated to the national interest and is a trusted advisor to Government.

AGS is innovative. Drawing on an exceptional depth of experience and expertise, we assist the Australian Government in the development and implementation of solutions to legal issues that have national importance.

AGS is diverse. With offices in every capital city and a team of 680 staff, including 470 lawyers, we work in more than 40 different areas of law related to government.

About the roles

The AGS Dispute Resolution practice (DR) is Australia's pre-eminent public law litigation practice. It has unrivalled experience and specialist expertise in providing dispute related legal advice and representation in every jurisdiction in Australia, across a diverse range of legal matters for Commonwealth agencies, including a very significant practice representing the Commonwealth's regulatory enforcement agencies, administrative law, tax litigation, employment law, torts law and information access law. AGS acts for the Commonwealth in the full range of disputes to which it is

a party or in which it has an interest (including access to sensitive information) and advises on investigations including for law enforcement and national security agencies. DR also represents the Commonwealth before inquests, inquiries and royal commissions, and as the solicitor assisting royal commissions. In addition, DR has a specialist in-house counsel practice, led by Tim Begbie KC.

In these roles you will:

- work on a range of litigation and pre-litigation matters, including a range of disputes and advice matters for the Commissioner of Taxation
- manage or assist with matters across a range of jurisdictions, including the Federal Court, Administrative Appeals Tribunal and State Courts
- represent Commonwealth agencies in dealings with other parties, witnesses and counsel
- undertake work in other areas of law relevant to the work of AGS Dispute Resolution.

For further information about the requirements of the roles please refer to the role descriptions available on our recruitment portal.

About you

The successful candidates will ideally have:

- generally, at least 1-5 years' post-admission experience in the relevant field
- experience in other areas of law relevant to the work of dispute resolution
- the ability to clearly articulate technical arguments, draft advice, and assist with the conduct of court or tribunal proceedings
- the ability to work closely with clients to achieve their outcomes
- excellent interpersonal skills, negotiation skills and the ability to persuade.

You will work with a community of professionals dedicated to the national interest. You will work collaboratively in an inclusive environment where everyone's contribution is valued, and success is rewarded. We offer our lawyers commercially competitive remuneration packages, including 15.4% superannuation.

With open door access to some of Australia's most respected lawyers, we are a developer of talent and critical thinking and you will partner with our clients to deliver creative solutions to current and emerging legal issues of national importance.

AGS is a supportive organisation which embraces diversity. We understand that work is only part of your life and while our work can be demanding at times, we also provide access to a range of flexible working options, generous leave entitlements and wellbeing benefits to support your needs throughout your career.

To apply

To apply, please click the 'Apply' button. Applications close at 5:00pm (AEDT) on Sunday, 18 February 2024.

Further enquiries

Further information can be obtained by contacting Jill Mackay, Human Resources Business Partner on 02 9581 7568. **Eligibility**

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the Negative Vetting 2 (NV2) level.

Notes

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

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 660 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Jillian Mackay, 02 9581 7568
Agency Recruitment Site	http://www.ag.gov.au/employment/current-vacancies.html

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Vacancy VN-0736600

Australian Submarine Agency

Closing Date: Monday 19 February 2024

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	ASA/00955/24
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description <https://defencecareers.nga.net.au/?jati=138DCE2E-93AC-626C-B7AE-DA762E262ABC>

Duties

Your Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

To support the implementation and delivery of AUKUS, we are looking to fill a range of APS 6 Capability Analyst positions in our Capability Division and Policy, Strategy and Engagement Division. You will work as part of a multidisciplinary team of ADF members, public servants and contractors in a high-performing environment as part of this unprecedented, nation-building endeavour.

APS 6 Capability Analyst duties include, but are not limited to:

- Lead and prepare the development of timely and high quality agenda and issues papers and minutes for capability committees.
- Lead and prepare the development of timely and high quality ministerial and cabinet submissions relating to capability development within ASA and Defence.
- Apply understanding of broader ASA and Defence policy and strategic objectives, including the Optimal Pathway and Defence Strategic Review, when undertaking capability analysis.
- Has expertise in capability development processes including government approvals to progress capability development initiatives within Defence and the ASA.
- Build and sustain collaborative relationships with internal and external stakeholders (such as broader Defence and with trilateral partners) and negotiate effectively to deliver business outcomes.
- Evaluate, independently analyse and provide advice on Government and trilateral submissions and capability proposals, including assessments of the strategic context, capability options, resource implications, risks and acquisition strategies.
- Accountable for accurate completion of work within timeframes, sharing own expertise with others and guiding and mentoring team members to achieve continuous improvement in the work area.
- Provide secretariat services and support for trilateral and capability management forums.

Our team values curiosity, integrity and a genuine commitment to the strategic mission of the Australian and have an opportunity to meaningfully shape its implementation and delivery. We are Submarine Agency.

As an APS 6 Capability Analyst you will 'get in on the ground floor' of a decades-long program that will define the national security landscape of Australia, committed to your long-term career progression and offer a wide range of development opportunities including domestic and overseas travel, training and postgraduate courses at prestigious international institutions, and clearance upgrades to Positive Vetting for relevant roles.

Our Team

As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

We offer flexible working arrangements and a range of formal and informal professional development opportunities.

Our ideal candidate

We are a dynamic organization, seeking employees who are agile, innovative and energised by

high-paced work.

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

- Strong analytical and problem-solving skills;
- An ability to contest and improve proposals constructively;
- Excellent written and verbal communication skills; and
- Excellent strategic judgment.
- Demonstrated experience in capability analysis or project management is highly desired.

Broader experience with analytical work, written or verbal briefing, consulting, and audit, writing for Government and Cabinet or Ministerial processes will also be highly desirable.

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 Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia's nuclear-powered submarine program. Australia's acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	Jason rees, 02 5130 4090
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=138DCE2E-93AC-626C-B7AE-DA762E262ABC

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Vacancy VN-0736612

Australian Submarine Agency

Closing Date: Monday 19 February 2024

Job Title	Capability Analyst – Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	ASA/00985/24
Agency Website	https://www.defence.gov.au/about/taskforces/aucus

Job Description <https://defencecareers.nga.net.au/?jati=D4CC5645-13CD-359C-9CC7-DA762F0AB56A>

Duties

The Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

To support the implementation and delivery of AUKUS, we are looking to fill a range of EL1 Capability Analyst positions in our Capability Division and Policy, Strategy and Engagement Division. You will work as part of a multidisciplinary team of ADF members, public servants and contractors in a high-performing environment as part of this unprecedented, nation-building endeavor.

EL 1 Capability Analyst duties include, but are not limited to:

- Accountable for leading a team, managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes
- Evaluating, analysing and providing advice on capability proposals, including assessments of capability options, resource implications, risks and acquisition strategies
- Leading the development of timely and high quality ministerial and cabinet submissions, seeking Government approvals for the most significant capability acquisition in the history of Australian national security.
- Implement broader ASA and Defence policy and strategic objectives, including the Optimal Pathway and Defence Strategic Review, to progress capability development outcomes
- Managing a team of analysts to problem-solve and refine proposals and costings
- Leading consultation and managing stakeholders across the Australian Government and internationally
- Evaluate, independently analyse and provide advice on Government and trilateral capability proposals, including assessments of the strategic context, capability options, resource implications, risks and acquisition strategies
- Provide secretariat services and support for trilateral and capability management forums

- Applying critical judgment to deliver against the strategic objectives of the Nuclear-Powered Submarine Program.

Our team values curiosity, integrity and a genuine commitment to the strategic mission of the Australian Submarine Agency.

As an EL1 Capability Analyst you will 'get in on the ground floor' of a decades-long program that will define the national security landscape of Australia, and have an opportunity to meaningfully shape its implementation and delivery. We are committed to your long-term career progression and offer a wide range of development opportunities including domestic and overseas travel, training and postgraduate courses at prestigious international institutions, and clearance upgrades to Positive Vetting for relevant roles.

About our Team

As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

We offer flexible working arrangements and a range of formal and informal professional development opportunities.

Our Ideal Candidate

We are a dynamic organization, seeking employees who are agile, innovative and energised by high-paced work.

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

- Strong analytical and problem-solving skills;
 - An ability to contest and improve proposals constructively;
 - Excellent written and verbal communication skills;
 - Superior strategic judgment; and
 - Empathetic leadership and values-driven team building.
- Demonstrated experience in capability analysis or project management is highly desired.

Broader experience with analytical work, written or verbal briefing, consulting, audit, writing for Government and Cabinet or Ministerial processes will also be highly desired. **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>

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia's nuclear-powered submarine program. Australia's acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	Jason Rees, 02 5130 4090
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D4CC5645-13CD-359C-9CC7-DA762F0AB56A

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Vacancy VN-0736671

Department of Finance

Closing Date: Tuesday 20 February 2024

Service Delivery Office
Operations and Service Management

Job Title	Helpdesk Payroll Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$82,535 - \$92,609
Classification	APS Level 5
Position Number	2024/037
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE SDO

The Service Delivery Office (SDO) is a leader in providing services in the Whole-of-Government Shared Services Programme. The SDO presents a unique opportunity to be involved in developing innovative service delivery arrangements, with an approach to collaboration and sharing of resources that has the potential to add value to not only existing customers but to set the scene for new ways of working across the Australian Public Services.

Duties

ABOUT THE OPPORTUNITY

The Service Delivery Office Help Desk team manages the initial interactions with our customers across multiple government agencies for Enterprise Resource Planning system, Human Resources, Payroll and Financial Services teams. Service requests can be raised via phone, email, or through a client portal. We are committed to improving customer service standards through innovation, benchmarking, and systems/process enhancements.

The role is responsible for, but not limited to:

- Support the Help Desk to resolve complex payroll enquiries
- Training and supporting junior Help Desk team members in using SAP GUI
- Sharing payroll knowledge
- Assist the payroll team as required e.g. controls checking
- Assist in the review of Standard Operating Procedures (SOPs) and contribute to innovation and continuous improvement
- Fortnightly commencement/terminations controls review
- Assist in the development and maintenance of Help Desk scripts and knowledge articles for payroll requests/tasks

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 role is 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 12 months. A specified term may be extended up to a maximum period of 18 months.

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

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

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

To Apply

Position Contact	Graham Ball, graham.ball@sdo.gov.au
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0736674

Department of Finance

Closing Date: Tuesday 20 February 2024

ICT
Internal Services

Job Title	Senior Hybrid Cloud Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$117,538 - \$142,337
Classification	Executive Level 1
Position Number	2024/033
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Internal Services Branch is responsible for managing the Service Centre, application support, quality assurance and testing,

minor projects, the Finance information environment, and it's supporting technology.

The priorities of Internal Services Branch are to:

- Deliver a high standard of support to clients through the Service Centre and Self-Service Portal
- Maintain and enhance the end user desktop environment and its supporting services
- Maintain and enhance both core Departmental and business specific applications and the Finance information environment
- Maintain and enhance core departmental IT hybrid infrastructure and supporting technology platforms
- Deliver business analysis and testing services
- Deliver ICT projects and technology for business projects
- Manage key ICT contracts including the NRI contract.

Duties

ABOUT THE OPPORTUNITY

The Senior Hybrid Cloud Engineer will apply existing knowledge of hybrid cloud implementation including Microsoft Azure and M365. The role will help shape the transition of an initial workload from existing on premises services into a hybrid cloud environment, and will include:

- Manage input to the design, deployment and maintenance of IAAS/PAAS
- Lead technical support and administration for cloud SAAS
- Drive technical support for on premise and future cloud operational environments and project engagements
- Troubleshooting, incident and problem management support associated with IT Environment
- Develop and manage input on system availability, capacity planning, usability and performance management
- Leading technical roadmaps and service improvement activities
- Provide professional advice on best practice implementation in Azure services

On call and after-hours support may be required on occasion.

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.

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

About the Department of Finance

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

To Apply

Position Contact	Saravan Jothiprakasam, (02) 6215 2511
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0736678

Department of Finance

Closing Date: Tuesday 20 February 2024

ICT
Various

Job Title	ICT Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$74,012 - \$84,472
Classification	APS Level 4
Position Number	2024/040
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE DIVISION & BRANCHES

ICT Division enables Departmental and whole of government connectivity and collaboration by providing hardware, software and ICT services that are secure, reliable, scalable and fit-for-purpose.

ICTD is responsible for:

- Delivering ICT Projects and Service Support, to the Department as well as supporting the Parliamentary Document Management System (PDMS).
- Delivering a range of cost effective and innovative whole of government online services and information products.
- Delivering secure telecommunications to whole of government, and
- Ensuring a consistent and strategic approach to the delivery and use of technology across the Department, that delivers value to the Department and whole of government.

ICTD consists of six Branches - CBMS Operations, Governance and Procurement, Government Services, Internal Services, Online Services, and Secure Communications.

Please see the vacancy pack for more information about the Branches within ICTD. Duties

ABOUT THE OPPORTUNITY

The Teams within the ICTD are looking for APS 4s to contribute to responsibilities, including:

- providing an excellent standard of customer service
- providing advice based on professional knowledge
- interpreting and apply professional documentation and produce reports on findings
- developing data gathering and management procedures and tools
- gathering and analysing evidence and data and document and analyse results
- undertaking moderately complex technical tasks or activities
- manipulating and presenting data to contribute to the development of reports
- contributing to the implementation of systems improvement initiatives
- liaising with internal and external professionals to complete assessments or make referrals
- undertaking activities to develop knowledge and expertise in relation to professional skills
- demonstrating effective written and oral communication skills
- working collaboratively across various teams
- providing after hours support on an on call rotating roster.

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.

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About the Department of Finance

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To Apply

Position Contact	Peter Lilley, 02 6215 3746
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0736488

Department of Home Affairs

Closing Date: Saturday 24 February 2024

Major Capability
Sourcing & Vendor Management IT Procurement

Job Title	Procurement Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$77,642 - \$83,632
Classification	APS Level 5
Position Number	JR 131248
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131248/>

About our team

The Sourcing & Vendor Management Branch (SVMB) provides expertise to Information Communications Technology (ICT) and non-ICT capability areas in regard to the ongoing identification and management of key relationships with vendors, delivery partners, service providers and partner agencies. SVMB is a centre of excellence for sourcing and procurement, and subsequent contract management activities.

The Branch is committed to building staff capability through formal training and qualifications relating to procurement and contract management and provides the opportunity to leverage these skills on behalf of the Major Capability and ICT Divisions. SVMB is responsible for leading engagement with people vendors to on board the large contractor workforce utilised by the capability development and delivery areas. This also includes strategic workforce planning and centralised talent acquisition for the Technology and Major Capability Group.

The IT Procurement Section is a centre of excellence that provides subject matter expertise and highly skilled Procurement Officers and Commercial Managers to advise on and undertake all technology and capability related ICT procurements and ongoing commercial management of software and cloud contracts across the Home Affairs Portfolio.

The Section delivers the following end to end services:

- Procurement of IT hardware
- Procurement of IT software, software renewals and services
- ICT contract management for enterprise-wide software contracts to deliver the services agreed, procure new capabilities and ensure ongoing value for money is being met
- Procurement of individual ICT contractor labour hire through to on-boarding (including coordination of ESC requirements and building access) and off-boarding ICT Contractors.

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

Our ideal candidate

We are looking for talented individuals who can:

- Assist with procurement planning in accordance with departmental processes, seeking appropriate approvals when required
- Communicate with stakeholders to assist with resolving procurement and contract issues and assist with negotiations

- Communicate with stakeholders impartially and professionally, providing accurate information, flexible advice and problem solving for moderately complex procurement and contract matters
- Verify invoices, substantiation of service delivery and consistency in charges process
- Assist with the implementation of an effective team and own training and development plan to remedy knowledge and skill gaps.

Our successful candidate will ideally possess the following:

- Willingness to develop in procurement related enabling services
- Professionalism in representing the Department to internal stakeholders
- Interpersonal effectiveness to build rapport and maintain stakeholder relationships
- Ethical decision making and behaviour
- Certificate IV in Government (Procurement and Contracting)

Duties

Duties and responsibilities

APS 5 Procurement Officers are responsible for participating in ICT sourcing activities end-to-end, from market insights and sourcing strategies, to sourcing and procurement transactions through to contract execution, in order to meet the Department's ICT strategy and business requirements in strict adherence to the Commonwealth Procurement Rules (CPR) and guidelines.

The role requires you to apply your professional knowledge and high quality client service delivery skills to deliver practical, defensible value for money solutions for the department.

The APS5 Procurement Officer works under supervision to support the management of procurement that ensures the effective delivery of goods and services and value for money for the Department. They are required to maintain the highest levels of integrity in their interactions with internal stakeholders and thoroughly assess, report and mitigate issues relating to probity according to departmental procedures.

They have detailed knowledge of relevant legislation, frameworks and policies and the procurements they assist in managing.

Duties include:

- Support and conduct ICT procurement preparation activities
- Contribute to ongoing ICT procurement activities
- Communicate with stakeholders and provide advice on simple to complex ICT procurement enquiries
- Contribute to financial management activities
- Undertake capability development
- Support and conduct ICT procurement risk management.

Eligibility

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

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

Notes

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

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

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

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or

other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

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

About the Department of Home Affairs

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

To Apply

Position Contact	Rachel Ryan, 0458 082 414
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/131248/

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Vacancy VN-0736640

Department of Home Affairs

Closing Date: Wednesday 14 February 2024

Ac North & Detention
Operations QLD Operations and Planning - Norfolk Island

Job Title	Border Force Officer - Norfolk Island District Office
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD
Salary	\$61,915 - \$71,136
Classification	APS Level 3
Position Number	131040
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131040/>

About our team

Regional Operations | Ac North & Detention | Operations QLD | Operations and Planning - Norfolk Island

Norfolk Island is an external Australian territory in the Pacific Ocean located approximately 1480 kms southeast of Brisbane. It is one of Australia's most isolated communities. The island is approximately 8kms long by 5kms wide with a coastline that consists almost entirely of cliffs of 60 to 80m high.

There is no natural harbour but there are two roadsteads at Kingston and Cascade. Cargo is unloaded via cranes from ships into lighters, which are then towed to small land wharves for unloading. All domestic fishing vessels are launched and recovered using the same method.

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

Duties

Our ideal candidate

Officers within Operations and Planning are required to be resilient, agile, flexible, and adaptable to new or evolving scenarios and changing priorities, in a fast-paced environment and be ever cognisant of strategic and executive priorities and brief accordingly.

As a Border Force Officer (BFO) in the Norfolk Island District Office, the majority of your tasks will be straightforward although some may have an element of complexity. Working under general direction you will follow legislation and policy frameworks under which you operate to provide advice and guidance on procedural matters.

You will exercise some autonomy about how you perform your work tasks and are responsible for setting priorities and managing the workflow for your role and producing work that is subject to routine monitoring by the APS5 Senior Border Force Officer.

Duties and responsibilities

Your tasks will include performing a range of routine border enforcement duties to support legitimate trade and the lawful movement of people.

As a BFO in the Norfolk Island District Office, you will work closely with your team to deliver outcomes for the Section, Command, broader ABF, and portfolio by:

- Conducting passenger, crew and vessel clearance processing
- Responding to PACE alerts
- Conducting boarding, searching and examination activities
- Supporting airport control room operations
- Participating in maritime and land patrols
- Conducting cargo screening and assessment, both overt and covert
- Supporting import and export documentation assessment and clearance
- Conducting mail screening and examinations

- Contributing to capability development
- Contributing to operational planning and response activities
- Other duties as directed by your supervisor.

Eligibility

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

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

Notes

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

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

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About the Department of Home Affairs

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

To Apply

Position Contact	Mary-anne Rappard, 07 3835 3225
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/131040/

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Vacancy VN-0736696

Department of the Treasury

Closing Date: Tuesday 31 December 2024

Various
Various

Job Title	Executive Assistant Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Perth WA
Salary	\$74,354 - \$88,949
Classification	APS Level 4;APS Level 5
Position Number	Executive Assistant (EA) Register
Agency Website	www.treasury.gov.au

Job Description

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

About the roles

We are seeking high performing candidates to join our Executive Assistant (EA) team at the APS4 and APS5 classifications. We are looking to fill various vacancies at both the APS 4 and APS 5 classification within the Department.

As an employee of Treasury, you will be part of an inclusive and diverse work environment. You will have opportunities to develop professional and personal skills, be supported by a range of employee networks and receive a generous employment conditions including a competitive base salary.

Experience as an Executive Assistant is not required. If you have the following characteristics - we would like to hear from you!

Ideally you will be a motivated self-starter with initiative, high level organisational skills and strong attention to detail. Your people skills will be strong and your can-do attitude, planning and organisational skills and ability to manage workloads including competing priorities will come naturally to you.

Duties

- manage, coordinate and prioritise the workflow of the office to ensure priorities and deadlines are met including diary management, email and telephone enquiries and routine correspondence including emails
- schedule meetings and forward planning (including management of competing priorities) including the collation and completion of meeting papers
- booking of venues for meetings and organising travel and accommodation, logistical support, and catering as required
- provide secretariat support including agendas and meeting minutes and maintain information resources e.g. procedures, processes, documents and planning tools within your work area to foster and support the division's goals and objectives
- maintain confidentiality and model ethical behaviour and practices consistent with the APS Code of Conduct and APS Values
- Financial management including accounts processing, support project and research work or analysis and undertake other administration and coordination tasks as required and
- manage records and use systems including Microsoft Office, PDMS, Tech1 and other tools and share information and knowledge across the Executive Assistant network.

At the APS4 level you will manage the office and diaries of at least one SES Band 1.

At the APS5 level you will manage the office and diary of an SES Band 2 (or equivalent) and mentor and support new and junior staff members and assist Senior Executive Assistants when required.

If this sounds like an opportunity you are interested in, register your interest now! **Eligibility**

To be considered you must:

- be a current APS employee (ongoing or non-ongoing) at the time of applying
- be an Australian Citizen at the register closing date and
- have a minimum Baseline security clearance (either current or previously)

Flexible working arrangements (such as remote work, part time work) will be considered on an individual basis, based on the operational requirement of the role and individual preferences.

Notes

This register has been established to fill Executive Assistant vacancies across the Treasury and will be used to fill the following roles:

- Current ongoing APS employees - Ongoing and temporary transfer opportunities may be offered, under section 26 of the Public Service Act 1999.

- Non-APS employees and those that do not hold an ongoing role within the APS - Non-ongoing opportunities may be offered with an initial engagement of up to 12 months, plus one extension of up to 6 months (totalling a maximum contract period of 18 months)

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

About the Department of the Treasury

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

To Apply

Position Contact	Recruitment@Treasury.gov.au, 06 6263 2222, option 3
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0736347

Director of Public Prosecutions

Closing Date: Monday 19 February 2024

Enabling Services

Job Title	APS6 Financial Accountant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$85,203 - \$97,878
Classification	APS Level 6
Position Number	24-06
Agency Website	

Job Description

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

The Financial Accountant is an important part of the Financial Management & Governance (FMG) Team within the Financial Services Branch headed by the Chief Financial Officer. The FMG Team manages a range of financial functions including statutory and internal reporting, the end of month accounting process, external and internal budgets, financial analysis, procurement support and financial compliance.

The Financial Accountant will support the Senior Financial Accountant in ensuring that CDP's financial records are accurate and up-to-date by running an efficient and timely end of month process and applying appropriate accounting standards, accounting policies and procedures. The Financial Accountant will also actively contribute to the annual financial statements process by coordinating ANAO requests and performing end-of-financial-year (EOFY) tasks as required.

Duties

- **Monthly Reporting Process** – High level of support in the preparation of accurate monthly financial statements. This includes journal processing, preparation of reconciliations and the reporting to external stakeholder such as the Department of Finance through the Central Budget Management System (CBMS).
- **Annual Financial Statement Process** – Contribution to the end-of-financial-year (EOFY) tasks to support the Senior Financial Accountant. This includes preparation of draft position papers, assisting with ANAO audit requests and the preparation of CBMS annual reporting and supplementary reporting packs.
- **Asset Accounting** – Management of asset and lease accounting including the asset register in the financial system (TechnologyOne), and the annual stocktake process.
- **Continuous Improvement** – Actively support management in the implementation of business improvements projects. Assistance with the ongoing development and improvement of accounting policies and procedures.

Eligibility

- The ability to obtain and maintain a AGSVA Baseline clearance
- Australian Citizenship
- Tertiary qualifications in accounting or commerce

Desirable

- Hold membership, or in the process of obtaining membership, with a professional accounting body (ie, CA / CPA)

Notes

Please refer to the Candidate Information Pack for details.

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 Director of Public Prosecutions

To Apply

Position Contact	Tara Giess, 02 6206 5704
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0735741

Independent Health and Aged Care Pricing Authority

Closing Date: Tuesday 20 February 2024

Independent Hospital Pricing Authority Division
Aged Care Policy and Communication Branch Aged Care Policy (Support at Home) Section

Job Title	APS Level 6 - Policy Officer, Aged Care Policy (Support at Home) Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	24-IHACPADIV-22545
Agency Website	

Job Description

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

The Independent Health and Aged Care Pricing Authority (IHACPA) is seeking an engaged and motivated policy officer to support the important work of the Support at Home Policy section.

Duties

The Policy Officer position supports the section with policy development and implementation, and is required to coordinate and manage multiple priorities within defined timeframes to achieve results. This includes but is not limited to:

- providing support to the section's Policy Managers and the section Director to deliver on the work plan and priorities
- undertaking duties relating to policy projects which may include:
 - o the development of an independent process to advise the Government on aged care pricing issues, including under the AN-ACC funding model; or
 - o the IHACPA Three Year Data Plan and agency policies.
- supporting the public submissions processes for key IHACPA consultation processes
- contributing to ministerial, Pricing Authority, committee, and other papers, and correspondence, within the determined timeframes
- supporting the development and review of policies, procedures and frameworks, as required, in order for IHACPA to effectively undertake its role
- contributing to stakeholder management which may include preparing agendas, minutes and papers for various committees and meetings
- researching, analysing and identifying solutions on issues to support and contribute to the work of the section and branch
- supporting the section with ad-hoc projects, administration and procurement.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.

Notes

Applications close 11:30PM AEDT.

Applicants should quote reference number **24-IHACPADIV-22545** to assist when making an enquiry.

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

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a

specified term basis for an initial period of 12 months with the possibility of extension.

