



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS6 Daily Gazette Thursday - 13 February
2025.pdf**

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS6 Weekly Gazette Thursday - 13 February 2025.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 - 13 February 2025.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0754445

Australian Electoral Commission

Closing Date: Monday 03 March 2025

Enterprise Strategy & Transformation
Indigo Product and Design Branch Service Design and Business Analysis

Job Title	Service Design Director, Indigo Service Design and Business Analysis
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$134,567 - \$158,004
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	Executive Level 2
Position Number	2025-036 16154
Agency Website	https://www.aec.gov.au/

Job Description

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

The Indigo Service Design and Business Analysis Team is part of the Indigo Product and Design Branch. It provides a centralised service to support the delivery of high-quality outcomes for the Indigo Program and other priority project work, guiding design best practices, standardising and improving processes, and promoting collaboration to align user needs with business goals across the AEC's product and service offerings.

Duties

The Indigo Program is a broad program of work to analyse current state capabilities and provide opportunities for improvement in the delivery of election and roll management services. The EL2 Senior Service Designer will support the Indigo Program and other ongoing major projects for the Enterprise Transformation Group.

We are seeking an engaged, creative, motivated and curious individual with a keen desire to learn. The successful candidate will be self-driven, adaptable, and committed to seeing things through with a demonstrated ability to deliver results through a human-centred and people-first lens.

You will join a multi-disciplinary team to identify how the services being developed can better meet user needs and become more desirable. You will be highly detail orientated and organised with experience working on tools like Miro and Figma for collaboration.

You will also work closely with stakeholders across the organisation to understand the impact of potential solutions or requirements on teams and to also achieve an optimal user experience whilst meeting AEC's risk, regulatory and compliance objectives. You will lead and support co-design and ideation activities with key teams to design and implement user-centric service experiences. You will lead and support work from discovery into design and work closely with developers and architects to build and develop new systems and processes.

Your typical workday as a Service Designer, will be about representing the voice of business and end users by advocating for good experience design. You will lead multidisciplinary teams in undertaking discovery research and craft artefacts like journey maps, service blueprints and prototypes.

To excel you'll have:

- Demonstrated experience working within complex and highly regulated environments and have exceptional service and human-centred design skills.
- Demonstrated experience leading and delivering service design work in cross-functional team/s and ensure delivery on customer needs and business value.
- 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.
- Demonstrated ability to make and communicate decisions, using professional judgement and factoring in risks, while maintaining discretion and confidentiality.

Desirable

- Experience working within multidisciplinary teams using agile delivery process.
- Service Design, UX/UI and visual design experience.
- Confidence with ambiguity and complexity whilst working with competing priorities.
- Tertiary Qualifications in a related discipline (e.g., Service Design, UI/UX, ICT, or comparable experience in running design and research activities).

Eligibility

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

Notes

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds

the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC’s statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Jess Tilley, jess.tilley@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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

Vacancy VN-0754501

Job Title	Paralegal Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$75,410 - \$82,397
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site only
Classification	APS Level 3
Position Number	08720242025
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

Salary Range

AE3 \$75,410 – \$82,397 (including service allowance) plus 15.4% superannuation

The Organisation

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

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

The opportunity

ASIO is seeking to fill a number of paralegal roles within our Legal Services Division. Our Legal Services Division is a busy, fast-paced practice with a supportive and collegiate culture.

Successful applicants will work alongside our lawyers and other professionals to support a range of tasks associated with litigation, legal advice and operational support.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

Role responsibilities

As a Paralegal Officer in ASIO, you will:

- Provide administrative support to the Division and liaising with clients and stakeholders.
- Draft legal documentation and other correspondence.
- Assist with case management and document preparation.
- Conduct research and analysis of legal issues to support lawyers and other professionals in Legal Services Division.

What you will bring

We invite applications from people who have the following attributes:

- A team player with excellent interpersonal skills and a 'can-do' attitude.
- Administration skills of a high order - being well organised and efficient.
- Critical thinking skills and strong attention to detail.
- Strong research skills with a preparedness to use initiative.
- Excellent communication skills.
- Demonstrated commitment to professionalism, integrity and confidentiality.
- Administrative experience - legal practice experience will be well regarded but is not essential.

Applications from those studying law at a tertiary level are also encouraged, and we are open to considering arrangements to cater for academic commitments.

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.
- Employer superannuation contributions of 15.4%.
- A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work life balance.
- Flexible working arrangements, including part-time, to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are generally not available).
- Study assistance, including study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Access to an Employee Assistance Program (EAP).

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

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

Reasonable adjustments

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

Location

These positions are located in Canberra and Sydney. Applicants would be required to relocate to Canberra or Sydney if successful. Relocation assistance is provided to successful applicants where required.

We advertise positions nationally to give everybody the opportunity to apply, due to this some external advertising platforms may display other capital cities.

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements of the role.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
- Details of 2 referees, one of which must include a current or recent manager.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date and time

Monday 7 April, 5:00pm AEDT.

No extensions will be granted and late applications will not be accepted.

Notes

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the Paralegal Officer roles. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include; application submission, eligibility checks, online testing, skills-based assessment and panel discussion.

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6263 7888.

More information

For more information about ASIO, please visit: www.asio.gov.au

About the Australian Security Intelligence Organisation

To Apply

Position Contact	careers@asio.gov.au, 02 6263 7888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0754524

Australian Security Intelligence Organisation

Closing Date: Monday 17 March 2025

Job Title	AE4 - AE5 Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$85,270 - \$100,431
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4;APS Level 5
Position Number	04920242025
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team.

ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

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

The opportunity

ASIO is currently seeking to fill various Executive Assistant positions at the AE4 (APS4) and AE5 (APS5) level.

These roles involve working closely with all functional areas across ASIO as well as Australian government partner agencies to ensure timely and accurate advice can be provided relating to Australia's national security.

As an Executive Assistant in ASIO, you will work in a high-tempo environment and contribute directly to mission outcomes, with exposure to a variety of ASIO work and activities. You will work closely with other Executive Assistants, and be part of a supportive network.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

Role responsibilities

As an AE4 Branch Executive Assistant, you will:

- Provide administrative support to senior officers and the branch more broadly.
- Perform diary management including providing logistical support including room bookings, meeting invites and travel arrangements.
- Print and collate meeting papers, meeting minutes, reports and briefs.
- Work closely and collaboratively with other executive assistants, and senior leadership more broadly.
- Monitor, track and prioritise responses to incoming and outgoing communications.

As an AE5 Executive Assistant, you will:

- Provide comprehensive administrative and executive support to senior officers.
- Liaise effectively with a range of internal and external stakeholders, exercising judgement and professionalism to build productive working relationships.
- Manage and coordinate calendars and work schedules, providing logistical support including travel arrangements and senior level liaison commitments.
- Prioritise, triage and coordinate responses to tasks in accordance with expectations.
- Respond to incoming and outgoing communications.
- Prepare, collate and manage the timely distribution of meeting papers, meeting minutes, reports and briefs.
- Work collaboratively with the broader Senior Leadership team and other executive assistants.

What you will bring

We invite applications from people with the following attributes:

- Excellent administration and organisational skills with attention to detail, thoroughness and consistency.
- Strong communication skills, both verbal and written.
- Ability to develop and maintain effective working relationships with both internal and external stakeholders.

- Ability to coordinate tasks effectively, multi-task and manage competing priorities.
- An exceptional level of professionalism, initiative and the ability to self-direct.
- Be highly organised, motivated, responsive and resilient.
- Deliver outcomes consistent with the Organisation's practices and values.
- Be confident meeting timeframes and managing your own workload.
- Demonstrate a can-do attitude plus the initiative and discretion to manage the role effectively.

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

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

Reasonable adjustments

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

Location

These positions are located in Canberra, ACT with limited opportunities available in Sydney and Melbourne. Relocation assistance is provided to successful candidates where ASIO requires you to relocate.

We advertise positions nationally to give everybody the opportunity to apply. Due to this, some external advertising platforms may display other capital cities.

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.
- Employer superannuation contributions of 15.4%.
- A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.
- Flexible working arrangements to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are generally not available).
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Access to an Employee Assistance Program (EAP).

How to apply

Click on 'Apply online' to commence your application. Your application **must** be complete and include the following:

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements of the role.

- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
- Details of 2 referees, which must include a current or previous manager.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date and time

Monday 17 March 2025 at 5:00pm AEDT.

No extensions will be granted and late applications will not be accepted.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the Executive Assistant roles. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include; application submission, eligibility checks, online testing, skills-based assessment and panel discussion.

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

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We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Australian Workplace Equality Index (AWEI)

In 2024, ASIO achieved the AWEI Gold Standard, recognising ASIO's inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status.

The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit:
www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6263 7888**.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

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

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Vacancy VN-0754530

Job Title	ITE1 - ITE2 Service Centre Analyst / Communication Centre Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Canberra ACT
Salary	\$97,122 - \$120,947
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 5;APS Level 6
Position Number	09120242025
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

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

The opportunity

Service Centre Analyst

The Service Centre is ASIO's first point of contact for IT services. ASIO is seeking enthusiastic individuals, keen to play a critical role in delivering support to clients, rapidly assessing and prioritising requests, and seamlessly escalating complex issues to specialist teams for resolution in a fast-paced and dynamic setting.

Communication Centre Officer

This position is based in the Communications Centre (ComCen) and is responsible for the secure and timely transmission of information between ASIO and external partners via a range of established communication links. Outside of business hours, ComCen also supports the Service Centre with service requests and enquiries. This requires a focus on providing support to clients through triaging and escalating requests to relevant support areas. A merit pool may be created to fill future vacancies which have the same or similar requirements to both positions. This merit pool will be valid for up to 18 months.

Duties

Role responsibilities

As a Service Centre Analyst in ASIO, you will:

- Respond to customer inquiries and provide accurate and efficient solutions.
- Triage requests and escalate incidents to specialist support teams.
- Develop strong relationships with clients through excellent communication and interpersonal skills.
- Maintain attention to detail and organisational skills to meet Service Centre requirements.

As a Communication Centre Officer in ASIO, you will be responsible for:

- Monitoring multiple communication links and prioritising communications traffic.
- The transmission and processing of communications according to set criteria.
- Providing advice to clients to ensure that the best practice regarding communications is met.
- Providing support to clients for initial IT support enquiries.
- Escalating IT support enquiries to other support areas.
- Triaging and implementing IT service requests, especially outside normal business hours.

What you will bring

Service Centre Analyst

We invite applications from people with the following attributes:

- Strong customer service and communication skills.
- The ability to follow direction and contribute to team outcomes.
- The ability to work in a fast paced and agile environment.
- An aptitude to learn requisite skills through on the job training.
- A willingness to work as a team player to provide outstanding service delivery to the ASIO.

Communication Centre Officer

We invite applications from people with the following attributes:

- A high level of attention to detail.
- The ability to prioritise and manage multiple competing tasks.
- The ability to work unsupervised, autonomously and manage own workload to deliver outcomes in a fast paced and agile environment.
- The ability to develop and maintain productive working relationships in a team environment with a strong client focus.
- The ability to assess situations and respond appropriately.
- An aptitude to learn requisite skills through on the job training.
- Well-developed written and oral communication skills .

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

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

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

- On-the-job training to develop your skills and expertise.
- A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.
- Employer superannuation contributions of 15.4%
- A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.
- Flexible working arrangements to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are generally not available.)
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Access to an Employee Assistance Program (EAP).

As a Communication Centre Officer you will also work off a shift roster and subsequently be offered:

- An attractive shift allowance that can be discussed at interview.
- An additional 5 days of annual leave accrued over the course of the year.

Reasonable adjustments

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection

process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace

Location

The **Service Centre Analyst** position is located in Canberra or Sydney. Relocation assistance is provided to successful candidates where required.

The **Communication Centre Officer** position is located in Canberra only. Relocation assistance is provided to successful candidates where required.

We advertise positions nationally to give everybody the opportunity to apply, due to this some external advertising platforms may display other capital cities.

How to apply

Click on 'Apply online' to commence your application. Your application **must** be complete and include the following:

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements of the role.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
- Details of 2 referees, which must include a current or previous manager.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date and time

[Monday 10 March 2025, 17:00pm AEDT]

No extensions will be granted and late applications will not be accepted.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the Service Centre Analyst and Communication Centre Officer positions. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include; application submission, eligibility checks, online testing, skills-based assessment and panel discussion.

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We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

Employment conditions

Employment is under the *Australian Security Intelligence Organisation Act 1979*. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the *Public Service Act 1999* and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Australian Workplace Equality Index (AWEI)

In 2024, ASIO achieved the AWEI Gold Standard, recognising ASIO's inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status.

The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6263 7888**.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 0262637888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0754487

Job Title	ASD 6 & EL1 Cloud Azure Engineer and Cloud M65 Engineer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	\$98,345 - \$138,388
Future Merit Locations	Canberra, Melbourne, Brisbane
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite, Flexible
Classification	APS Level 6;Executive Level 1
Position Number	ASD/01191/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

Are you ready to elevate your career to new heights? Join our team of cloud trailblazers who are building secure cloud platforms for ASD. We're seeking talented individuals with a passion for innovation, a commitment to excellence and an appreciation of security. The Australian Signals Directorate is harnessing the power of cloud technology to revolutionise its operations and advance national security. By leveraging cloud capabilities, ASD has rapidly scaled and deployed cutting-edge solutions to support its mission-critical work. At the same time, Cloud enables ASD to innovate and experiment with new technologies, enhance collaboration and information sharing, and improve the speed and accuracy of its intelligence analysis. ASD is positioning itself at the forefront of technological innovation and cementing its role as a technology leader in the National Intelligence Community. We are seeking people for a range of functions related to cloud, including technology, financial operations, security, and project management.

With Cloud, ASD can stay ahead of the evolving threat landscape, enhance its cybersecurity posture, and better support Australia's foreign policy interests. By embracing Cloud, ASD is positioning itself at the forefront of technological innovation and cementing its role as a leader in the National intelligence community.

The successful candidate will be required to work out of the ASD's offices. ASD provides professional skilling and on the job training, and proactively supports career growth within the organisation.

About the Role

Cloud Azure Engineer

As an **ASD 6 Cloud Azure Engineer** you will be part of a larger team to coordinate and contribute to the overall Cloud Division goals. You will work consistently to a defined technology delivery plan and where needed, provide specialist cloud technology advice and assistance to other team members. You will work alongside other Cloud Division cloud engineers and contribute to the successful delivery of platform solutions in support of ASD capability.

As an **ASD EL1 Cloud Azure Engineer** you will (in addition to the above) work independently with reasonable autonomy and accountability to achieve outcomes of existing technology delivery plans. You will work alongside other Cloud Division cloud engineers, solution architects and mission teams to contribute to the successful delivery of platform solutions in support of ASD capability.

Both ASD 6 and EL1 Cloud Azure Engineers can expect to work closely with the engineering teams and platform stakeholders to ensure the platform is meeting business need. This includes understanding and documenting platform requirements and functional specifications, including ongoing sustainment and technical feasibility of the platform. You will contribute to strategic planning and be accountable towards ongoing self-improvement and professional development.

Desirable skills and experience in the following would be an advantage:

- Successfully use and understand automation and scripting, PowerShell and Azure CLI for automation of tasks, managing resources and executing deployment scripts
- Utilize ARM/BICEP templates, Infrastructure as Code (IaC) for automated resource deployment
- Understanding of EntraID, including strong understanding of configuring user groups and roles
- Implementing secure sign on solutions, with experience in authentication
- Applying security and governance, Azure security best practices, implement security measures like Azure security centre, network security groups/perimeters and firewalls
- Contribute to successful utilisation of cloud resources such as virtual networks, storage and compute instances
- Designing and maintaining Azure DevOps for implementing CI/CD pipelines for automating infrastructure management
- Ensure the correct management of user permissions and access policies
- Implement Policy and blueprints, enforcing governance and compliance across the Azure environment
- Drive and lead the selection and integration of automation tools, ensuring alignment of business and technical requirements
- Responding to incidents and troubleshooting issues related to cloud infrastructure
- Assisting with performing root cause analysis and implementing preventive measures to avoid future incidents
- Work collaboratively with stakeholders and subject matter experts to progress cloud business activities
- Ensuring that cloud infrastructure complies with security standards and regulations, such as the Information Security Manual (ISM) and the Protective Security Policy Framework (PSPF).