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 Independent Health and Aged Care Pricing Authority

The Independent Hospital Pricing Authority (IHPA) was established under the National Health Reform Act 2011 (NHR Act) (Cwlth) to improve health outcomes for all Australians. Its primary responsibility has been to enable the implementation of national activity based funding of public hospital services through the annual determination of the national efficient price and national efficient cost. These determinations play a crucial role in calculating the Commonwealth funding contribution to Australian public hospital services, and offer a benchmark for the efficient cost of providing those services as outlined in the National Health Reform Agreement. On 12 August 2022 amendments to the NHR Act came into effect changing IHPA's name to the Independent Health and Aged Care Pricing Authority (IHACPA) and expanding its role to include the provision of costing and pricing advice on aged care to the Commonwealth Government.

To Apply

Position Contact	Helen Stark, (02) 8215 1164
Agency Recruitment Site	https://www.ihacpa.gov.au/careers

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Vacancy VN-0735755

Independent Health and Aged Care Pricing Authority

Closing Date: Tuesday 20 February 2024

Independent Hospital Pricing Authority Division
Aged Care Policy and Communications Branch Aged Care Policy (Support at Home) Section

Job Title	Executive Level 1 - Policy Manager, Aged Care Policy (Support at Home) Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	24-IHACPADIV-22608
Agency Website	

Job Description

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

The Independent Health and Aged Care Pricing Authority (IHACPA) is seeking an experienced Policy Manager to support the work of the Aged Care Policy team at IHACPA

Duties

The Policy Manager supports the Executive Director, Aged Care Policy and Communications and the Director, Aged Care Policy (Support at Home) in the development and implementation of a number of IHACPA aged care policies. Specific responsibilities include:

- Overseeing the public submissions processes for IHACPA's aged care Pricing Framework public consultations
- Developing ministerial, Pricing Authority, committee and other papers and correspondence within the timeframes determined by the CEO and Executive Directors
- Developing and reviewing policies, procedures and frameworks, as required, to support IHACPA in effectively undertaking its role
- Establishing and managing relationships with internal and external stakeholders
- Undertaking policy research as required for the Director and Executive Director
- Representing IHACPA at industry conferences and events as required.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.

Notes

Applications close 11:30PM AEDT.

Applicants should quote reference number **24-IHACPADIV-22608** to assist when making an enquiry.

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

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of 12 months with the possibility of extension.

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 Independent Health and Aged Care Pricing Authority

The Independent Hospital Pricing Authority (IHPA) was established under the National Health Reform Act 2011 (NHR Act) (Cwth) to improve health outcomes for all Australians. Its primary responsibility has been to enable the implementation of national activity based funding of public hospital services through the annual determination of the national efficient price and national efficient cost. These determinations play a crucial role in calculating the Commonwealth funding contribution to Australian public hospital services, and offer a benchmark for the efficient cost of providing those services as outlined in the National Health Reform Agreement. On 12 August 2022 amendments to the NHR Act came into effect changing IHPA's name to the Independent Health and Aged Care Pricing Authority (IHACPA) and expanding its role to include the provision of costing and pricing advice on aged care to the Commonwealth Government.

To Apply

Position Contact	Helen Stark, 0430143849
Agency Recruitment Site	https://www.ihacpa.gov.au/careers

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Vacancy VN-0736697

National Heavy Vehicle Regulator

Closing Date: Monday 12 February 2024

Operations
Northern Region (Queensland) Far North Sector

Job Title	Principal Safety & Compliance Officer
Job Type	Full-Time, Ongoing
Location	Townsville QLD, Cairns QLD
Salary	\$130,347 - \$130,347
Classification	
Position Number	2437
Agency Website	

Job Description

<https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&s.JobIDs=492580&SourceTypell>

Duties

About the role

With the transfer of heavy vehicle regulatory services from the Department of Transport and Main Roads to the NHVR set to occur in April 2024, we are now recruiting for our Queensland team.

Our Principal Safety and Compliance Officers are passionate about serving the community and making a difference. They manage teams of enforcement operations staff, with the support of our Senior Safety and Compliance Officers.

Key to the role is providing leadership to your teams by striving for continuous improvement, and implementing and coordinating operational plans, outputs and outcomes. You will support leaders and encourage staff to be open to new ways of working.

You will work cohesively across your teams, the broader Operations division and throughout the heavy vehicle industry to ensure the effective delivery of on-roads activities and road safety initiatives.

This role manages sites across the Far North Sector and teams in Cairns and Townsville, and you will therefore spend regular time across both locations and on the field. Flexibility to occasionally work outside normal hours and travel intrastate to connect with the broader division is a part of the role.

What's on offer

We are offering a full time, permanent position based in Townsville or Cairns, commencing in March 2024. Some of the key benefits include:

- Ongoing professional development and support
- Rostered day off and additional leave during the Christmas closure
- Up to 14.25% superannuation with co-contribution scheme
- Access to wellbeing programs including Fitness Passport and discounted health insurance
- Access to salary packaging including novated lease

Eligibility

You will have strong experience in leading and managing large, geographically dispersed teams. This experience will include managing sensitive matters (WHS incidents and performance or disciplinary issues), resources, budget and operational infrastructure.

High level interpersonal and communication skills are required to deliver excellent customer service, foster effective relationships and handle potential conflict, with both internal and external stakeholders.

You will demonstrate a strong commitment to safety, with knowledge of the heavy vehicle industry or background in a regulatory environment being beneficial.

Application process

We look forward to receiving your application, including CV and cover letter (no more than 2 pages).

Applications close 11:55pm, 11 February 2024.

To view the position description, visit <https://careers.nhvr.gov.au/jobs/search>. For any queries, please feel free to contact NHVR Recruitment via recruitment@nhvr.gov.au.

Successful applicants will be required to complete a national police and work rights check.

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

Notes

About the National Heavy Vehicle Regulator

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

To Apply

Position Contact	Ruth Bond, 07 3007 0039
Agency Recruitment Site	https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&s.JobIDs=492580&S

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Vacancy VN-0736663

National Library of Australia

Closing Date: Monday 19 February 2024

Corporate Program Management Office

Job Title	APS 6 - Procurement Business Partner
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Parkes ACT
Salary	-
Classification	APS Level 6
Position Number	106098
Agency Website	

Job Description

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

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

We are seeking to fill the role of **Procurement Business Partner (APS 6)** on an ongoing basis.

Duties

Are you a highly experienced leader who can work with external and internal stakeholders to drive organisational change?

Do you set a high standard with a focus on procurement and continuous improvement for service delivery and support? If so, this role is for you!

We are looking for an experienced and motivated Procurement Business Partner to provide expert advice and support to address complex procurement needs.

As part of a small dynamic team, you will work collaboratively with stakeholders, review critical procurement documentation and assist with procurement projects on behalf of the Library.

The work of the team is dynamic and high-profile, a capacity to focus in a high-pressure environment, provide leadership and support to others, and demonstrate positivity and resilience to achieve objectives even in difficult circumstances is important.

Our ideal candidate will play an integral part of driving changes to improve the way procurement services are delivered to internal staff and how the branch supports external stakeholder enquiries and service delivery. We are seeking someone who will deliver high quality outcomes through developing and maintaining ongoing and effective relationships that are user centred and service focused.

Eligibility

To see you succeed in this role it is desirable that you hold a Certificate IV or Diploma in Government (Procurement and Contracting).

Applicants should be Australian citizens to be eligible for APS employment.

The preferred applicant will be required to be able to obtain and maintain a Baseline security clearance.

Notes

We encourage and welcome applications from people with disability, First Nations Peoples, those from the LGBTIQ+ community, people from culturally and linguistically diverse backgrounds, those in the veteran community and mature age people.

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies.

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

About the National Library of Australia

To Apply

Position Contact	Nikki Ordanic, (02) 6262 1567
Agency Recruitment Site	https://nla.nga.net.au/cp/

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Vacancy VN-0736687

Office of National Intelligence

Closing Date: Sunday 18 February 2024

Job Title	APS5 & APS6 HR Officers / Advisors – Recruitment
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$86,404 - \$109,057
Classification	APS Level 5;APS Level 6
Position Number	016_02/24_S_W
Agency Website	

Job Description

<https://www.oni.gov.au/vacancies>

ONI is recruiting for a number of HR Officers and Advisors for Recruitment.

We are looking for experienced Recruitment Professionals with a passion for stakeholder engagement and service improvement. These are multi-dimensional roles that provide quality HR advice and services across the full employee lifecycle. You will work in collaboration with the broader HR team to provide an integrated and client focused approach to human resources.

These roles involve the operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions.

As a HR Officer or Advisor you will be part of the Human Resources Branch and may assist in developing and implementing HR initiatives, strategies and process improvements, across a range of HR functions. You will work closely with internal and external stakeholders, to deliver outcomes, provide best practice advice underpinned by research, support service providers for an improved employee experience, and assist in the day-to-day operations of the team.

Duties

As a HR Officer or Advisor in Recruitment, you may:

- Support and lead end-to-end recruitment processes, including managing the requisition process, posting jobs, facilitating candidate screening and assessment processes, and offer management.
- Provide advice on recruitment best practices, APS policy requirements, market trends, and talent acquisition strategies.
- Provide generalist HR support, advice and coaching to managers/supervisors and employees, including the interpretation of relevant policy and procedures relevant to HR.

- Collaborate with HR and hiring managers to understand and manage their establishment and ASL, and develop solutions to support their resourcing needs.
- Utilise recruitment technologies and platforms to streamline processes and enhance candidate experience.

Our ideal candidate would have:

- Experience in one or more HR functions. For example, payroll, recruitment, HR strategy, learning & development, workforce analytics or business partnering.
- Adaptability and flexibility to accommodate changing demands and provide responsive services to meet client' needs, bringing a 'solutions' focus to moderately complex people problems.
- Strong interpersonal skills and the ability to establish rapport with diverse stakeholders.
- Strong analytical and problem-solving abilities, with a keen eye for detail.
- A continuous improvement mindset in everything you do.

In addition to the above, candidates applying at the APS6 level should have

- The ability to lead, manage and contribute to a collaborative and supportive culture.

Desirable attributes:

- Knowledge of APS employment frameworks, payroll practices or recruitment guidelines will be highly regarded.
- Human resources qualifications and/or AHRI certification are desirable but not essential.

Eligibility

- You must be an Australian citizen.
 - Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.
- You must have a checkable background.
 - Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.
- You must be willing to undergo a comprehensive security suitability assessment.
 - Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

For detailed information about this role, please refer to the downloadable candidate information kit, which can be accessed by clicking the Apply Now button.

About the Office of National Intelligence

To Apply

Position Contact	Human Resources, -
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0736533

Therapeutic Goods Administration

Closing Date: Monday 26 February 2024

Medicines Regulation Division
Scientific Evaluation Branch Toxicology Section

Job Title	Executive Level 2 - Principal Toxicologist (Several Positions)
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT, Melbourne VIC, Brisbane QLD
Salary	\$133,555 - \$158,121
Classification	Executive Level 2
Position Number	23-MRDIV-21454
Agency Website	

Job Description

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

We are seeking a highly motivated senior scientist to join the Toxicology Section to lead a team in the risk evaluation of a wide variety of medicines, chemicals and substances used in human therapeutics in Australia.

Successful applicants will be responsible for the analysis and critical evaluation of complex nonclinical data in support of the safety of new and existing human therapeutics, with a particular focus related to the nitrosamine impurities in medicines. You will need to have a background in one of the biological sciences; demonstrate strong analytical and problem-solving skills; understand the regulatory landscape for therapeutic goods, and be an excellent writer and communicator.

Applicants will want to show that they have initiative, meet deadlines, can lead a team, and engage positively with feedback and continuous learning.

Duties

- Lead and manage a team of toxicologists and be responsible for coordinating the evaluation of nonclinical data submitted in support of the registration of therapeutic goods, including advanced therapies.
- Lead a multidisciplinary team responsible for the risk assessment and management of nitrosamine impurities in medicines.
- Independently review and prepare as required comprehensive written scientific/toxicological reports that include consideration of

the risk(s) associated with the use of the therapeutic good and its management.

- Provide strategic and expert toxicological advice on the regulation of human therapeutics, including managing the risks posed by nitrosamine impurities in medicines, and consider the wider implications to the TGA when recommending regulatory decisions on these products.
- Lead and engage in high-level discussions with internal and external stakeholders, including international regulatory counterparts, to develop guidance and provide advice on pharmaco-toxicological matters.
- Contribute to the efficient and effective functioning of the Toxicology Section as part of the Toxicology Leadership Team, including the management of local resources, delivery of technical reports and advice, meeting statutory timelines, strategic planning, measuring performance and promotion of business improvements.
- Prepare, review and provide expert assessment of guidelines and policy documents relevant to the nonclinical aspects of therapeutic goods, at the international level.
- Promote the high quality output of the Toxicology Section by: building team capability through ongoing coaching, learning & development and supervision of staff; contributing to various projects and responsibilities within the section and branch; engaging with the branch, other areas within the TGA; and seeking opportunities to enhance the technical and professional expertise of our staff.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.

Mandatory Qualification:

To be eligible for this position applicants must hold a relevant postgraduate qualification in biological sciences from an Australian tertiary institution, or comparable overseas qualifications.

Notes

Applications close 11:30PM AEDT.

Applicants should quote reference number **23-MRDIV-21454** to assist when making an enquiry.

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

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

About the Therapeutic Goods Administration

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

To Apply

Position Contact	Dr Chris Schyvens, 02 6289 2900
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Agriculture, Water and the Environment

Vacancy VN-0735145

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 19 February 2024

Finance & Investment
Funding & Revenue Levies Compliance

Job Title	Levies Administration and Debt Support Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$72,002 - \$78,386
Classification	APS Level 4
Position Number	2023/3216
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Finance and Investment Division supports the department to be efficient, effective, and financially sustainable. The division provides strategic financial advice and support to the department, the offices of the minister and to industry stakeholders. The division delivers on business objectives by partnering with the department, providing high quality customer service, advice and support and a nationally consistent approach to business, with consideration to the government's fiscal environment, its significant reform agenda, and the department's imperative to maintain financial sustainability.

The Funding and Revenue branch is the 'policy' arm of Finance Division. Our work requires public service professionals in administrative, policy and financial roles that come together under the leadership of our directors. We are the perfect place to come if you are a policy, operational or administrative officer who is looking to add some corporate experience to your resume. Our work is often high profile and we often get to engage directly with the department's external stakeholders including industry, representative groups and our Ministers.

The Levies compliance team is responsible for the delivery of an annual risk-based compliance program that encourages levy payers to voluntarily comply with legislation and provides assurance to government and industry stakeholders that levy collections are materially complete. The Levies Administration and Debt Support Officer provides administrative support to the Levies Debt Management Officer in the completion of debt collection activity across all Australian States and Territories.

The Job

Under the direction of the Levies Debt Management Officer and Regional Manager, duties will include:

Levy Payer Engagement

- Making initial contact with levy payers to follow up on outstanding levy returns, ensuring timely compliance with payment obligations.
- Engaging with levy payers in a professional and customer-centric manner to address queries and encourage adherence to regulatory requirements.

Debtor Interaction

- Making initial contact with debtors to confirm the existence of debt, obtain acknowledgement of amounts owed, and request payment within specified timeframes.
- Using effective communication skills to navigate conversations surrounding outstanding debts and negotiating suitable repayment arrangements.

Document Preparation

- Administering and preparing internal documents in adherence to established guidelines and compliance standards.
- Ensuring the accuracy and completeness of documentation.

Stakeholder Liaison

- Collaborating and liaising with Receivers/Managers, Administrators, and Liquidators to facilitate seamless debt recovery efforts and align processes.

Monthly Statement Preparation

- Preparing and dispatching monthly statements to debtors, providing transparent and comprehensive information about their outstanding debts.

Payment Processing

- Receiving and processing EFTPOS payments from debtors, accurately recording transactions and allocating funds to the appropriate accounts. Small Batch Write Offs (SBWO)
- Reviewing and managing Small Batch Write Offs monthly, ensuring proper documentation and adherence to policies.

Debt Checks and Internal Liaison

- Conduct debt checks and maintaining effective communication with internal accounts payable sections to ensure accurate financial records.

General Administrative Support

- Providing administrative support to the Adelaide compliance team and Levies Debt Management Officer.
- Assisting with data entry, document preparation, filing, and other administrative tasks as required.

Duties

What we are looking for

Knowledge and experience

- Previous experience in administration, debt recovery, accounts receivable and/or customer service would be advantageous.
- Experience working as part of a team, building and sustaining relationships with internal and external stakeholders to deliver outcomes.

Skills and capabilities

- Proficiency in data entry, record-keeping, and written communication.
- Sound communication and interpersonal skills with the ability to collaborate effectively with internal and external stakeholders, levy payers and debtors.
- Ability to work autonomously and manage competing priorities.
- Strong problem-solving skills and the ability to navigate challenging interactions with diplomacy.

Eligibility

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry you must be an Australian citizen.

Security Clearance - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Notes

Please Note: 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 vacancies in the branch where the duties are of a similar nature.

Contact

Name: Ebony Herbert

Phone number: 0407 764 421

Please note that Ebony works part time hours: 7:30 am to 3:30 pm - Mondays, Tuesdays, Thursdays, and Fridays.

Email address: Ebony.Herbert@aff.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 Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Ebony Herbert, 0407 764 421
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0735936

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 19 February 2024

Finance & Investment
Financial Operations Accounts Receivable and Debt Management

Job Title	ARDM Team Supervisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2024/72
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The **Accounts Receivable and Debt Management (ARDM) Section** is responsible for a number of functions including:

- The department's debt management and recovery processes.
- Engaging with internal programs to initiate withdrawal of service, registration suspension/revocation notifications.
- Communication and action of administration and liquidation notifications.
- Accounts receivable and payment processing.
- Client invoicing and uploads from external billing systems.
- High volume transaction processing and account reconciliations.
- Liaising with external and internal stakeholders.
- Client billing enquiries and complaints on the AR helpline.

Duties

The Job

The preferred applicant should be a self-motivated team player, innovative and foster a collaborative approach to achieving objectives. The role demands a high level of accountability, resilience, ability to prioritise work, attention to detail, meet deadlines and possess proficiency in using a financial management information system. The preferred applicant will have demonstrated experience in staff supervision with the ability to support a small team to deliver high quality client service delivery outcomes.

The Account Receivable and Debt Team Supervisor undertakes the following duties:

- Managing relationships and negotiating with clients in more complex debt management matters with a view to collecting outstanding debt.
- Resolving escalated client issues and referring them to appropriate internal program areas when necessary.
- Establishing and maintaining productive working relationships with internal and external stakeholders.
- Undertaking general ledger and client account reconciliations, including investigation of unallocated payments, and seeking to have funds applied and reconciled.
- Preparing high quality correspondence and reports for clients, stakeholders and management relating to accounts receivable and debt management activities.

- Providing day to day support to team, training, and direction for new starters.
- Assisting and supporting the management team of the section.
- Monitoring and updating working procedures for the section.
- Contribute to projects/system improvements that affect the team operations.
- Undertaking a broad range of administrative tasks to support the section activities, as required.

Eligibility

What we are looking for

Knowledge and experience

The preferred applicant will have:

- Good interpersonal skills to effectively communicate and manage customer expectations at varying levels.
- Effective organising skills in allocating and coordinating daily team operations.
- Demonstrated relationship management experience.
- Demonstrated experience in managing or supervising accounts receivable and debt management functions.

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	Kylie Baker, 0466 006 663
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0736276

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 19 February 2024

Biosecurity Operations
Mail Policy & Operations & Finance Data & Automation

Job Title	Automation Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/2989
Agency Website	https://www.agriculture.gov.au

Job Description

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

Mail Policy and Operations & Finance develops policy and controls whilst delivering regulatory screening and inspections of international mail to manage biosecurity risks. The pathway also builds capacity within the Biosecurity Operations Division to assess, enable and support current and future business needs. The branch improves the capability of the division to deliver strengthened regulatory performance through the management of the division through ICT systems and reforms, the Project Management Office, ensuring the division has appropriate resources, corporate and governance arrangements, and change assessment and management.

BOD Data & Automation (BDA) section oversees the division's investment in, and adoption of, automation solutions that increase efficiency and accuracy, and improve staff experience. The section also delivers divisional data capability including reporting and analysis that connects decision makers to insights that better inform their decisions. These capabilities are supported by project management framework and business analysis.

The Job

The Automation Officer role involves supporting an automation platform including using and creating knowledge base articles, diagnosing and rectifying software and hardware issues, and includes but is not limited to:

- Support project planning and requirements gathering.
- Under guidance, maintain and develop robotic process automation (RPA) solutions.
- Create accurate and clear technical and governance documentation.
- Collaborate with various stakeholders to understand, capture, and document requirements, risks, and solutions.
- Assure the quality of the automation through various testing and quality assurance processes.
- Deliver training on automation solutions to operational staff and build stakeholder understanding of automation concepts

Duties

Knowledge and experience

- Qualification and/or experience with technical support, software development, or robotic processing automation
- Knowledge of business analysis and agile software development practices
- Experience working in and with multidisciplinary teams, and in building and maintaining productive working relationships across teams

•An existing understanding or experience related to the operational context in which biosecurity operates, or ability to quickly develop this knowledge.

Skills and capabilities:

- Ability to apply technical IT skills to deliver process improvements.
- Strong organisational skills with an ability to work in a dynamic environment with continually evolving processes and facing multiple deadlines.
- Ability to reason through problems and presenting ideas.
- Ability to provide clear and concise written and verbal communication and tailor messages to the audience.
- Ability to develop and maintain strong working relationships with stakeholders and manage expectations.
- A willingness to provide and welcome feedback.
- Ability to contribute to and maintain a positive team culture.
- Use of Microsoft applications such as Power BI, Azure Platform including DevOps, Word, Excel, PowerPoint, SharePoint, Teams

Eligibility

Citizenship - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry you must be an Australian citizen.

Security Clearance - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

MSIC and ASIC Licences – If the position requires unescorted access within an aviation or maritime security zone, you will be required to obtain and maintain an Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC)

The successful applicant must:

- Meet Department of Agriculture, Fisheries and Forestry health and security requirements.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures as required.

Notes

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

Flexible working arrangements

We are open to discussing flexible working arrangements. Please speak with the position contact officer, prior to submitting your application.

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	Tim Baddeley, Mobile: 047 827 0898
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0736401

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 19 February 2024

Biosecurity Operations
Mail Policy & Operations & Finance Data & Automation

Job Title	Automation Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$72,002 - \$78,386
Classification	APS Level 4
Position Number	2023/2990
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Mail Policy & Operations and Finance branch within BOD encompasses sections including mail policy and operations, divisional finance and cost recovery, governance, and planning, change and communications, project management, information communications technology reform, divisional data, and automation capability.

BOD Data & Automation (BDA) section oversees the divisions investment in, and adoption of, automation solutions that increase efficiency and accuracy, and improve staff experience. The section also delivers divisional data capability including reporting and analysis that connects decision makers to insights that better inform their decisions. These capabilities are supported by project management framework and business analysis.

Duties

The Job

The Automation Support Officer role includes but is not limited to:

- Support an automation platform including creating and using knowledge base articles, diagnosing and rectifying software and hardware issues.
- Engage with various stakeholders to provide guidance and support in the use of robotic process automation (RPA) solutions and to troubleshoot issues.
- Under guidance, support quality assurance and testing procedures by creating, executing, and evaluating the results of automation test cases.
- Actively monitor and respond to technical support requests, user queries, and technical health indicators to ensure the effective functioning of live automations.
- Independently problem-solve, assess impacts, and escalate to senior team members as appropriate.

Please note that this recruitment process will initially be used to fill one ongoing vacancy in the section and that this role may be able to be performed from any of the locations listed above. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing and non-ongoing vacancies in the

What we are looking for

Knowledge and experience

- Qualification and/or experience with technical support, software development, or robotic processing automation (RPA).
- Knowledge of business analysis and agile software development practices.
- Experience working in and with multidisciplinary teams, and in building and maintaining productive working relationships across teams.
- An existing understanding or experience related to the operational context in which biosecurity operates, or ability to quickly develop this knowledge.

Skills and capabilities

- Digital literacy skills and demonstrable ability to quickly learn and utilise new systems and applications.
- Strong written and verbal communication skills.
- Ability to effectively communicate with peers, management, and stakeholders.
- Strong organisational skills with an ability to work in a dynamic environment managing competing priorities.
- Strong analytical and problem-solving skills to investigate problems and effectively escalate issues when appropriate.
- A willingness to give and welcome feedback.
- Ability to contribute to and maintain a positive team culture.
- Use of Microsoft applications such as Power BI, Azure Platform including DevOps, Word, Excel, PowerPoint, SharePoint, Teams.

Eligibility

Citizenship - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry you must be an Australian citizen.

Security Clearance - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

MSIC and ASIC Licences – If the position requires unescorted access within an aviation or maritime security zone, you will be required to obtain and maintain an Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC). - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry you must be an Australian citizen.

Notes

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

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	Tim Baddeley, 0478 270 898
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0736683

Administrative Appeals Tribunal

Closing Date: Sunday 30 June 2024

Job Title	Non-ongoing (Temporary) Employment Register
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Perth WA, Sydney NSW, Melbourne VIC
Salary	\$56,106 - \$154,312
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	Several Positions
Agency Website	http://www.aat.gov.au/

Job Description

<https://www.aat.gov.au/about-the-aat/working-at-the-aat>

Duties

The Administrative Appeals Tribunal (AAT) conducts independent merit reviews of administrative decisions made under Commonwealth and Norfolk Island laws. We review decisions made by Australian Government ministers, departments and agencies and, in limited circumstances, decisions made by state government and non-government bodies. The AAT aims to make our review process accessible, fair, just, economical, informal and quick.

The Australian Government has introduced legislation that would abolish the Administrative Appeals Tribunal and establish a new federal administrative review body to be named the Administrative Review Tribunal (ART).

Throughout the year, the AAT may require people to fill short-term or project-based work on a

full-time, part-time or intermittent/irregular (casual) basis in the following areas:

- Accounting and Finance
- Administration and customer service
- Communications and Marketing (including stakeholder management)
- Data and Research
- Human Resources
- ICT and Digital Solutions
- Information and Knowledge Management
- Intelligence
- Legal and Parliamentary
- Monitoring and Audit
- Policy
- Portfolio, Program and Project Management
- Service Delivery
- Senior Executive

Position vacancies for the above job categories will arise at varying periods of time based on the relevant workload demand and need of the work areas. We anticipate that most opportunities will be at the APS2, APS3 and APS4 levels working in Customer Service/Administration. This work involves client contact, customer service, processing review applications, and assisting with hearing arrangements.

Positions supporting the AAT's transition to the Administrative Review Tribunal (ART) may also be available at various APS levels. These positions may include project management, legal, policy, administration and stakeholder engagement roles. If you are interested in these types of positions, you are encouraged to register your interest as soon as possible.

Non-ongoing opportunities will be offered for a specified term. Opportunities will be offered for varying periods up to 18 months with a possibility of extension.

Please Note: If you are only interested in an Associate role you can submit your application to the Associate Employment Register on our [Career Opportunities](#) page.

How to apply:

To lodge your application, select the 'apply' button below. A current resume should be attached to your application. Please attach your Resume/CV and a statement of capability (maximum 400 words) against the area that you have expressed interest in working for and your current resume.

The Temporary Employment Register will close **11:45 pm (AEST) on Sunday 30 June 2024**. If you wish to remain on our register after this date you will need to reapply.

Please contact AAT Recruitment Services on (02) 9276 5443 or recruitment@aat.gov.au for assistance with accessing our website or with lodging your application.

Eligibility

To be eligible for non-ongoing (temporary) employment with the AAT you:

- must be an Australian Citizen
- must be able to satisfy a National Australian Federal Police Records check

- must satisfy any relevant mandatory qualification requirements or security assessment where applicable to the position
- must undertake a health assessment

Notes

About the Administrative Appeals Tribunal

The Administrative Appeals Tribunal (AAT) plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The AAT can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The AAT comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. The AAT will be transitioning to a new merits review body, to be called the Administrative Review Tribunal, in 2024. You can learn more about the AAT here: <https://www.aat.gov.au/about-the-aat>. Information about the reform of the federal administrative review system can be found on the Attorney-General's website: <https://www.ag.gov.au/>.

To Apply

Position Contact	AAT Recruitment Services, 02 9276 5443
Agency Recruitment Site	https://www.aat.gov.au/about-the-aat/working-at-the-aat

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Attorney-General's

Vacancy VN-0736679

Australian Federal Police

Closing Date: Sunday 18 February 2024

Chief Operating Officer L& D Investigations and Operational Learning

Job Title	Team Member Strategic Coordination
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,821 - \$95,010
Classification	APS Level 5
Position Number	12678
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12678/>

Did you know?

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

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

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

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

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Member Strategic Coordination.

The Strategic Coordination team sits within the Learning and Development Command, providing a central management point for Investigations and Operational Learning (IOL) business activities and utilises its diverse capabilities to deliver strategic output and advice.

As a member of the Strategic Coordination team you will be responsible for providing coordination and support on a range of strategic and emerging issues for IOL and the Learning and Development Command more broadly. You will work closely with stakeholders to support the strategic priorities of the Learning and Development Command, including taking opportunities to work across teams.

To enable IOL to deliver on their purposes, the Strategic Coordination team utilises internal capabilities as well as facilitating stakeholder engagement with key business partners to coordinate activities across the following (but not limited to):

- Ministerial

- Reporting obligations including annual reporting; ANZPAA reporting; ANAO reporting; KPI and adhoc reporting
- Strategic communications through development of key messaging
- Talent hunting and strategic workforce management
- Coordinating and value adding to the contribution of the Learning and Development Command strategic plan
- Provide strategic support and surge capacity to IOL training and projects

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

What will you do?

- Undertaking a range of operational support and administrative tasks for IOL.
- Coordination and management of content, advice and briefings for various forums/audiences as well as provide secretariat support as needed.
- Regular engagement with stakeholders to ensure clear communication to coordinate the completion of tasks within agreed timeframes.
- Compilation of reporting to strategic forums.
- Build and maintain relationships with internal and external stakeholders.
- Adaptability to perform various duties in support of Learning and Development Command priorities.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Excellent communication and interpersonal skills.
- High level customer service skills.
- Ability to work effectively in a small team environment including sharing information with other team members.

Desirable Requirements

The following skills and/or experience would be highly regarded:

- Tertiary qualifications in relevant field.
- Relevant qualification or extensive experience and knowledge in area of expertise.

Notes

This position is an AFP Band level 4.

This advertisement is to fill current vacancies and create a merit pool for future ongoing or non-ongoing vacancies arising over the next 12 months.

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

About the Australian Federal Police

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

To Apply

Position Contact	Lisa Low, 02 5126 5144
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12678/

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Attorney-General's

Vacancy VN-0736655

Australian Human Rights Commission

Closing Date:Friday 16 February 2024

Job Title	Web Content Producer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	APS Level 6
Position Number	N/A
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs>

The Digital Content Producer position focuses on managing the publishing of policy content using Drupal CMS. Working with policy experts, this position will be responsible for optimising and publishing policy content on the Australian Human Rights Commission

(AHRC) website and related websites.

This role also involves providing content editing support to colleagues, while improving the brand through the publishing of high-quality content.

The Digital Content Producer will report to the Digital Content Manager and work collaboratively with policy teams across the Commission, and other internal stakeholders, to ensure digital content is findable, engaging, polished and accessible.

Duties

1. Managing the policy content publishing process of specific areas of the AHRC website
2. Quality assuring engaging content, paying close attention to accuracy and standards.
3. Ensuring all policy content produced is high quality and aligned with our brand, including tone of voice, messaging and visual identity guidelines.
4. Publishing of content items using Drupal CMS. Content items include:
 - Reports and submissions
 - Publications
 - Landing pages
 - And other web content
5. Resolve content issues across large volumes of content. Content issues include:
 - Broken links
 - Spelling errors
 - Missing or incomplete metadata
 - Missing alt tags
 - Duplicate content
 - Outdated content
 - Accessibility issues
 - And other web content quality issues
6. Archive specific webpages and set up redirects
7. Migrating content to the AHRC website
8. Tag content for optimal search and retrieval
9. Track progress of content improvements
10. Identify opportunities to cross reference content to enhance the user journey
11. Write new metadata descriptions
12. Coordinate with Content Editors to ensure content is updated within agreed timelines
13. Assist other Content Editors to update their content
14. Basic reviews of Google Analytics data regarding page views
15. Ensure the website adheres to relevant standards and guidelines, including accessibility (WCAG 2.1) AA standards.
16. Maintain documentation of web processes and proactively seek to improve processes
17. Ensure that the APS Values, Employment Principles and Code of Conduct are promoted and applied within the workplace.

Eligibility

1. Content publishing experience
2. Experience of Content Management Systems (especially Drupal) will be highly regarded
3. Experience with working with policy web content will be highly regarded
4. Must be internet savvy, with a passion for digital media and web content best practice
5. Excellent spelling and grammar are critical competencies
6. Champion the brand guidelines to ensure professional and consistent branding and communication materials
7. 4 + years' experience in the digital content space

8. A good understanding of digital analytics and experience with creating high level reports of actionable insights.
9. Ability to build effective relationships with policy experts and content creators
10. Good organisational skills and ability to work in team environment.

Notes

About the Australian Human Rights Commission

To Apply

Position Contact	Tim McQueen, 0292849600
Agency Recruitment Site	https://humanrights.gov.au/about/jobs

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Attorney-General's

Vacancy VN-0736541

Federal Court of Australia

Closing Date: Monday 19 February 2024

Federal Court of Australia
Court and Tribunal Services

Job Title	Client Service Officer
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	\$68,643 - \$74,529
Classification	APS Level 4
Position Number	8339
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The Federal Court has a wide jurisdiction, so Client Service Officers must be flexible in their approach to work and be willing to learn and adapt to new procedures.

The successful applicant will have excellent communication skills with the ability to effectively liaise with a diverse range of stakeholders. They will also need the ability to understand and apply complex rules and regulations combined with careful attention to detail.

The role operates within a small team and forms part of the broader registry team. All staff are expected to be flexible and adaptable to moving across teams as required, in response to work demands, staff leave and other operational reasons.

Duties

- Attending to telephone, counter, eLodgment and email enquiries.
- Providing accurate procedural advice when interpreting various rules & regulations of the Federal Court and FCFCOA.
- Assessing court documentation for completeness, ensuring prescribed forms are used and in compliance with court rules.
- Generating invoices, ensuring correct fees are paid and that all hearing fees are correctly applied and invoiced.
- Managing the receipting and collection of relevant monies.
- Managing the debt management and recovery system in the Federal Court as it is a manual system utilising information recorded in Excel Spreadsheets. The debt management system for the FCFCOA is an automated system managed through the Courts case management system, Casetrack 2.
- Updating information on the Court's case management systems, maintaining a high degree of accuracy in data entry.
- Providing high quality docket support to FCFCOA Judges.
- Court Officer duties as required; courtroom activities include: setting up courtrooms, opening and closing Court, handing up documents, swearing in witnesses and operating courtroom technology (including video conferencing equipment).
- Processing of documents and applications filed via the Court's eLodgment system.
- Interacting and providing support for related eServices, including the Electronic Court File.

Eligibility

1. Demonstrated technical expertise and effective management of various digital platforms, casemanagement systems and software to ensure the optimal service is provided to users and stakeholders
2. Excellent communication (oral and written) and liaison skills with the ability to communicate with people at all levels.
3. Knowledge of the Federal Court's jurisdiction and procedures, or an ability to quickly acquire such knowledge, together with a capacity to interpret and apply guidelines and rules or legislation.
4. Excellent clerical skills including the ability to assess documentation for form and completeness.
5. Demonstrated organisational skills, including the ability to manage several processes at once.
6. Tolerance, diligence and the ability to work efficiently with minimal supervision in a small team.

Notes

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

About the Federal Court of Australia

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

To Apply

Position Contact	Gemma Broughton, 0457 022 143
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0736318

Department of Defence

Closing Date: Monday 19 February 2024

Associate Secretary Group
Defence Legal

Job Title	Various positions (Executive Officer and Finance & Governance Manager)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	ASG/00665/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4A797B77-49C4-D2E6-1F89-DA656929EBCD>

Duties

The Role

The Defence Legal Division are looking for motivated, experienced and passionate individuals to fill two positions in our team. The Executive Officer to Defence Chief Counsel and the divisional Finance & Governance Manager.

Successful candidates will be team-focused individuals who are able to deliver professional outcomes and support our executive teams. You will have the ability to build the strategic capability of the Division through the development of business improvement initiatives and ensuring compliance with legislative frameworks, government decision-making and Defence's mission administrative requirements.

The Executive Officer role sits within the Office of Chief Counsel and works closely to support the Chief Counsel in managing the executive support function for the Division. This includes oversight of day to day operation of the office including ministerial and parliamentary processes for the Division.

The Finance & Governance Manager position sits within the Legal Practice Management team and is responsible for the management of finance and governance requirements for the Division. This includes resource management and statutory reporting requirements to the Attorney-General's Department Office of Legal Services Coordination. The position is responsible for the development, implementation, compliance and review of policies and procedures, including secretariat support for the Legal Risk and Assurance Committees. Liaison with both internal and external stakeholders is core to the role.

We are looking for people who are approachable, demonstrate a high level of professionalism, and are committed to developing positive working relationships to achieve work outcomes.

About our Team

Bring your skills and ambition to our team!

The Office of Chief Counsel and the Legal Practice Enablement Branch support the work of Defence Chief Counsel and the broader work that occurs across the Defence Legal Division. The team is part of a diverse and inclusive workplace, which offers a rewarding career in a critical enabler that provides legal services to the Department of Defence, including the Australian Defence Force.

You will work both autonomously and collaboratively within a dynamic multi-disciplinary environment. The legal services provided by Defence Legal cut across broad ranging issues that contribute to the capability of Defence achieving its mission to defend Australia and its national interests in order to advanced Australia's security and prosperity.

Defence Legal is an agile employer and flexible working arrangements will be considered upon request.

Our Ideal Candidate

Our ideal candidates will bring the following attributes to these roles:

- Strong interpersonal, team-building and stakeholder engagement skills.
- Be positive and motivated to achieve outstanding results whilst establishing the newly formed team's footprint within the branch.
- Highly developed communication skills and be able to demonstrate excellent attention to detail.
- Can work effectively as part of a team or autonomously as required.
- Possess an outcome-focused mindset with an ability to achieve results.
- Have the ability to lead or manage the strategic, business and project activities for directorates within the branch.

Be resilient; cope with pressure, within a sensitive information environment.

We welcome your application to join our team! **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	Seima Darrow, 0436 290 953
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4A797B77-49C4-D2E6-1F89-DA656929EBCD

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Defence

Vacancy VN-0736361

Department of Defence

Closing Date: Monday 19 February 2024

Aerospace Systems
Vincenzo Palmeri

Job Title	Business Operations Director
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$129,391 - \$155,309
Classification	Executive Level 2
Position Number	CASG/00038/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=A4CCDD4E-4FA5-B4D5-5D53-DA656C2C97D9>

Duties

The Role

Are you an exceptional leader who is as versatile as they are talented, comfortably able to wear a variety of hats to lead and manage the operations of a fast-paced unit that delivers big platforms on accelerated schedules? Then we want to know you!

Future Air Mobility Systems Program Office (FAMSPPO) is one of Aerospace Systems Division's 'Future-Series SPOs', responsible for the acquisition of air mobility capabilities that support combat, humanitarian, diplomatic and peace-keeping operations.

In our matrixed organisation, this position leads a team of 05/EL1 Function Leads to deliver the enabling services that sit within corporate performance, decision support, engineering, program management and logistics functions to our portfolio of projects.

You will lead 'on the business' activities including annual business planning, operational budget management, workforce planning and the raise, train and sustain of our valued team members. You will be just as adept getting 'into the business' such as developing and reviewing project documents, guiding project engagements with One and Two Stars, providing assurance on project practices and artefacts.

Your days can go from acting in the Program Director role to crunching spreadsheets to analysing data that informs FAMSPPO's ability to pivot across priorities in each of our portfolio of projects to solving personnel challenges.

About our Team

FAMSPPO is an acquisition SPO delivering air mobility capabilities to support combat, humanitarian, diplomatic and peace-keeping operations.

Our projects provide Air Mobility capability to Air Force and have included C-17A, KC-30A, C-130J, Special Purpose Aircraft and Air Mobility Capability Assurance Project.

Working for FAMSPPO, you will enjoy Australian Public Service conditions that include 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.

Our Ideal Candidate

The right person for this job will be committed to making a difference, and proactively identifying opportunities to enhance team capability and embed continuous improvement strategies. You will demonstrate adaptability and flexibility to respond to the needs of our stakeholders, and use your initiative to make informed decisions and solve complex problems.

You should consider applying for this challenging and rewarding role if you are someone who can:

- Set direction and standards, delegate, motivate, empower and develop others;
- Quickly build relationships, network, and relate well to all levels;
- Probe for clarity, produce solutions, make judgements, and think systemically;
- Be creative, pragmatic and solutions focused; and
- Inspire trust, through effective communication skills and informed decision-making.

As one of the three directors in the SPO, you will have minimal direction and supervision – you will understand the Program Director's vision, integrate relevant strategic direction, be across project priorities and tailor messaging to the culture of FAMSPPO to ensure the effective and sustainable operation of the unit. **Eligibility**

Security Clearance:

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

Notes

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To Apply

Position Contact	Vincenzo Palmeri, 02 5109 5951
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A4CCDD4E-4FA5-B4D5-5D53-DA656C2C97D9

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Defence

Vacancy VN-0736367

Department of Defence

Closing Date: Monday 04 March 2024

Air Force
ADFHQ-Office of Chief Air Force

Job Title	Recognition and Engagement Manager
Job Type	Full-Time, Ongoing
Location	West Melbourne VIC
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	AF/11050/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=7476DEB2-6972-7CBA-D112-DA656C6265B4>

Duties

The Role

This is an exciting opportunity to work in the small team that leads the Defence Aviation Safety Authority's (DASA) engagement with domestic and international aviation safety partners and coordinates our contribution to broader Defence international engagement objectives.

You will be responsible for researching and analysing other civil and military aviation frameworks to establish and maintain recognition arrangements that underpin the acquisition and sustainment of all Defence aviation platforms and promote a strong and resilient industrial base here and overseas.

Your advice and guidance on the implementation of recognition provisions will directly support Defence aviation capability as well as DASA's safety assurance objectives. You will represent Australia in international fora including the Air Force Interoperability Council and will regularly engage with partner aviation authorities to address emerging safety issues.

Duties may include:

- Identifying and determining the potential effect of changes to national and international military and civilian policy and regulations that have the potential to affect Australian Defence Aviation Safety, policy and regulations.
- Supporting related engagement with stakeholders; both internal and external to the Defence Aviation Safety Authority and internal and external to Australia.
- Assisting in the development and promotion of related safety policy, regulations and support material.

About our Team

The DASA is responsible for enhancing and promoting the safety of military aviation and assuring the effective management of aviation safety risks. DASA plays a critical part in prescribing policy, regulation and oversight of approved organisations that support Defence aviation systems.

DASA is a dynamic organisation where you will have the opportunity to influence how aviation safety will be managed now and into the future for Defence. We offer a diverse range of work to develop your career in aviation safety and beyond.

Working in the public service is both challenging and rewarding, where you can make significant contributions to Australia, whilst supported by flexible employment conditions. More DASA information can be found at dasa.defence.gov.au

Our Ideal Candidate

A successful candidate will have an understanding of how aviation safety policy and regulations affect the community and have an interest in improving aviation safety for all those who fly and for those who support flying. They will also have excellent management and communications skills; and a record of effectively collaborating with other aviation professionals.

You will apply your critical thinking skills to research and analyse aviation safety policy and use your experience to determine policy impacts. You will confidently apply your advanced verbal and written communication skills to develop policy and deliver promotional material to the regulated community. **Eligibility**

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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To Apply

Position Contact	Dr Adam Shrimpton, 03 9200 1017
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7476DEB2-6972-7CBA-D112-DA656C6265B4

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Defence

Vacancy VN-0736391

Department of Defence

Closing Date: Monday 19 February 2024

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Assistant Naval Representative
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	NSSG/00862/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=ED9FFC3F-E6B6-685A-9051-DA76675EABC9>

Duties

The Role

The Project Support Officer assists Deputy Principal Naval Representative (DPNR) and the Naval Representative (NR) to ensure all materiel and certification of WA based Collins Class Submarines is maintained in accordance with the Integrated Master Schedule and Usage Upkeep Cycle.

Duties include, but are not limited to:

- Management of project including schedule, preparation of associated briefs, reports and returns in a governance role representative of the Collins Submarine Program (CSMP)
- Assist with analysis, administration, planning, and progress reporting of maintenance activities in accordance with all phases of the Maintenance Availability End to End process, and during operational periods. Develop and initiate strategies to achieve project milestones.
- Assessment and recommendation of Maintenance Change Proposals for Cancel, Subsume and Deferral of planned maintenance records applicable to assigned Engineering AuthorityStakeholder engagement including building and sustaining relationships, the ability to communicate with influence and negotiate effectively with the wider submarine enterprise.

About our Team

The Collins Submarine Program within Naval Shipbuilding and Sustainment Group is responsible for the maintenance and programmed upgrade of Australia's Collins Class submarines. The Program works in partnership with the Royal Australian Navy and Industry Partners to deliver the strategic submarine capability to the nation. You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities.

You can access a variety of flexible working arrangements, including working from home and working hours that are not always nine to five. Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Employment Agreement. If you require further information please email build.the.future@defence.gov.au

Our Ideal Candidate

We are seeking candidates with relevant experience and/or demonstrable knowledge in the maintenance and upkeep of Collins Class Submarines, particularly in the areas of planning, progress and completion of external maintenance activities and associated deliverables.

Our ideal candidate will:

- Be accountable under limited direction to support and manage their assigned submarine platform in achieving and maintaining material certification relevant to the Usage and Upkeep Cycle (UUC)
- Have the ability to make informed decisions relating to their area of responsibility and work through tasks and projects to meet deadlines. They will undertake research and analysis, conduct reviews and perform procedural work to achieve results
- Work collaboratively with Enterprise stakeholders (both internal and external to Defence) and subject matter experts to resolve issues
- Require strong verbal and written communication skills,
- Exceptional attention to detail and high level of accuracyDemonstrate commitment to the Defence Behaviours

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	build.the.future@defence.gov.au , build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ED9FFC3F-E6B6-685A-9051-DA76675EABC9

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Defence

Vacancy VN-0736412

Department of Defence

Closing Date: Monday 19 February 2024

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Naval Representative
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	NSSG/00673/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=33FB4375-88E6-0D1F-D7B8-DA643F19B2A9>

Duties

The Role

As a Naval representative you will be the frontline Collins Submarine Program representative who provides a 24/7 interface between the submarine crew and the contractor workforce.

Your role is to ensure all materiel and certification of WA based Collins Class Submarines is maintained in accordance with the Integrated Master Schedule and Usage Upkeep Cycle.

Duties include but not limited to:

- Tasking of contractors for maintenance
- Contracted Defect Support and response 24hours a day if required
- Planning and tasking contractors for maintenance support during port visits
- Onsite support for maintenance both in Australia and Overseas

You will be responsible for management of the maintenance end to end process in extended maintenance periods including:

- Maintenance activity planning
- Pre availability Condition Assessment planning
- Auditing of work packages to ensure all certification maintenance is captured
- Maintenance Activity Oversight and Management
- Concession/Deviation oversight
- Maintenance deferral Management
- Auditing/Closeout of maintenance activities
- Safety Management oversight
- Daily deconfliction of work including attendance at the submarine plan of the Day
- Activity Progress meetings and reporting
- Close management of contracted workforce

The additional payment is a Building Defence Capability Payment (BDCP) which 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

The Collins Submarine Program within the National Shipbuilding Sustainment Group (NSSG) is responsible for the maintenance and programmed upgrade of Australia's Collins Class submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities.

You can access a variety of flexible working arrangements, occasionally working from home and working hours that are not always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email build.the.future@defence.gov.au

Our Ideal Candidate

We are seeking candidates with relevant experience and/or demonstrable knowledge in the maintenance and upkeep of Collins Class Submarines, particularly in the areas of planning, progress and completion of external maintenance activities and associated deliverables.

Our ideal candidate will:

- Be accountable under limited direction to support and manage their assigned submarine platform in achieving and maintaining material certification relevant to the Usage and Upkeep Cycle (UUC)
- Have the ability to make informed decisions relating to their area of responsibility and work through tasks and projects to meet deadlines.
- They will undertake research and analysis, conduct reviews and perform procedural work to achieve results
- Work collaboratively with Enterprise stakeholders (both internal and external to Defence) and subject matter experts to resolve issues
- Require strong verbal and written communication skills,
- Exceptional attention to detail and high level of accuracy
- Demonstrated commitment to the Defence Behaviours

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	Chris Anderson, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=33FB4375-88E6-0D1F-D7B8-DA643F19B2A9

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Defence

Vacancy VN-0736486

Department of Defence

Closing Date: Monday 19 February 2024

Security and Estate Group
Infrastructure Division

Job Title	Director Various Infrastructure Roles
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$129,391 - \$155,309
Classification	Executive Level 2
Position Number	SEG/00692/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4CB81EB8-1AE2-5513-4402-DA65E088FAA4>

Duties

The Role

Security and Estate Group are looking for a number of EL2 Directors to develop and sustain the Defence estate. We design and deliver Defence infrastructure, provide essential on-the-ground services and manage the complex Defence estate – maintaining environmental stewardship of over 2.8 million hectares, the largest landholding in the Commonwealth with 70 major bases, 100 plus training ranges, more than 1000 leased or owned properties, and 30,000 built assets.

Current EL2 Director vacancies include:

- Director Program Management
- Director Nuclear-Powered Submarines, Program Management Office
- Director Environment and Heritage Policy
- Director Contamination Assessment and Remediation Management
- Director Land Planning and Regulation
- Director Specialist Contract Support
- Director Defence Relocations
- Director Defence Housing

Although the Director roles in Security and Estate Group are highly varied, they all involve leading and developing high-performing teams to deliver on Defence's strategic priorities. Your Director functions may include estate planning, capital facilities and infrastructure programs, project planning, contract and financial management, service delivery and environmental management.

You will apply sound program and project management expertise to lead a team delivering a broad range of complex facilities and infrastructure and environmental projects.

We are seeking energetic and influential Directors who will leverage their advanced leadership, communication and program management skills to harness the skills and expertise of personnel and contractors.

You will also contribute as a member of the Security and Estate Group leadership team to achieve broader Division, Defence and Commonwealth outcomes. No two days would be the same – guiding your team's work, mentoring your team members, conducting meetings to support and influence stakeholders, briefing Defence's Senior Leadership, consulting with other government agencies, industry stakeholders and the public, or contributing to Defence strategic change.

About our Team

Infrastructure Division manages the development, maintenance and disposal of the Defence estate: one of the largest real estate portfolios in Australia. We provide facilities and infrastructure in support of the activities of over 90,000 Defence personnel across all states and territories in Australia.

To manage the Defence estate, Infrastructure Division reviews, develops and constructs facilities and sites, often planning out to thirty years in advance. We also create heritage and environment policy for all Defence properties across Australia and for Australian forces operating overseas. Property acquisitions, leasing, disposal and management of estate related native title, offshore mining and petroleum exploration issues all fall within Infrastructure Division's portfolio of responsibilities.

There are five branches within Infrastructure Division namely Estate Planning, Property Management, Capital Facilities and Infrastructure, Environment and Engineering and PFAS Investigations and Management. All branches are responsible for the development and delivery of assigned projects across Australia, which support Australian Defence Force capability.

Our Ideal Candidate

We are seeking motivated, enthusiastic and collaborative Directors to join our Group, and contribute to our strategic goals.

To succeed in Security and Estate Group, applicants require:

- Well-honed and demonstrated leadership and people skills;
- Sound judgement with an innovative approach to problem solving;
- Superior written and verbal communication skills;
- Strong relationship-building stakeholder skills; and
- Adaptability, resilience, and flexibility in the face of changing priorities.

Prior experience in program and/or project management or customer service is highly desirable as well as particular subject matter experience in the area for which you are applying. Stakeholder liaison and negotiation skills and a passion for driving and facilitating improved ways of working are essential.

As a leadership team member, Directors will represent the Branch, lead by example and contribute outside of their immediate and formal areas of responsibility. Directors will be skilled in influencing and developing strategies, policies, priorities and operational practices in support of Defence objectives, based on sound decision making and practical judgement.

The successful candidates will establish and maintain strong relationships with a network of stakeholders internally and externally, and will have the ability to recognise shared agendas and work toward mutually beneficial outcomes. All positions have people management responsibility and, as such, you will be required to exercise your people management skills and knowledge to lead a high performing and cohesive team.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Kate Leane, 0417 454 028
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4CB81EB8-1AE2-5513-4402-DA65E088FAA4

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Defence

Vacancy VN-0736490

Department of Defence

Closing Date: Monday 19 February 2024

ARMY
ADFHQ-Office of Chief of Army

Job Title	Test & Evaluation Manager - Land Combat Support Program
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	ARMY/00915/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3A6D9956-746E-A121-349B-DA65E07EB4D5>

Duties

The Role

The Test & Evaluation Manager provides a critical function to the achievement of Land Combat Support capability outcomes. Land Combat Support delivers and manages a broad range of capabilities divided into two distinct lines of effort, Fires and Military Engineering.