Cloud M365 Engineer

As an **ASD 6 Cloud M365 Engineer** you would be required coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. You will work alongside a number of cloud engineers and contribute to the successful delivery of platform solutions in support of ASD capability.

As an **ASD EL1 Cloud M365 Engineer** you will (in addition to the above) work independently with opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. You will work alongside a number of cloud engineers and contribute to the successful delivery of platform solutions in support of ASD capability.

Both the ASD 6 and ASD EL1 Cloud M365 Engineers will work closely with the engineering teams and platform stakeholders to ensure the platform is meeting business requirements and functional specifications, including ongoing sustainment and technical feasibility of the platform. The Engineering Lead will be responsible for ensuring the platform offering is in line with enterprise service management and change processes with support to cloud adoption of applications as they are being transformed and/or modernised.

- Supporting M365, Power Platform with experience of low-code tools to automate processes and analyse data
- Configuring security policy to control how users control Microsoft applications through Conditional Access policy
- Configuring security tools such as Microsoft Defender for 365
- Experience in Compliance Centre and Data Loss Prevention (DLP)
- Implementing Microsoft Information Protection for sensitivity labels to other classifications and encryption strategies
- PowerShell expertise and scripting to automate tasks, manage users and configure M365 services
- Familiarity with Graph API to access and manipulate M365 data
- Understanding the various M365 subscription plans, licensing options and cost management
- Responding to incidents and troubleshooting issues related to cloud infrastructure
- Performing root cause analysis and implementing preventive measures to avoid future incidents
- Work collaboratively with stakeholders and subject matter experts to progress cloud business activities
- Ensuring that cloud infrastructure complies with security standards and regulations, such as the Information Security Manual (ISM) and the Protective Security Policy Framework (PSPF).

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

Duties

ASD 6 & EL1 Cloud Azure Engineer

Our ideal candidate will have:

- Hands-on experience in implementing, configuring, and maintaining EntraID & Azure services
- Experience in Azure infrastructure, virtual machines, networking, storage and identity and access management including RBAC
- Knowledge and experience with Azure Policy and blueprints
- Experience in infrastructure deployment and management tasks through scripting
- Ensuring cloud infrastructure adheres to governance policies and compliance requirements
- Configuring and managing cloud networking components
- Proven experience in managing ICT hosting or cloud platforms
- Ensuring compliance with national security regulations
- Robust communication skills, including the ability to explain complex problems to management.

ASD 6 & EL1 Cloud M365 Engineer

Our ideal candidate will have:

- Hands-on experience in implementing, configuring, and maintaining M365 & Power Platform, including Power Apps, Power Automate
- Experience in Conditional Access Policy across Microsoft applications
- Knowledge of compliance policy and DLP settings and auditing tools
- Knowledge and/or experience with M365 Defender configuration
- Writing scripts in languages for automation of tasks as required

- Ability to contribute to project planning efforts, advocate governance and approval processes.

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

Eligibility

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

ASD 6 & EL1 Cloud Azure Engineer

- Commercial cloud certifications desired, Information Technology, Computer Science or Computer Engineering Bachelor Degree
- Proven experience in same or similar role
- Proven experience cloud infrastructure and best practice.
- Desirable skills in organisational governance, business process design and digital transformation
- Ability to develop and manage professional relationships with self-regulation in a technically driven workforce.

ASD 6 & EL1 Cloud M365 Engineer

- Commercial cloud certifications desired, Information Technology, Computer Science or Computer Engineering Bachelor Degree
- Proven experience in same or similar role
- Proven experience cloud infrastructure and best practice.
- Desirable skills in organisational governance, business process design and digital transformation
- Ability to develop and manage professional relationships with self-regulation in a technically driven workforce.

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

To Apply

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

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Vacancy VN-0754512

Australian Signals Directorate

Closing Date:Sunday 02 March 2025

Signals Intelligence and Effect
Military Expeditionary (MX)

Job Title	ASD 4, 5 & 6 Signals Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Perth WA
Salary	\$80,743 - \$110,886
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/00831/25
Agency Website	https://www.asd.gov.au/careers

Job Description

<https://www.asd.gov.au/careers/im-changing-my-career>

About the Team

The **Domain Awareness and SIGINT Support Section (DASS)**, a 24/7 operations area responsible for delivering domain awareness, indications, warnings and in depth analysis on key areas of interest in support of the Australian Defence Force (ADF) and allied operations.

The team has rapidly transformed over the past three years, modernising its mission and tools, upskilling staff and introduced certifications for key positions. This ensures that we work at the scale and speed required by our customers while ensuring the intelligence we produce is of the highest standard. We will continue this momentum over the next 12-24 months, delivering key capabilities, professionalising our training and planning our continued growth

DASS sits within ASD's Military Expeditionary Branch (MX), a multi-disciplinary, integrated workforce that conducts in-depth technical analysis of complex foreign communication systems. The team modernised its mission and tools, upskilled staff and introduced certifications and training, so as to operate at the scale and speed required by customers, and produce intelligence of the highest standard.

About the Role

DASS is one of the largest sections within ASD and we are looking to fill a range of signals intelligence analyst positions including roles in access, target development, domain awareness and production linguist. For those found suitable at the ASD 6 level there may also be opportunities to fill Team Lead positions.

Our section is dynamic and fast paced and we are looking for analysts who are self-motivated, committed to their ongoing professional development and passionate about our mission.

DASS is seeking motivated, intrigued individuals to fill a wide range of ASD Signals Intelligence Analyst – Duty Watch officer positions in our Canberra and Perth offices. These are dynamic roles, working in an operational team alongside a diverse team of ADF and ASD members, supporting ASD to deliver its Domain Awareness mission. This includes roles in foreign language, target analysis and intelligence production.

To be successful in this dynamic and fast-paced operational role, you bring self-motivation, a commitment to your ongoing professional development, and a passion for our mission. You will work collaboratively with a diverse team of ADF and ASD members. For those found suitable at the ASD 6 level, there may also be opportunities to fill Team Lead positions.

An **ASD 4 Signals Intelligence Analyst** produces moderately complex research, analysis, and operational tasks, to support the collection and dissemination of signals intelligence. You will be expected to understand technical concepts, provide technical advice, and interpret data to provide timely and accurate intelligence advice.

Key duties include:

- Produce signals intelligence, whilst complying with legislative, policy and security frameworks.
- Record and maintains accurate files and records within information repositories in relation to business decisions and intelligence functions.
- Utilise a variety of information communication technology systems including data entry and query functions in order to produce signals intelligence.
- Operate signals intelligence related systems to maintain capabilities to achieve business outcomes.
- Build and sustain effective relationships with team members and actively participate in team work and group activities.
- Understand stakeholder needs and expectations to meet business requirements and provides appropriate advice.

- Investigate, research, and analyse moderately complex information and collected data to assist in the production of signals intelligence tailored to customer requirements.
- Evaluate collected data and information to develop further collection, processing and analysis to support future mission outcomes.

An **ASD 5 Signals Intelligence Analyst** interprets and provides advice within the intelligence function based on legislation, policy and procedures. You will undertake specialist research and analysis. You will conduct reviews, assessments, and investigations, and carry out procedural and clerical support work. A demonstrated experience in analysing multiple sources of data, drawing accurate conclusions to produce intelligence reporting, or generating additional analytical leads.

Key duties include:

- Record and maintain accurate files and records within information systems in relation to business decisions and intelligence functions.
- Accountable to produce signals intelligence, whilst complying with legislative, policy and security frameworks.
- Utilise and apply a variety of information communication technology systems including data entry and query functions in order to produce signals intelligence.
- Operate and apply signals intelligence related systems to maintain capabilities to achieve business outcomes.
- Understand stakeholder needs and expectations to meet business requirements and provide appropriate advice.
- Build and sustain effective relationships within and across teams, and actively participate in team work and group activities.
- Investigate and interpret through the research, analysis, transcription and translation of collected data and information to produce signals intelligence tailored to customer requirements.
- Evaluate and interpret collected data and information to develop further collection, processing and analysis to support future mission outcomes.
- Instruct, train and develop signals intelligence analysts and provide guidance to less experienced staff.

An **ASD 6 Signals Intelligence Analyst** conducts complex research, analysis and operational tasks to support the collection and dissemination of signals intelligence, and provide technical advice across the analytic community within their organisation. You will have experience in conducting analysis to enable operational outcomes, or further capability development and delivery. You have experience in training and mentoring junior analysts and leading analytical efforts.

Key duties include:

- Accountable to produce signals intelligence whilst complying with legislative, policy and security frameworks.
- Manage and maintain accurate files and records within information repositories in relation to business decisions and intelligence functions.
- Develop and utilise information communication technology capabilities in order to manage the production of signals intelligence.
- Is innovative in the development of business process for the production of signals intelligence.
- Build, sustain and promote effective relationships within and across teams.
- Work collaboratively with stakeholders to meet their requirements, manage expectations and provide general signals intelligence advice.

- Prioritise the research, analysis, transcription and translation of collected data and information to produce signals intelligence tailored to customer requirements.
- Prioritise collected data and information to develop further collection, processing and analysis to support future mission outcomes.
- Regulate and manage the adherence to signals intelligence production standards.

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

Are you a curious, self-motivated, clear communicator who works well in a team environment? DASS is looking for you.

DASS seek to recruit and develop a diverse workforce that is self-motivated, curious, innovative, and want to contribute to the defence of Australia. We work in a dynamic and fast paced environment which provides 24/7 support to military operations. A range of opportunities are available within different types of analysis and intelligence production within the section.

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

Eligibility

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

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

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

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

It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

Notes

Desirable Qualifications, Experience or Training

There is a strong desire for candidates to have previous experience in analysis and demonstrated experience in drawing that analysis through to an operational capability.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0754523

Australian Signals Directorate

Closing Date: Sunday 02 March 2025

Signals Intelligence and Effects
Military Expeditionary (MX)

Job Title	ASD EL1 Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$122,685 - \$138,388
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	ASD/00826/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

The **Domain Awareness and SIGINT Support Section (DASS)** is a 24/7 operations area focused on delivering domain awareness, indications and warnings and analysis and production on key areas of interest in support of Australian Defence Force (ADF) and allied operations.

The team is working to modernise its mission and tools to meet the challenges of a dynamic geopolitical environment. We are investing in uplifting our staff's operational and technical skills and have introduced a certifications process for all positions within the section to ensure the quality and speed with which we produce intelligence and build confidence in our products with key stakeholders.

DASS falls within ASD's Military Expeditionary Branch (MX), which is a combined ADF and ASD civilian workforce creating a

unique culture. MX is committed to working closely with the ADF and broader Defence to ensure the development of capabilities and intelligence to ensure the defence of Australia.

About the Role

DASS Section has three different EL1 Assistant Director roles. All fall under the generic Assistant Director duty statements.

The **Assistant Director – Tactical Collection Operations** leads a multi-disciplinary team comprised of both ASD civilians and military staff to provide real-time support to military operations. In this role, you will be required to leverage multiple accesses in real-time to achieve operational objectives. You are expected to develop a strong understanding of the technical capabilities under your direction, data flows and support requirements.

Candidates with previous experience in supporting real-time operations, and understanding of how to leverage the accesses at their disposal are preferred for this role.

The **Assistant Director – Lead Duty Watch Officer** leads a joint ASD civilian and military team of Duty Watch Officers to co-ordinate and execute real-time support to military operations. This role is highly dynamic, it requires you to quickly develop a strong understanding of operations, capabilities and data-flows within the organisation. You will train and lead the certification for all DASS Duty Watch Officers, to equip them with the knowledge and skills required to make real-time decisions that impact operational support.

Candidates with previous operational decision-making experience, and a demonstrated ability to develop their technical knowledge and understanding, are preferred for this role.

The **Assistant Director – Access** leads a joint team of ASD civilian and military to identify, exploit, and deliver key access that enable and advance the domain awareness mission within DASS. This position will be key in providing access assurance, access opportunities and defining limitations within our capability. You will also provide guidance to DASS and branch leadership on key opportunities and vulnerabilities of our mission.

Key duties involve (Note: not all duties are required to be performed during a 12 month performance cycle):

1. Lead a team, including managing allocated resources, setting work area priorities, managing workflows, developing strategies, and evaluating business outcomes.
2. Manage a team, including providing clear and consistent communication, setting and managing performance, delegating responsibility, guiding and developing people.
3. Being accountable for accurate completion of work within timeframes and quality requirements.
4. Shares own expertise with others, and provide opportunities to develop team members.
5. Accountable for the maintenance and accuracy of files and records within information systems in relation to business decisions and intelligence functions.
6. Accountable for the production of signals intelligence, complying with legislative, policy and security frameworks, including adherence to signals intelligence production standards.
7. Is innovative in managing the development of business process for the production of signals intelligence.
8. Makes recommendations to develop information communication technology capabilities in order to manage the production of signals intelligence.
9. Represents the Australian Signals Directorate and work collaboratively with stakeholders to manage expectations, provide advice and influence outcomes.
10. Advocate and encourage effective relationships within and across teams by leading teamwork and group activities.
11. Prioritise and endorse the team's research, analysis, transcription and translation of collected data and information to produce signals intelligence tailored to customer requirements.
12. Prioritise and endorse the team's use of collected data and information to develop further collection, processing and analysis to support future mission outcomes.

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

Are you a curious, self-motivated, clear communicator who works well in a team environment? DASS is looking for you. We look for people to lead teams to achieve our operational outcomes. Previous experience in leading analytical teams to identify and address intelligence gaps is highly desirable. You must be able to set clear priorities and engage effectively with a wide range of

stakeholders.

DASS seeks to recruit and develop a diverse workforce who are self-motivated, curious, innovative, and want to contribute to the Defence of Australia. We work in a dynamic and fast paced environment which provides 24/7 support to military operations. A range of opportunities are available in different types of analysis and intelligence production within the section.

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

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It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

Notes

Desirable Qualifications, Experience or Training

There is a strong desire for candidates to have previous experience in analysis and demonstrated experience in drawing that analysis through to an operational capability.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0754300

Australian Submarine Agency

Closing Date: Sunday 02 March 2025

Australian Submarine Agency
DDG Program & Policy

Job Title	Senior Product Verification Inspector
Job Type	Full-Time, Ongoing
Location	Port Adelaide SA
Salary	\$115,899 - \$130,733
Future Merit Locations	Port Adelaide
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 1
Position Number	ASA/11276/24
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description <https://defencecareers.nga.net.au/?jati=BDAA25C1-E359-7A3D-3141-E38FA69A332D>

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.

The Sovereign Submarine Program Delivery (SSPD) Branch of the Australian Submarine Agency (ASA) seeks an expert, motivated, EL1 Senior Product Verification Inspector to join our Adelaide team responsible for delivering Australia's SSN-AUKUS nuclear-powered submarines. The Senior Product Verification Inspector contributes to assuring the construction of Australia's nuclear submarines, ensuring they meet the exacting standards of the Australian Naval Nuclear Safety Regulator, Royal Australian Navy and our AUKUS partners.

The Senior Product Verification Inspector will lead a team of technical inspectors to assure submarine components, assemblies, units and modules have been manufactured to the product specifications.