The Fires T&E Manager will support:

- Long Range Fires;
- Close Fires;
- C4 & Effects; and
- Integrated Air & Missile Defence-Army.

The Military Engineering T&E Manager will support:

- Military Engineering;
- CBRN Defence; and
- Counter Explosive Hazards.

Key accountabilities include, but not limited to:

- Ensure Test & Evaluation Master Plans and other supporting plans represent a sound basis on which to conduct T&E;
- Plan, develop, coordinate, manage and conduct T&E Activities for LCSP capabilities;
- Provide advice on T&E methodology, planning, scheduling, conduct, evaluation and reporting; and
- Provide advice on resource planning for T&E activities within Land Combat Support Program, the Land Test Evaluation Agency and other agencies across the Defence enterprise.

About our Team

Land Combat Support Program sits within Land Capability Division, Army Headquarters. The program is accountable for the management and delivery of capabilities from Long Range Fires, Artillery Ammunition to Counter Explosive Hazards to Military Working Dogs.

This diverse and broad spectrum of capabilities requires an integrated workforce across the services (Army, Navy, Air Force) and Australian Public Servants and Contractors with skills and experience to meet the unique capabilities managed by Land Combat Support.

Land Combat Support Program is a high performing, outcomes focused team that embraces challenge and change.

The adage no day is the same is applicable to Land Combat Support Program as the work undertaken by the Program directly contributes to strategic outcomes, delivers and manages capabilities that have an operational impact and supports the soldier, sailor, airman and airwoman.

What we do matters.

Our Ideal Candidate

To achieve success in this role, our ideal candidate will:

- Have strong communication skills across all mediums;

- Be able to manage competing priorities and complex tasks;
- Exercise sound judgment supported by facts;
- Be able to influence across the Defence enterprise to achieve outcomes;
- Have a curious nature, and seek understanding where knowledge gaps exist; and
- High levels of resilience and remain agile.

Eligibility Notes

Security Clearance:

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

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To Apply

Position Contact	Brett Longley, 02 6265 2213
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3A6D9956-746E-A121-349B-DA65E07EB4D5

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Defence

Vacancy VN-0736596

Department of Defence

Closing Date: Sunday 25 February 2024

Job Title	Senior Executive Service Band 1 – Assistant Secretary Finance, Specialist Groups & Assistant Secretary Capability Costing
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	DFG/01022/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=56EE2947-C7BB-A453-06EC-DA762E044018>

Duties

Defence requires a professional and motivated individual to fill two positions at the Senior Executive Service Band 1 level in its Defence Finance Group (DFG).

Central to your success, you will bring the ability to think strategically while operating at pace. You will have a demonstrated depth of experience in leadership, be known for your communication skills (written and verbal) and be a self-starter.

Defence highly values culture. To be a good organizational fit, you will exemplify the Defence Values and Behaviours, you will be self-aware, positive in considering and respecting a diversity of ideas and the perspectives of others.

DFG is looking for someone who takes a strong focus on how work is achieved, as well as what is achieved, and someone who can link work to organisational purpose (why work is achieved). In DFG we recognise the importance of a high quality culture that invests in team members, peers and the business.

As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of Defence. You will:

- Lead and manage a Branch practicing inclusive leadership and collaboration;
- Demonstrate strong judgement and capitalise on innovative alternatives to resolve complex problems;
- Effectively challenge the status quo when required; and
- Demonstrate resilience and personal accountability for the quality of advice and delivery of results through engaging, collaborating and partnering.

Assistant Secretary – Finance, Specialist Groups

Defence is seeking an outstanding senior executive to lead the Specialist Groups Branch in DFG. The Branch plays a key role in supporting a number of Defence groups to deliver capability

through high-level strategic financial advice and works in partnership across Defence to drive better practice financial outcomes. The Branch includes responsibility for financial aspects of major capital projects and capability sustainment programs. In this role, you will be responsible for:

- Providing leadership to the Branch to deliver high-level financial advice and support to groups within the Branch's area of responsibility;
- Financial management, programming and advice relating to major acquisition projects;
- Provision of budget control, planning and financial risk management across all elements of Specialist groups budgets, including advice to with SES Band 3/3 Stars;
- Group Budgeting, including budget management support and advice to multiple business areas and senior stakeholders within Specialist groups and delivery organisations; and
- Group Financial Analysis, Reporting and Advice. Plan and deliver major budget program reviews; investigate and analyse financial data and coordinate performance reporting and financial advice to inform decision making with each Specialist group.

You will manage a Branch that is geographically disbursed across the country, some of which are embedded within key delivering organisations across Defence supporting Specialist group outcomes.

To be successful you will be known as a self-starter that exemplifies the One Defence Leadership behaviours and be innovative, consultative, resilient and personally accountable for the quality of advice and the delivery of results. You will be highly self-aware, positive in considering and respecting a diversity of ideas and perspectives, and have the courage to challenge the status quo.

This role will report to the First Assistant Secretary, Financial Performance and Management Division and be a member of the DFG Senior Leadership Group.

Assistant Secretary – Capability Costing

Defence is seeking an outstanding senior executive to lead the Capability Costing Branch in the DFG. The Branch supports the Chief Finance Officer (CFO) as the Technical Costing Authority, working in partnership across Defence to drive better practice and transform costing capability. In this role, you will be responsible for:

- Providing leadership to the Branch that will deliver costing reform within assurance, policy and training to stakeholders across the capability ecosystem within Defence.
- Undertaking specialist costing functions at the request of the CFO and DFG Senior Executive.
- Promoting sound cost estimate development and effective delivery of cost estimation and analytical services.
- Delivering quality advice and timely recommendations to senior Defence staff on costing matters across methodology, data, process, tools, systems and capability.
- Enabling effective decision making and good governance across cost estimation and analysis systems, tools, people and processes across the Defence capability ecosystem.
- Implementing business level strategic priorities, aligning to Group Business plan.

The Capability Costing Branch is relatively new within Defence and is still establishing its role. The Branch is not responsible for all costing activities within Defence, but instead partners with the Defence business to drive best practice and is taking on a larger costing assurance role on behalf of the CFO in regard to capability proposals being considered by Government.

To be successful you will be known as a self-starter, be innovative, consultative, resilient and personally accountable for the quality of advice and the delivery of results, and have the courage to challenge the status quo.

Eligibility Notes

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

About the Department of Defence

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

To Apply

Position Contact	Executive Intelligence Group, (02) 6232 2200
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=56EE2947-C7BB-A453-06EC-DA762E044018

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Health

Vacancy VN-0736284

Department of Health and Aged Care

Closing Date: Monday 26 February 2024

Job Title	Compliance Officer, Industrial chemicals (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Surry Hills NSW
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-AICISDIV-22346
Agency Website	

Job Description

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

Applications are invited to fill a vacancy at the APS6 level within the AICIS Compliance Program. This position performs a range of activities designed to maximise, monitor and enforce compliance with the Industrial Chemicals Act 2019

Duties

This position will be responsible for a range of activities which may include:

- Conducting a range of compliance monitoring activities including chemical introducer risk assessment, desktop auditing and site inspections.
- Case-management of alleged offences against the IC Act under limited direction.
- Developing and maintaining policies and procedures associated with AICIS's compliance and enforcement activities.
- Undertaking complex data analysis and drafting high quality reports.
- Maintaining and developing corporate databases.
- Providing guidance to internal and external stakeholders in relation to the administration of chemicals regulation in Australia.
- Research, interpreting and applying legislation, and drafting requests for legal advice where required.
- Other duties as directed.

Eligibility

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

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

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

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance of an appropriate level. **Notes**

- Applications close 11:30pm AEDT/AEST
- Applicants should quote reference number 23-AICISDIV-22346 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the location specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a **minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Ambrose Sharp, 02 8577 8816
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0736303

Department of Health and Aged Care

Closing Date: Monday 19 February 2024

Information Technology Division
Service Operations and Infrastructure Branch Digital Workspace &
Infrastructure Delivery Section

Job Title	APS Level 5 - Support Officer, Digital Workspace & Infrastructure Delivery Section
Job Type	Full-Time, Non-Ongoing
Location	Perth WA
Salary	\$81,371 - \$88,000
Classification	APS Level 5
Position Number	24-ITDIV-22741
Agency Website	

Job Description

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

The Department of Health and Aged Care is looking to engage an APS5 Officer in our WA State Office to provide onsite corporate support. The successful candidate will have well developed communication and customer service skills and be able to build relationships with staff and key stakeholders to deliver exceptional quality customer service.

Duties

The successful applicant will be able to leverage well-developed communication and customer service skills to address enquiries and build relationships with staff and key stakeholders to deliver exceptional quality customer service.

Duties for the STO Support Officer include, but are not limited to:

- Deliver high quality multi-disciplinary support for State and Territory Office (STO) staff.
- Provide wholistic support for functions in the Corporate Operations Group, including ICT services.
- Coordinate and triage service requests and work cohesively with our vendors to resolve tickets within expediated timeframes.
- Engage with business areas to assist with event support.
- Build relationships and collaborate with key stakeholders to facilitate cooperation, identify priorities, and achieve outcomes.
- Provide support to state based senior staff and departmental portfolios.
- Assist with change management projects delivered by the Corporate Operations Group.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
 - Completion of a medical declaration and pre-employment medical (where required),
 - Providing evidence of qualifications (where required), and
 - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 24-ITDIV-22741 to assist when making an enquiry.

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

Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended.

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Dearne McCreath, 0421 617 844
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0736530

Department of Health and Aged Care

Closing Date: Sunday 18 February 2024

Aged Care Quality and Assurance Division
Program Assurance Branch Program Assurance Reviews Section / Program & Assurance Reviews & Compliance Section

Job Title	APS Level 6 - Senior Review Officer (Several Positions)
Job Type	Full-Time, Ongoing
Location	Woden ACT, Brisbane QLD, Adelaide SA, Hobart TAS, Darwin NT, Melbourne VIC, Sydney NSW, Perth WA
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	24-QAADIV-22704
Agency Website	

Job Description

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

The Program Assurance Branch is seeking motivated and talented individuals to join the Program Assurance Reviews Section or Program and Assurance Reviews and Compliance Section. As a Senior Review Officer, you'll be a part of hard-working friendly team who are committed to improving the delivery of the Home Care Packages (HCP) Program – which supports older Australians to live independently in their own homes. Senior Review Officers receive on the job training leading to accredited assurance training.

Duties

Senior Review Officers work as part of a team to support program assurance reviews of the Home Care Packages Program, including:

- Reviewing provider documentation, exploring new ideas and different viewpoints and conducting interviews with providers to assess whether services are being delivered in line with program requirements
- Drafting reports including identifying issues, findings and recommendations
- Keeping accurate and comprehensive records to support reviews
- Communicating with external service providers throughout the reviews including anticipating and responding to stakeholder needs and expectations
- Cultivating productive working relationship with internal and external stakeholders including supporting section team members throughout the review process and assisting team members to adapt to change, and
- Seeing projects through to completion, monitoring progress and adjusting plans as required.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.

Notes

Applications close 11:30PM AEDT.

Applicants should quote reference number **24-QAADIV-22704** to assist when making an enquiry.

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

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

About the Department of Health and Aged Care

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To Apply

Position Contact	Ivar Nell, 02 6289 5685
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0736586

Department of Health and Aged Care

Closing Date: Monday 26 February 2024

Office of the Gene Technology Regulator
Regulatory Practice and Compliance Branch Monitoring and Compliance
Section

Job Title	APS Level 6 - Monitoring & Compliance Inspector (Several Positions)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Woden ACT
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	24-OGTROGTRDIV-22834
Agency Website	

Job Description

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

The Office of the Gene Technology Regulator (OGTR) has an exciting opportunity for an APS6 Inspector to join the Monitoring and Compliance team.

The OGTR protects the health and safety of people and the environment by identifying and managing risks posed by, or as a result of, gene technology, by regulating certain dealings with genetically modified organisms (GMOs).

As an OGTR Monitoring and Compliance Inspector you will work as part of a dynamic team and play an important role in ensuring dealings with GMOs are conducted according to risk management requirements.

This position is based in ACT and includes regular travel, sometimes on short notice, to all Australian states and territories.

Duties

- Undertake inspections, practice reviews, audits and investigations, or under the supervision of an EL1 or EL2, lead inspections, practice reviews, audits and investigations, of dealings with genetically modified organisms (under the Gene Technology Act 2000) and Security Sensitive Biological Agents (under the National Health Security Act 2007)
- Prepare complex and detailed reports, including inspection outcomes, risk assessment and risk management briefs, recommendations to the Delegate and correspondence to internal and external stakeholders
- Manage relationships with stakeholders regulated under the Gene Technology Act 2000, including anticipating and responding to stakeholder needs and expectations, and supporting stakeholders through change
- Contribute to the development of objectives for short term tasks and strategic planning for longer term initiatives
- Other duties as required, commensurate with the skills and capabilities of an APS6 and an Inspector under the Gene Technology Act 2000 and National Health Security Act 2007;
- Travel, sometimes at short notice, to rural and urban locations around Australia will be required.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Negative Vetting Level 1 security clearance within 12 months of employment, or hold a current security clearance of an appropriate level.

Mandatory Qualification:

- To be eligible for this position applicants must hold a:
 - o Certificate IV in Government Investigations, or equivalent, **or the ability to attain this qualification within 12 months of employment.**
 - o A current Australian driver's licence.

Notes

Applications close 11:30PM AEDT.

Applicants should quote reference number **24-OGTROGTRDIV-22834** to assist when making an enquiry.

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This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis up until December 2024 with the possibility of being extended.

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Michelle Wooster, 02 6289 1068
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0736422

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 18 February 2024

Job Title	Executive Officer to the Head of Division, Executive Level 2, Business Grants Hub and Integrity
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	\$136,550 - \$147,019
Classification	Executive Level 2
Position Number	0155_01/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industry Careers.nga.net.au/?jati=D76C91BC-1B29-9953-CC85-DA65A4C3D13E>

About the Department

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

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

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

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

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

About the division

The Business Grants Hub and Integrity Division (BGHI) is responsible for design and management of granting programs on behalf of 11 other Commonwealth departments, managing over \$7b in government's investment in Australian businesses.

The Division is responsible for building effective integrity culture across the department, and

managing the department's integrity functions – from security and risk, to fraud and corruption control, and code of conduct investigations.

It is a dynamic division of over 300 people, committed to best practice program management and quality service delivery.

The opportunity

The Executive Officer is the right-hand-person to the Head of Division, responsible for coordinating workflow, developing organisational strategy, and engaging with staff and stakeholders, with the support of a small team and a network of other Executive Officers.

The Division is responsible for managing over \$7b of granting programs to Australian businesses, on behalf of 11 other Commonwealth departments; as well as the department's integrity functions – from security and risk, to fraud and corruption control. It is a dynamic division of over 300 people, committed to best practice program management and quality service delivery.

We're looking for someone with excellent organisations skills, great judgement and a passion for strategy, who can help the Division run efficiently, and support our inclusive and diverse culture.

Our ideal candidate

We are seeking expressions of interest from highly experienced strategic adviser with demonstrated skills in managing workflow and activities that span parliamentary, strategic planning, and governance areas.

You will demonstrate excellent judgement, prioritisation, attention to detail, stakeholder engagement skills and a current working knowledge of Australian Government processes. You will work within a complex and fast-paced environment, managing competing priorities with a customer-first approach to managing key stakeholders.

We are seeking applications from candidates with strong demonstrated skills and experience in:

- being a highly resilient leader with the ability to manage multiple priorities
- harnessing information from a variety of sources to provide sound advice to senior executives
- using critical thinking to proactively identify risks, issues, efficiencies and opportunities as well as the ability to effectively communicate this to achieve business outcomes
- managing business processes to ensure workflow runs smoothly, effectively prioritising the work and time of their senior executive, managing deadlines and supporting other Agency staff to adhere to efficient processes
- excellent interpersonal relationships, collaboration and negotiation, which extend to liaising with and developing strong working relationships across the APS, ministerial offices and industry stakeholders
- excellent written and verbal communication with a proven ability to generate high quality products with close attention to detail
- working to a very high professional standard in a high pressure, complex environment
- being flexible and adaptable to changing priorities and circumstances
- being part of a team that fosters a culture of continuous improvement, teamwork, integrity and respect

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**

As Executive Officer your primary role will be to provide high level strategic support to the Head of Division and the Executive team on a range of issues to achieve divisional outcomes – in a sense, translating strategy into process. You will also be a contact and facilitation point for staff and stakeholders.

As an Executive Officer, you will:

- Identify and address opportunities, risks and emerging issues for the Division
- Support the Division's Executive team on matters including staffing, internal budgets, and other corporate matters
- Develop high quality communication products to support the Division
- Prepare and coordinate briefing materials for the Head of Division for various forums. This can include preparing complex or sensitive correspondence, documentation, reports, submissions, proposal papers and notes
- Engage and collaborate with key stakeholders to identify opportunities, achieve outcomes, facilitate cooperation, and promote the Division's business objectives
- Work closely with the Division's Executive Assistant team to identify and resolve issues that may impact the successful execution of Senior Executives' responsibilities.

Eligibility

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

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

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy can be based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

Position Contact	Sam Chard, 02 6102 8320
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=D76C91BC-1B29-9953-CC85-DA65A4C3D13E

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Industry, Science, Energy and Resources

Vacancy VN-0736432

Department of Industry, Science and Resources (DISR)

Closing Date: Monday 19 February 2024

Job Title	Senior Policy Officers & Assistant Managers, APS Level 6 & Executive Level 1, Multiple Divisions
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	\$91,444 - \$120,249
Classification	APS Level 6; Executive Level 1
Position Number	0153_01/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=1E3E9E45-E515-B794-7CA5-DA65A6BDC9EE>

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better

future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

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

About the Minerals and Resources Division

Australian resources are essential for Australia to reach net zero emissions by 2050.

Working in the Minerals and Resources Division you will provide advice on policy, improvement of regulatory systems and appropriate program responses. You will work closely with the minerals and resources sector, work across governments at all levels, and assist in optimising the posture of our country in international fora.

A priority is to improve our cultural capability so that our work benefits First Nations people. Our division has a national footprint, and we will consider applicants from locations across Australia.

There are multiple positions available including policy advice to:

- Grow national prosperity, support First Nations engagement and cultural heritage protection, promote gender equality and maintain environmental, social and governance leadership.
- Grow Australia's critical mineral sector, enabling Australia to help meet global climate challenges of the 21st century, as well as building Australia's manufacturing capability and regional growth.
- Support policy to drive the global transition towards net zero through the provision of advice and analysis regarding emissions in the resources sector, abatement technologies and transition pathways.

About the International Trade & National Security Division

IT&NS lead the department's international agenda across a range of domestic, bilateral and multilateral platforms. We work closely with divisions across the department and key partner agencies to coordinate policy development, program development and stakeholder engagement on trade, science, resources and national security issues.

The International Science and Resources Branch (ISRB) manages Australia's formal government-to-government bilateral science, research, innovation and resources relationships and has policy responsibility for bilateral and multilateral engagement. Its role is to advocate and advance whole of government strategic priorities in science, resources, technology and the digital economy, and assist in optimising opportunities for domestic industry on the international stage.

Several positions are available in the International Resources team, leading engagement and policy on part of the International Resources work relating to South East Asia, India, Middle East, Africa and/or Latin America.

Our ideal candidate

Our ideal candidate will demonstrate the following skills:

- Enthusiastic and eager to learn
- Strong policy analysis and communication skills (written and verbal)
- A high level of cultural capability and demonstrated understanding of issues impacting First Nations Australians.
- Excellent stakeholder engagement abilities, across a range of stakeholder types
- Sound judgement and initiative
- Demonstrated ability to manage competing priorities and work in a dynamic environment
- an ability to think creatively and work constructively, including under limited supervision
- experience distilling complex information, and thinking strategically to prepare evidence-based policy advice
- motivation to work through solutions to complex and wide-ranging problems.
- First Nations candidates and/or those with experience in First Nations engagement are strongly encouraged to apply.

Note: Relevant experience in resources and/or international policy would be highly regarded for both APS6 and EL1 positions.

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**

Minerals and Resources Division is looking for a variety of APS6 and EL1 policy staff to deliver high quality advice.

APS6 Senior Policy Officer duties include, but are not limited to:

- Provide policy advice relating to Australia's resources sector
- Prepare correspondence and briefing material to a high standard
- Influence and negotiate with other government portfolios
- Build and maintain relationships with representatives from First Nations communities, industry, state and territory government, scientific community, other Commonwealth Government agencies and foreign governments.
- Lead work on complex issues, undertake analyses and prepare evidence-based policy advice
- Work closely with executive level team members to influence the strategic direction of the team's work

In addition to the above, EL1 Assistant Manager duties include, but are not limited to:

- Provide leadership, guidance and mentoring for junior staff
- Be pivotal in supporting the Manager and Executive to deliver outcomes
- Contributing to shape strategic thinking and direction for the team
- Provide sound decision making on complex and sensitive issues
- International Trade & National Security Division is looking for APS6 and EL1 policy staff to deliver high quality advice.

APS6 Senior Policy Officer duties include, but are not limited to:

- Assist in the design and delivery of bilateral engagement programs with international resource partners
- Prepare briefs, submissions and correspondence to support these programs
- Support strategic international relationships, engage across a broad range of stakeholders including government representatives, officials, diplomatic missions, academics and industry
- Support relationships with relevant areas of DISR to deliver coordinated departmental responses
- Deliver program outcomes in collaboration with internal and external partners

In addition to the above, EL1 Assistant Manager duties include, but are not limited to:

- Develop bilateral engagement programs with international resource partners, in alignment with departmental strategic objectives
- Manage competing priorities across portfolio of programs
- develop, maintain and strengthen strategic international relationships, engage and liaise across a broad range of stakeholders including government representatives, officials, diplomatic missions, academics and industry
- Establish relationships with relevant areas of DISR to deliver coordinated departmental responses
- Provide leadership, develop staff, and contribute to a positive culture

Eligibility

The positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this (or a higher) level.

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

Notes

The department currently offers flexible work opportunities for many roles. These vacancies are open to candidates based in all locations across Australia including **Canberra, Sydney, Melbourne, Adelaide, Hobart, Brisbane, Perth** and **Darwin**. Flexible and remote work arrangements will also be considered. Please reach out to the contact officer to discuss this further.

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

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

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To Apply

Position Contact	Daniel Hyde, 0499 737 271
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=1E3E9E45-E515-B794-7CA5-DA65A6BDC9EE

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Industry, Science, Energy and Resources

Vacancy VN-0736552

Department of Industry, Science and Resources (DISR)

Closing Date: Monday 19 February 2024

Oil & Gas
National Offshore Petroleum Titles Administrator

Job Title	Assistant Manager, Executive Level 1, Business Support Unit
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA
Salary	\$113,231 - \$120,249
Classification	Executive Level 1
Position Number	0200_01/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industry Careers.nga.net.au/?jati=E837861D-A23D-9D22-8957-DA65E412FE3C>

About the Department

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

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

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

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

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

About the National Offshore Petroleum Titles Administrator

This position forms part of the Business Support Unit (BSU) with the National Offshore Petroleum Titles Administrator (NOPTA) and the Offshore Infrastructure Registrar (the Registrar). NOPTA is responsible for the day-to-day administration of petroleum and greenhouse gas titles in Commonwealth waters in Australia.

NOPTA is the first point of contact for matters relating to offshore titles administration. The Registrar administers licences for offshore renewable energy projects, including transmission and

related infrastructure in Australian Commonwealth waters.

Staff supporting the Registrar are located within NOPTA.

The BSU provides financial, HR and administrative support for NOPTA staff in both Perth and Melbourne. The majority of the BSU team are based in the Perth office, and we have three members based in Melbourne and remotely.

What's in it for you?

At NOPTA, we place a high value on judgement and initiative. We strive for continuous improvement and have a unique and supportive environment where communication, collaboration and respect are at the forefront of everything we do. Join our team and experience a range of positive and inclusive benefits, such as:

- Supportive, people-focused leadership
- Strong diversity and inclusion ethos
- Generous leave provisions
- Targeted training and development opportunities
- Socially conscious workforce
- Modern, inner-city office spaces

Our ideal candidate

Our ideal candidate is enthusiastic, and willing to step-up to the challenge of being part of an innovative organisation. You will have experience working across support functions, with a strong background in recruitment and sourcing activities.

Your skills and experience will be in line with the APSC [Work level standards](#) for an EL1 position, and you will be able to demonstrate the following:

- Experience working in a fast-paced role within a government setting.
- A strong background in recruitment, including both passive and active talent acquisition.
- Good attention to detail and the ability to effectively manage competing priorities.
- A human-centred outlook with high-level interpersonal and communication skills.
- The ability to anticipate and manage problems in ambiguous situations using appropriate judgement and initiative.
- The ability to influence without formal authority.

The successful candidate will hold relevant qualifications, or have the ability to demonstrate commensurate experience.

The following qualities are highly desirable:

- A commitment to the principles and practices of an inclusive workplace.
- The ability to analyse and manipulate staffing reports for various purposes.

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

You will provide generalist support (including Human Resources, Health, Safety, Wellbeing and Environment, HSWE, enabling services), to a workforce of approximately 100 staff.

Taking responsibility of some of BSU's key functions, you will manage the provision of efficient and timely advice and guidance to staff. You will oversee recruitment and sourcing activities and assist the senior leadership team in their management of strategic activities. Key responsibilities will include, but not be limited to:

- Providing leadership within the BSU team.
- Brokering technical knowledge and expertise from specialist HR areas to deliver department-wide and NOPTA-specific people solutions.
- Overseeing and supporting end-to-end recruitment processes, contractor engagement and term management.
- Sourcing and coordinating learning, development and training activities for staff.
- Supporting and advising the Senior Leadership Group on strategic workforce planning and other short and long-term people-related activities.
- Advising, consulting, partnering with and influencing staff on key people issues.
- Overseeing organisational management activities relating to staff movements, temporary and permanent promotions, recruitment etc.
- Translating departmental HR and HSWE strategy and requirements into local plans, in line with NOPTA strategy.

Eligibility

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

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

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is WA - Perth - Mounts Bay based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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To Apply

Position Contact	Dahlia Beitmanas, 08 6424 5338
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=E837861D-A23D-9D22-8957-DA65E412FE3C

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Industry, Science, Energy and Resources

Vacancy VN-0736599

Department of Industry, Science and Resources (DISR)

Closing Date: Monday 04 March 2024

National Measurement Institute
Legal Metrology Policy and Regulatory Services

Job Title	Measurement Standards Officer, APS Level 4 & APS Level 5, National Measurement Institute
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD
Salary	\$72,967 - \$80,250
Classification	APS Level 4; APS Level 5
Position Number	0138_01/24
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?jati=C75E4FBA-4D76-1A1D-9394-DA762D56B1C2>

About the Department

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

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

About the National Measurement Institute

The National Measurement Institute is the Australian Government's national authority on measurement. We play an important role in the Australian economy by maintaining and regulating Australia's measurement system, developing and maintaining national measurement standards, and delivering world-class measurement products and client services.

Measurement is integral to a successful economy and to the progress of innovation and science. Our work adapts to, services and enhances the productivity and growth of Australian industries, and aims to ensure a fair, safe, healthy and competitive Australia.

About the branch

The Legal Metrology Branch plays an important role in ensuring Australian consumers and industry can rely on trusted measurements for fair trade in goods and services. To ensure traders comply with the law and adopt correct measurement trading practices, we employ inspectors who check that measuring instruments (for example, weighing scales, fuel pumps and weighbridges) are accurate throughout Australia, pre-packaged articles contain the correct amount of produce, and that fuel sold in service stations complies with quality standards.

About the section

The Policy and Regulatory Services Section provides timely, accurate and appropriate support for the Secretary and Chief Metrologist, including advice and services relating to measurement policy, regulatory and technical matters. This enables the delivery of a strong and effective national measurement system that is trusted and accepted domestically and internationally and does not impose unnecessary barriers to trade through restrictive requirements.

The opportunity

We are offering an ongoing role based in Geelong that will support the delivery of the calibration services for the Measurement Standards Unit.

The role will expose the candidate to a large range of measurement standard calibrations, preparing of measurement reports and regulatory certificates; and the implementation and the

continuous improvement of a NATA endorsed quality system.

The Measurement Standards Officer is a technical role and requires engaging with staff across the laboratory and NMI's internal and external stakeholders.

What's in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways.

As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year
- flexible working arrangements where possible
- access to staff counselling services.

Our ideal candidate

The NMI is looking for a candidate with the following skills, knowledge and behaviours required to successfully perform the role:

- Detailed knowledge of and experience applying the provisions of the National Measurement Act 1960, (and Regulations) to Regulatory certificates for reference standards and artefacts, associated National and Regional calibration test methods applied in a measurement standards calibration environment.
- Demonstrated knowledge of the application of Quality Management systems applied in a National Association of Testing Authorities accredited calibration laboratory.
- Demonstrated experience in planning and implementing effective work programs and practices in a calibration environment.
- Effective written and oral communication skills to support and develop professional relationships with a diverse range of industry and government stakeholders.
- Demonstrated ability to be self-motivated and participate in a team and to operate independently and responsibly.
- Proven ability to maintain confidentiality, exercise tact and discretion together with demonstrated commitment to professional values including teamwork, continuous improvement.

Experience operating in a regulatory and measurement calibration environment is highly desirable.

Duties

In this role the candidate will typically perform the following duties:

- Conducting reference standard calibration activities in accordance with Laboratory Operations Manual to ensure effective and efficient delivery of service

- Undertaking the duties of a test officer by:
 - calibrating and verifying inspectorate reference standards and test equipment required to perform inspectorate duties
 - calibrating and verifying reference standards and artefacts used by servicing licensees, government enforcement agencies and business conducting quality assurance programs
 - testing and verifying trade instruments submitted to the laboratory for testing
 - maintaining laboratory equipment
- Identifying and supporting the implementation of initiatives that improve the performance of Laboratory operations
- Demonstrate behaviour in accordance with the APS code of conduct and NMI's values and participate fully in all aspects of WH&S

In addition to the duties above it is expected a candidate working at the APS5 level would also be typically performing the following duties:

- Develop and manage relationships with stakeholders, engaging and collaborating to achieve outcomes and facilitate cooperation
- Contributing to the development of laboratory policies, procedures and national technical documentation
- Guiding and supporting other staff working in the Laboratory
- NATA signatory for measurement standards in the fields outlined in the scope of accreditation

Eligibility

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

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

Notes

Your application must not contain any classified or sensitive information. This includes in your application responses, CV and any other documents. The selection panel may not consider applications containing classified information.

Please provide a pitch explaining how your skills, knowledge and experience will be relevant to this role and why you are the best candidate for the position. Your pitch can contain no more than 1000 words and should align to the key duties listed above.

Please complete your application online and provide your current CV with your application. (CVs must be in .doc, .docx, or .pdf format).

Accessible application documentation is available in other formats on request. Please contact recruitment@industry.gov.au or (02) 6276 1235 if you require assistance with your application.

Please refer to our [Applying for a position](#) information for additional information on how to apply.

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

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

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To Apply

Position Contact	Casey Gazzard, 08 7002 1105
Agency Recruitment Site	https://industry Careers.nga.net.au/?jati=C75E4FBA-4D76-1A1D-9394-DA762D56B1C2

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Industry, Science, Energy and Resources

Vacancy VN-0736436

Geoscience Australia

Closing Date: Sunday 11 February 2024

Place and Communities Division
Community Safety Earthquake Alerts and Tsunami Warnings

Job Title	Operations Support Team Lead
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$90,555 - \$104,820
Classification	APS Level 6
Position Number	12730
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

About us

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.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. 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.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

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](#).

Our team

The Community Safety Branch (CSB) in the Place, Space and Communities Division develops and delivers independent, authoritative and accessible information and advice on natural hazards and their impacts. By improving the understanding of natural hazards and community exposure, we support stakeholders in Australia and the region in their risk mitigation and community resilience policy and action.

The National Earthquake Alerts Centre (NEAC) is the central and public facing component of Geoscience Australia's earthquake seismology capability and services, and is the national authority for real-time earthquake information and advice in Australia. The NEAC is also a critical component of the Joint Australian Tsunami Warning Centre (JATWC), operated in partnership with the Bureau of Meteorology.

The NEAC undertakes real-time seismic event detection and alerting to provide critical information and advice about earthquakes of national and international significance to government, emergency managers, major infrastructure managers and the public, 24 hours a day, 365 days a year. These services are provided in near-real-time by a team of Duty Seismologists and Earthquake Duty Officers

Duties

Our team

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The NEAC undertakes real-time seismic event detection and alerting to provide critical information and advice about earthquakes of national and international significance to government, emergency managers, major infrastructure managers and the public, 24 hours a day, 365 days a year. These services are provided in near-real-time by a team of Duty Seismologists and Earthquake Duty Officers

The role

The Operations Support Team Lead will be responsible for ensuring that projects supporting the effective operation and continuous improvement of the NEAC are efficiently managed within time, budget and resources constraints. This role will also coordinate NEAC user acceptance (beta) testing, and oversee delivery of the NEACs day-to-day operations support activities.

The Operations Support Team Lead reports directly to the Director, Earthquake and Tsunami Warnings Section and works closely and cooperatively with the NEAC Operations Manager and the NEAC Science Capability and MCA Systems Support Teams.

The NEAC Operations Support Team Lead will be trained to also provide occasional shift cover for NEAC duty officers. The responsibility for covering shifts is shared across the Operations Support team, sometimes requiring a shift (or shifts) to be covered at short notice. When covering shifts, the NEAC Operations Support Team Lead will be supported to undertake real-time monitoring, detection, analysis and alerting of Australian and global earthquakes within NEAC's remit, in accordance with their training.

Intermittent shift work is an essential component of this role.

In this role you will:

- supervise the work of a small team of Operation Support Officers responsible for progressing day-to-day (core) operations support activities and defined projects
- develop and document clear procedures and processes for delivering core operations support activities
- develop appropriately detailed project plans and project management plans, informed by high-level scoping briefs provided by NEAC Management, using structured project management or other work planning methodology
- develop, implement and manage the operations support team's work plan(s), including setting tasks and priorities, managing work flow and allocating resources
- manage and deliver projects through to completion, including direct contribution to project work, as well as undertaking project evaluation and reporting
- develop and maintain an agreed project management/work planning approach for use in NEAC
- undertake quality assurance activities and contribute to the development of quality assurance tools and processes
- develop and manage relationships with stakeholders to support delivery of projects
- marshal internal professional and technical expertise to support project delivery
- contribute to the development and implementation of a certified quality management system for NEAC
- propose and/or facilitate initiatives to support continuous improvement in NEAC operations
- support the NEAC Operations Support Team to understand and engage with workplace change
- coordinate the use of specialist service providers, including contractors and consultants as necessary.

During periods of shift work: Apply your training to:

- undertake rapid and robust earthquake analysis in real time, using interactive software to characterise significant earthquakes and produce Geoscience Australia's real-time earthquake catalogue; you will disseminate this information to government agencies and the general public in accordance with Standard Operating Procedures (SOP)
- act as a watch-stander and operator of NEAC's decision support systems including databases, information management and distribution systems; report performance issues to designated personnel in a timely manner to ensure continuity and completeness of NEAC's 24x7 services.

To be successful in the role you will:

- ensure work is delivered to a high standard; consult internal experts; tap into their technical and professional knowledge and experience to improve work outcomes for the business unit
- apply and develop capabilities to meet performance expectations; contribute own expertise for the benefit of the business unit
- construct project plans that have clear and appropriate milestones, goals, timeframes and budgets; monitor projects against plans, and see projects through to completion; reschedule and reorganise work to reflect changes in priority
- evaluate project performance, identify need for change and initiate change when required
- adhere to documented procedures; use, and encourage others to use appropriate information management systems to keep information up to date

- identify issues and problems and work to resolve them; identify risks and uncertainties and take account of these in planning, decision-making and priority setting; identify, implement and promote improved work practices
- communicate with others regarding the purpose of their work; identify the relationship between organisational goals and operational tasks
- gather and investigate information from a variety of sources; use experience and judgement to analyse what information is important; draw accurate conclusions based on evidence
- deal positively with uncertainty and cope effectively in an environment characterised by change; share appropriate information with colleagues during times of change; help others adapt to ensure a smooth transition
- anticipate and be responsive to changes in client and stakeholder needs; provide courteous, prompt and professional service to clients
- operate as an effective member of the team; work collaboratively; draw on team strengths; actively listen to colleagues, clients and stakeholders; involve others and recognise the contributions made by other people; treat people with respect and courtesy
- take personal responsibility for accurate completion of work within timeframes and quality requirements; take the initiative to progress work when required; recognise and understand the issues impacting the achievement of desired outcomes
- take responsibility for mistakes and learn from them; seek advice and assistance from colleagues and supervisors when uncertain
- maintain effective performance levels even in challenging, uncertain or difficult circumstances; maintain an optimistic outlook and focus on the positives in difficult situations; stay calm under pressure
- reflect on own behaviours and work style and understand how they impact on others and job performance; agree own performance standards with supervisors; seek feedback on behaviour and work performance from supervisors and peers, and be responsive to guidance
- identify development opportunities for self and share learning with others
- make time for people despite competing priorities; provide guidance and offer full support when required
- adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- Excellent interpersonal and communication skills, and demonstrated ability to work effectively both independently, and in a team (shared work) environment, including supervising the work of others.
- Experience working in a project/program management role and/or proven ability to manage projects through to completion using established project management or other work planning methodologies.
- Demonstrated commitment to the principles of quality assurance and continuous improvement.
- Interest in, and willingness to learn and apply earthquake observatory practices, applied methods and techniques, and procedures. Some background in earth sciences would be advantageous.
- Ability and willingness to undertake intermittent shift work.
- Aptitude to develop and maintain skills in earthquake analysis and alerting procedures using NEAC's software, tools and systems; capability to develop and maintain an understanding of the underlying system architecture, including critical data flows and system state-of-health monitoring.
- Positive attitude to embracing and adapting to change.

Are you unsure about applying?

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 what we are looking for, please still apply or get in touch with the contact officer to learn more about 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 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Adrienne Moseley on (02) 6249 9604 or email adrienne.moseley@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre-employment screening, which includes a police history check.

Recruitability

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 position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

Notes

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@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.

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	Adrienne Moseley, (02) 6249 9604
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

This notice is part of the electronic Public Service Gazette PS6 Daily Gazette Monday - 05 February 2024.pdf Published by Australian Public Service Commission.

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Industry, Science, Energy and Resources

Vacancy VN-0736536

Geoscience Australia

Closing Date: Sunday 25 February 2024

Place and Communities Division
Community Safety Vulnerability Resilience and Mitigation

Job Title	Structural Engineer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$109,001 - \$123,220
Classification	Executive Level 1
Position Number	11782/18905/TBC
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

About us

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.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. 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.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

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](#).

Our team

The Community Safety Branch in the Place and Communities Division develops information on natural hazard risk that is used to inform government, the private sector and public. This information is developed through research within the agency, through external collaborations and through the application of the outcomes of other external research. This work requires an understanding of the vulnerabilities of the built environment and the opportunities to mitigate these.

This role sits within the Vulnerability, Resilience and Mitigation Section of the Community Safety Branch. Most of the section's work is focussed on helping Australian communities although occasionally we undertake work in countries such as Papua New Guinea, The Philippines and Indonesia. The Section has identified a need for a structural engineer to improve the safety of communities. The position is a new ongoing position.

Duties

The role will suit someone with a passion for helping communities and who has a sound understanding of the nature of the built environment, experience in natural hazard risk assessment and well-developed project leadership and communication skills.

In this role you will:

- Develop vulnerability functions for various building and critical infrastructure types that are applicable to a range of natural hazards. Vulnerability relationships may be developed analytically using a variety of software, empirically or heuristically. This includes the utilisation of loss data derived from post-disaster surveys and the insurance industry.
- Contribute to a multi-year program with external research partners that is developing an evidence base for investment decisions to reduce the vulnerability of buildings to severe wind flood and storm surge risk. This entails engagement with collaborators and stakeholders to ensure useful outcomes and to promote their utilisation.
- Contribute to an externally funded and collaborative program to develop vulnerability knowledge for critical infrastructure assets and risk mitigation opportunities. Sectors may include transport, water, electricity and telecommunications.
- Coordinate the preparation of reports, presentations and papers communicating the section's work.
- Document, tender and manage contracts and agreements with external providers such as infrastructure managers, consulting engineers, quantity surveyors and universities.
- Develop your skills and be rostered to provide business day support to a loss modelling capability in a secure environment.
- Work directly with communities in short post-disaster survey activities within Australia and the region to collect data for the development and validation of vulnerability models.
- Represent and present the work of the section in a range of external fora and to audiences that include managers of critical infrastructure, the insurance industry, academia and government.

To be successful in the role you will:

- Apply engineering principles and innovation to meet stakeholder user needs.
- Demonstrate technical leadership in application of engineering principles.
- Set the direction of the team and your own work priorities to ensure the provision of timely and accurate advice and play a role in coaching, guiding and developing employees.
- Collaborate across the team, branch, and with external collaborators to deliver outcomes.
- Deal positively with uncertainty and cope effectively in an environment characterised by change.
- Maintain effective performance levels in highly charged or high-pressure situations.
- Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- The applicant shall possess a degree in civil engineering, structural engineering or similar. Post-graduate qualifications and/or research experience in these or related fields would be advantageous.
- A record of achievement in structural design and analysis with a demonstrated capability to undertake work with minimal guidance. They will also have at least 10 years' experience either as an engineer or similar role where you have gained experience in the design and construction of buildings and infrastructure.
- Alternatively a record of achievement in structural analysis with a demonstrated capability to undertake work with minimal guidance. They would have skills and experience with non-linear structural analysis, Python programming and/or statistical analysis.
- Experience in applying structural engineering skills and knowledge to develop and utilise building vulnerability functions would be advantageous. Experience in natural hazard risk assessment will also be advantageous (you may offer examples of your relevant achievements and experience).
- Demonstrated capacity to cooperate with, motivate and represent a project team or work group to achieve results. Ability to build cooperation, coach team members and improve team performance.
- Proven record of managing projects, resources and technology under limited direction, to deliver outcomes. A well-developed ability to communicate clearly both orally and in writing within team and to external clients.
- A demonstrated capacity to build strong client, stakeholder and partner relationships and manage issues and competing priorities.

Are you unsure about applying?

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 what we are looking for, please still apply or get in touch with the contact officer to learn more about 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 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Mark Edwards on (02) 6249 9420 or email mark.edwards@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

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 position. For more information please visit the Australian Public Service Commission website.

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Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@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.

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To Apply

Position Contact	Mark Edwards, (02) 6249 9420
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736424

Civil Aviation Safety Authority Australia

Closing Date: Friday 23 February 2024

Stakeholder Engagement
Client Services Centre

Job Title	Team Leader, Aviation Medicine
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,907 - \$126,171
Classification	Executive Level 1
Position Number	1252
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Team Leader Aviation Medicine performs a key role leading and managing services associated with the medical certification framework.

Reporting to the Delivery Manager Client Services Centre, the Team Leader is responsible for planning, leading, and delivering outcomes for complex, technical and sensitive medical certificate services, the role will provide clear and consistent leadership to the section to ensure effective and efficient delivery of services; risk identification, evaluation and mitigation; quality assurance and continuous business improvement processes.

The position will be responsible for the supervision and maintenance of the processes, procedures, templates, and forms and play a key role in providing support and coordination to CASA doctors.

Duties

The Team Leader Aviation Medicine will lead a team of up to 15 direct reports and is responsible for the following deliverables, which represent an ongoing body of work:

- Managing and leading the day-to-day functions of the team, including work allocation and scheduling of priorities, providing advice on complex enquiries, and acting as the first point for escalated queries and complaints, in accordance with the relevant procedures and policies.
- Managing and deploying allocated resources to competing priorities, utilising forecasts, plans, and performance measures to meet required outcomes.
- Identifying staff capability and development, coaching, and mentoring staff, providing timely and constructive feedback, and managing performance and training.
- Monitoring and managing the teams service delivery and ensure services are delivered in line with agreed service delivery standards.
- Working with the Delivery Manager and CASA doctors as required, research, analyse, and prepare reports, plans, correspondence, and briefings to the team and other stakeholders.

- Undertaking governance related activities to ensure CASA's systems (in particular the Medical Records System), website information, guidance material and other communications material is operational, accurate and meets legislative requirements and applicant's needs.
- Manage compliance with competency-based training requirements together with change management and agreed personal development training within the team for both new starters and ongoing staff members.
- Champion and embed the CSC quality practices into the section.
- Leading and exemplifying workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's Values and Behaviours.

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Demonstrated experience in managing and leading a team in a client focused, technical service delivery environment with complex service offers and processes.
- Demonstrated understanding, or the ability to quickly acquire an understanding of, the medical certification system and the impacts of different jurisdictions in which doctors operate in Australia.
- A practical understanding of the Australian aviation and government regulatory environment and relevant Civil Aviation Safety Regulations
- Demonstrated high level stakeholder engagement skills, including excellent interpersonal and communication (oral and written) skills, with an ability to prepare high quality written materials, and maintain, influence, and grow strategic relationships.
- A sound understanding and demonstrated application of quality assurance and risk management principles.
- High-level problem-solving skills with the ability to develop and implement procedures, improve processes, provide flexible solutions, and achieve results.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.)
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others.

To Apply

Position Contact	Nathan Sullivan, 02 62171291
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736425

Civil Aviation Safety Authority Australia

Closing Date: Friday 23 February 2024

Stakeholder Engagement
Client Services Centre

Job Title	Team Leader, Aviation Medicine - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,907 - \$126,171
Classification	Executive Level 1
Position Number	1252
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Team Leader Aviation Medicine performs a key role leading and managing services associated with the medical certification framework. Reporting to the Delivery Manager Client Services Centre, the Team Leader is responsible for planning, leading, and delivering outcomes for complex, technical and sensitive medical certificate services, the role will provide clear and consistent leadership to the section to ensure effective and efficient delivery of services; risk identification, evaluation and mitigation; quality assurance and continuous business improvement processes. The position will be responsible for the supervision and maintenance of the processes, procedures, templates, and forms and play a key role in providing support and coordination to CASA doctors.

Duties

The Team Leader Aviation Medicine will lead a team of up to 15 direct reports and is responsible for the following deliverables, which represent an ongoing body of work:

- Managing and leading the day-to-day functions of the team, including work allocation and scheduling of priorities, providing advice on complex enquiries, and acting as the first point for escalated queries and complaints, in accordance with the relevant procedures and policies.
- Managing and deploying allocated resources to competing priorities, utilising forecasts, plans, and performance measures to meet required outcomes.
- Identifying staff capability and development, coaching, and mentoring staff, providing timely and constructive feedback, and managing performance and training.
- Monitoring and managing the teams service delivery and ensure services are delivered in line with agreed service delivery standards.
- Working with the Delivery Manager and CASA doctors as required, research, analyse, and prepare reports, plans, correspondence, and briefings to the team and other stakeholders.

- Undertaking governance related activities to ensure CASA's systems (in particular the Medical Records System), website information, guidance material and other communications material is operational, accurate and meets legislative requirements and applicant's needs.
- Manage compliance with competency-based training requirements together with change management and agreed personal development training within the team for both new starters and ongoing staff members.
- Champion and embed the CSC quality practices into the section.
- Leading and exemplifying workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's Values and Behaviours.

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Demonstrated experience in managing and leading a team in a client focused, technical service delivery environment with complex service offers and processes.
- Demonstrated understanding, or the ability to quickly acquire an understanding of, the medical certification system and the impacts of different jurisdictions in which doctors operate in Australia.
- A practical understanding of the Australian aviation and government regulatory environment and relevant Civil Aviation Safety Regulations
- Demonstrated high level stakeholder engagement skills, including excellent interpersonal and communication (oral and written) skills, with an ability to prepare high quality written materials, and maintain, influence, and grow strategic relationships.
- A sound understanding and demonstrated application of quality assurance and risk management principles.
- High-level problem-solving skills with the ability to develop and implement procedures, improve processes, provide flexible solutions, and achieve results.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.)
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check

Notes

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Nathan Sullivan, 02 62171291
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736427

Civil Aviation Safety Authority Australia

Closing Date: Friday 23 February 2024

Stakeholder Engagement
Client Services Centre

Job Title	Team Leader, Aviation Medicine - Affirmative Measures - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,907 - \$126,171
Classification	Executive Level 1
Position Number	1252
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Team Leader Aviation Medicine performs a key role leading and managing services associated with the medical certification framework.

Reporting to the Delivery Manager Client Services Centre, the Team Leader is responsible for planning, leading, and delivering outcomes for complex, technical and sensitive medical certificate services, the role will provide clear and consistent leadership to the section to ensure effective and efficient delivery of services; risk identification, evaluation and mitigation; quality assurance and continuous business improvement processes.

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- Managing and leading the day-to-day functions of the team, including work allocation and scheduling of priorities, providing advice on complex enquiries, and acting as the first point for escalated queries and complaints, in accordance with the relevant procedures and policies.
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- Manage compliance with competency-based training requirements together with change management and agreed personal development training within the team for both new starters and ongoing staff members.
- Champion and embed the CSC quality practices into the section.
- Leading and exemplifying workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's Values and Behaviours.

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Demonstrated experience in managing and leading a team in a client focused, technical service delivery environment with complex service offers and processes.
- Demonstrated understanding, or the ability to quickly acquire an understanding of, the medical certification system and the impacts of different jurisdictions in which doctors operate in Australia.
- A practical understanding of the Australian aviation and government regulatory environment and relevant Civil Aviation Safety Regulations
- Demonstrated high level stakeholder engagement skills, including excellent interpersonal and communication (oral and written) skills, with an ability to prepare high quality written materials, and maintain, influence, and grow strategic relationships.
- A sound understanding and demonstrated application of quality assurance and risk management principles.
- High-level problem-solving skills with the ability to develop and implement procedures, improve processes, provide flexible solutions, and achieve results.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.)
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check

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 Civil Aviation Safety Authority Australia

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736440

Civil Aviation Safety Authority Australia

Closing Date: Sunday 25 February 2024

Finance

Job Title	Section Manager, Contracts and Procurement
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$128,919 - \$155,916
Classification	Executive Level 2
Position Number	1086
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

Are you a dynamic leader with a passion for strategic procurement and contracts management? An exciting opportunity awaits you as the Section Manager of Contracts and Procurement with CASA.

We have an exciting opportunity to join our Finance Branch. In this role, you will head a small team dedicated to offering guidance and overseeing and advising on all phases of the procurement, tendering, and contracting processes. The objective is to guide the organisation in striking a balance between maximizing value for money and effectively fulfilling business objectives and organisational direction, all while upholding compliance and governance standards.

This position reports to the Chief Financial Officer and is responsible for ensuring compliance with CASA's procurement and contract management policies and associated procedures, developing and recommending procurement and contract management policy, providing expert procurement and contract management advice, undertaking national strategic procurement activities, managing contractual relationships and performance outcomes for CASA nationally.

Duties

The Section Manager Contracts and Procurement is responsible for the following deliverables, which represent an ongoing body of work:

- Lead and manage a small team of procurement specialists in the coordination of all relevant and major procurement and contract management activities
- Maintain currency of government procurement practices and how policies are applied to CASA including promoting ethics, fair dealing and value for money in all phases of procurement
- Ensure compliance with CASA's mandatory reporting requirements such as the Senate Order on Contracts and Indigenous Procurement Policy reporting
- Manage CASA's digital procurement processes through TechOne Financial Management system

- Provide guidance and advice to CASA staff in the preparation of tender documents, selection criteria and tender evaluation in accordance with CASA's policies and procurement guidelines
- Prepare, draft or settle contracts and work orders, seeking legal advice as necessary
- Liaise with CASA staff, including Senior Management, to deliver high quality procurement and contract management outcomes
- Work supportively and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes
- Other duties as required.

Our ideal candidate

Our ideal candidate must demonstrate the following:

- A strong and recent background working in procurement or contract management
- Demonstrated application of high level oral and written communication skills, including the ability to write complex approach to market documentation
- Demonstrated high level of stakeholder management skills, including excellent negotiation skills and demonstrated ability to establish and influence productive working relationships with business stakeholders
- Demonstrated experience in undertaking detailed analysis of complex issues and providing well considered guidance and advice to senior management and key stakeholders
- Demonstrated experience leading and managing a team in a fast paced, high volume environment with complex procurement and contract management activity
- Exceptional leadership skills, fostering a culture of excellence and demonstration of CASA's values.

The following ideal candidate requirements are highly desirable:

- Formal qualifications in procurement and contract management
- Experience managing complex projects in a government or regulatory environment
- Commercial law experience or a law degree or extensive experience drafting contracts and work orders.