About our Team

SSPD is accountable for delivering Australia's SSN-AUKUS class submarines from a new, purpose built submarine construction yard in Osborne, South Australia. This requires identification of the most appropriate program delivery model and construction methodology, defining infrastructure requirements, analysing and modelling existing Australian industry and workforce capability and capacity and undertaking cost estimation for acquiring and sustaining the future Nuclear-Powered Submarine fleet; in consultation with our AUKUS partners.

SSPD consists of the following directorates: Business and Operations, Build, Test and Evaluation, Commercial Management, and Engineering.

Test and Evaluation Directorate of SSPD is responsible for assuring delivery of Australian SSN-AUKUS submarines that meet the approved design safely and efficiently while complying with the cost and schedule agreed with Government. The task is diverse and challenging. The team will assure that each submarine has been constructed, activated and tested in accordance with the design prior to entering Royal Australian Navy service.

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

The ideal candidate for this role will have extensive experience in ship or submarine construction projects. They will bring the following attributes and skills to the role:

- Significant material quality inspector experience in disciplines such as welding, coatings, dimensional control or non-destructive testing.
- The ability to lead and implement a competency based team development program to qualify build inspectors for technical competency certification;
- The ability to actively support a team based performance culture with the ability to work effectively as part of a team or autonomously as required;
- An outcome focused mindset in order to achieve results and be able to demonstrate excellent attention to detail;
- Excellent oral communication and interpersonal skills including the ability to negotiate and collaborate in order to support the cultivation of productive working relationships with a range of internal and external stakeholders.

The successful candidate will exemplify the Defence Values and Behaviours, generate a culture of innovation and agility and embody the nuclear mindset **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 individual to have obtained Engineers Australia Stage 1 competency standard for Engineering Associate recognition (or ability to obtain status as an Engineering Associate within three months) or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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	Michael Simpson, 08 8161 5710
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BDAA25C1-E359-7A3D-3141-E38FA69A332D

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Vacancy VN-0754328

Department of Home Affairs

Closing Date: Wednesday 26 February 2025

Immigration Compliance Operations
Immigration Compliance Operations Field Operations, Sponsor Monitoring
and Removal Operations

Job Title	Senior Border Force Officer - Immigration Compliance Operations - Various Positions
Job Type	Full-Time, Ongoing
Location	Various locations - NT NT
Salary	\$80,748 - \$87,572
Future Merit Locations	Various locations - NT
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	JR 136369
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/136369/>

About our team

We have a number of vacancies within our Sponsor Monitoring, Field Operations and Removal Operations branches within the Australian Border Force in Darwin. These work areas contribute to managing and upholding the integrity of Australia's migration program. These roles will provide the right people with unique and challenging opportunities to develop and enhance their skills, whilst working on complex cases and issues within a high profile and politically sensitive environment.

ABOUT SPONSOR MONITORING UNIT (SMU)

SMU NT plays a critical field-based regulatory compliance role within a high profile and politically sensitive migration program. Specifically, the SMU ensures the integrity and success of the Temporary Skilled and other Temporary Activities visa programs by ensuring legislative requirements are being met under the Migration Act 1958. SMU officers investigate and case manage relatively complex contraventions of sponsorship obligations by approved sponsoring employers of temporary migrant workers.

Through a combination of unannounced site visits, telephone interviews, and desk-based analysis of financial, business and open-source data, SMU officers prepare comprehensive written reports recommending administrative action to be taken under appropriate legislation.

The SMU may also issue infringement notices or compliance notices and pursue civil penalties as appropriate.

SMU also conduct critical field checks on pending visa applications to validate their genuineness and prevent fraudulent or non-genuine visas from being granted.

ABOUT FIELD OPERATIONS

Field Operations conduct a range of intelligence informed and risk-based operations and activities that improve the level of compliance with immigration laws. They locate and detain unlawful non-citizens who are identified as a risk to the safety of the community or who pose a threat to the integrity of Australia's visa system.

Field Operations utilises departmental systems and technology to conduct compliance assessments and employ a range of legislated powers to prevent, detect, deter and enforce breaches of immigration law. They often educate employers, sponsors and visa holders to understand their obligations under the Migration Act and promote compliance with these requirements through employer awareness visits and targeted compliance activities.

ABOUT REMOVAL OPERATIONS

The job role of a Removal Officer encompasses a range of duties and activities that include the safe and lawful removal of unlawful non-citizens (UNCs) from Australia under the Migration Act 1958. A Removal Officer uses their detailed knowledge of relevant legislation, powers, and departmental policies to ensure that removals are undertaken lawfully and are compliant with duty of care requirements and international standards.

Officers work in close collaboration with a variety of internal and external stakeholders to coordinate and execute removal plans, including utilisation of well-developed interpersonal skills that allow them to communicate effectively with a variety of stakeholders and build relationships that support the removal process.

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

Our ideal candidate

We are looking for confident self-starters who are motivated, flexible and resilient, demonstrate professionalism, and can exercise sound judgement in responding and giving effect to operational actions that are directly linked to upholding the integrity of Australia's migration program, whilst continuing to contribute to a safe, secure and prosperous Australia.

Most roles involve occasional overtime and regional overnight travel primarily during times of operational field activity and occasional interstate travel for training.

The successful candidates will be problem solvers with a strong work ethic and attention to detail. They will be organised and display sound judgement in relation to complex situations. The ideal candidates possess strong communication skills, both orally and in writing, coupled with a compliance and visa program integrity mindset. They will have an investigative interviewing skillset or willingness to learn.

Duties

Duties and responsibilities

The positions will work under limited supervision and could include, but are not limited to, the following functions within set timeframes:

- Develop, maintain and apply knowledge of relevant legislation and policies primarily under the Migration Act 1958 and the Migration Regulations 1994 to make independent, well researched, documented decisions relating to specialist area of responsibility
- Undertake moderately complex to complex tasks and case management independently with limited direction in both an office and field environments
- Supervise a small team of officers (some positions have supervisory responsibilities)

- Plan, prepare and conduct compliance and enforcement activities including investigative style interviewing; undertake procedural, administrative support for related operational tasks; and contribute to strategic planning for longer-term initiatives of the section
- Communicate effectively with a wide variety of clients and stakeholders both internally and externally; provide technical expertise with accountability and integrity; succinctly report on and brief up on operational activity
- Manage competing priorities and stakeholder expectations whilst building and effectively leveraging relationships
- Identify risk and conducting effective and ongoing risk management in accordance with established risk management framework
- Ability to strictly adhere to record keeping requirements in departmental record management systems eg TRIM.

Additional information

ROLE REQUIREMENTS / QUALIFICATIONS

Some positions across the teams are designated positions and will require you to meet all Border Force Officer essential qualifications. If successful for one of these positions, you will be required to:

- Meet operational readiness requirements (medical, fitness and for some roles, psychometric testing)
- Be a sworn officer (ABF oath or affirmation)
- Be uniformed (unless the position requires wearing of business attire)
- Maintain essential role-specific qualifications
- Obtain and maintain an Employee Suitability Clearance (ESC) and an Australian Government security clearance (Baseline or Negative Vetting 1, depending on role)
- Some positions will require work outside of business hours, including weekends (overtime or flex)
- Actively participate in career management (postings and deployments)

Some positions may further require you:

- Complete Operational Safety Training and be willing to carry and use personal defence equipment, including a firearm, if required (not required for SMU roles)
- Obtain and maintain a Working with Vulnerable People Check and/or Working with Children Check
- Hold an Australian Driver's Licence
- Obtain and maintain Aviation Security Identification Card (ASIC).

MANDATORY CORE CAPABILITIES

This position has been assessed in accordance with the APSC Role Evaluation Framework. To perform the job successfully, an individual should demonstrate the capabilities, skills and knowledge, and adhere to all relevant aspects described by:

- Work Level Standards
- ILS - A guide to the Integrated Leadership System
- Home Affairs Professional Standards and Integrity Framework
- APS Legislative Requirements
- APS Values and Code of Conduct.

ABOUT THE OPPORTUNITY

This process is being used to fill several immediate vacancies. A merit pool may be established and used to fill similar vacancies for up to 18 months.

All positions are Darwin based. Domestic Relocation Assistance will be considered for interstate candidates willing to relocate to Darwin. Geographic and other allowances that may be applicable to successful candidates can be found in the Department of Home Affairs Enterprise Agreement 2024-27

Eligibility

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

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

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

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

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. The Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

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	Vicki O'Meara, 0418 342 808
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/136369/

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Vacancy VN-0754333

Department of Home Affairs

Closing Date:Wednesday 26 February 2025

Workforce Safety & Assurance
ABF College Marine, Maritime & Littoral Faculty

Job Title	Chief Instructor / Inspector
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT
Salary	\$110,788 - \$129,928
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	JR 136452
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/136452/>

The ABF College (College) designs, develops and delivers specialist vocational training to ensure that officers have the skills, knowledge and confidence to undertake their roles safely, legally and professionally.

Headquartered in Canberra the College has campuses and training hubs across Australia. The College is comprised of five faculties and two units: Compliance, Investigations & Trade Faculty, College Coordination Unit, Foundational Capability Faculty, Leadership & Learning Modernisation Faculty, Maritime, Marine & Littoral Faculty, Operational Safety Training Unit and Program Development Faculty.

The Marine, Maritime & Littoral Faculty delivers an integrated curriculum of specialist vocational training to enable frontline officers deployed to the maritime domain to undertake their roles. The Faculty has three delivery streams, Marine, Maritime and Littoral Vessel, each headed up by a Chief Instructor, and a Training Coordination Unit led by an Inspector.

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

Our ideal candidate

- Work with autonomy and accountability in interpreting policy and the application of practices and procedures, providing specialist advice to policy areas and management teams
- Build, support and maintain complex relationships with internal and external stakeholders
- Lead and inspire effective teams, provide direction and guidance, addressing staffing matters early and managing performance issues
- Demonstrated ability in supporting staff to adapt and respond to new challenges in a changing environment
- Model and promote ethical, inclusive and equitable behaviour, the APS Values and Code of Conduct.

Duties

Duties and responsibilities

- Leading the effective delivery of the Faculty's training curriculum
- Proactively contribute to and influence the evolution of the College's quality assurance framework
- Undertake a leadership and quality assurance role in the design, development and continual improvement of training material, curriculum content, learning outcomes for competency-based training and assessment specific to specialist vocational training
- Support their Superintendent through quality assurance / quality control of training delivery, including development of training reports within required timeframes.

Eligibility

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

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

ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).

Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. The Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

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

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To Apply

Position Contact	Supt. Ben Finlay, 0422 706 969
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/136452/

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Vacancy VN-0754352

Job Title	Assistant Director - CFI Policy and Coordination Branch
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$110,788 - \$129,928
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Work arrangement text Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of
Classification	Executive Level 1
Position Number	JR 136456
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/136456/>

About our team

The Counter Foreign Interference Coordination Centre (CFICC) works across government, the private sector and the wider community to raise awareness of and strengthen resilience to foreign interference.

The CFI Policy and Coordination Branch is responsible for:

- Supporting the National Counter Foreign Interference Coordinator
- Coordinating whole of government responses to foreign interference incidents
- Developing policy to strengthen Australia's resiliency to foreign interference risks
- Engaging with diverse stakeholders
- Creating of communication products
- Supporting a number of executive forums on foreign interference issues.

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

Our ideal candidate

We are seeking candidates who are:

- Excellent people managers, who foster a positive, collaborative and innovative culture
- Innovative, imaginative, action oriented and outcomes focused
- Effective communicators who can provide robust commentary on national security issues

- Experienced in national security, coordination, policy development or relationship management.

Duties

Duties and responsibilities

Responsibilities include:

- Designing and delivering a strategic communication program to raise awareness of and build resilience to foreign interference
- Translating complex national security issues into practical policy outcomes
- Cultivating and maintaining productive working relationships with stakeholders
- Ensuring departmental equities are represented and considered in interdepartmental work
- Managing competing priorities and delivering work within timeframes and to high levels of quality
- Demonstrating strategic awareness and the ability to apply international and domestic best practice to novel and emerging circumstances
- Supporting the Director to deliver high quality outcomes in a fast paced and complex environment
- Having a collaborative and friendly approach to work and foster respect and inclusion in the workplace
- Leading a small team and build capability to achieve identified Branch/Division priorities.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

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

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Notes

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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>

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

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To Apply

Position Contact	Adele Reynolds, NA
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/136456/

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Vacancy VN-0754389

Cyber & Infrastructure Security
Risk Assessment Telecommunications Security Risk Section and/or Data
Security and Space Risk Section

Job Title	Assistant Director - Risk Assessment Branch
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC
Salary	\$110,788 - \$129,928
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	JR 136613
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/136613/>

About our team

Cyber & Infrastructure Security | Cyber & Infrastructure Security | Risk Assessment | Telecommunications Security Risk Section and/or Data Security and Space Risk Section

The Risk Assessment Branch is responsible for responsible for advising government and industry on national security risks to protect Australia's critical infrastructure. The Branch works with agencies across the National Intelligence Community to develop national security risk advice, responses and actions to mitigate identified risks. We also work closely with critical infrastructure owners and operators across all sectors who best understand their asset and how to protect it. The Branch is currently recruiting Assistant Directors within two sections:

The Data Security and Space Risk Section, responsible for assessing national security risks across the data storage or processing, space technology, defence industry and health and medical CI sectors. One of the primary functions of the section is conducting national security risk assessments in support of the Foreign Investment Review process by considering the risk of espionage, sabotage and foreign inference within these sectors. The Section also provides bespoke national security risk advice in relation to data storage and processing and space technology matters.

The Telecommunications Security Risk Section, responsible for administering Part 14 of the Telecommunications Act 1997, and assessing national security risks to the telecommunications sector. The Section assesses and responds to formal notifications of change from carriers and provides guidance to carriers to ensure regulatory and security best practice. The section also oversees submarine cable security policy, including providing consult responses to cable landing permit applications; and providing advice to the telecommunications sector on managing foreign involvement risk.

Please visit our website for more information about the [Department of Home Affairs](http://www.homeaffairs.gov.au) or [Australian Border Force](http://www.border.gov.au)

Our ideal candidate

- Demonstrated ability to obtain, or an existing nuanced understanding of relevant legislation, technical information, regulations, policy and frameworks in relation to critical infrastructure and telecommunications security and resilience.
- Demonstrated ability to obtain, or existing knowledge of risk assessment techniques relevant to assessing national security risks in relation to critical infrastructure.
- Experience in leading teams and demonstrated ability to develop team member's policy and leadership capabilities to support succession planning and contribute to departmental outcomes.
- Demonstrated ability to obtain, or knowledge of, cyber security practices and regulatory requirements in relation to relevant critical infrastructure sectors.

Duties

Duties and responsibilities

- Lead and undertake the development of complex national security risk assessments in relation to relevant critical infrastructure sectors.
- Manage, and when required, draft and produce public facing and inter-departmental documentation relating to security regulation and risks in relation to relevant critical infrastructure sectors.
- Lead engagement, liaison and consultation with relevant critical infrastructure asset operators regarding their obligations under the Security of Critical Infrastructure Act 2018 and other relevant legislation such as the Telecommunications Act 1997.
- Lead and undertake national security risk assessments to support Australia's foreign investment framework underpinned by the Foreign Acquisitions and Takeovers Act 1975.