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process. Affirmative measures are only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Simon Frawley, 02 6217 1190
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736441

Civil Aviation Safety Authority Australia

Closing Date: Sunday 25 February 2024

Finance

Job Title	Section Manager, Contracts and Procurement - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$128,919 - \$155,916
Classification	Executive Level 2
Position Number	1086
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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Duties

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- Manage CASA's digital procurement processes through TechOne Financial Management system
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- Prepare, draft or settle contracts and work orders, seeking legal advice as necessary
- Liaise with CASA staff, including Senior Management, to deliver high quality procurement and contract management outcomes
- Work supportively and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes
- Other duties as required.

Our ideal candidate

Our ideal candidate must demonstrate the following:

- A strong and recent background working in procurement or contract management
- Demonstrated application of high level oral and written communication skills, including the ability to write complex approach to market documentation
- Demonstrated high level of stakeholder management skills, including excellent negotiation skills and demonstrated ability to establish and influence productive working relationships with business stakeholders
- Demonstrated experience in undertaking detailed analysis of complex issues and providing well considered guidance and advice to senior management and key stakeholders
- Demonstrated experience leading and managing a team in a fast paced, high volume environment with complex procurement and contract management activity
- Exceptional leadership skills, fostering a culture of excellence and demonstration of CASA's values.

The following ideal candidate requirements are highly desirable:

- Formal qualifications in procurement and contract management
- Experience managing complex projects in a government or regulatory environment
- Commercial law experience or a law degree or extensive experience drafting contracts and work orders.

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
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Notes

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736449

Civil Aviation Safety Authority Australia

Closing Date: Sunday 25 February 2024

Finance

Job Title	Section Manager, Contracts and Procurement - Affirmative Measures - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$128,919 - \$155,916
Classification	Executive Level 2
Position Number	1086
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

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Eligibility

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736462

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 February 2024

Corporate Services
Information Technology

Job Title	Senior Technical Administrator (Aurion)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, East Melbourne VIC, Adelaide SA, Perth WA, Darwin NT
Salary	\$107,907 - \$126,171
Classification	Executive Level 1
Position Number	3850
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Senior Technical Administrator (Aurion) reports to the Section Manager Business Systems and is responsible for managing the systems administration function for Aurion, including ensuring integration with CASA systems, maintaining functionality and useability for business needs. The role is also responsible for the oversight and management of day-to-day functions of the Aurion,

supporting business areas with queries, troubleshooting system issues and escalating issues to the vendor, as necessary. The role is responsible for developing and executing strategies to enhance Aurion in support of business owner requirements, ensuring the system is operating efficiently and is effectively maintained. In collaboration with key stakeholders, this role will coordinate software releases with the vendor, conduct configuration changes and perform testing to ensure system functionality is maintained, ensuring seamless integration with other CASA systems.

Duties

The Senior Technical Administrator (Aurion), under broad direction, is responsible for the following:

- Managing Aurion changes in accordance with other CASA IT processes in place such as Change Management, Release Management, Configuration Management and Testing processes; including but not limited to liaising with the vendor to coordinate version upgrades and conducting testing of the Financial Management Information System (FMIS), TechnologyOne, and interlinked/dependent software.
- Manage and support of Aurion, assisting business areas and troubleshooting technical issues, providing level 1, 2 and 3 support, as required:
 - o Level 1 - develop support material for level 1 support staff
 - o Level 2 - provide support, incident and problem management for Aurion queries
 - o Level 3 - escalate and coordinate technical issue resolution with the vendor.
- Manage various complex Aurion interfaces and integrations with multiple CASA systems, including but not limited to the Medical Records System (MRS), European Aviation Processing System (EAP), e-Recruitment (HireRoad), MS Identity Management system (MIM) and FMIS.
- Manage team workplan and undertake supervision of the Aurion Systems Administrator.

- Identify, develop and implement changes to the Aurion that will improve the quality, timeliness, consistency and usability of financial information and reporting within CASA.
- Manage and document system issues, communicating both with internal stakeholders and the vendor as issues progress and ensure these are followed through to a full and complete resolution.
- Ensure full documentation and standard operating procedures exist to support Aurion and any enhancements. This includes user guides, procedures and documentation sufficient for audit purposes.
- Make recommendations to business areas based on expertise, system functionality and upcoming system features and coordinate application updates, changes and enhancements.
- In collaboration with internal and external stakeholders, develop strategies, forward workplans and a roadmap of system enhancements and functionality to meet future business needs.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Our ideal candidate

The following are mandatory requirements for the role:

- Extensive experience in administration and management of Aurion or similar including conducting configuration changes and enhancements in a similar sized commercial or government environment.
- High level written and oral communication skills, including the ability to communicate complex technical information to non-technical staff.
- Demonstrated experience in managing and influencing a wide range of internal and external stakeholders, including business personnel, ICT staff and vendors.
- Demonstrated experience in supporting information technology systems and solving complex technology issues.
- Experience implementing, designing and managing Aurion interfaces and integration with multiple systems.
- Experience dealing with unfamiliar circumstances, where initiative, innovation and judgement is required.

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

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To Apply

Position Contact	Peter Thomson, (02) 6217 1026
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736463

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 February 2024

Corporate Services
Information Technology

Job Title	Senior Technical Administrator (Aurion) - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, East Melbourne VIC, Adelaide SA, Perth WA, Darwin NT
Salary	\$107,907 - \$126,171
Classification	Executive Level 1
Position Number	3850
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Senior Technical Administrator (Aurion) reports to the Section Manager Business Systems and is responsible for managing the systems administration function for Aurion, including ensuring integration with CASA systems, maintaining functionality and useability for business needs. The role is also responsible for the oversight and management of day-to-day functions of the Aurion, supporting business areas with queries, troubleshooting system issues and escalating issues to the vendor, as necessary. The role is responsible for developing and executing strategies to enhance Aurion in support of business owner requirements, ensuring the system is operating efficiently and is effectively maintained. In collaboration with key stakeholders, this role will coordinate software releases with the vendor, conduct configuration changes and perform testing to ensure system functionality is maintained, ensuring seamless integration with other CASA systems.

Duties

The Senior Technical Administrator (Aurion), under broad direction, is responsible for the following:

- Managing Aurion changes in accordance with other CASA IT processes in place such as Change Management, Release Management, Configuration Management and Testing processes; including but not limited to liaising with the vendor to coordinate version upgrades and conducting testing of the Financial Management Information System (FMIS), TechnologyOne, and interlinked/dependent software.
- Manage and support of Aurion, assisting business areas and troubleshooting technical issues, providing level 1, 2 and 3 support, as required:
 - o Level 1 - develop support material for level 1 support staff
 - o Level 2 - provide support, incident and problem management for Aurion queries
 - o Level 3 - escalate and coordinate technical issue resolution with the vendor.
- Manage various complex Aurion interfaces and integrations with multiple CASA systems, including but not limited to the Medical Records System (MRS), European Aviation Processing System (EAP), e-Recruitment (HireRoad), MS Identity Management system (MIM) and FMIS.
- Manage team workplan and undertake supervision of the Aurion Systems Administrator.
- Identify, develop and implement changes to the Aurion that will improve the quality, timeliness, consistency and usability of financial information and reporting within CASA.
- Manage and document system issues, communicating both with internal stakeholders and the vendor as issues progress and ensure these are followed through to a full and complete resolution.
- Ensure full documentation and standard operating procedures exist to support Aurion and any enhancements. This includes user guides, procedures and documentation sufficient for audit purposes.
- Make recommendations to business areas based on expertise, system functionality and upcoming system features and coordinate application updates, changes and enhancements.
- In collaboration with internal and external stakeholders, develop strategies, forward workplans and a roadmap of system enhancements and functionality to meet future business needs.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace

and act in accordance with CASA's Values and Behaviours.

Our ideal candidate

The following are mandatory requirements for the role:

- Extensive experience in administration and management of Aurion or similar including conducting configuration changes and enhancements in a similar sized commercial or government environment.
- High level written and oral communication skills, including the ability to communicate complex technical information to non-technical staff.
- Demonstrated experience in managing and influencing a wide range of internal and external stakeholders, including business personnel, ICT staff and vendors.
- Demonstrated experience in supporting information technology systems and solving complex technology issues.
- Experience implementing, designing and managing Aurion interfaces and integration with multiple systems.
- Experience dealing with unfamiliar circumstances, where initiative, innovation and judgement is required.

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736465

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 February 2024

Corporate Services
Information Technology

Job Title	Senior Technical Administrator (Aurion) - Affirmative Measures - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, East Melbourne VIC, Adelaide SA, Perth WA, Darwin NT
Salary	\$107,907 - \$126,171
Classification	Executive Level 1
Position Number	3850
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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Our ideal candidate

The following are mandatory requirements for the role:

- Extensive experience in administration and management of Aurion or similar including conducting configuration changes and enhancements in a similar sized commercial or government environment.
- High level written and oral communication skills, including the ability to communicate complex technical information to non-technical staff.
- Demonstrated experience in managing and influencing a wide range of internal and external stakeholders, including business personnel, ICT staff and vendors.
- Demonstrated experience in supporting information technology systems and solving complex technology issues.
- Experience implementing, designing and managing Aurion interfaces and integration with multiple systems.
- Experience dealing with unfamiliar circumstances, where initiative, innovation and judgement is required.

Eligibility

- Must be an Australia citizen or permanent resident
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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736495

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 February 2024

Corporate Services
Information Technology

Job Title	Senior Developer Dynamics 365
Job Type	Full-Time, Ongoing
Location	Sydney NSW, East Melbourne VIC, Canberra ACT, Brisbane QLD, Adelaide SA
Salary	\$107,907 - \$126,171
Classification	Executive Level 1
Position Number	2737
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Digital Solutions Section is responsible for providing and maintaining the ICT applications that support the department's objectives and strategic directions.

Senior Developer Dynamics 365 supports the Digital Solutions Applications Team Lead in the development and maintenance activities of Microsoft Dynamics 365 applications managed by the section. This role reports to the Applications Team Leader in the Digital Solution Section.

Duties

The Developer under broad direction is responsible for, but not limited to:

- Work collaboratively with the Digital Solution Team leaders to deliver the Section's goals.
- Develop, maintain and document customisations to meet business requirements across the Dynamics 365 and Power Platform ecosystem, including Plugins, client-side JavaScript, Custom Actions, Flow, Canvas Apps and more.
- Deploy and develop customisations on PowerApps Portals.
- Develop integrations services for Dynamics 365 and Power Platform applications into other systems such as payment and accounting software.
- Identify and resolve system defects and document and report on fixes.
- Collaborate with all internal team members and project stakeholders.
- Document and perform system tests and coordinate testing of features with testers and business users.

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Demonstrated experience in designing, documenting and developing Dynamics 365 Model Driven and Canvas apps.
- Demonstrated technical expertise in the Microsoft stack including any of the following technologies .NET Framework or .NET Core, Azure Cloud and Dynamics 365.
- Experience in troubleshooting existing or new Dynamics 365 solutions and integrations with external apps such as SharePoint, and Logic Apps
- Experience developing and updating complex plugins and custom CRM workflows.
- Tertiary accredited qualifications in a relevant ICT discipline with a minimum of five years' experience in an ICT technical role.
- Experience working cooperatively using agile methodologies with a range of internal and external stakeholders with a proven track record of meeting project deliverables.
- Highly developed written and oral communication skills, particularly in discussing technical matters with non-technical people.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

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To Apply

Position Contact	Chad Abeywickrama, +61262171475
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736497

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 February 2024

Corporate Services
Information Technology

Job Title	Senior Developer Dynamics 365 - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Sydney NSW, East Melbourne VIC, Canberra ACT, Brisbane QLD, Adelaide SA
Salary	\$107,907 - \$126,171
Classification	Executive Level 1
Position Number	2737
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Digital Solutions Section is responsible for providing and maintaining the ICT applications that support the department's objectives and strategic directions.

Senior Developer Dynamics 365 supports the Digital Solutions Applications Team Lead in the development and maintenance activities of Microsoft Dynamics 365 applications managed by the section. This role reports to the Applications Team Leader in the Digital Solution Section.

Duties

The Developer under broad direction is responsible for, but not limited to:

- Work collaboratively with the Digital Solution Team leaders to deliver the Section's goals.
- Develop, maintain and document customisations to meet business requirements across the Dynamics 365 and Power Platform ecosystem, including Plugins, client-side JavaScript, Custom Actions, Flow, Canvas Apps and more.
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- Document and perform system tests and coordinate testing of features with testers and business users.

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Demonstrated experience in designing, documenting and developing Dynamics 365 Model Driven and Canvas apps.
- Demonstrated technical expertise in the Microsoft stack including any of the following technologies .NET Framework or .NET Core, Azure Cloud and Dynamics 365.
- Experience in troubleshooting existing or new Dynamics 365 solutions and integrations with external apps such as SharePoint, and Logic Apps
- Experience developing and updating complex plugins and custom CRM workflows.
- Tertiary accredited qualifications in a relevant ICT discipline with a minimum of five years' experience in an ICT technical role.

- Experience working cooperatively using agile methodologies with a range of internal and external stakeholders with a proven track record of meeting project deliverables.
- Highly developed written and oral communication skills, particularly in discussing technical matters with non-technical people.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

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To Apply

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Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736498

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 February 2024

Corporate Services
Information Technology

Job Title	Senior Developer Dynamics 365 - Affirmative Measures - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing
Location	Sydney NSW, East Melbourne VIC, Canberra ACT, Brisbane QLD, Adelaide SA
Salary	-
Classification	Executive Level 1
Position Number	2737
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

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Senior Developer Dynamics 365 supports the Digital Solutions Applications Team Lead in the development and maintenance activities of Microsoft Dynamics 365 applications managed by the section. This role reports to the Applications Team Leader in the Digital Solution Section.

Duties

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- Develop, maintain and document customisations to meet business requirements across the Dynamics 365 and Power Platform ecosystem, including Plugins, client-side JavaScript, Custom Actions, Flow, Canvas Apps and more.
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- Collaborate with all internal team members and project stakeholders.
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- Experience developing and updating complex plugins and custom CRM workflows.
- Tertiary accredited qualifications in a relevant ICT discipline with a minimum of five years' experience in an ICT technical role.
- Experience working cooperatively using agile methodologies with a range of internal and external stakeholders with a proven track record of meeting project deliverables.
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Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

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.

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736576

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 February 2024

Corporate Services
Information Technology

Job Title	Senior Test Analyst
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$96,287 - \$105,637
Classification	APS Level 6
Position Number	4225
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Digital Solutions Section is responsible for providing and maintaining the ICT applications that support the department's objectives and strategic directions.

Senior Test Analyst supports the Digital Solutions Test Team Lead and the QA Test Manager to deliver Quality Assurance / Test specialist services supporting CASA's ICT applications.

The Test Analyst will be responsible for reviewing business requirements, functional design specifications, developing and executing test cases as well as providing key subject matter expertise across testing lifecycles, methodologies, and processes.

Duties

Additionally, the Test Analyst is responsible for the following deliverables:

- Identifying and preparing test cases, test data.
- Provide input into the test execution plan.
- Execute tests and record results, linking blocked and failed test cases to respective defects.
- Demonstrated defect reporting and management experience – test dashboards & test matrix.
- Provide the team lead with test effort estimates and test status reports.
- Create workflows showing possible paths and outcomes for test case creation.
- Undertake formal review and/or peer review of own and other testing resources artefacts/ test cases.
- Liaise with the application team to determine a testable delivery schedule.
- Report, triage, and monitor defects.

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Demonstrated understanding of test methodologies and processes.
 - Proven experience in test design and execution including designing reusable test procedures, cases, and scripts with a keen attention to detail.
 - Experienced and proficient in software testing techniques, authoring, review, and application of test cases.
 - Ability to function across multiple simultaneous projects with overlapping timelines.
 - Demonstrated knowledge of the software development lifecycle and agile development practices.
 - Effective stakeholder management skills with the ability to communicate effectively at all levels and strengthen and maintain relationships.
 - Strong analytical and problem-solving skills with the ability to quickly identify and document the root cause of an issue.
- The following are desirable requirements for the role:
- Advanced skills in Microsoft office (Word, Excel, Visio, Project).
 - Knowledge of Azure DevOps for test planning, defect management and traceability.
 - Understanding of SharePoint, CRM, MS ESB integration and across platform testing would be of advantage.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988.

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australia citizen as this role requires a Baseline security clearance.

Notes

Affirmative Measures

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To Apply

Position Contact	Shilpa Vemuri, +61731447512
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736577

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 February 2024

Corporate Services
Information Technology

Job Title	Senior Test Analyst - Affirmative Measures - Disability
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$96,287 - \$105,637
Classification	APS Level 6
Position Number	4225
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

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To Apply

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Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736578

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 February 2024

Corporate Services
Information Technology

Job Title	Senior Test Analyst - Affirmative measures - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$96,287 - \$105,637
Classification	APS Level 6
Position Number	4225
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736613

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 February 2024

Guidance, Transformation and Safety Systems
Transformation

Job Title	Business Capability Engagement Section Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, East Melbourne VIC, Adelaide SA, Perth WA, Brisbane QLD, Cairns QLD, Darwin NT
Salary	\$128,919 - \$155,916
Classification	Executive Level 2
Position Number	3873
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

Transformation Branch within Group Transformation and Safety Systems (GTSS) Division is responsible for project managing key transformation initiatives that impact CASA Oversight and Regulatory Services, including the Enterprise Aviation Processing (EAP) Program.

The Business Capability Engagement Section Manager will report to National Manager Transformation and is responsible for leading the Business Capability Engagement Section in the delivery of activities in support of the broader Transformation branch work program and transitioning the business to the use of Enterprise Aviation Processing (EAP) system.

Through the EAP Program, CASA staff will record data, issue authorisation holder approvals, view the history of an authorisation holder and aircraft, and manage interactions with industry using one system. The role focusses on leading a team in collaborating with stakeholders to achieve outcomes for EAP, while supporting the broader team in the coordination, development and delivery of EAP Program related activities.

The Business Capability Engagement Section Manager leads the Section responsible for coordinating business engagement activities, including the creation and management of artefacts to support the program. The role oversees the management of program tasking and coordination with the IT Branch in identifying technical and business resources to achieve key deliverables to achieve success in the EAP program activities.

Duties

The Business Capability Engagement Section Manager is responsible for the following deliverables, which represent an ongoing body of work:

- a) Define, plan and direct Section work scope, including leading business priorities and resource allocation to support scope and priorities.
- b) Work with Program Manager to identify and prioritise business requirements and direct scope change activities.
- c) Work closely with the Change Manager in the implementation of change management strategies and initiatives, ensuring communications and stakeholder engagement activities are delivered in alignment with project/program deliverables.
- d) Lead the Business Capability Engagement Section in engagement activities, business preparedness and identifying business representatives/resources for project scope activities.
- e) Provides strong leadership, management and builds a highly performing section to deliver work area outcomes, and be accountable for staff development, identification of training needs, performance management and conflict resolution.
- f) Work collaboratively with Executive Committee members to identify required business resources to support business objectives.
- g) Work collaboratively with key project roles to define business acceptance criteria.
- h) Prepare, draft and submit reports to committees, governance and the CASA Board.
- i) Participate in and lead outcomes as a key member of the Change Advisory Board (CAB) governance committee.
- j) Contribute effectively to the development of and implementation of CASA's Corporate, Divisional and Branch Business and Risk Management Plans.
- k) Lead the team through change management processes and process improvement activities through consultation.
- l) Develop and maintain positive relationships and promoting open communication with internal and external key stakeholders.
- m) Lead and participate in workshops, internal and external forums with stakeholders in relation to EMPIC software and business representation at international forums.
- n) Translate strategy into actionable goals for performance and growth, helping to implement organisation-wide outcomes and supporting implementation of regulatory requirements.
- o) Lead and promote workplace inclusion and safety, acting in accordance with CASA's Values and Behaviours, including leading a geographically dispersed workforce.

- p) Work supportively, engage respectfully and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.
- q) Other duties as required.

Our ideal candidate

Our ideal candidate will have:

- Experience leading and managing a geographically dispersed, multi-disciplined team to achieve high priority organisational goals and project/program activities with blended resources (in a resource constrained environment).
- Excellent oral and written communication and negotiation skills and experience managing and influencing business and technical professionals at all levels.
- Demonstrated staff management experience including mentoring, coaching, collaborating, and team building and ability to lead people through change management processes.
- Demonstrated ability in the oversight and management of complex regulatory and standards development projects, and the ability to exercise independent judgement in the resolution of complex problems.
- Experience in identifying and developing standardised business processes.
- Desirable - relevant Project or Program management qualifications or accreditation such as Diploma Project Management, AIPM accredited CPPM, Prince 2 Foundation or above, or MSP Foundation or above.
- Comprehensive working knowledge of the Australian aviation safety legislation, as relevant to the role.
- Proven track record of successfully supporting business change and/or organisation design, both from a people and business process perspective.
- Experience with one or more project/program management methodologies, such as PRINCE2, Agile, Scrum and MSP (managing successful programs).

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others.

To Apply

Position Contact	Laura Carlton, +61 73144 7416
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736614

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 February 2024

Guidance, Transformation and Safety Systems
Transformation

Job Title	Business Capability Engagement Section Manager - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, East Melbourne VIC, Adelaide SA, Perth WA, Brisbane QLD, Cairns QLD, Darwin NT
Salary	\$128,919 - \$155,916
Classification	Executive Level 2
Position Number	3873
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

Transformation Branch within Group Transformation and Safety Systems (GTSS) Division is responsible for project managing key transformation initiatives that impact CASA Oversight and Regulatory Services, including the Enterprise Aviation Processing (EAP) Program.

The Business Capability Engagement Section Manager will report to National Manager Transformation and is responsible for leading the Business Capability Engagement Section in the delivery of activities in support of the broader Transformation branch work program and transitioning the business to the use of Enterprise Aviation Processing (EAP) system.

Through the EAP Program, CASA staff will record data, issue authorisation holder approvals, view the history of an authorisation holder and aircraft, and manage interactions with industry using one system. The role focusses on leading a team in collaborating with stakeholders to achieve outcomes for EAP, while supporting the broader team in the coordination, development and delivery of EAP Program related activities.

The Business Capability Engagement Section Manager leads the Section responsible for coordinating business engagement activities, including the creation and management of artefacts to support the program. The role oversees the management of program tasking and coordination with the IT Branch in identifying technical and business resources to achieve key deliverables to achieve success in the EAP program activities.

Duties

The Business Capability Engagement Section Manager is responsible for the following deliverables, which represent an ongoing body of work:

- Define, plan and direct Section work scope, including leading business priorities and resource allocation to support scope and priorities.
- Work with Program Manager to identify and prioritise business requirements and direct scope change activities.
- Work closely with the Change Manager in the implementation of change management strategies and initiatives, ensuring communications and stakeholder engagement activities are delivered in alignment with project/program deliverables.

- d) Lead the Business Capability Engagement Section in engagement activities, business preparedness and identifying business representatives/resources for project scope activities.
- e) Provides strong leadership, management and builds a highly performing section to deliver work area outcomes, and be accountable for staff development, identification of training needs, performance management and conflict resolution.
- f) Work collaboratively with Executive Committee members to identify required business resources to support business objectives.
- g) Work collaboratively with key project roles to define business acceptance criteria.
- h) Prepare, draft and submit reports to committees, governance and the CASA Board.
- i) Participate in and lead outcomes as a key member of the Change Advisory Board (CAB) governance committee.
- j) Contribute effectively to the development of and implementation of CASA's Corporate, Divisional and Branch Business and Risk Management Plans.
- k) Lead the team through change management processes and process improvement activities through consultation.
- l) Develop and maintain positive relationships and promoting open communication with internal and external key stakeholders.
- m) Lead and participate in workshops, internal and external forums with stakeholders in relation to EMPIC software and business representation at international forums.
- n) Translate strategy into actionable goals for performance and growth, helping to implement organisation-wide outcomes and supporting implementation of regulatory requirements.
- o) Lead and promote workplace inclusion and safety, acting in accordance with CASA's Values and Behaviours, including leading a geographically dispersed workforce.
- p) Work supportively, engage respectfully and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.
- q) Other duties as required.

Our ideal candidate

Our ideal candidate will have:

- Experience leading and managing a geographically dispersed, multi-disciplined team to achieve high priority organisational goals and project/program activities with blended resources (in a resource constrained environment).
- Excellent oral and written communication and negotiation skills and experience managing and influencing business and technical professionals at all levels.
- Demonstrated staff management experience including mentoring, coaching, collaborating, and team building and ability to lead people through change management processes.
- Demonstrated ability in the oversight and management of complex regulatory and standards development projects, and the ability to exercise independent judgement in the resolution of complex problems.
- Experience in identifying and developing standardised business processes.
- Desirable - relevant Project or Program management qualifications or accreditation such as Diploma Project Management, AIPM accredited CPPM, Prince 2 Foundation or above, or MSP Foundation or above.
- Comprehensive working knowledge of the Australian aviation safety legislation, as relevant to the role.
- Proven track record of successfully supporting business change and/or organisation design, both from a people and business process perspective.
- Experience with one or more project/program management methodologies, such as PRINCE2, Agile, Scrum and MSP (managing successful programs).

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check

Notes

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Laura Carlton, +61 73144 7416
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736615

Civil Aviation Safety Authority Australia

Closing Date: Sunday 18 February 2024

Guidance, Transformation and Safety Systems
Transformation

Job Title	Business Capability Engagement Section Manager - Affirmative Measures - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, East Melbourne VIC, Adelaide SA, Perth WA, Brisbane QLD, Cairns QLD, Darwin NT
Salary	\$128,919 - \$155,916
Classification	Executive Level 2
Position Number	3873
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

Transformation Branch within Group Transformation and Safety Systems (GTSS) Division is responsible for project managing key transformation initiatives that impact CASA Oversight and Regulatory Services, including the Enterprise Aviation Processing (EAP) Program.

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Through the EAP Program, CASA staff will record data, issue authorisation holder approvals, view the history of an authorisation holder and aircraft, and manage interactions with industry using one system. The role focusses on leading a team in collaborating with stakeholders to achieve outcomes for EAP, while supporting the broader team in the coordination, development and delivery of EAP Program related activities.

The Business Capability Engagement Section Manager leads the Section responsible for coordinating business engagement activities, including the creation and management of artefacts to support the program. The role oversees the management of program tasking and coordination with the IT Branch in identifying technical and business resources to achieve key deliverables to achieve success in the EAP program activities.

Duties

The Business Capability Engagement Section Manager is responsible for the following deliverables, which represent an ongoing body of work:

- a) Define, plan and direct Section work scope, including leading business priorities and resource allocation to support scope and priorities.
- b) Work with Program Manager to identify and prioritise business requirements and direct scope change activities.
- c) Work closely with the Change Manager in the implementation of change management strategies and initiatives, ensuring communications and stakeholder engagement activities are delivered in alignment with project/program deliverables.
- d) Lead the Business Capability Engagement Section in engagement activities, business preparedness and identifying business representatives/resources for project scope activities.
- e) Provides strong leadership, management and builds a highly performing section to deliver work area outcomes, and be accountable for staff development, identification of training needs, performance management and conflict resolution.
- f) Work collaboratively with Executive Committee members to identify required business resources to support business objectives.
- g) Work collaboratively with key project roles to define business acceptance criteria.
- h) Prepare, draft and submit reports to committees, governance and the CASA Board.
- i) Participate in and lead outcomes as a key member of the Change Advisory Board (CAB) governance committee.
- j) Contribute effectively to the development of and implementation of CASA's Corporate, Divisional and Branch Business and Risk Management Plans.
- k) Lead the team through change management processes and process improvement activities through consultation.
- l) Develop and maintain positive relationships and promoting open communication with internal and external key stakeholders.
- m) Lead and participate in workshops, internal and external forums with stakeholders in relation to EMPIC software and business representation at international forums.
- n) Translate strategy into actionable goals for performance and growth, helping to implement organisation-wide outcomes and supporting implementation of regulatory requirements.
- o) Lead and promote workplace inclusion and safety, acting in accordance with CASA's Values and Behaviours, including leading a geographically dispersed workforce.
- p) Work supportively, engage respectfully and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.
- q) Other duties as required.

Our ideal candidate

Our ideal candidate will have:

- Experience leading and managing a geographically dispersed, multi-disciplined team to achieve high priority organisational goals and project/program activities with blended resources (in a resource constrained environment).
- Excellent oral and written communication and negotiation skills and experience managing and influencing business and technical professionals at all levels.
- Demonstrated staff management experience including mentoring, coaching, collaborating, and team building and ability to lead people through change management processes.
- Demonstrated ability in the oversight and management of complex regulatory and standards development projects, and the ability to exercise independent judgement in the resolution of complex problems.
- Experience in identifying and developing standardised business processes.
- Desirable - relevant Project or Program management qualifications or accreditation such as Diploma Project Management, AIPM accredited CPPM, Prince 2 Foundation or above, or MSP Foundation or above.
- Comprehensive working knowledge of the Australian aviation safety legislation, as relevant to the role.
- Proven track record of successfully supporting business change and/or organisation design, both from a people and business process perspective.
- Experience with one or more project/program management methodologies, such as PRINCE2, Agile, Scrum and MSP (managing successful programs).

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check

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 Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Laura Carlton, +61 73144 7416
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736652

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

Closing Date: Sunday 18 February 2024

Job Title	APS5 & APS6 Project Officers (Multiple Positions), Land Transport Infrastructure Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$79,935 - \$99,155
Classification	APS Level 5;APS Level 6
Position Number	44572
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

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

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

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

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

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

Our preference is for candidates to be located in Canberra. Please note, other locations will be considered depending on your experience and suitability to managing this role remotely, however a regular cycle of travel to Canberra will be required as part of the role.

The opportunity we have available

We have vacant positions at the APS 5 and 6 levels within the Queensland, Northern Territory & Western Australia Branch. Team members will contribute to the effective oversight of the delivery of Australian Government funded rail and road projects as well as the key projects such as the METRONET program and regional projects such as the Bunbury Outer Ring Road in Western Australia.

These positions provide an exciting opportunity to work in a high tempo area. The ideal candidate(s) will have experience in program management, and strong interpersonal and communication skills. You will be required to:

- Contribute / oversee the delivery of complex programs and infrastructure projects in conjunction with Victorian state/territory and local governments;
- Develop and maintain productive working relationships with stakeholders including state/territory and local government officials and officials at other Commonwealth agencies;
- Respond to competing priorities while maintaining accurate and timely advice; and
- Uphold the Department's Values.
- The Queensland, Northern Territory & Western Australia Branch is an exciting and supportive branch to be part of, and encourages a flexible working environment.

Duties

As a Program Officer, you will be responsible for supporting your team in the oversight of delivery of Australian Government funded infrastructure projects and associated administrative tasks. Your strong interpersonal and organisational skills will allow you to work closely with stakeholders in State and Local Government, ensuring working relationships are nurtured and supported. Your strong writing skills will be useful when briefing the Minister's Office on project matters in a clear and concise manner.

Infrastructure subject matter or project/program management experience is not a necessity, as your ability to learn quickly and your positive outlook will help you to succeed in this role. You will work with a dedicated team and gain exposure to and experience in:

- Managing the delivery of infrastructure projects under the Infrastructure Investment Program;
- Commonwealth/State relations;
- Providing strong leadership and managing staff;
- Contributing to capability building in the team through coaching, providing performance feedback, conflict resolution and encouraging career and personal development.
- Leading projects; and
- Other administrative functions as required.

Who are we looking for?

Our ideal candidate will:

- Be able to deliver outcomes through program management, including being able to prioritise tasks and drive projects and processes to an outcome;
- Have sound written and oral communication skills;
- Be able to build effective working relationships with internal and external stakeholders;
- Have good research, evaluation and problem-solving skills;
- Have an agile, positive attitude that responds flexibly and exhibits behaviours that contribute to teamwork; and
- Demonstrated enthusiasm, drive, motivation and excellent time management.

What will you do?

As a Program Officer, you will be responsible for supporting your team in the oversight of delivery of Australian Government funded infrastructure projects and associated administrative tasks. Your strong interpersonal and organisational skills will allow you to work closely with stakeholders in State and Local Government, ensuring working relationships are nurtured and supported. Your strong writing skills will be useful when briefing the Minister's Office on project matters in a clear and concise manner.

Infrastructure subject matter or project/program management experience is not a necessity, as your ability to learn quickly and your positive outlook will help you to succeed in this role. You will work with a dedicated team and gain exposure to and experience in:

- Managing the delivery of infrastructure projects under the Infrastructure Investment Program;
- Commonwealth/State relations;
- Providing strong leadership and managing staff;
- Contributing to capability building in the team through coaching, providing performance feedback, conflict resolution and encouraging career and personal development.
- Leading projects; and
- Other administrative functions as required.

Eligibility

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

- **Citizenship:** 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	Brendan Bowman, 02 6274 7807
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0736496

Office of the eSafety Commissioner

Closing Date: Sunday 18 February 2024

eSafety Commissioner
Industry Regulation and Legal Services Industry Codes and Standards

Job Title	Advisor- Industry Codes and Standards
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	\$87,686 - \$120,152
Classification	APS Level 6;Executive Level 1
Position Number	2412-2024-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

Multiple roles are available in the Industry Codes and Standards Team. These roles are being offered at the EL1 and APS 6 levels. This is an exciting opportunity to be part of the implementation of the Online Safety Act 2021, and at the forefront of eSafety's work to improve safety, transparency and accountability from online services. Industry codes and standards are aimed at regulating access and exposure to harmful online content captured by the Online Safety Act 2021 under the Online Content Scheme. eSafety registered five industry codes mid-last year to deal with illegal and seriously harmful content and is in the process of developing standards for two industry sections. The second phase of codes development focusing on class 2 material such as online pornography, will commence this year.

Duties

Multiple roles are available in the Industry Codes and Standards Team. These roles are being offered at the EL1 and APS 6 levels. This is an exciting opportunity to be part of the implementation of the Online Safety Act 2021, and at the forefront of eSafety's work to improve safety, transparency and accountability from online services.

As an APS 6 advisor, you will:

- support eSafety's compliance and enforcement functions in relation to industry codes and industry standards including analysing data and other sources of intelligence, carrying out investigations as well as engaging in compliance and enforcement activities where potential breaches are identified,
- under supervision, provide clear advice to management in relation to developing the evidence base to inform regulatory decisions, including drafting statements of reasons and other regulatory materials, assessing draft industry codes and developing industry standards,
- produce high quality briefs, analysis and correspondence in relation to the development of industry standards and codes, including in respect of complex, novel and technical issues,
- review and report on issues relating to compliance with industry codes or industry standards, and
- under supervision, take personal responsibility for meeting objectives and progressing work.

In addition to the functions of an APS 6 advisor, the EL1 Senior Advisor, Industry Codes will also:

- draw on their compliance and enforcement experience to shape our approach to compliance and enforcement across the industry regulatory schemes,
- help oversee junior staff to assist with their advice to management and delivery of high-quality briefs, analysis and correspondence,
- lead the development of eSafety's position on key issues, informed by an analysis and consideration of multiple sources,
- help lead stakeholder management, recognising the position of other parties and the ability to navigate these complexities in a professional manner, and
- take personal responsibility for meeting objectives and progressing work with limited direction.

Eligibility

To be eligible for employment with eSafety, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a baseline 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

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 Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australian's at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Gillian Tang, (02) 9334 7717
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0736651

Australian National Audit Office

Closing Date: Sunday 18 February 2024

CMG External Relations

Job Title	APS5 National and International Engagement Officer - External Relations
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	\$84,788 - \$92,392
Classification	APS Level 5
Position Number	007/2023
Agency Website	https://www.anao.gov.au

Job Description

<https://www.anao.gov.au/>

The External Relations team is seeking a motivated and organised individual with an interest in relationship management, the Australian system of government, and international relations to fill the role of National and International Engagement Officer (APS5).

Duties

- Contributing to a team that is responsible for the delivery of a range of national and international external relations services for the ANAO;
- Assisting with the management of the ANAO's national and international external relations activities;
- Coordinating and supporting the delivery of national and international activities, such as organising events, national and international meetings, and visits and delegations, as required;
- Drafting papers, materials and information for national and international conferences, working groups and meetings by ANAO staff;
- Liaising with visitors, ANAO staff, external organisations and individuals and co-ordinating responses to correspondence, emails and other requests for information;
- Preparing reports and briefing material for the senior executive on external relations activities; and
- Providing administrative support to external relations activities and tasks as required.

The successful candidate will have the following:

- Demonstrated interpersonal and stakeholder management skills;
- Sound written and oral communication skills;
- A successful record of quality client service delivery;
- Strong administration skills, with high attention detail;
- Ability to collaborate effectively within a small team environment; and
- A high degree of organisational and time management skills.

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO

employees. The preferred applicant will be required to obtain and maintain a security clearance at the level specified above.

Further information is provided in the [Security Clearance Applicant Guidebook](#) and on the [AGSVA website](#). **Notes**

As part of the assessment process, you may be asked to participate in one or more of the following assessment activities:

- Interview (in-person or virtual)
- Referee Report.

If you believe you may require reasonable adjustments to participate in the assessment process, please ensure this is indicated on your application. A member of our recruitment team will contact you to discuss the adjustments prior to the assessment process.

Applications must be submitted using the [online recruitment system](#).

Applicants are required to submit a current CV/resume and a statement of claims (500 words maximum) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position. We highly recommend that you refer to the [ANAO Core Capability Framework](#) when preparing your statement of claims.

Applications close 11:30pm (AEST) on **18 February 2024**

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 National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Lisa Dean, 02 6203 7617
Agency Recruitment Site	https://www.anao.gov.au/

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Australian Public Service Commission

Closing Date: Sunday 18 February 2024

APS Academy and Capability
Professions and Pathways Digital Products and Services

Job Title	Client Support Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	various locations in VIC VIC, Canberra ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS
Salary	\$71,429 - \$76,885
Classification	APS Level 4
Position Number	24_02
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the Team

The Digital Products & Services team looks after a number of digital products in the Professions & Pathways Group. We're a distributed team working across multiple projects and products. We use agile and human centred design and regularly train people in these disciplines.

Beyond looking after a number of digital products, the team helps to lead a number of whole of government digital communities of practice including providing modern ways of working support throughout the commission.

APSJobs is a key part of the team and the Commonwealth's recruitment activities which hosts tens of thousands of job ads every year. APSJobs provides workforce management tools to agencies such as the mobility jobs board, which supports temporary and informal movement of staff, the APS Surge Reserve Register which supports the mass deployment of APS employees in a crisis and is delivered using the Salesforce Service Cloud and Salesforce Experience Cloud platforms.

Duties

We're looking for a Client Support Officer to support a number of teams within the Digital Products & Services team with administration, customer support and to assist clients to embed new ways of working, such as agile, user research, human centered design and workshop facilitation.

Key duties include:

- responding to queries from members of the public and other agencies, including being the first point of contact for queries about the APSJobs system
- assisting with team administration, including supporting work to design, test and implement new features, develop new training materials, and other tasks as required
- participating in agile team meetings
- assistance with workshop design and facilitation, and setting up workshop invitations
- assisting with the administration and coordination of large online events and panels
- promoting events, tracking attendance, uploading recordings

It would be beneficial to have knowledge about agile and human-centred design approaches to product development, but not mandatory. You will require excellent communication skills, both written and verbal.

Part of the team work in various states, and as such we're seeking people who are willing to work in a remote environment to support an inclusive team culture. This position is open to work from home arrangements from across the country. **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) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

The Australian Public Service Commission is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

Notes

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About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Jessie Callaghan, 0402 634 341
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Digital Transformation Agency (DTA)

Closing Date: Sunday 18 February 2024

NA
Corporate Finance, Procurement and Assurance

Job Title	Finance Support Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$80,482 - \$87,699
Classification	APS Level 5
Position Number	021_01/24
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

The Finance Support Officer role sits within the DTA's Finance, Procurement and Assurance Team and is part of DTA's Corporate Branch. Under the directions of the Assistant Director, Budget and Reporting, the Finance Support Officer will perform a range of finance and procurement administrative activities. You will work closely with other teams within the Corporate branch and play an important role to deliver high quality enabling services to the DTA.

You will have the ability to work in a small and dynamic team environment and have experience working to multiple priorities. It is also important that you have the ability to collaborate with team members and proactively take the initiative to achieve team goals.

Duties

- Provide input and technical expertise in the performance of a range of financial operations and financial accounting functions, such as journal entries and monthly reconciliations, primarily utilising MS Excel and SAP.
- Prepare timely and accurate financial reports and assist with the development of annual financial statements including supporting workpapers.
- Assist with the preparation of monthly and annual taxation lodgments and reports.
- Liaise with internal and external stakeholders including the DTA's shared services provider on operational matters.
- Provide administrative support for the Finance, Procurement and Assurance Team, including maintenance and governance of master data.
- Management of finance inbox and direction of enquiries within the Finance, Procurement and Assurance team.
- Assist with administrative activities for procurement tasks and provide surge capacity to the Corporate Procurement function.
- Assist with other tasks within the Finance, Procurement and Assurance Team including accounts payable and accounts receivable activities when required.
- Assist and support the end of month closing process through the preparation of relevant end of month journals, undertaking monthly accounts and bank reconciliations.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future vacancies within the next 18 months consistent with Section 25 of the APS Commissioner's Directions.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

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

About the Digital Transformation Agency (DTA)

The DTA offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. From 1 July 2021, the DTA became the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA will lead the development, delivery and monitoring of whole-of-government strategies, policies and standards.

To Apply

Position Contact	Kapilani Kankanange, 02 6120 8445
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Prime Minister and Cabinet

Vacancy VN-0736605

Digital Transformation Agency (DTA)

Closing Date: Sunday 18 February 2024

NA
Corporate Finance, Procurement and Assurance

Job Title	General Finance Accountant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$88,746 - \$104,229
Classification	APS Level 6
Position Number	022_01/24
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

The General Finance Accountant role sits within the DTA's Finance, Procurement and Assurance Team and is part of DTA's Corporate Branch. Under the directions of the Assistant Director, Budget and Reporting, the General Finance Accountant will perform a range of finance and procurement administrative activities. You will work closely with other teams within the Corporate branch and play an important role to deliver high quality enabling services to the DTA.

You will have the ability to work in a small and dynamic team environment and have experience working to multiple priorities. It is also important that you have the ability to collaborate with team members and proactively take the initiative to achieve team goals.

Duties

- Provide extensive input and technical expertise in the performance of a range of financial operations and financial accounting functions, such as journal entries and monthly reconciliations, primarily utilising MS Excel and SAP.
- Facilitate and lead a range of allocated financial operations and financial accounting functions, including but not limited to management of general ledger, month end and accounting controls processes, journal entries and review, monthly and periodic reconciliations including include accrued revenue, accrued expenses, creditors, debtors and any other balance sheet items applicable.
- Prepare timely and accurate financial reports and assist with the development of annual financial statements including supporting workpapers.
- Preparation of monthly and annual taxation lodgements and reports.
- Liaise with internal and external stakeholders including the DTA's shared services provider on operational matters such as Corporate Management, IT and other Cost Centre Managers, Department of Finance, The Australian Taxation Office, The ANAO.
- Maintenance of Asset Register, stocktake plans, AASB 16 Lease Schedules.
- Facilitate and lead the end of month closing process through the preparation of relevant end of month journals, undertaking monthly accounts and/or bank reconciliations.
- Ad hoc projects such as automations of financial management reports, data analytics and AASB 16 Cashflow budgets.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future vacancies within the next 18 months consistent with Section 25 of the APS Commissioner's Directions.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

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To Apply

Position Contact	Kapilani Kankanage, 02 6120 8445
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Prime Minister and Cabinet

Vacancy VN-0736392

National Indigenous Australians Agency

Closing Date: Sunday 25 February 2024

Eastern
Western NSW Regional Office Murdi Paaki Team

Job Title	Engagement Assistant Director, Western NSW Regional Office
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Broken Hill NSW
Salary	\$117,036 - \$133,387
Classification	Executive Level 1
Position Number	NIAA/2024/014
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=NIAA&CurBID=AC113B92%2DCCAC%2D799D9>

The Engagement Assistant Director is a key leadership position within the Western NSW Regional Office's Leadership Team. They have delegated authority and responsibility to resolve issues and risks across wide ranging activities.

The role has people, program and stakeholder management responsibilities and is required to manage employees and take responsibility for their overall performance. The role nurtures and manages a range of key internal and external stakeholder relationships and networks.

This position is Identified which signifies that the role has strong involvement in matters relating to Aboriginal and Torres Strait Islander peoples. The Engagement Assistant Director works with a considerable degree of independence, under broad direction from the Director.

They are responsible for:

- planning and delivering aspects of the branch work program
- reporting on progress against performance and quality indicators ensuring that performance measures for the branch are met
- contribute to the development of branch strategic plans
- lead the development of business cases and project plans for new initiatives.

The role provides expertise across a broad range of activities including:

- customer service delivery
- policy development
- project management
- community engagement and culture.

Duties

Our Ideal Candidate is expected to:

- provide leadership and supervision to achieve branch outcomes and the NIAA's broader strategic directions
- coordinate and oversee the development and performance of staff within the branch, in collaboration with team leaders

- facilitate the development and implementation of complex and nuanced program processes, procedures and projects. Directly manage the implementation of these activities or oversee implementation by branch staff
- monitor and report on the performance and quality of branch outputs and projects, against key performance indicators and quality metrics
- provide expert technical and operational guidance to peers and senior staff
- prepare, review or delegate creation of reports, briefs or any other documents required by the Director, senior executive team, Agency governance committees and it's advisory committees
- chair and facilitate forums across the Agency, using appropriate NIAA governance processes. Represent the branch at internal forums and the Agency at external forums
- actively build and maintain productive relationships and inclusive networks through collaboration with providers, partners and stakeholders.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Leia Haskard, (02) 6152 3630
Agency Recruitment Site	https://niaa.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=NIAA&CurBID=AC113B92%2DCCAC

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Prime Minister and Cabinet

Vacancy VN-0736594

National Indigenous Australians Agency

Closing Date: Sunday 18 February 2024

Various
 Various Various

Job Title	Executive Assistant - APS4 and APS5
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	\$74,575 - \$88,028
Classification	APS Level 4;APS Level 5
Position Number	NIAA/2024/EA1
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=NIAA&CurBID=AC113B92%2DCCAC%2D799D9>

Are you an enthusiastic and highly organised individual with great people skills? Why not consider applying for an Executive Assistant (EA) role. We are seeking applications to fill a range of Executive Assistant positions at both the APS4 and APS5 classifications.

As an Executive Assistant you will play an important role to ensure the smooth operational and day to day running of the work area whilst providing high-level executive and administrative support to our NIAA senior leaders. This includes diary management, coordination of meetings and management of incoming communication.

To support you in the role, we offer a tailored NIAA Executive Assistant induction as well as guidance and mentorship from experienced Executive Assistants to help you learn and grow.

Within the role, you work closely with and actively participate with our Executive Assistant and Executive Officer networks to build on your strengths and contribute to a supportive culture for learning and development opportunities.

Executive Assistants actively uphold and promote NIAA's Values and Behaviours as well as the APS Code of Conduct and Values throughout the organisation.

This recruitment process will be used to fill a number of immediate vacancies and to establish a merit pool that can be accessed for a period of 18 months from the date of advertisement.

APS4 Executive Assistants

As an APS4 Executive Assistant you will support up to two Branch Managers (SES Band 1) and coordinate the fast-paced, high volume administrative functions and operations of the Branches.

As the first point of contact for the Branch Managers your duties will generally include:

- providing client services to internal and external stakeholders including assisting with enquiries, correspondence and operational issues
- proactive diary and email management, control and coordination of correspondence and other documentation (both electronic and paper based)
- coordinating meetings including drafting agendas, collation of papers, venue and catering
- coordinating travel arrangements including flights and accommodation
- assisting with personnel onboarding and offboarding
- assisting with finance activities, including procurement, credit card reconciliation and compliance reporting
- managing filing and records management functions ensuring records are accurate and complete.

APS5 Executive Assistants

As an APS5 Executive Assistant you will support a Group Manager (SES Band 2) and coordinate the administrative functions and operations of their Group. You will act as the first point of contact for the Group Manager and will work closely with the Executive Officer and other Executive Assistants.

In addition to the above, your duties will generally include:

- providing high level administrative support to Senior Executives
- coordinating papers, briefs and responses ensuring that deadlines are met
- drafting correspondence which may involve conducting research and input from other areas
- assisting with preparation of reports, using a range of data sources and statistics
- responding stakeholders requests such as, information or advice on policy, administrative or operational matters
- effectively engage with and support other Executive Assistants to foster a 'one team focus' .

Duties

Our ideal candidates are self-starters who demonstrate good judgement, are organised and results oriented.

As the 'first point of contact for the office', you will use your customer service skills to interact positively and professionally with a range of internal and external stakeholders.

Administrative and/or Executive Assistant experience is preferable, yet not compulsory, as long as you are willing to learn.

You will bring a flexible and proactive attitude to the workplace and demonstrate the capacity to liaise effectively and work professionally with a diverse range of people. Your attention to detail and ability to adapt to competing priorities will see you succeed in a fast paced dynamic working environment.

In addition, our ideal candidates will have, or the ability to learn and develop, the following skills and experience:

- ability to work with limited supervision
- high level organisational skills and excellent time management
- ability to multi-task and work under pressure to meet deadlines

- professional written and verbal communication skills
- proven ability to negotiate and achieve outcomes while demonstrating agility
- actively engage, anticipate and prepare for stakeholder needs
- display high levels of professionalism, discretion, integrity and confidentiality
- be self-aware, culturally competent and foster respect and inclusion in the workplace
- understand and actively demonstrate the APS Code of Conduct and Values.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Jenny Bodel, 02 6152 3761
Agency Recruitment Site	https://niaa.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=NIAA&CurBID=AC113B92%2DCCAC

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0736208

Services Australia

Closing Date: Monday 19 February 2024

Chief Financial Officer
Financial Systems and Operations Various

Job Title	Finance Business Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT, Forrest ACT
Salary	\$79,257 - \$101,451
Classification	APS Level 5; APS Level 6
Position Number	EXT-M-2023-2026
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext>

As a Finance Business Analyst, you will contribute to the future direction of the CFO Division reform agenda, ensuring a high level of integration and consistency across financial systems. You will be part of a team driving change and continuous improvement across the finance domain. Liaising with stakeholders, you will develop an understanding of their requirements and concerns in line with the agency's business objectives. Work experience in the administration of finance systems is highly desirable.

APS5 Finance Business Analyst

You will have the ability to gain an understanding of the Business Analysis Body of Knowledge (BABOK) including business analysis techniques and tools, legislation, policies, procedures and information management requirements. You will also have the ability to gain or have knowledge in the use of business systems and tools, including SAP environments such as ERP Central Component, Business Warehouse (BW) and Public Sector Collection and Disbursement. Possessing an understanding of accounting concepts, accounting functions and accounting principles (Chart of Accounts), with the ability to apply these to an operational environment.

APS6 Finance Business Analyst

You will have demonstrated understanding of the Business Analysis Body of Knowledge (BABOK) and its business analysis techniques and tools and the ability to undertake objective, systematic analysis to solve problems and achieve outcomes. Demonstrated understanding in the use of business systems and tools, including SAP environments such as ERP Central Component, Business Warehouse (BW) and Public Sector Collection and Disbursement or the ability to obtain. Strong understanding of accounting concepts, accounting functions and accounting principles (Chart of Accounts), with the ability to apply these to an operational environment. An ability to coach, manage and mentor staff in the context of competing priorities and strategic directions.

Duties

- Conducting and contributing to stakeholder analysis assisting engaging with stakeholders to understand cross business functions.

- Assisting in defining business needs contributing to action plans, solution reports or business cases.
- Contributing to risk analysis, problem tracking and escalation to mitigate of potential issues.
- Preparing matrices, diagrams and formal models to contribute to the analysis of requirements.
- Contributing to analysis and documentation of financial systems issues to support recommended courses of action.
- Assisting with preparing reports/documentation, diagrams and models contributing to the analysis of requirements.
- Engaging broadly including with senior leadership influencing how complex financial systems initiatives support operational goals.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

Please note: Some roles may require a Negative Vetting Level 1 Security Clearance (or ability to obtain and maintain). These roles will be identified on an individual basis.

To be eligible for employment with Services Australia, applicants must be an Australian citizen.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

It is highly desirable applicants have a tertiary qualification in a financial/ICT field and/or qualifications in business analysis.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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 Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Mark Perry, (02) 62234902
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0736304

Department of Social Services

Closing Date: Monday 19 February 2024

Community Grants Hub
State Network

Job Title	APS 6 - Team Leader / Contract Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	\$91,145 - \$102,448
Classification	APS Level 6
Position Number	EXT-2024-0091
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

Team Leaders lead teams of contract managers responsible for providing a range of grant administration duties. They plan and oversee the work of their teams, set priorities and provide guidance to them.

As a highly motivated Team Leader with a positive attitude and professional manner, you will be expected to work under limited direction, taking responsibility and accountability for your and your team's workload.

Our Team Leaders value differences and diversity within the work environment and share their knowledge and expertise with their team. You will display strong written and verbal communication skills so to engage positively with stakeholders and have the ability to manage difficult situations.