Additional information

Preferred Role Requirements and Qualifications include:

- NV2 or positive vetting security clearance or ability to obtain.
- Recent experience in the application of complex legislative and regulatory frameworks such as those within the Telecommunications Act 1997, Security of Critical Infrastructure Act 2018 and the Foreign Acquisitions and Takeovers Act 1975.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

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

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To Apply

Position Contact	Gregory Smith, 02 6196 0413
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/136613/

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Vacancy VN-0754390

Department of Home Affairs

Closing Date: Wednesday 26 February 2025

North
Operations QLD Operations and Planning / Chief of Staff

Job Title	Senior Border Force Officer - Operational Support
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - QLD QLD
Salary	\$80,748 - \$87,572
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	JR 135548
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/135548/>

About our team

These positions are operational support roles that are within the Operations and Planning Section and Chief of Staff Section. These sections provide the Operations QLD Branch with a range of support and enabling capabilities, ensuring the effective delivery of operational intent.

These positions are full-time Monday to Friday (non-shift). There are provisions within both sections for variable part-time working hours and working from home arrangements.

Staff in these sections may have the opportunity to be surged into operational areas, which can include shift work, weekend work or varied hours.

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

Our ideal candidate

- A strong willingness to contribute to, and participate in initiatives that build a positive and respectful culture, ensuring respect and courtesy is maintained in every interaction with all internal and external stakeholders
- An ability to coach and mentor staff, and identify learning opportunities for self and team
- The highest level of integrity and appropriately handle sensitive and classified information
- Proven ability to coordinate, plan and prioritise work to meet deadlines and remain responsive, flexible and agile in responding to a continually evolving environment
- A demonstrated ability to use sound judgment to resolve enquiries or escalate issues to line management as necessary.

Duties

Duties and responsibilities

- Manage casual workforce deployment in South East QLD, strategically allocating officers using the Casual Officer Management Tool, maintaining performance records, and ensuring deployments align with operational priorities.
- Serve as the central point of contact for stakeholder engagement, managing operational queries from external agencies like Australian Federal Police and Queensland Police, and internal ABF teams
- Support the team to perform human resource management for Operations QLD, including undertaking recruitment functions and managing internal staff mobility processes
- Provide high level support and coordination of training programs throughout the Command, including scheduling of trainers and liaison with work areas to commit staff to training dates
- Provide input and feedback on policies, processes, and outcomes, contributing to continuous improvement of Operations and Planning and Chief of Staff processes or the broader ABF policies.

Eligibility

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

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

ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).

Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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

Notes

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To Apply

Position Contact	Samantha Hardy, NA
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/135548/

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Vacancy VN-0754432

Department of Home Affairs

Closing Date: Thursday 27 February 2025

Chief Operating Officer
People Services People Support

Job Title	HR Helpdesk Officers
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 - VIC VIC, Various locations - TAS TAS, Various locations - WA WA
Salary	\$74,049 - \$79,871
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 4
Position Number	JR 136372
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/136372/>

About our team

At People Support, we're all about people! Our HR Helpdesk team is the heartbeat of our department, always ready to lend a helping hand and make sure our colleagues feel supported and valued. We're looking for a warm and enthusiastic APS 4 HR Helpdesk Officers to join our friendly crew. If you love making someone's day a little brighter, you're going to love it here!

As an APS 4 HR Helpdesk Officer, you'll be the first friendly voice our colleagues hear when they reach out with HR questions. Whether it's helping them understand their leave, answering questions about pay, or just being there to offer support, you'll be making a real difference. And don't worry-our amazing team will be right there to back you up and help you shine!

Our ideal candidate

- You're excited to dive in and pick up new skills along the way
- You're warm, patient, and love talking to people
- You enjoy working with others and are always ready to lend a hand
- You take pride in getting the little things right
- Helping others is what you're all about, and you love making a difference.

Duties

Duties and responsibilities

You'll be there to answer calls and queries, helping your colleagues with HR questions, big and small.

We'll teach you all about our HR policies and processes, so you can provide top-notch support.

- You'll work closely with your awesome team, especially your APS 5 and APS 6 colleagues, to tackle any tricky questions
- By keeping records of the queries you handle, you'll help us stay organised and always improving
- We value your thoughts and ideas, and we can't wait to hear them!

Additional information

What you'll gain from the experience:

- We're like one big family-always here for each other, ready to help out, and have a laugh along the way
- We'll help you grow your skills and support you in reaching your career goals
- We get that life is busy, so we offer flexible work arrangements to help you juggle everything
- There are plenty of opportunities to develop your career with us, and we're here to help you every step of the way.

Eligibility

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

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

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

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Notes

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To Apply

Position Contact	Mirsada Kadiric, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/136372/

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Vacancy VN-0754497

Department of Home Affairs

Closing Date: Thursday 27 February 2025

Ac West
Operations West Various

Job Title	Border Force Supervisor
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA
Salary	\$90,199 - \$103,770
Future Merit Locations	Perth, Various locations - WA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 6
Position Number	JR 136379
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/136379/>

About our team

Australian Border Force:

The Australian Border Force (ABF) are Australia's frontline border law enforcement agency and customs service. We are an operationally independent body within the Home Affairs portfolio.

Our mission is to protect Australia's border and enable legitimate travel and trade.

Our vision is to be a global leader in border law enforcement and trusted partner that helps build a safe, secure and prosperous Australia. We aim to facilitate the movement of people and goods across the border. We work closely with other agencies to share knowledge, expertise and intelligence in order to detect, deter and prosecute those who attempt to do us harm at the border. The work we do contributes to safeguarding Australia's national security.

Operations West branch overview:

Operations West branch work areas are overseen by the Regional Commander West (Senior Executive Staff Band 1) being comprised of eight sections, each managed by a Superintendent (Executive Level 2) and Inspector/s (Executive Level 1).

Operations West merit pool candidates may be selected to fill future vacancies in WA over the next 18 months.

- Aviation Goods
- Aviation Travellers
- Border Intelligence

- Chief of Staff
- Investigations WA
- Operations & Planning
- Maritime Operations
- Maritime Operations District Office
- Esperance, Albany, Bunbury, Geraldton, Dampier, Port Hedland, Broome, Christmas Island - note officers are posted to these locations for up to three years.

Other sections based in WA include:

- Field Operations
- Sponsor Monitoring Unit
- Removal Operations
- Detention Operations
- Trade Compliance
- The ABF College.

Our ideal candidate

Border Force Supervisors (APS6) perform an important leadership role encompassing enforcement activities and workforce support. Reporting to a Section Inspector, Border Force Supervisors directly contribute to the delivery of the strategic vision in line with the ABF's organisational objectives and priorities. They need to be comfortable in complex and uncertain environments and enjoy building and maintaining strong relationships. You will be self-driven and seek to directly influence the key outcomes of operational and non-operational work areas.

All Border Force Supervisors are expected to demonstrate a wide range of capabilities such as:

- Display strong leadership skills, including in an environment of ongoing change and uncertainty
- Strive for professional excellence, inspiring positivity, flexibility, and perseverance to build staff capability, nurture talent and lead change
- Hold themselves accountable for the objectives, priorities, motivation, and management of their teams
- Identify and implement forward planning initiatives that support strategic priorities
- Determine priorities, coordinate deployments of staff and resources to meet work demands, and identified risks
- Undertake work that is complex or sensitive and operate under broad direction
- Display excellent communication skills to communicate ideas in a clear, concise, and logical manner.

Duties

Duties and responsibilities

As a Border Force Supervisor, you will be accountable and responsible for supporting the delivery of a range of activities, which may include but are not limited to:

- Interpret and apply legislation and powers
- Demonstrate a law enforcement mindset
- Communicate effectively including initiating, building and maintaining effective relationships/partnerships
- Manage searches and examinations
- Manage post-detection activities, effective administration and resource management
- Manage risk assessment and mitigation

- Work safely in an operational environment
- Supervise teams
- Manage enquiries and complaints.

Additional information

Meet Border Force essential qualifications, including:

- Being sworn in and uniformed (unless business attire is required)
- Maintaining essential and role-specific qualifications
- Participating in career management and being prepared to relocate.

Additionally, you may need to:

- Be deployed at short notice
- Acquire a Working with Children Check
- Complete Operational Safety training and use personal defence equipment
- Work outside of business hours, including weekends.

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:

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To Apply

Position Contact	ABF WA Recruitment, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/136379/

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Vacancy VN-0754500

Department of Home Affairs

Closing Date: Thursday 27 February 2025

Major Capability
Operational Capability CCTV Technical Operations

Job Title	CCTV Technical Specialist
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$90,199 - \$103,770
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	JR 136081
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/136081/>

About our team

The Closed Circuit Television (CCTV) and Enforcement Communications Section (CCTV&EC) designs, delivers and maintains Australian Border Force (ABF) operational Closed Circuit Television (CCTV), Ultra High Frequency (UHF) radio, and a range of other enforcement communications networks and assets, to preserve Australia's border integrity by helping to protect the safety and security of Australia and its citizens.

In addition to the ABF operational environments, there is a strong focus on ensuring interoperability of systems between the operational agencies in the Home Affairs Portfolio and other Australian Government agencies, together with support for community activities which requires work to be conducted in a variety of settings.

Our ideal candidate

- Interest in CCTV or ability to quickly acquire expertise in the field
- Awareness of cyber security principles
- CCTV qualifications / Video Management System experience
- Electronics background / qualifications
- IT Qualifications
- Demonstrated IT System Administration experience
- Change management experience (e.g. ITIL)
- Experience working in a small team.

Duties

Duties and responsibilities

- Supporting the installation and commissioning of CCTV capability on new sea and airport sites
- Planning and execution of new releases to the Video Management System software
- Ongoing support and maintenance of the VMS network, desktop PCs and other components of the CCTV Network
- Demonstrate strong technical leadership, analytical and problem-solving skills and work effectively to identify, prioritise, solve and communicate issues in a time-sensitive manner
- Manage competing tasks and customer/stakeholder expectations in relation to technical capability.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
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Notes

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To Apply

Position Contact	Anthony Salloom, 0459 826 063
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/136081/

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Vacancy VN-0754508

Department of Home Affairs

Closing Date:Thursday 27 February 2025

Cyber Risk Services
Cyber Risk Services Cyber Prevention

Job Title	Senior Cyber Threat Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$90,199 - \$103,770
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	JR 136274
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/136274/>

About our team

The Cyber Prevention Section informs measures to defeat adversaries upstream of an incident, improves system security

confidence, and assure the cyber security operations centre (CSOC).

The all-source CTI team delivers timely, relevant and accurate intelligence products, tailored to the intended audience, analysing the intent, capability and opportunity of cyber adversaries. Intelligence acts as a service to approved clients by reporting on agreed Intelligence Requirements (IRs). This supports decision making at Strategic, Operational, and Tactical levels.

Our ideal candidate

The Senior Cyber Threat Intelligence Analyst supervises a small team and is responsible for the development, delivery and quality assurance of timely, accurate strategic and/or technical cyber intelligence products which report on agreed information requirements to inform decision making and situational awareness. These products support strategic awareness, threat hunting, penetration testing, operational response actions including proactive mitigation measures, vulnerability management and incident response.

The position is based in Canberra, ACT.

Duties

Duties and responsibilities

- Develop monthly Executive Threat Landscape Reports
- Develop other strategic and technical analysis products aligned with approved intelligence requirements
- Develop tearline reporting or lower classification products to share intelligence with approved government agencies
- Supervise, mentor and develop intelligence analysts to support development of internal capability
- Utilise Structured Analytic Techniques to assist in the development of sound assessment judgements across all relevant intelligence products.

Additional information

Role Requirements/Qualifications:

Mandatory

- 2+ years experience in cyber security/ICT/intelligence related fields
- Demonstrated experience in a Cyber Security or ICT environment
- Knowledge of ICT security tools
- Demonstrated knowledge of the Information Security Manual (ISM) and cyber security concepts
- The ability to work with limited supervision and demonstrate drive towards team goals
- The ability to quickly gain knowledge in a range of technologies
- Strong written communication and briefing skills
- Ability to mentor and lead junior staff to build team capability.

Preferred

- Thorough understanding of Cyber Threat Intelligence standards and concepts
- Sound communication and stakeholder relationship skill
- Strong and adaptive critical thinking skills
- Aware of historical cyber related events and threat groups
- Ability to gain and maintain a positive vetting security clearance.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

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To Apply

Position Contact	Mark Impellizzeri, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/136274/

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Vacancy VN-0754509

Department of Home Affairs

Closing Date: Wednesday 05 March 2025

Cyber & Infra Security Centre
Critical Infra Reg Ops & Analysis Regulatory Operations

Job Title	Senior Regulatory Assessor
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA
Salary	\$80,748 - \$87,572
Future Merit Locations	Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	JR 136393
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/136393/>

About our team

The Cyber and Infrastructure Security Centre drives an all hazards critical infrastructure regime in partnership with governments, industry and the broader community. The Centre actively assists Australian critical infrastructure owners and operators to understand the risk environment and meet their regulatory requirements for the shared benefit of all Australians.

The Regulatory Operations section, within the Centre, has multiple positions to fill in our APS Level 5 Senior Regulatory Assessor role, located in the Adelaide CBD. We are a security regulator, primarily responsible for transport security regulation and compliance. We work with a wide range of internal and external stakeholders, in challenging and dynamic environments, both domestically and internationally.

Our ideal candidate

You should apply if you are:

- Interested in working in a demand driven operational team
- An analytical or inquisitive thinker with great attention to detail
- An excellent and adaptable communicator in both written and verbal styles

- Self-driven, enthusiastic, pro-active and forward-thinking
- Certificate IV in Government Investigations (Regulatory Compliance) or Lead Auditor in Quality Management Systems is highly regarded, or you have a willingness to undertake this qualification once in the role.

Duties

Duties and responsibilities

The role provides a unique and challenging opportunity for you to develop or enhance your regulatory, compliance and operational skills across a range of domains, whilst working within a high profile risk management environment that serves to protect Australia and its critical infrastructure.

Key duties of the role include:

- Interpret and apply a range of legislation, guidelines, policies and procedures
- Conduct regulatory assessments and complete routine to complex documentation, including written reasons for decisions and recommendations
- Manage a caseload of regulatory assessments within set timelines that vary in risk and complexity
- Exercise judgement for decisions and recommendations
- Represent the Department to industry. Communicate regulatory requirements effectively and establish and maintain productive internal and external relationships.

Eligibility

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

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To Apply

Position Contact	Karen Peevor, 08 7421 7756
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/136393/

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Vacancy VN-0754554

Job Title	Director, Knowledge Management
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Future Fund offers hybrid working, all staff are required to come to office minimum 3 days per week
Classification	Executive Level 1
Position Number	JR100161
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

The Future Fund Management Agency has embarked on an ambitious transformation journey over the past four years, significantly enhancing its investment data, information and technology capabilities. As part of this transformation, we have established the Investment Data Management (IDM) function, which includes four key teams:

- **Data Operations and Change.** This team oversees the end-to-end operational lifecycle of the Agency's investment data, enabling effective decision-making and implementing new initiatives and changes.
- **Data Governance and Experience.** This team ensures data integrity, reliability, and the future-proofing of the data function by governing the Agency's investment data. It also focuses on providing a user-friendly experience for accessing and comprehending the Agency's investment data.
- **Relationship and Business Unit Management.** This team manages relationships and strategic alignment with our data and data technology providers, supporting the management of the IDM business unit.
- **Knowledge Management (KM).** This team delivers information management & governance services and advice to enhance the Agency's ability to capture, maintain, govern and share knowledge effectively. It also manages knowledge systems and information (investment and enterprise) as well as oversees the sourcing and management of research content.

We're thrilled to offer a unique opportunity for a talented information and Investment data management specialist to step into an important role to lead the Knowledge Management team within the IDM function. This position will focus on:

- Management and operations of the knowledge, content, research and information systems.

- Delivering initiatives aligned to the information and knowledge Strategy.
- Leading, developing and mentoring the knowledge team
- Responsibility for the Information Management environment

As the Director of Knowledge Management, you will play a key role in driving the Agency's success by ensuring information, research, and knowledge assets are effectively captured, curated, governed and accessible. This role requires strategic vision, technical expertise, and leadership to embed knowledge and information as a key asset for the Agency.

Reports to

Head of Investment Data and Management

Direct Reports

TBC

Key Responsibilities

- Strategy
- KM Services, Operations, Systems and Subscriptions
- Information Governance
- Leadership Team Development
- Engagement and Communication
- Business Planning and Reporting
- Compliance, Quality Assurance and Risk

Eligibility

Skills and Experience

We are seeking a highly organized and experienced professional with a practical, process-oriented approach to capturing and leveraging institutional knowledge. The ideal candidate will have extensive experience in Knowledge Management (KM) and Information Management (IM), including proven leadership capabilities and will work closely with key functions across the organisation.

Key responsibilities include managing KM and IM functions within financial services, influencing senior management, and collaborating with key stakeholders to ensure organizational needs are met as well as coaching and development of the team. The role involves developing and continuously improving KM and IM frameworks and methodologies, as well as providing advisory services at all levels.

Experience in government business environments and a good understanding of financial or investment contexts are preferred. Strong time and output management abilities are essential.

Qualifications

- Be a qualified Knowledge Management and/or Information Management professional with demonstrated relevant experience.
- Have a solid understanding of financial services organisations and IM and KM practices and requirements for Australian Government Agencies.
- A bachelor's degree in Knowledge or Information Management, or related field of study or equivalent experience.

Key Competencies

- Connection and Engagement
- Business Conduct and Engagement
- Partnerships
- Communication

Applicants for this role should hold Australian citizenship.

The Future Fund acknowledges the Traditional Custodians of the lands and waters on which we live and work. We pay respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples as we work to create meaningful change for reconciliation.

Notes

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

About the Future Fund Management Agency

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

To Apply

Position Contact	Claire Harrison, 03 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Agriculture, Water and the Environment

Vacancy VN-0753571

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 28 February 2025

Compliance & Enforcement
Several

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$120,290 - \$129,379
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney, Perth
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2024/5058
Agency Website	https://www.agriculture.gov.au

Job Description

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

Are you a leader with experience in the implementation and oversight of performance management, operational compliance and governance frameworks? We're looking for someone who has experience in performance reporting, investigations governance, regulatory compliance and exceptional stakeholder management skills with the ability to establish and maintain strong relationships with key stakeholders at all levels.

Why YOU are important to us and what impact will you have on the Compliance & Enforcement Division and the department's goal.

Australia has a unique environment that supports our multi-billion-dollar agricultural industries, trade, and our way of life. In this role, you will directly contribute to protecting our vital industries, environment and Australia's economic growth.

The Compliance & Enforcement Division delivers regulatory outcomes that protect Australia from risks to our biosecurity and trade systems. Informed by science and intelligence, we set controls and deliver assurance activities to increase compliance with legislation; and respond appropriately and proportionately to any breaches. We work with internal and external stakeholders, domestically and internationally, across the regulatory continuum, responding to known and emerging risks to safeguard Australia's agriculture, economy, trade and way of life.

Duties

The Job:

We are looking to fill position in the following roles.

Assistant Director Performance and Governance within our Investigations Branch who is responsible for the Investigations branch policy and procedural framework, ensuring investigative and operational activity is conducted in a consistent manner in compliance with the Australian Government Investigations Standard (AGIS) 2022 standards.

The Assistant Director Performance and Governance is responsible for:

- Contributing to the continuous improvement of outcomes by developing and implementing branch-specific monitoring and evaluation processes, maintaining branch workforce capability framework & profiles and workplace planning strategies.
- Developing and implementing branch performance reporting including conducting detailed data analysis to assess performance, identify trends, and make informed recommendations.
- Preparing and delivering reports on performance metrics and trends that provide real-time branch performance insights and support improvement.
- Leading high quality secretariat services to support the branch governance structure (Director's Synchronisation sessions, Operational Coordination Boards and Governance Boards) in an effective manner, ensuring adherence to best practice corporate governance.
- Contributing to business outcomes of the branch by developing and streamlining systems and processes with respect to governance and administration in line with legislation, best practice principles and departmental policies.
- Establishing and maintaining effective and productive relationships within the department and counterparts in other agencies to identify and implement opportunities and facilitate cooperation.
- Providing leadership and influence to promote a professional, proficient, and respectful branch culture, fostering collaboration and engagement among staff and stakeholders.
- Leading a high performing team to achieve section, branch, and divisional outcomes in a timely and efficient manner.
- Ensuring compliance with Australian Government legislation, policies, and standards, including the APS Values and Code of Conduct, Australian Government Investigations Standard and departmental instructional material.
- Endorsing and encouraging best practice recordkeeping in accordance with the departmental policy and information governance framework.

Assistant Director Operations Coordination and Assistant Director Triage and Assessment within our Operational Intelligence & Coordination Branch which support the department in using compliance and enforcement to safeguard our economy, trade, and agriculture, informing the department's operational activity and regulatory decision-making processes.

The Assistant Director Operations Coordination is responsible for:

- Administration and preparation of high-level reports and briefings
- Performs the role of Secretariat to the Operations Coordination Committee (OCC).
- Development and implementation of the Case Categorisation and Prioritisation Model (CCPM) related strategies and policies.
- Coordinate CCPM training and awareness across the division and broader department.
- Liaison and collaboration with a range of stakeholders for all operational reporting for the division.
- Coordination of SITREPs and other operational briefing materials.
- Supporting the Director and other Assistant Directors in Operations Coordination Section in the coordination and reporting of the division's operational compliance and enforcement activities.
- Establishing and maintaining effective and productive relationships with internal and external stakeholders
- Representing the branch and the department at a range of internal and external forums

The Assistant Director Triage and Assessment is responsible for:

- Ensuring the application of a consistent risk assessment model (Case Categorisation and Prioritisation Model – CCPM) to triage, assess and prioritise responses to non-compliance and intelligence information reported to the Compliance and Enforcement division.
- Oversight of Triage and Assessment activities, ensuring that outputs meet stakeholder expectations and support branch, divisional and departmental priorities, and our strategic direction.
- Liaison and collaboration with a range of stakeholders to ensure streamlined reporting, assessment and referral of non-compliance and intelligence information.
- Supporting the Director and other Assistant Directors in Operations Coordination Section in the coordination and reporting of the division's operational compliance and enforcement activities.

Eligibility

What are we looking for:

The ideal candidate will be able to demonstrate:

- Excellent leadership skills including the demonstrated ability to exercise sound judgement at branch and division level in strategic and operational environments.
- Highly developed written and verbal communication skills, with the ability to interpret and synthesise a broad range of complex and intricate materials to prepare accurate and timely advice for senior executives.
- A high level of integrity, confidentiality, strong interpersonal communication and analytical skills and initiative, good judgment and the ability to multi-task while achieving results in a challenging and dynamic environment.
- The ability to develop and maintain productive working relationships with a variety of stakeholders to ensure positive outcomes.
- The ability to think strategically to identify organisational impacts of policies, processes and procedures on the branch and division.
- The ability to lead teams to deliver results and meet deadlines within compressed timeframes while managing competing priorities.

Additionally, for the:

Assistant Director Performance and Governance

- Experience in investigation management within law enforcement and/or regulatory environments.

Assistant Director Operations Coordination and Assistant Director Triage and Assessment

- Detailed knowledge of Australian biosecurity and border operations and the processes by which biosecurity risks are evaluated and regulated.
- Comprehensive understanding of electronic Departmental systems.
- Detailed technical expertise in the use of tools and systems to extract and analyse data
- Experience using modern data visualisation tools to communicate information.

Mandatory for Assistant Director Performance and Governance role

- Possession of a Diploma in Government (Investigations) or equivalent, or the ability and willingness to achieve this qualification within 12 months of engagement is essential.

Notes

On 13 March 2025 the salary range for these positions will increase to \$124,861 to \$134,295.

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	Aaron Tucker, 0482 132 113
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0754453

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

Closing Date:Wednesday 26 February 2025

Portfolio Strategy
Communications & Media Strategic Communication Research and Insights

Job Title	Senior Communication Research Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$91,944 - \$104,393
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home some days each week and this may be negotiable. The employee will need to work in office/onsite regularly.
Classification	APS Level 6
Position Number	2025/362
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=22E80563-6123-F9B3-59E9-E390CFFC510F>

The Strategic Communication Research and Insights section works in partnership with departmental clients to lead and deliver communication research and data analytics. By leveraging quantitative and qualitative research methods, we provide actionable evidence-based insights to tackle communications challenges.

Duties

- Conducting quantitative and/or qualitative research, leveraging various research methods and data tools to undertake analysis and ensure validity and reliability.
- Performing analysis on emerging themes, narratives, sentiment and trends related to priority policies across social media and other media platforms.
- Applying research insights to support the development of evidence-based communication strategies and products.
- Interpreting and presenting data in a range of creative ways to enable stakeholders to understand and act on the insights.

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

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

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

Notes

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

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

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

To Apply

Position Contact	Stephen Scholtz, 0421 248 458
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=22E80563-6123-F9B3-59E9-E390CFFC510F

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Attorney-General's

Vacancy VN-0754399

Job Title	Team Member - Victims' Rights Liaison Officer - ACT Policing
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$99,285 - \$107,559
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On site - Full time
Classification	
Position Number	13834
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13834/>

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 suitable qualified applicants wishing to be considered for the role of Victims Rights Liaison Officer, Judicial Operations, City Police Station – ACT Policing.

ACT Policing are seeking highly motivated, independently driven and enthusiasm team member to continue developing the Victims Rights Liaison Officer role. The role falls within Judicial Operations and will report to the Sergeant of the Capability & Business Improvement Team, and the Officer in Charge of Judicial Operations.

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

You will also be required to contribute to the achievement of outcomes 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.

Your primary role is to lead the implementation and monitoring of obligations by ACT Policing under the ACT Charter of Rights for Victims of Crime and *Victims of Crime Act 1994 (ACT)*.

The role requires:

- Successfully plan, manage and complete projects relevant to Victims' Rights issues.
- Researching, analysing and formulating policy and governance solutions to existing and emerging organisational obligations in relation to Victims' Rights.
- Design and deliver targeted Victims of Crime Charter of Rights training, education and awareness sessions to ACTP members/recruits on a consistent basis.

- Consult and liaise with relevant areas of ACTP and external stakeholders (including Victims Support ACT, ACT Office of Department of Public Prosecutions), on complex policy, performance and significant organisational issues that relate specifically to Victims' Rights.
- Liaise regularly with Victims Support ACT and other key Victims' Rights advocates to support resolving Victim of Crime Charter concerns related to ACTP in a timely manner.
- Ability to work with represent ACT Policing in forums, meetings and to support milestone reporting to ACT Government bodies.
- Ability to search and navigate police indices (eg. PROMIS) and other information management systems.
- Ability to work independently, with minimal supervision and be part of a small cohesive team.

Eligibility

Essential Requirements

List essential requirements for the role in this section – examples are below (remove as required):

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one;
- Demonstrated ability to operate independently and as part of a team.

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 role is located at the Canberra City Police Station, 16-18 London Court, Canberra ACT and applicants are expected to be based or relocate to the ACT.

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	Liam O'Mahony, (02) 5126 4185
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13834/

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Attorney-General's

Vacancy VN-0754474

Australian Federal Police

Closing Date:Thursday 27 February 2025

Job Title	Payroll Projects - Team Member
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$84,458 - \$99,285
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4;APS Level 5
Position Number	14151
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14151/>

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 days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 8 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- 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 Complex Payroll Services Team Member with a focus on Commonwealth Superannuation.

The AFP is undertaking a range of remediation projects, including finalisation of a Superannuation remediation project. As part of a team, you will get the opportunity to use your expertise as a subject matter expert to support the project outcomes.

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

Working within the Payroll Project Remediation team, you provide an important contribution to the frontline endeavours of the AFP. You will learn more about the exciting work that the AFP does to deliver on our mission to protect Australians and Australia's interests.

For more information about the role, refer to the [Candidate Pack](#).

What will you do?

- Contributing to team outcomes, including undertaking remediation activities
- Calculating employee superannuation entitlements
- Undertaking general administrative duties associated with remediation outcomes and financial services
- Establishing and maintaining collaborative relationships with internal and external stakeholders
- Delivering quality service and professional practices and standards
- Contributing to a positive and energetic team culture; and
- Maintaining currency in subject matter expertise through on-going professional development and learning opportunities

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
- Contemporary Payroll, Human Resources, Corporate and/or Finance experience
- Demonstrated experience with HR/Payroll systems

Notes

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

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Suzanne Luke, 02 5126 3674
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14151/

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Attorney-General's

Vacancy VN-0754504

Australian Federal Police

Closing Date: Thursday 27 February 2025

Job Title	Line Pilot Operational Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,559 - \$118,673
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	14149
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14149/>

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 days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 8 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- 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 to be considered for the position of a Line Pilot. The Line Pilot will play a pivotal role in supporting the AFP's mission to protect Australians and Australia's interests, through the utilisation of their aviation skills and experience.

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 outlined below.

What will you do?

The Line Pilot is responsible for:

- Undertaking a range of tasks at the direction of the Chief Pilot in support of AFP operations
- Qualifying and operating a B-350/360 King Air as pilot in command in all-weather day and night missions
- Developing plans and ensuring all resources are effectively directed at achieving business area outputs
- Assessing aviation situations, determining and effecting an appropriate response
- Utilising and maintaining skills and aviation equipment
- Maintaining knowledge and understanding of the provisions of all relevant Civil Aviation Regulations and Civil Aviation Orders

Eligibility

Essential Requirements

- You must be Australian Citizen at the time of application
- A Negative Vetting 1 security clearance or the ability to obtain one
- Current Commercial Pilots Licence or higher
- Total flying hours greater than 1500
- Total Multi-engine Pilot in Command hours greater than 500
- Current Multi Engine Command Instrument Rating (MECIR) with at least 5 renewals
- Current class 1 Medical
- Current ASIC pass
- Undertake a psychological screening process
- Successfully pass a simulator screening flight test

Desirable Requirements

- Current rating on Beechcraft B350/360 aircraft
- Currently employed in a pilot position
- Ability to obtain and maintain a Positive Vetting (PV) Security Clearance

Notes

- This position is an AFP Band 6 level.
- This role is located in Canberra, ACT and applicants are expected to be based in Canberra.
- National and International travel will be required for this role.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Alexis Herzog, n/a
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14149/

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Attorney-General’s

Vacancy VN-0754499

Australian Human Rights Commission

Closing Date:Wednesday 26 February 2025

Policy

Job Title	Director, Human Rights Scrutiny Team
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	1155
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs/job-details?jobId=342&jobTitle=Director%2C%20Human%20Rights%20Scrutiny>

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

We are looking for a passionate and experienced leader to join our Human Rights Scrutiny Team. In this vital role, you will support the work program of the Human Rights Commissioner focusing on issues relating to human rights and technology; emergency management and human rights; immigration detention and asylum seeker and refugee human rights issues; and other issues affecting human rights and fundamental freedoms.

This full-time, ongoing position offers a competitive salary range of \$134,235 - \$157,759 per annum plus 15.4% superannuation.

We offer flexible hybrid and remote work options to suit your lifestyle.

Duties

What You'll Do:

- Provide high level advice to the President, Commissioners and the Commission in general in relation to human rights and fundamental freedoms

- Manage and lead the Human Rights Scrutiny Team in meeting the strategic goals of the Commission and delivering timely, relevant materials of a high standard, including submissions to parliamentary inquiries.
- Manage and coordinate, as well as contribute to, the conduct of research, policy development and planning activities of the team, including developing documents including discussion papers, speeches and submissions.
- Manage the resources of the team and effectively supervise staff in a fluid environment where resources may be allocated across teams and work on concurrent projects may have overlapping deadlines.
- Collaborate with the Senior Policy Executive, other project teams and cross Commission teams in the development and delivery of key Commission priorities and on areas of overlap with other Policy Managers.
- Develop, maintain and nurture networks and liaise with identified internal and external stakeholders across a range of constituencies, communities, government agencies and organisations.
- Attend consultative and other meetings and represent the Commissioner/ Commission as required; including before parliamentary committees and other public inquiries and participate in the public awareness/ promotional work of the Commission.