Accuracy and precision in your work and that of your team is critical in delivering the outcomes of your team and that of your Section.

Duties

Contract Managers are known in the Hub as Funding Arrangement Managers or FAMs. As a FAM, you will play a critical role to the Hub's success in ensuring that Government's funded programs are delivered effectively to support Australian people and communities.

Working in close connection to service providers and community, you will be the 'eyes and ears' of the department as you:

- engage regularly with funded organisations to ensure that programs are being delivered in a way that is consistent with the requirements of the grant agreement
- build networks and relationships with funded organisations, as well as other key stakeholders such as the not-for-profit community sector, Commonwealth, state and territory governments, local government, peak representative organisations, and research bodies
- gather local intelligence on how programs are being delivered on-the-ground to inform policy development and program re-design Training will be provided to assist new staff to perform their role.

Occasional travel to interstate, regional and remote locations may also be required.

Please view job pack for full position description. **Eligibility**

Notes

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Mary Connolly, 02 6146 6415
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Department of Social Services

Closing Date: Monday 26 February 2024

Domestic, Family and Sexual Violence Commission
Domestic, Family and Sexual Violence Commission

Job Title	EL2 - Director Governance and Corporate Coordination - Domestic Family and Sexual Violence Commission
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$133,851 - \$157,811
Classification	Executive Level 2
Position Number	EXT-2024-0137
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Director, Governance and Corporate Coordination supports the Domestic, Family and Sexual Violence Commission in its corporate planning and reporting functions. The role is responsible for coordinating the delivery of annual performance and risk reporting as well as other periodic reporting. Management of implementing relevant Commonwealth legislative and framework requirements, including those in the security, financial and human resources management services, is also a component of the role.

This is an exciting opportunity to work within a small dynamic agency to lead internal governance and corporate activities. The Director, Governance and Corporate Coordination will engage with the agency's shared service provider in order to delivery risk management, assurance, performance reporting and planning, security, IT, property and human resources activities. Adherence to the Public Governance, [Performance and Accountability Act 2013](#) responsibilities including management of financial budgets is a critical component of the role.

The Director, Governance and Corporate Coordination will be a motivated and strong collaborator, who has experience working in corporate services or governance areas, and who understands and appreciates the opportunities and challenges of a small agency. The Director will work closely with our shared services provider, to ensure the agency's compliance and delivery of corporate and governance Commonwealth obligations. The Director will identify process improvements and efficiencies that manage risk and ensure consistency.

Duties

- deliver on a range of the Commission's corporate governance responsibilities in addition to periodic reporting, financial and non-financial performance measurements
- develop processes for monitoring compliance with the department's legislative and policy obligations, in line with the Public Governance, [Performance and Accountability Act 2013](#) and relevant Commonwealth frameworks
- support the Commission's assurance functions including audit and integrity priorities with engagement with external and shared services providers
- liaise with the Executive on planning and reporting activities, and provide strategic advice on corporate and governance issues
- engage with the shared service provider to ensure a streamlined and coordinated approach to the Commission's corporate and governance activities

- effectively manage budgets, contracts, procurement, records management and human resources activities support government activities such as coordination of ministerial correspondence, senate estimate and executive briefings.

Please review job pack for full position description. **Eligibility**

Notes

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

About the Department of Social Services

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To Apply

Position Contact	Frances Lockie, (02) 9942 5742
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0736639

National Disability Insurance Agency

Closing Date: Sunday 18 February 2024

Chief Information Officer Division
Staff Safety, Wellbeing & Security Branch

Job Title	APS6 Regional Security Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW, Surry Hills NSW
Salary	\$89,612 - \$99,072
Classification	APS Level 6
Position Number	2060_11/23_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The NDIA is currently seeking driven candidates to fill a APS6 Regional Security Advisor role in the Staff Safety, Wellbeing & Security Branch. This is a fantastic opportunity to leverage your professional experience and make a real impact in the lives of people with disabilities.

The Staff Safety, Wellbeing & Security Branch specialises in Protective Security, Personnel Security, Emergency Management and Security Training. The team is responsible for implementing the requirements of the Protective Security Policy Framework within the NDIA. The Protective Security team ensures compliance with Australian Government security frameworks, associated legislation and Agency-specific policies to protect staff, information, systems, assets, and reputation. The team develops awareness and delivers training to ensure staff understand their obligations and responsibilities to conduct their work safely and securely.

Our ideal candidate will be a problem solver by nature, act with integrity and show care for the people they work with. We are looking for someone with a positive contemporary attitude towards people with disabilities and a high-level understanding and knowledge of disability and its impact on individuals. Additionally, demonstrated experience in building and maintaining productive relationships with external and internal stakeholders at all levels will be essential in this role. A Certificate IV in Government Security or relevant qualification or demonstrated experience in Australian Government Protective Security is highly desirable.

The successful candidate will need to have or be able to obtain and maintain a Negative Vetting 1 (Secret) security clearance.

Duties

In this role you will assist with managing protective security matters .and providing advice to NDIA offices within a specified geographical area. This may require intrastate and occasional interstate travel. As an APS6 Regional Security Advisor you will contribute to the provision of technical, professional, and operational support and advice to identified risk, issues, and problems.

This role will also have responsibility for:

- Organising their workflow and making independent decisions relating to an area of responsibility.
- Providing advice within an area of specialisation based on policies and legislation.

- Coordinating data and documents relevant to the security clearance process.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

This position will be offered as ongoing or non-ongoing. If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.

Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Sophie Landwehr, 08 8922 0941
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0736464

Australian Taxation Office

Closing Date: Monday 19 February 2024

ATO Finance
Various teams

Job Title	Finance Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Albury NSW, Canberra ACT, Melbourne VIC, Penrith NSW
Salary	\$67,577 - \$72,908
Classification	APS Level 3
Position Number	EXT_ATOF_067_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=6E53EC78-177B-EA86-D26B-DA65A503D0E3>

Duties

We are seeking motivated Finance Officers to join various teams in our Corporate Services, Systems and Tax Management, and Finance Service Delivery branches.

As a Finance Officer, in our ATO Finance business area, you'll work in a collaborative team and undertake a broad range of tasks including accounting, reconciliations, administration and support in relation to finance activities.

You will work on tasks related to the ATO's financial statements including researching, analysing and comparing data to resolve problems. You'll have the opportunity to work closely with stakeholders to assist with standardising, streamlining and continuous improvements on a range of tasks.

Eligibility

Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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 Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Natasha Costopoulos, (03) 9275 4542
Agency Recruitment Site	https://ato.nga.net.au/?jati=6E53EC78-177B-EA86-D26B-DA65A503D0E3

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Treasury

Vacancy VN-0736396

Royal Australian Mint

Closing Date: Sunday 18 February 2024

Royal Australian Mint
Engineering and Facilities Facilities

Job Title	Facilities Maintenance Supervisor
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$91,841 - \$100,348
Classification	APS Level 6
Position Number	1388
Agency Website	https://www.ramint.gov.au

Job Description

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

The Facilities Maintenance Supervisor is part of a high performing team responsible for the delivery of planned and reactive works related to facilities maintenance issues for the Mint building. They lead maintenance programs, asset management projects and improvement initiatives that support the daily operations of the Mint's building comprising of offices, gallery and factory, and grounds and infrastructure.

The Facilities Maintenance Supervisor ensures adherence to and compliance with all required regulatory activities related to the building and associated services (e.g. Work Health and Safety (WHS) matters).

Duties

1. Leading building maintenance programs that maintain the Mint building, including its offices, gallery and factory, and grounds and infrastructure, through development and implementation of operational plans that achieve the objectives of the branch and corporate plans.
2. Managing building work programs, assets, facilities projects and improvement initiatives, including services delivered under the Whole of Australian Government property and leasing arrangements.
3. Preparing and managing project budgets, ensuring value for money in accordance with applicable legislation.
4. Integrating WHS and risk management practices into all day-to-day business activities, ensuring operations meet legislative, policy and regulatory frameworks.
5. Providing advice, support and updates to the Facility Manager on the development, implementation and management of projects.
6. Actively participating in Mint strategies that support the Australian Public Service Net Zero Emissions 2030 policy requirements.
7. Working collaboratively, and communicating effectively with all stakeholders, whilst supporting the work of all Mint branches.
8. Undertaking duties while on call and responding to matters outside of standard business hours as required.

Eligibility

Security clearance

This position requires a Negative Vetting 1 security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

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/careers-mint>)

Please submit your application by **11:30pm** on **Sunday, 18 February 2024**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

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

About the Royal Australian Mint

To Apply

Position Contact	Shaun Frater, (02) 6202 6978
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Parliamentary Department

Vacancy VN-0736236

Department of Parliamentary Services

Closing Date: Monday 19 February 2024

Finance and property Services
Property Services Contract and Business Support

Job Title	Assistant Director, Contract Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 1
Position Number	JR31922
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a PEL1 Contract Manager within its Property Services Branch.

The Property Services Branch is responsible for delivering building infrastructure projects that enable Australian Parliament House to function effectively as a safe and accessible building.

The Contract Manager will be an integral part of a team of project professionals who in close consultation with the Managing Contractor will provide expert contract management advice and assistance, to achieve desired outcomes across the branch on a range of construction contracts.

The Contract Manager will take the lead with internal and external stakeholders to monitor the progress and performance of contracts and projects. They will also take the lead to ensure all parties meet their obligations and implement strategies as required.

The successful applicant will be expected to establish and maintain strong stakeholder relationships in a unique operating environment.

In addition, the successful candidates must be aware of and have the ability to implement modern project methodology models, and have a strong understanding of Commonwealth Government Procurement, Finance and Governance requirements.

Our ideal candidate will have:

- Proven ability to communicate effectively in Contract Management and/or other relevant areas.
- Strong organisational and time management skills.
- Proven ability to establish and maintain relationships with key stakeholders and colleagues.
- Proven ability to undertake work with a high level of complexity and sensitivity.
- High level analytical and problem-solving skills.
- Knowledge of and compliance with Commonwealth guidelines and legislative frameworks.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Jackie Newman, (02) 6277 9294
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0736421

Department of Parliamentary Services

Closing Date: Monday 19 February 2024

Corporate Services
Parliamentary Engagement Culture Strategy and Experience

Job Title	Public Programs Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5
Position Number	JR31929
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is seeking a Public Programs Officer to support the Cultural Strategy and Experience (CS&E) team in the successful delivery of public programs and events to enhance Parliament's status as an iconic building and location of national significance.

The CS&E team is part of the Parliamentary Engagement Branch (PEB) which develops and delivers engaging experiences for parliamentarians, building occupants, visitors, and schools. By forging strong, enduring industry partnerships and respectful internal collaborations, we support the efficient and effective operation of Parliament House to ensure that the public can experience the heart of Australian democracy. Our branch is committed to being a sustainable, efficient, and engaged team that embraces innovation and change to deliver exceptional client focus.

The Public Programs Officer will support the CS&E team in the administration, coordination and delivery of public programs. The role will support the team to deliver onsite logistical, technical and event support, and contribute to the improvement of administrative systems and processes. The Public Programs Officer works to the Assistant Director, Cultural Strategy and Experience.

The successful candidate will provide administrative and operational support to a high performing team involved in the delivery of events and public programs. You will bring organisational and administrative skills, the ability to stay calm under pressure and an understanding of the importance of positive stakeholder relationships. You will show commitment to learning and self-development.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- Be available to work occasional weekends and after hours in the delivery of events and programs.
- Undertake light lifting duties for event set up/pack down, walk and stand on a variety of surfaces.
- obtain and maintain a Working with Vulnerable People registration.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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To Apply

Position Contact	Shannon Cook, (02) 6277 5659
Agency Recruitment Site	https://jobs.dps.gov.au/

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Employment and Workplace Relations

Vacancy VN-0736665

Department of Employment and Workplace Relations (DEWR)

Closing Date: Monday 19 February 2024

Workforce Australia Provider Support
Provider Engagement and Advice Provider and Tender Systems Engagement

Job Title	Assistant Director, Tender and Provider System management and reporting
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$115,996 - \$128,200
Classification	Executive Level 1
Position Number	24/0132
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Director, Provider and Tender Systems Engagement, the Assistant Director will be responsible for working with internal stakeholders to ensure effective use of the Tender and Contract Administration System (TACAS), built on the Microsoft Dynamics 365 Platform. The Assistant Director will also provide support for other systems used internally and externally and deliver reporting products across these systems. Other key aspects of the role include support for staff across the department and liaison with IT and other business teams to deliver successful outcomes.

Duties

Responsibilities of the EL1 may include:

- Preparing reporting products that reflect stakeholder need.
- Establishing and managing productive internal and external stakeholder relationships.
- Project management, including scheduling of tasks and managing resources.
- Management of work to deliver new system functionality or resolve system issues.
- Building capability within the team and key stakeholders, including coaching / development of staff and training users.
- Use of relevant IT software and systems to deliver products from TACAS and other Employment Service Provider used systems and troubleshoot and investigate issues.

Eligibility Notes

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

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

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

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Andrew Drayton, (02) 6121 6273
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Communications and the Arts

Vacancy VN-0736570

National Museum of Australia

Closing Date: Sunday 18 February 2024

Corporate Operations and Services
Facilities and Security Management

Job Title	Facilities Governance Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, various locations in ACT , Canberra ACT
Salary	\$69,437 - \$74,229
Classification	APS Level 4
Position Number	140001
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The Museum has an exciting opportunity for a highly motivated and organised professional to join the agency in the role of Facilities Governance Officer.

The successful candidate will work as part of the Facilities and Security Management Team providing:

- information management
- quality administrative support
- project meeting support
- finance support.

The position provides general administrative, project and operational support to the Facilities and Security Management Team. This includes coordinating monthly progress reports, recording and distributing meeting minutes, coordinating meetings with internal and external consultants and staff, writing minor proposals, assisting with procurement processes, monitoring of the team budget, managing the timely payment of invoices, managing the job log system, credit card reconciliation and documentation management for the business unit.

Duties

Key responsibilities of the position include:

- Assisting the Facilities and Security team to manage information through electronic record-keeping systems, databases, contact lists and other information sources.
- Coordinating the repair and maintenance of items identified in the project defects lists and job tracking system, including, liaison with contractors and reporting back to internal stakeholders.
- Updating the team's intranet site to keep it up to date.
- Liaising with venues, contractors and consultants in regard to Museum requirements, including through the work orders meetings and organising activities.
- Ensuring that work within the job logging system is allocated to the appropriate resources and that the Museum staff are kept up to date with job progress/tracking.
- Processing purchase orders, and invoice processing and provide the Facilities and security team with regular budget reports.
- Ensuring that building plans (for example as built) and construction drawings are controlled.
- Contract meeting and governance.
- Audit and WHS inspections recommendations and actions monitoring.

What will the successful candidate bring to the role?

The successful candidate for this position will:

- have excellent time management, communication and organisational skills.
- be responsive, agile and have a strong eye for detail.
- thrive working in a busy environment, enjoy meeting a range of people and be highly self-motivated.
- work in a fast-paced environment where priorities shift and your ability to be flexible and adapt to change is paramount.

As the Facilities Governance Officer, you will be able to use your initiative to develop and implement processes and systems that streamline and support the efficient operations of the business unit. You will have a willingness to learn and enjoy working in a team environment. You will be able to work independently to achieve outcomes.

Selection criteria

Applicants must respond to each of the following selection criteria in their application. Applications should also include contact details for two referees.

1. Supports strategic direction – supports shared purpose and direction, thinks strategically, harnesses information and opportunities.
2. Achieves results – uses resources wisely, applies and builds professional expertise, responds positively to change, takes responsibility for managing work projects to achieve results.
3. Supports productive working relationships – nurtures internal and external relationships, listens to, understands and responds to the needs of others, values individual differences and diversity, shares learning and supports each other.
4. Displays personal drive and integrity – demonstrates public service professionalism and probity, engages with risk and shows personal courage, commits to action, promotes and adopts a positive and balanced approach to work, demonstrates self-awareness and a commitment to personal development.
5. Communicates with influence – communicates clearly, listens, understands and adapts to audience, negotiates confidently.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, which includes a police records check.

Notes

Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply. The Museum is an equal employment opportunity workplace.

The National Museum 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 Museum of Australia

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To Apply

Position Contact	Robert Brady, 0419 295 896
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0736657

National Museum of Australia

Closing Date: Sunday 18 February 2024

Discovery and Collections
Collection Care and Management

Job Title	Conservator (Multiple Positons)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Canberra ACT, various locations in ACT
Salary	\$69,437 - \$74,229
Classification	APS Level 4
Position Number	150277, 150305
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The Museum has an exciting opportunity for two highly motivated professionals to join the Collection Care and Management team as APS4 Conservators.

The Conservators will be part of a diverse team, reporting to a Senior Conservator in a busy and dynamic environment.

The positions entail working under supervision with conservation and registration colleagues, a broad range of internal stakeholders across the organisation, external clients, volunteers and contractors on a variety of collection matters.

Duties

The roles involve varied conservation tasks such as:

- condition, pest and hazard assessments and interventive conservation treatments;
- preventive conservation programs, preparation of objects for display, gallery maintenance, exhibition installs and de-installs, mount assessments and preparation, storage advice and collection rehousing activities.
- representing the team at meetings and may occasionally travel domestically and internationally to support touring exhibitions.

There may be opportunities to participate in public programs, respond to occasional public and sector enquiries, and to work on collaborative projects within the team.

The successful candidates will:

- have experience across a range of collection preservation activities and material types.
- embrace a flexible working approach and are willing to support the team by working across all conservation areas when required.
- have an understanding of conservation treatment practices, including ethics, risk management, preventive and interventive and ability to work effectively with peers in organising and delivering quality exhibition, collection and long-term preservation outcomes.
- be good communicators, with good IT skills who can work collegiality with a broad range of museum colleagues to achieve results and positive outcomes.
- are flexible, adaptable and outward looking and able to navigate changing and competing demands with professionalism.
- show commitment to supporting corporate goals and priorities and can plan and organise their own work, as well as actively engage with planning

Selection criteria

Applicants must respond to each of the following selection criteria in their application. Applications should also include contact details for two referees.

1. Tertiary qualifications and/or equivalent professional experience and technical knowledge in cultural materials conservation.
2. A good understanding of and demonstrated capability to effectively utilise collection management systems and apply appropriate level of research skills.
3. Well-organised and demonstrated ability for sound judgement, use of initiative and effective problem-solving skills.
4. Well-developed communication, interpersonal, written, verbal and presentation skills.
5. Technical knowledge of risks and hazards associated with collections and proven experience in applying effective risk assessment and management practice.
6. Demonstrated cultural competency and understanding of the principles and practices of workplace diversity and work health and safety, and how these apply in the workplace.

Please note, The successful applicant may be selected only based on the written application and referee reports. **Eligibility**

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, including a police records check.

Notes

Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply. The National Museum of Australia is an equal employment opportunity workplace.

The National Museum 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.

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To Apply

Position Contact	Nick Zihrul, 02 6208 5253
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0736660

National Museum of Australia

Closing Date: Sunday 18 February 2024

Discovery and Collections
Collection Care and Management

Job Title	Conservator - Affirmative Measure
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Various locations - ACT ACT, various locations in ACT
Salary	\$69,437 - \$74,229
Classification	APS Level 4
Position Number	112117
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

This affirmative action measure position is an opportunity for you as a First Nations person to become part of our team of caring, committed and passionate First Nations employees in a cultural agency that is actively looking to support First Nations talent to achieve more in their careers and career development.

The Collection Care and Management Team are highly motivated professionals who work as Conservators with materials from across the National Museum's collection including First Nations cultural materials.

What's great about this role.

- You will be part of a team of conservation and collections professionals reporting to and working with Senior Conservators in an interesting and dynamic environment.
- You will develop your skills in these areas, working across all types of materials, in diverse activities involving exhibitions, collections care and maintenance of laboratories and equipment.
- You will work under supervision with registration and conservation colleagues, with internal contacts at the Museum and with external clients, volunteers and contractors on collection matters.

You will join a cohort of First Nations people employed at the Museum in different sections working in a diverse cultural sector institution within a community cultural development framework to support First Nations self-determination, Traditional Custodianship and community control and connections.

The ideal candidate will:

- have experience across a range of collection preservation activities and material types.
- embrace a flexible working approach and be willing to support the team by working across all conservation areas when required
- have an understanding of conservation treatment practices, including ethics, risk management, preventive and interventive
- have the ability to work effectively with peers in organising and delivering quality exhibition, collection and long-term preservation outcomes.
- be a good communicator with good IT skills who can work collegially with a broad range of museum colleagues to achieve results and positive outcomes.
- be flexible, adaptable and outward looking and;
- be able to navigate changing and competing demands with professionalism. You will be able to show your commitment to supporting corporate goals and priorities and;
- plan and organise your own work, as well as actively engaging with planning the work of their team to ensure effective delivery of program object

The National Museum is passionate about supporting our First Nations cohort in their aims, aspirations, and achievements both professionally and personally as an employment agency of choice for First Nations people. **Duties**

The role involves conservation tasks such as:

- condition, pest and hazard assessments, interventive conservation treatments,
- preventive conservation programs, preparation of objects for display, gallery maintenance, exhibition installs and de-installs, mount assessments and preparation, storage advice and collection rehousing activities.

There will be opportunities to be involved in public programs, respond to public and agency enquiries and to work on collaborative projects with the team. You will represent the team at meetings and there will be occasional domestic and international travel supporting the Museums touring exhibitions.

You will be supported and enabled by your manager, the collections team and the First nations Advisor in People and Culture and the Executive of the Museum to grow, engage your community stories, learn formally and informally and begin achieving the aims of your career in a supportive and caring environment.

Selection criteria

Applicants must respond to each of the following selection criteria in their application. Applications should also include contact details for two referees.

1. Demonstrated cultural competency, awareness and cultural sensitivity to First nations collections, conservation methods and cultural protocols of local and regional/national groups in relation to conservation of First Nations objects and Ancestors.
2. Tertiary qualifications and/or equivalent professional experience and technical knowledge in cultural materials conservation.
3. Proficiency with First Nations cultural protocols knowledge and skills learned in the field as a First Nations Conservator or/and museum collections professional with technical skills will be welcomed
4. Demonstrated organisational ability and the capacity for sound judgement, use of initiative and effective problem-solving skills.
5. Demonstrated communication skills interpersonal, written, verbal and presentation skills.
6. Technical knowledge of risks and hazards associated with collections and proven experience in applying effective risk assessment and management practice.

7. Demonstrated understanding of the principles and practices of workplace diversity and work health and safety, and how these apply in the workplace.

Please note, Successful applicants may be selected based on your written application and referee reports. **Eligibility**

Here are some important eligibility criteria relating to Affirmative Action Measures you need to know:

1. The filling of this vacancy is intended to constitute an affirmative measure.
2. The Affirmative Measure – Aboriginal and Torres Strait Islander (First Nations/Indigenous to Australia) Employment Provision, legislated under Section 31, allows agencies to identify a role as open only to Aboriginal and/or Torres Strait Islander people and is within the meaning of special measures under subsection 8(1) of the Racial Discrimination Act 1975.

The criteria that make you eligible to apply are:

- be of Aboriginal and/or Torres Strait Islander descent;
- identify as Aboriginal and/or Torres Strait Islander;
- are accepted by their community as being Aboriginal and/or Torres Strait Islander;
- be an Australian citizen;
- undergo pre-employment checks, which includes a police records check.

Notes

Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply. The National Museum of Australia is an equal employment opportunity workplace.

The National Museum 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.

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.

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To Apply

Position Contact	Nick Zihrul, 02 6208 5253
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0736677

National Museum of Australia

Closing Date: Sunday 18 February 2024

Discovery and Collections
Collection Care and Management

Job Title	Deputy Registrar - Project Coordinator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, various locations in ACT , Canberra ACT
Salary	\$84,406 - \$94,604
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The Museum has an exciting opportunity for a highly motivated professional with specialist Registration skills to join the Collection Care & Management team.

This position will play a key role in:

- project management and coordination across the conservation and registration functions within the Museum including, but not limited to;
 - gallery and collection storage redevelopments,
 - major static and touring exhibitions, and
 - a range of efficiency and modernisation projects.

The role will be embedded in the Collection Care and Management Business Unit, directly managing a small team, and leading a range of diverse project teams to ensure effective delivery of collection services and priority projects.

The responsibilities of this role vary in scope, scale, duration, and complexity and could include:

- coordinating collection display, installations, deinstallations,
- collection logistics, storage improvements, domestic and international loans,

- documentation, collection auditing, and co-ordination of conservation services.

Duties

What will the successful candidate bring to the role?

The successful candidate will have:

- excellent project management, planning and coordination skills and demonstrated experience applying these skills within a busy museum or equivalent environment.
- Knowledge and experience in collection management principles and contemporary practice, as well as legislative and regulatory requirements, is essential to be effective in this role.

You will enjoy working collaboratively with others and have demonstrated experience coordinating concurrent activities and can effectively liaise with a range of internal and external stakeholders.

You will have a pragmatic approach to collaborative problem solving and can prioritise your work and the work of your team to deliver quality outcomes and meet deadlines across multiple programs.

You are an adaptive leader who can apply a variety of communication and leadership approaches to suit changing circumstances and environments. You have demonstrated your skills in fostering positive morale and workplace attitudes in a diverse working environment, particularly during times of ambiguity, deadline pressures and shifting priorities. You understand the importance of actively and purposefully developing your team and how to bring about improvements in knowledge and practice across the business unit and wider organisation.

You apply well developed analytical skills to identify and resolve key issues, requirements and risks. The successful candidate will actively seek opportunities to improve services and practices with a view to progress work health and safety benefits, business efficiency, and modernisation with an outward and strategic thinking approach.

You will bring a strong customer service focus to the role, ensuring that a positive stakeholder experience is central to all activities and programs. You have effective communication skills and can demonstrate your capacity to influence outcomes while fostering productive working relationships. You are confident speaking with professionals, contractors and staff of all levels and can navigate and resolve conflicts that result in the best outcomes for the organisation.

Selection criteria

Applicants must respond to each of the following selection criteria and include contact details for two referees in their application.

1. Demonstrated understanding and practical application of principles, standards and regulatory requirements for collection management within a museum or equivalent environment.
2. Well-developed analytical skills and capacity to apply these in a museum or equivalent environment.
3. Well-developed communication, interpersonal and stakeholder engagement skills.
4. Relevant project management experience and proven capacity to deliver project outcomes.
5. Demonstrated effective leadership skills and staff management experience.
6. Advanced understanding of risks and hazards in a museum environment and capacity to apply this to risk assessment and management practice.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, including a police records check

Notes

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