Eligibility

What We're Looking For:

- High level knowledge of Australia's international human rights obligations, domestic system for implementation of human rights and fundamental freedoms (including parliamentary processes) and of contemporary human rights issues in Australia.
- Demonstrated capacity for strategic thinking, political awareness, sound judgement and creative problem solving.
- Demonstrated high proficiency in conducting research, providing complex policy advice and written communication skills with the ability to meet deadlines.
- Demonstrated management ability including a capacity for leadership and experience in managing staff, resources and projects, and in responding flexibly to changing work demands.
- Highly developed relationship management skills, with a capacity to ensure that various stakeholder interests are recognised and managed positively and professionally.
- Highly developed communication skills including a demonstrated ability to communicate confidently, persuasively, sensitively and articulately, on matters relevant to the delivery of the Commission's identified strategic priorities across a range of human rights issues.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you're ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights communication in Australia. Join us in making a difference!

Applications close Wednesday, 26 February 2025

Notes

We strongly encourage First Nations people and individuals from other negatively racialised backgrounds to apply.

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQ+ and people with disability.

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

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to

participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

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 Commission where the duties are of a similar nature.

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Darren Dick, Senior Policy Executive - Human Rights and Strategy via email darren.dick@humanrights.gov.au.

About the Australian Human Rights Commission

To Apply

Position Contact	Darren Dick, darren.dick@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/job-details?jobId=342&jobTitle=Director%2C%20Human%20Rig

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Attorney-General's

Vacancy VN-0754544

Fair Work Commission

Closing Date: Sunday 02 March 2025

Legal Services team
Legal, Performance and Engagement Branch

Job Title	Senior Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$119,072 - \$128,859
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	Executive Level 1
Position Number	1452
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

<https://fwc.bigredsky.com/page.php?pageID=106>

We are seeking an experienced and enthusiastic Senior Lawyer with a minimum of 5 years' relevant post-admission legal experience to join our Legal Services team to advise on a range of legal matters, working in a dynamic and cohesive environment.

Working under limited direction from the Director, Legal Services or Senior Legal Counsel, you will use your professional knowledge and experience to contribute to the delivery of the team's services by providing high quality legal advice and assistance on a range of corporate, government and commercial legal matters.

As a Senior Lawyer, you will have a thorough understanding of, and an ability to advise on, privacy and Freedom Of Information (FOI) law, administrative law and the Commonwealth's governance, risk management and financial frameworks. You will actively manage competing requests and demands and invest in knowledge sharing. You will also work collaboratively with stakeholders, proactively contribute to process improvement and behave with integrity, enabling you to build trust and communicate with influence.

Duties

- Provide authoritative, practical and impartial legal advice and assistance to the Commission's Executive team and staff on a range of corporate, administrative, litigation, workplace relations issues, and matters relating to the Commission's tribunal operations.
- Manage issues surrounding the collection, management, use and disclosure of personal information under the Privacy Act including:
 - advising on and promoting awareness of compliant information privacy practices; and
 - acting as one of the Commission's Privacy Officers and a member of its Data Breach Response Team.
- Provide advice and assistance in relation to FOI matters, including issuing decisions on internal review.
- Draft and review Commission policies, procedures, forms, resource materials, contracts and other legal documents for internal and external use or publication.

- Provide leadership within the team, including developing, coaching and mentoring staff.
- Build and maintain constructive working relationships and work collaboratively with other Branches to ensure high quality support and services are provided to the Commission’s Executive and staff.
- Other duties as directed by the Director, Legal Services.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **800 words**, outlining your skills and/or experience relevant to the advertised role using the '**Our ideal candidate**' section as your basis. For further information about 'Our ideal candidate' and how to apply, please click on '**Apply now**' and follow the prompts.

Notes

This recruitment process is being used to fill an ongoing position.

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of this advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

Non-ongoing vacancies may be filled for maximum period of 2 years.

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

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute resolution • Anti-bullying • Termination of employment • Registered Organisations. The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2024-2027.

To Apply

Position Contact	Jane Ferry, (02) 6152 2909
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

Attorney-General's

Vacancy VN-0754465

Federal Court of Australia

Closing Date: Thursday 27 February 2025

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Deputy Associate (Legal) - FCFCOA - Division 2
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	\$71,560 - \$78,001
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	0114-02-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://fcajobs.nga.net.au/?jati=D324398B-F771-05A1-4956-E390D227CC83>

Purpose of Position

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

Duties

1. Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management.
2. Assist the Associate in the day-to-day management of chambers including responding to enquiries and as required, managing the Associate inbox on behalf of the Judge.
3. Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials.
4. Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events.

5. Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required.
6. Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards.
7. Assist with the general operation of chambers; and
8. Other duties, as required.

Eligibility

Qualifications

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

Selection Criteria

1. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
2. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the Internet.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. The ability to travel on circuits.

Eligibility

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

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

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

Notes

Diversity and Inclusion

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

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

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

How to apply

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any technical issues with applying, please email recruitment@fedcourt.gov.au

Aboriginal and Torres Strait Islander people are strongly encouraged 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 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	Dylan Collingwood, (02) 9184 5056
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=D324398B-F771-05A1-4956-E390D227CC83

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Attorney-General’s

Vacancy VN-0754409

National Anti-Corruption Commission

Closing Date:Thursday 27 February 2025

Legal Operations and Corporate Legal

Job Title	Senior Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$114,209 - \$138,791
Future Merit Locations	Perth, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	015_02/25
Agency Website	https://nacc.gov.au/

Job Description

<https://nacc.nga.net.au/>

About the National Anti-Corruption Commission

The NACC enhances integrity in the Commonwealth public sector by deterring, detecting, and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

Working with us

This is an exciting time to join the NACC. We are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate, manage, lead and perform successfully across corporate and operational functions.

Duties

Successful candidates will work under the supervision of General Counsel Legal (Operations) or General Counsel Corporate.

Operations Legal

The Operations Legal Team supports corruption investigations and public inquiries.

Operations lawyers assist the Commissioner to progress investigations in a range of matters across the Commonwealth by providing legal services on various legal issues, including advising on the use of investigative and coercive powers.

Key activities of this position include:

- assisting with the progression of investigations by providing legal advice, assisting with warrant applications, and drafting investigation reports.
- advising on preliminary investigations and corruption investigations, including the use of investigative and coercive powers under the National Anti-Corruption Commission Act 2022

(Cth) and related laws, including the Crimes Act 1914 (Cth), Telecommunications (Interception and Access) Act 1979 (Cth) and the Surveillance Devices Act 2004 (Cth).

- instructing or appearing as Counsel Assisting in coercive hearings.
- contributing to the development of legal policy and legislative reform.
- assessing and respond to Freedom of Information requests in accordance with applicable legislation.
- contribute to legal knowledge within the NACC and jurisdictional agencies through a commitment to continued legal education and training.
- represent the interests of the NACC and helping to manage the NACC's relationships with relevant stakeholders, internally and externally.

Corporate Legal

The Corporate Legal Team is responsible for the variety of legal work of the Commission that is not related to specific investigations or public inquiries.

Key activities of this position include:

- advising the Evaluations Branch about referrals including in relation to jurisdictional issues.
- providing legal advice in relation to workplace relations, governance, administrative law, and privacy matters.
- advising on the Commission's delegations and authorisations.
- advising on legal reporting requirements.
- advising on statutory interpretation and compliance.
- assessing and responding to Freedom of Information requests in accordance with applicable legislation.
- contributing to the preparation and revision of internal processes, procedures and guidance material to facilitate the work of the legal branch and other areas of the Commission.
- contributing to the development of legal policy and legislative reform.
- contributing to legal knowledge within the NACC and jurisdictional agencies through a commitment to continued legal education and training.
- representing the interests of the NACC and helping to manage the NACC's relationships with relevant stakeholders, internally and externally.

Occasionally, Senior Lawyers may also be asked to advise on contract and commercial matters. However, this does not represent a significant part of the role and experience in these areas is not essential. **Eligibility**

Employment with the National Anti-Corruption Commission (NACC) is subject to the following conditions:

Citizenship – Applicants must be an Australian Citizen.

Security Clearance – This is a Designated Security Assessment Position (DSAP). The occupant of this position must obtain and retain an AGSVA security clearance to the specified level.

Suitability assessment – The NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but not limited to) detailed background, character, employment, police, and financial checks.

Probation - A probation period will apply to any new ongoing engagement to the Australian Public Service.

Position-specific Requirements

Essential

- A degree in law from an Australian tertiary institution or comparable overseas qualification and admission in Australia as a legal practitioner.
- A restricted practising certificate or the ability to obtain one

Notes

The NACC is a small, friendly, and inclusive workplace, promoting the APS Values and collaboration both within the agency and with our business partners.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people with disability, people of all ages and those from culturally and linguistically diverse backgrounds.

We will accommodate requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position

Benefits of Working for the NACC

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation.
- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.
- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, and
- access to studies assistance.

The NACC provides a service allowance of \$1,900 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This allowance will increase to \$1,972 effective 13 March 2025. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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 Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	Stephen Matulewicz (Operations role)/Franz Baldo (Corporate role), Stephen (02)97973833 Franz (03)93938928
Agency Recruitment Site	https://nacc.nga.net.au/

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Defence

Vacancy VN-0752376

Department of Defence

Closing Date: Thursday 27 February 2025

ARMY
ADFHQ-Office of Chief of Army

Job Title	Ministerial Liaison Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ARMY/10186/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1EB600DC-1112-125E-7269-DB60DEC5616D>

Duties

The Role

Parliamentary Business - Army provides Army Headquarters with a cohesive coordination function, ensuring the Army meets corporate, ministerial and Chief of Army objectives in a collaborative and timely manner. The APS 6 position is an essential part of the team and undertakes a range of tasks in support of the broader Command. You will be working with APS and Military personnel in key positions.

The core duties of the position include:

- Drafting and/or coordinating responses to ministerial correspondence and advice;
- Drafting and coordinating responses for Question Time Briefs;
- Coordinating briefs for Senate Estimates;
- Working in a busy coordination team on a variety of tasks; and
- Working with Objective, PDMS and a range of other computer systems.

Strong written communication, attention to detail and stakeholder engagement skills are essential

in this role.

About our Team

Parliamentary Business Army (PBA) is a key interface between Army and the Ministerial and Executive Coordination and Communication (MECC) Division and ministerial staff. The team plays an integral role in coordination and communication at the working level.

PBA products and services underpin much of the daily rhythm of Army Headquarters. PBA ensures that our ministers and Army senior leadership are provided with quality and timely advice and support to enable them to carry out their duties effectively and efficiently. PBA provides advice and support to military and civilian personnel to equip them with the knowledge and tools to respond to ministerial requests. PBA also coordinates Chief of Army's briefing pack ahead of Senate Estimate Hearings.

PBA is part of Parliamentary Coordination and Governance - Army (PCG-A), a Directorate that was established in 2024. PCG-A reports directly to Chief of Staff - Army Headquarters. The team has three key areas: Parliamentary Business, Freedom of Information and APS Workforce Management.

Our Ideal Candidate

Our ideal candidate for the role of APS 6 Ministerial Liaison Officer is a dynamic, positive and enthusiastic team player with a high level of stakeholder engagement skills. They will be expected to confidently liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

Strong written and verbal communication skills, as well as a high level of attention to detail are essential to this role. An APS 6 Ministerial Liaison Officer may be accountable to set work priorities and manage workflows. They are expected to be capable of helping build capability through coaching, feedback and developing the quality of work undertaken by stakeholders across the Army.

They will be accountable to contribute towards ongoing self-improvement and professional development. **Eligibility**

Security Clearance:

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

Notes

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

About the Department of Defence

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	Tim Hutchison, 02 5108 3735
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1EB600DC-1112-125E-7269-DB60DEC5616D

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Defence

Vacancy VN-0754108

Department of Defence

Closing Date:Thursday 27 February 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Trials Officer
Job Type	Full-Time, Ongoing
Location	Port Wakefield SA
Salary	\$86,887 - \$93,066
Future Merit Locations	Port Wakefield
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/00790/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=C9EABC14-75F9-533B-704B-E3910A462322>

Duties

The Role

Joint Proof Experimental Unit (JPEU) is seeking a motivated individual to fulfil the role of Trials Officer within the Range Operations section at Proof Experimental Establishment (P&EE) in Port Wakefield.

Range Operations provides administrative support to the Task Management team, who undertake Static and Dynamic Explosive Ordnance (EO) test and evaluation activities.

Key responsibilities of the role:

- Plan and execute trials in the Static or Dynamic domain.
- Provide support in the form of file creation / management for EO testing activities.
- Provision of restricted access to files and audit of file documentation as well as closure of files.
- Collect and consolidate data and information and provide assistance in the preparation of written submissions, reports and other correspondence for internal and external stakeholders.
- Create and maintain accurate file and records in line with relevant Defence work practices, procedures and policies Perform and achieve procedural, operational and administrative procedures within an integrated workforce of APS, ADF and Defence Industry Support personnel.

About our Team

P&EE Port Wakefield carries out Test and Evaluation activities for a diverse range of different calibre weapons and explosive ordnance.

The Team is critical in this process as they provide support enabling activities to be conducted safely. They manage infrastructure to support the trial activities that occurs at multiple locations within the site. The infrastructure and resources enable sections to set up and conduct test and evaluation activities, through static weapon mounted munitions, mobile weapon platforms and ballistic protection trials.

The broader team utilises radar monitoring systems, vehicle GPS tracking and radio communications to co-ordinate the safe access / exit of EO testing areas when explosive ordnance is being dynamically fired or statically tested. Along with the co-ordination of plant operators who provide site construction / heavy vehicle support to development of range testing areas / activities.

Employment at Port Wakefield includes a Special Defence Locality Assistance allowance, \$309.85 respectively per fortnight.

Our Ideal Candidate

The successful candidate will:

- Possess strong communication and interpersonal skills.
- Be capable of working autonomously when required, and effectively as part of a team.
- Have the ability to interpret customer requirements, research technical standards and follow set work procedures.
- Demonstrate a proactive attitude and willingness to improve systems, procedures and processes to achieve business outcomes.
- Have a keen attention to detail, and be able to identify potential issues when recording and archiving completed trial activities that may affect quality of data or accuracy of data for items being tested.

The right person for this role will show the flexibility to respond to the changing context and shifting priorities of JPEU, to achieve business outcomes. In this role, the individual will provide support to a geographically dispersed team. **Eligibility**

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 5 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

About the Department of Defence

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To Apply

Position Contact	Jessica Barker-Heyman, 08 8860 9248
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C9EABC14-75F9-533B-704B-E3910A462322

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Defence

Vacancy VN-0754125

Department of Defence

Closing Date: Thursday 27 February 2025

Defence Finance Group
Financial Performance & Management

Job Title	Budgeting Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DFG/00806/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D460CE44-EA11-8146-A122-E38EF4D917DE>

Duties

The Role

Defence Finance Group (DFG) provides independent and contestable financial analysis, advice and assurance to Government capability submissions, as well as independent financial support, management and reporting on Defence and Government financial matters.

You will be a part of a team of professionals delivering accurate, timely and high quality analysis and advice on capability submissions, from a financial and government process perspective. You will have diverse experience and skills in disciplines including policy, governance, financial management, and business management. As an APS 6 Budgeting Officer in the Unapproved Capability team, you will employ a high degree of stakeholder engagement to achieve a range of analysis tasks and activities across Capability Project's Acquisition and Sustainment budgets.

You will support our Branch by undertaking analysis, and shaping written and verbal advice for senior leaders and colleagues across Defence. You may also have engagement with central agency stakeholders including the Departments of the Prime Minister and Cabinet, Finance and the Treasury. You will be committed to supporting the business deliver outcomes through your advice and the provision of accurate, timely, and relevant information, to assist Group and Service decision making to deliver Defence capability objectives and strategic outcomes.

About our Team

We are an established DFG team servicing unapproved capabilities across Specialist Groups within Defence; including Defence Science and Technology Group, Joint Capabilities Group, Defence Intelligence Group, and Strategy, Policy and Industry Group. We are a Finance Business Partner team providing excellent budget and financial analysis and advice to unapproved capability projects within the Integrated Investment Portfolio (IIP).

The IIP invests approximately \$44 billion a year into complex projects and its finances require close management to meet public expectations. Information our team provides is used to support decisions of national significance, and help shape major national operations and initiatives. This is achieved by the team providing:

- financial, policy and government process advice to Specialist Groups Senior Official and their staff, on Cabinet and Ministerial submissions - in the context of the individual submission and the financial position of the Group and Defence;

- financial advice to the Defence Finance Group senior leadership and senior officials on Specialist Group's Cabinet and Ministerial submissions and the likelihood of achievability;
- critical financial support to major capability/budget activities including the strategic reviews, Force Structure Plan, Defence Capability Assessment Plan, and Bi-Annual reviews of Defence's capability acquisition and sustainment plan - the IIP;
- high engagement with key stakeholders, both internally and externally of the Department;
- building financial and government process acumen of staff supporting capability Cabinet and Ministerial submissions; and by
- shaping related policies.

Our Ideal Candidate

Our ideal candidates will have the following skills and attributes:

- Strong written and verbal communication skills, with an ability to influence across a range of stakeholders. This includes researching alternative positions and presenting options effectively and persuasively.
- Problem-solving abilities based on a questioning mind and an ability to think laterally.
- Ability to analyse and interpret complex information and provide advice.
- Building and maintaining relationships with a network of internal and external stakeholders.
- Develop and maintain a service mentality to assist our business colleagues in their role, responding to queries and assisting them as required.
- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.
- Use knowledge and experience of financial management to provide advice on Defence and government financial matters.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Marissa Boyd, 02 5108 6547
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D460CE44-EA11-8146-A122-E38EF4D917DE

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Defence

Vacancy VN-0754153

Department of Defence

Closing Date: Thursday 27 February 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Material Logistics Officer
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	\$91,702 - \$104,753
Future Merit Locations	Cairns
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/00650/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=0BFB4CBE-B17B-AF33-9A2E-E38F2CF23B9D>

Duties

The Role

The Pacific Systems Program Office (PACSPPO) is seeking an APS 6 Materiel Logistics Officer to join our team. Your work

delivering logistics support to the team and the broader Pacific Maritime Security Program will directly support the Department of Defence and our partnering Pacific Island Nations.

In this role, you will be responsible for the management, delivery and support of a range of common products and system's across the Guardian Class Patrol Boat (GCPB) fleet, Pacific Patrol Boats (PPB) and Small Landing Craft (SLC) in particular management of the GCPB rotatable pool program, inventory procurement, optimisation and forecasting.

This role will also require your involvement within PACSPO for activities such as Internal and External Audits, and Compliance, Governance and Assurance Activities.

You will work closely with a team of experts across a unique workforce and stakeholders consisting of Pacific Island Nation Crews, Australian Public Servants, Australian Defence Force members, Contractors, and Industry Partners.

You will need to possess strong leadership skills to motivate and guide the Enterprise towards achieving operational efficiency and meeting organisational goals. A focus on Inventory optimisation will be paramount, underpinned by well thought-out stocking policies, cost-effectiveness solutions and streamlined processes.

As the range and nature of work in Defence is so diverse, so are the different work environments that our employees are located in.

The workplace environment requirements for this role include:

- Sitting at desk.
- Lifting 0-15kg.
- May work outdoors or in a warehouse environment.
- Requirement to wear personal protective equipment (PPE).

About our Team

Since the 1960s, Australia has undertaken a range of capacity-building and engagement activities in the South Pacific and Southeast Asia under the Defence Cooperation Program.

The centrepiece of Australia's Defence engagement in the South Pacific is the Pacific Maritime Security Program, which amongst a broad range of other partnering activities with participating Pacific Nations, involved the gifting of 22 Pacific Class Patrol Boats between 1987 - 1997 and the current PPB replacement program, which will provide 22 new Guardian Class Patrol Boats to participating Pacific Island countries.

Recognising that the boats are sovereign assets of the participating nations, Australia is committed to providing a range of engineering, technical and logistics support services to ensure the ongoing operational capability of the fleet of vessels operated by our partner Nations in the Pacific.

This is provisioned through the Pacific System Program Office (PACSPO). Your role in the delivery of materiel logistics support for the fleet will provide a vital input to maintaining capability for Pacific Island countries.

Our Ideal Candidate

As the APS 6 Materiel Logistics Officer within the PACSPO, you will work in a dynamic and diverse environment requiring a number of key competencies.

Our ideal candidate will:

- Have demonstrated experience and comprehensive knowledge of logistics management, ideally within a maritime sustainment environment, coupled with rotatable item management experience, would be highly advantageous for this role.
- Possess a combination of leadership qualities, technical ability, and strategic thinking skills.
- Demonstrate a keen eye for detail, analytical problem-solving abilities, and a proactive approach to identifying and implementing process improvements.

- Have exceptionally strong communication and interpersonal skills for building relationships with internal and external stakeholders, including those with English as a second language.
- You will be someone who can write clearly, succinctly and correctly, structuring information and convincing through your writing.
- Have an ability to learn rapidly, gather and understand information quickly, and ensure an organisational learning approach.
- Be energetic, take responsibility for personal and team outcomes, monitor progress and follow through to deliver quality outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jason Quirk, 0407 030 388
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0BFB4CBE-B17B-AF33-9A2E-E38F2CF23B9D

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Defence

Vacancy VN-0754170

Department of Defence

Closing Date: Thursday 27 February 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Canberra ACT, Williamtown NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Amberley, Canberra, Williamtown
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/09912/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3CA8A993-F829-A81F-925B-E38F2F367130>

Duties

The Role

We have an opportunity for an experienced and highly motivated Contract Management Officer to work within the Aerospace Combat Systems (ACS) Branch, specifically in the Integrated Work Package (IWP) Major Service Provider (MSP) Arrangement Team.

Based primarily at RAAF Williamtown (NSW) (although Brindabella Business Park (ACT) or RAAF Amberley (QLD) may be considered for the right candidate), this position will be accountable to the Deputy Director (DD) Contract Manager of the ACS Branch MSP IWP Arrangement, and is responsible for ensuring a consistent approach and providing greater oversight of financial commitments.

This position centrally manages the invoicing and travel commitments for the IWP Arrangement, consistent with Defence and Group level policy and legislation. This position also supports the wider ACS Branch Executive Team providing support to the administrative budget and financial processes. This position requires stakeholder engagement and will routinely liaise with stakeholders in relation to matters that arise within ACS Branch.

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

About our Team

The Joint ACS Branch IWP Management Team consists of both APS and Contractors, responsible for the overall management of the IWP, and is comprised of the following members:

- Commonwealth Contract Manager;
- Commonwealth Contract Management Officer;
- IWP Program Manager; and
- IWP Service Delivery Team.

The Team undertakes the following tasks:

- Day-to-day contract management and program support for all operational activities related to the IWP;
- Liaison with SPO and project directors and managers;
- Stakeholder and relationship management;
- Risk and issues management;
- Performance management; and
- Contract and program administration.

Our Ideal Candidate

The ideal candidate will be enthusiastic, self-driven and highly motivated to make a difference through application and innovation. You will have experience in procurement and contract management processes, including payments for delivery of goods and services. The role contributes to delivery of Air Combat programs in a diverse and challenging global environment now and into the future.

You will:

- Apply your highly developed communication and engagement skills to prepare briefings, submissions, reports and support the Contract Manager to address issues and opportunities with stakeholders;
- Apply your skills and experiences in financial management practices, particularly in Defence systems.
- Be solutions focused, with the ability to present ideas persuasively;
- Be a critical thinker, skilled listener and effective communicator;
- Able to work within a collaborative team environment and achieve shared objectives;
- Have the ability to apply judgement to achieve critical outcomes;
- Trustworthy, transparent and possess the highest levels of integrity; and
- Above all, you will be a team player, with excellent stakeholder engagement skills.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Chrystal Blyton, 02 4078 0375
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3CA8A993-F829-A81F-925B-E38F2F367130

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Defence

Vacancy VN-0754185

Department of Defence

Closing Date:Thursday 06 March 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Williamtown
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/00876/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=459A24DB-7F46-09DB-8256-E38F3082D638>

Duties

The Role

Located at the Royal Australian Air Force (RAAF) Base Williamtown, the Air Warfare Systems Program Office (AWSPO) leads and manages a portfolio of projects and products in support of Air Force and Navy capability.

AWSPO, in partnership with industry, deliver Lead-in-Fighter, Advanced Training and Test Environment and Special Operations Air Warfare Capabilities in support of Air Combat Group, Air Warfare Centre and Maritime Warfare Centre.

In this role, you will play a key part in providing commercial finance support and advice to project and product teams. Your responsibilities will include independent budget reviews, financial analysis and contributing to the confidence and accuracy of forecasting. This position offers the opportunity to further enhance your skills in cost analysis, business analytics, and contract evaluation while working in a dynamic and collaborative environment.

We are looking for someone who has experience in performing the following activities, or has the ability to develop these skills with training and coaching:

- Undertake cost analysis investigation tasks and functions, including (but not limited to): providing specialist costing and financial advice and guidance on financial and commercial aspects of tenders and/or contracts; examination, analysis and reporting on pricing proposals; contract pricing model development; financial risk identification and mitigation; cost of ownership modelling and cost driver analysis;
- Monitor and report financial compliance status, including legislative Breaches, Assets under Construction and Asset Capitalisation;
- Participate in commercial financial tender evaluation working groups and/or negotiations, developing timely evaluation reports as required;
- Coordinate and support budget development activities across the organisation;
- Initiate and recommend mitigation strategies for the costing of risks associated with contract management activities, supplier performance and compliance with mandatory requirements, suggesting relevant improvement;
- Provide advice, direction, assistance and services for procurement policy, commercial, financial investigation and other requirements to support contract management outcomes;
- Conduct cost assurance activities in support of improving product and project financial management practices, including improved understanding and awareness of forecasting and modelling of trends for higher delegate submissions;
- Increase financial acumen across the organisation by conducting commercial budgeting continuation training and developing initiatives, policy and applicable processes and tools; and
- Possess a high level (Advanced) of skill and proficiency in the use of Microsoft Excel to perform the above activities.

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

This position will be required to access US export controlled material and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

About our Team

The Air Warfare Systems Program Office (AWSPO) is an integrated work environment located at

RAAF Base Williamstown in the beautiful Port Stephens region of NSW. Here, you will have access to stunning beaches and the local lakes and rivers, with the Barrington Top Mountains and the Hunter Valley just a short drive away. Explore the beautiful city of Newcastle with its vibrant cafés, restaurants and cultural experiences.

As our people are our greatest asset, we are committed to providing an engaging and supportive work environment. At AWSPO, you will have the opportunity to innovate, create value, and take pride in meaningful work that supports Australia's Defence capabilities. With the opportunity to access flexible working arrangements and a focus on professional growth, you will be supported to achieve your career goals in a dynamic and collaborative environment.

Within Aerospace Systems Division, AWSPO manages a range of acquisition projects and sustainment of products across the capability life cycle. This includes the AIR5438 Phase 2 Lead-In Fighter Capability Upgrade program and the sustainment of the 127 Hawk Lead-In Fighter, Advanced Training and Test Environment (ATTE), and the Special Operations Air Warfare capabilities.

Employees can access flexible working arrangements to support work life balance and an attractive remuneration package with a generous superannuation contribution of 15.4%. 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.

Our Ideal Candidate

AWSPO is seeking an enthusiastic and highly motivated individual to join our team. The ideal candidate will be forward-leaning, adaptable, and comfortable working in a fast-paced environment with minimal direction.

Possessing the following will ensure your success in the role:

- A self-development attitude and positive approach to learning new and exciting skills as this position will favour people who are willing to learn on the job;
- A high aptitude for problem solving and curiosity about financial data insights;
- The ability to work effectively under limited direction, using initiative to determine what is required to complete tasks;
- Strong communication skills, both written and oral, to develop and maintain internal and external stakeholder relationships;
- Ability to develop / have well-developed time management skills with the ability to meet deadlines;
- Ability to achieve results by working across teams and taking responsibility for managing work projects.

Eligibility

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

Notes

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

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To Apply

Position Contact	Grant Everett, 02 4078 1886
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=459A24DB-7F46-09DB-8256-E38F3082D638

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Defence

Vacancy VN-0754211

Job Title	ICT Organisational Change Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra, Melbourne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DDG/00789/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BC435285-65D2-EB8B-9DAD-E38F6988EB12>

Duties

The Role

DDG is building a team of Organisational Change Managers to ensure this new capability is understood, embraced and embedded.

Our successful candidates will work with various Programs and Projects across different technology and end-user domains to plan and deliver OCM activities including but not limited to, stakeholder analysis, engagement and communication, product training development and delivery, change impact analysis, benefits realisation assessment and ongoing change reinforcement.

You will be supported by a chapter of other OCM professionals, including an SME OCM Chapter Lead. Your chapter will provide you with professional development and peer support to ensure your continual growth in the OCM career and of your general APS skills.

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

About our Team

Defence Digital Group (DDG) is delivering Defence ICT capability of the future - capitalising on best in class global platforms supported by best in class sovereign capabilities.

By adopting modern architecture and platforms that are scalable, reliable, performant and safe, we will meet the demand of our integrated Defence force to be ready to fight and win in the digital age.

Our Ideal Candidate

Our ideal candidates will:

- Be comfortable working in fast paced project environments with competing priorities.
- Have a good understanding of both ICT and people.
- Experience in communication, project support, or change management in support of ICT projects.
- A desire to learn relevant industry best practice frameworks like Prosci and ADKAR.

- Ability to develop positive working relationships and work in multi-disciplinary teams.
- A commitment to continuous improvement.
- Excellent ability to engage and sustain stakeholder relationships and be a strong communicator.
- Sense of adventure and a drive to deliver.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	DDG Recruitment, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BC435285-65D2-EB8B-9DAD-E38F6988EB12

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Defence

Vacancy VN-0754235

Department of Defence

Closing Date: Thursday 27 February 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Contracts Officer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$83,706 - \$89,659
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/00899/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3E1A7B56-C6BD-3BA5-48F9-E38F6AD16E2B>

Duties

The Role

The Uncrewed Aerial Systems Management Unit (UASMU) Contracts Officer is a critical role in achieving the contractual obligations within the UASMU commercial team. Reporting to a UASMU Contract Manager, the Contracts Officer will conduct the following:

- Deliver procurement-related documentation including templates, schedules, correspondence, reports, submissions, plans, strategies, risk and performance reviews, contract change proposals, and other contract management documentation.
- Engage and negotiate with clients and stakeholders and respond to inquiries and contract management issues, taking the initiative to identify alternative courses of action where necessary.
- Build and sustain productive relationships with supervisors, staff, and team members and actively participate in teamwork and group activities.
- Initiate and recommend mitigation strategies for the risks associated with contract management activities, supplier's performance, and compliance with mandatory requirements.
- Seek, interpret, and provide advice and assistance on procurement and contract management issues.
- Monitor and manage contract administration, performance, and risks against the contract and contribute to appropriate action.

The successful candidate will be expected to uphold the Defence and UASMU behaviours, values, and culture, work effectively as an individual and within a team, collaborate effectively, and possess excellent communication skills.

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

About our Team

The Cargo Helicopter and Uncrewed Surveillance Program Office (CHUSPO) delivers through-life support for the CH-47F Chinook and Army Aviation System Branch supported fleet of Uncrewed Aerial Systems. The Program Office is made up of the Cargo Helicopter Management Unit (CHMU), the Uncrewed Aerial Systems Management Unit (UASMU), the Army Uncrewed Aerial Systems Program Office (AUASPO) and the Business Management Unit (BMU).

UASMU delivers leading edge sustainment support services to the ADF's Uncrewed Aerial System (UAS) fleets by sensing and adapting to developments in technology and applications. This enables UAS to be an integral part of Defence operations. UASMU is responsible for managing the in-service platforms several variants of UAS platforms types with several hundred-air vehicles in the fleet. UASMU also supports a program of continuous introduction into service of new tactical and small UAS platforms.

Our Ideal Candidate

Our ideal candidate will possess the ability to work under broad direction to perform and achieve complex commercial and oversight activities within a multi-disciplinary, integrated workforce. They will demonstrate an ability to engage in positive working relationships with all stakeholders and manage the relationship between UASMU and commercial partners and contractors. There will be a requirement to update and maintain current contracts for accuracy and currency, as well as coordinate the drafting of contract change proposals and survey and quote provisions.

The successful candidate will possess highly developed written and oral communication skills, excellent attention to detail, and the ability to collaborate across key aviation stakeholders to achieve high-quality organisational outcomes.

To be successful in this role, you will bring the following attributes and skills to the role:

- Previous experience in contracting and procurement
- Strong problem-solving and issue resolution skills
- Excellent communication, negotiation, and stakeholder engagement skills
- Strong analytical skills with the ability to problem solve and find solutions
- Ability to provide procurement policy advice and guidance on contractual matters

Eligibility

Security Clearance

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

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	Tristie Lucas, 02 6212 0858
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3E1A7B56-C6BD-3BA5-48F9-E38F6AD16E2B

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Defence

Vacancy VN-0754245

Department of Defence

Closing Date:Thursday 27 February 2025

ARMY
1st Division

Job Title	Vehicle Mechanic
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$67,339 - \$74,197
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 3
Position Number	ARMY/00329/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5710F5B3-C6F8-1139-55E8-E38F6AC4EBAB>

Duties

The Role

An APS 3 Vehicle Mechanic is accountable under limited direction to perform and achieve straightforward vehicle maintenance work within an integrated (Army / APS) workforce.

An APS 3 Vehicle Mechanic will work as part of an integrated Defence team, within established priorities and procedures, while exercising some autonomy about how their work is performed. They may prioritise and manage their workflow and produce work that is subject to routine monitoring by more senior Defence employees.

An APS 3 Vehicle Mechanic will be required to perform and contribute to maintenance integrity, maintaining appropriate records and other documents and applying trade knowledge to perform maintenance activities.

About our Team

Army Royal Australian Electrical and Mechanical Engineer team within a Signal Regiment Workshop, managing repairs and maintenance on various ADF vehicles. A key function within the Regiment that is significantly involved in maintaining deployable capability.

Our Ideal Candidate

- A fully qualified Vehicle Tradesperson, comfortable working as part of a team, or alone depending on specific tasks.
- Capable of conducting all manual handling work required in accordance with mechanical repair processes.
- Previous experience working in an ADF workshop on current Defence vehicles would be highly regarded.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Michael Kavanagh, 07 3903 8192
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5710F5B3-C6F8-1139-55E8-E38F6AC4EBAB

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Defence

Vacancy VN-0754274

Department of Defence

Closing Date: Thursday 27 February 2025

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

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$83,706 - \$89,659
Future Merit Locations	Osborne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NSSG/00974/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EEA25BA8-19D6-7C28-BE1E-E38F6D6EBF69>

Duties

The Role

The Security Advisor will contribute to the NCB Mission through a strong focus on knowledge and capability development.

The key responsibilities of the position are:

- Handling security queries that require judgment and interpretation of Defence and whole of government security policy and providing advice on protective security matters.
- Contribute to security compliance, including risk management and mitigation.
- Contribute to the development, implementation and review of site security policy and procedures.
- Collate research and analyse basic protective security data reports, submissions and briefings.
- Assist with coordination of preparation and maintenance of facility security accreditations as required.
- Assist with the preparation and presentation of security training and education.
- Deliver security inductions and briefings as required.
- Shaping a positive security culture and best practice within the shipyard and work environment.
- Support the management of information that is developed, shared and released by the branch via domestic and international agreements in accordance with Defence security policy.
- Responding to security incidents by assessing situations in line with DSPF intent and taking the initiative to implement responses to ensure research security integrity.

About our Team

Naval Construction Branch (NCB), based at the Osborne Naval Shipyard has an opportunity for an APS5 Security Advisor to join the team. Operating in an integrated environment comprising of ADF, APS and Defence Industry. The role is accountable, under limited direction to contribute to the development of consistent security processes for NCB. You will assist, undertake and deliver protective security services to support NCB's Mission by collaborating with other site security teams, to address security vulnerabilities and improve overall security measures in line with the Defence Security Principles Framework (DSPF). Naval Shipbuilding and Sustainment Group's (NSSG) organisational culture prioritises responsibility, accountability and the Defence values of service, courage, respect, integrity and excellence. We are committed members of the One Defence Team, collaborating closely with stakeholders to ensure trust and respect. Proactive responsiveness to customer needs, transparency in communication and a focus on continuous improvement are central to our approach, delivering excellence and learning at every turn.

- Our Ideal Candidate
- Have experience or the ability to acquire rapidly an understanding of Australian Government and Defence security principles, policies and controls and the role these play in mitigating high-level security risks.
- Be adept at interpreting policy, developing and delivering solutions to security challenges, and advising on critical security issues.
- Ability to multi-task and adapt to changing priorities.
- Demonstrated communication skills, both written and oral, with the ability to convey policy advice with a high level of accuracy.
- Confidently utilise critical thinking to produce best outcomes for the work area, NCB and Defence.
- Actively maintain and seek up-to-date knowledge on Security threats, risk and policy changes. You may be required to travel interstate occasionally.
- Self-motivated, self-initiating and solutions focused.
- Trustworthiness, transparency with the highest levels of integrity.

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	Chas Capewell, 08 8227 3233
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EEA25BA8-19D6-7C28-BE1E-E38F6D6EBF69

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Defence

Vacancy VN-0754275

Department of Defence

Closing Date: Thursday 27 February 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$83,706 - \$89,659
Future Merit Locations	Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/00911/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=28118CE5-7A56-786B-E685-E38FA4A09ECB>

Duties

The Role

Aviation C4ISREW & Training Support Systems (ACTSS) is seeking a Contract Management Officer to work as part of a highly motivated team to deliver moderate to complex procurement and contracting solutions within an integrated workforce, with the focus on procurement. In this role, they are accountable to ensure they conduct procurement that is compliant with legislative frameworks, government decision-making and Defence's mission and policy requirements.

Their role will be to work as part of a team with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures that are appropriate to the scale of the procurement activity. Stakeholder engagement is a critical aspect of this role, which involves interacting with stakeholders to discuss requirements and issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Responsibilities include:

- Accountable to plan and obtain quotes from suppliers and assess value for money to obtain delegate approval and finalise the approved procurement activities.
- Coordinate procurement activities, determine work priorities and responsibilities, carry out analysis of relevant information and ensure all documentation and reporting is completed.
- Liaise with supervisors, staff and stakeholders and respond to moderately complex inquiries.
- Assist in contract management and administration.
- Provide commercial advice and interpretation in accordance with the commercial policy and procedures

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

About our Team

The Army Aviation Systems Branch (AASB) purpose is to deliver military aviation systems to the capability managers. AASB is responsible for the acquisition and through-life support of all Army helicopters and tactical unmanned aerial systems through both Project Offices (PO) and Systems Program Offices (SPO) within Australia and overseas.

Utility Helicopter Systems Program Office (UHSPO) is responsible for the sustainment of the Australian Army's UH-60M Black Hawk helicopters. UHSPO also comprises of Aviation C4ISREW & Training Support Systems (ACTSS) who support various Army training systems and a segment of Army's Command, Control, Communication and Computers network. As a member of ACTSS, you will have the opportunity to contribute to the development of a sustainment organisation that will meet the strategic needs of the Australian Army, whilst also gaining valuable experience and professional development in a dynamic, inclusive and collaborative environment.

Our Ideal Candidate

Our ideal candidate will be:

- Experienced in effectively and efficiently delivering outcomes for the organisation;
- Self-motivated and self-initiating;
- Solutions focused, with the ability to present ideas persuasively;
- A critical thinker, skilled listener and effective communicator;
- Able to work in a collaborative team environment and achieve shared objectives;
- Willing to challenge the traditional ways of doing business;
- Trustworthy, transparent and possess the highest levels of integrity; and
- Confident and professional when engaging with stakeholders from a variety of backgrounds and levels of seniority.

Eligibility

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

Notes

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

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To Apply

Position Contact	Leanne Marriott, 07 3903 0089
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=28118CE5-7A56-786B-E685-E38FA4A09ECB

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Defence

Vacancy VN-0754286

Department of Defence

Closing Date:Thursday 27 February 2025

Joint Capabilities Group
Joint Capabilities

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Canungra QLD
Salary	\$76,277 - \$83,274
Future Merit Locations	Canungra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	JCG/00992/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=0CA2BAE2-9848-0208-A8E7-E38FA57395FE>

Duties

The Role

As an APS 4 Security Advisor, you will be accountable under broad direction to perform and achieve complex security administration. You will:

- Be part of a small team comprising APS, ADF and contracted staff.
- Have a thorough knowledge of relevant physical, personnel and information security legislative frameworks, government decision-making and Defence's mission and policy requirements.
- Assist with providing detailed security technical, professional and policy advice as well as managing daily security administration tasks within a busy ADF Intelligence School.

Some tasks include:

- Answer protective security enquiries in accordance with Government policies.
- Operate and monitor Security Alarm, Key Storage and Electronic Access Control Systems.
- Deliver security induction briefs.
- Collect, interpret, evaluate and process protective security requests in accordance with agency policy and guidelines.
- Identify and report security incidents whilst using data to advise and implement measures to prevent or minimise future occurrences.

- Understudy the APS 6 Security Advisor and be prepared to assume their roles and responsibilities if required.

About our Team

The APS 4 Security Advisor is a key role within the Headquarters Team of the Defence School of Intelligence (DSI), located at Kokoda Barracks, Canungra in Southeast Queensland. Our very small team is responsible for security governance, compliance and procedural support delivered to staff and future Defence intelligence professionals on behalf of the Commanding Officer, DSI.

DSI is a busy training establishment delivering a wide range of Defence intelligence training to military and APS personnel critical to achieving Australia's national interests.

Our Ideal Candidate

Our team needs a self-starter who will exercise initiative and judgement in the interpretation of information and in the application of practices and procedures. You would need to demonstrate that you have or can quickly acquire detailed knowledge of Defence Security Policy Framework as well as having the ability to work with physical security systems like Security Alarm Systems and Electronic Access Control System.

We are looking for candidates who also have the following:

- Proven ability to work effectively as part of a team with excellent working relationships.
- Excellent verbal and written communication skills.
- Ability to apply and communicate frequently changing and complex policies.
- Excellent time management skills as well as the ability to prioritise work priorities in order to meet deadlines.
- A strong commitment to continuous improvement of yourself and the organisation.
- Confidence in using various IT systems.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Mr Owen Stocks, 07 5505 8741
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0CA2BAE2-9848-0208-A8E7-E38FA57395FE

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Defence

Vacancy VN-0754290

Department of Defence

Closing Date: Thursday 27 February 2025

Air Force
Air Force Capability

Job Title	High Frequency Sensing Project Manager & High Frequency Sensing Exports Manager (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Adelaide, Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	AF/00840/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1B1846C9-2183-C080-643A-E38FDFA598ED>

Duties

The Role

The Air Force Headquarters (AFHQ) High Frequency (HF) Sensing Project Manager and HF Sensing Exports Manager both work within the Airborne C2 and HF Sensing Directorate.

Duties include:

- developing strategic briefs and capability plans
- providing advice to senior leaders
- developing artefacts for Defence committees
- other capability management responsibilities across the Capability Life Cycle.

The HF Sensing Project Manager will need to undertake capability and project monitoring, assurance and procurement activities for Jindalee Operational Radar Network (JORN) projects.

The HF Sensing Export Manager will need to provide advice on sensitive technology management, exports policy and governance for a range of current and future exports.

Each role will act as an AFHQ coordinating point of contact for stakeholders, and the ability to communicate and engage effectively with the entire HF Enterprise is critical. Engagement will include domestic and international partners concerned with HF Radar and related technologies, and may require occasional travel.

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

About our Team

The HF radar team is led by a RAAF Wing Commander (O5) Air Battle Manager, who is also the HF Project Manager's direct supervisor.

The HF Project Manager serves as second in charge to the RAAF O5 Deputy Director, supervising the team of ADF managing JORN Capability, and Defence Contractors managing Projects AIR2025 and AIR2026 (ADF reporting is managed by the Deputy Director).

The HF Sensing Exports team is comprised of another EL 1 Exports Manager (Brisbane based) and a RAAF Wing Commander (remote). The team assess and advise upon export proposals and support the broader HF Enterprise across Canberra ACT and Edinburgh SA.

The teams work closely together, supporting both sovereign and export activities within Defence. Other important Defence stakeholders in the HF Enterprise include Surveillance and Response Group, No. 1 Remote Sensor Unit, Defence Science and Technology Group, Capability Acquisition and Sustainment Group, and Defence Industry.

Our Ideal Candidate

The HF Sensing Project Manager and HF Sensing Exports Manager need to be team orientated, demonstrate strong relationship skills, and be a motivated self-starter. Both roles require proven expertise in project management, stakeholder engagement, and the application of Defence policy. Useful skills include strategic writing, planning and effective collaboration

The HF Sensing Project Manager will need to have highly developed coordination skills, adaptability, and demonstrate independent problem solving. The HF Project Manager requires experience with the Capability Life Cycle, scheduling, budgeting, and familiarity with key tools

such as Capability One.

The HF Sensing Exports Manager will need technical skills and experience, adaptability, and demonstrate independent problem solving. They should be familiar with export controls, international engagement, and international agreements and foreign sales.

Our ideal candidates will have experience engaging Defence Industry, Australian Government Departments and allied agencies. Finally, our ideal candidates must be highly motivated to advance Australia’s capabilities.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	WGCDR Phillip Lavery, 02 4077 9661
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1B1846C9-2183-C080-643A-E38FDFA598ED

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Department of Defence

Closing Date: Thursday 27 February 2025

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Henderson WA, Russell ACT, Sydney NSW
Salary	\$91,702 - \$104,753
Future Merit Locations	Henderson, Russell, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/00868/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E6B83676-2A66-CECE-66AE-E38FA82216F6>

Duties

The Role

- Are you an experienced Project Manager with an interest in infrastructure?
- Do you want to be a key contributor to Australia's Defence maritime capability?

If so, you might be the person we are looking for!

The Naval Shipbuilding and Sustainment Group is currently seeking an APS 6 Project Manager within the Infrastructure Delivery Team. The position can be located at Sydney (NSW), Russell (ACT) or Henderson (WA).

The Project Manager role is accountable under broad direction to perform and achieve complex project work within an integrated workforce.

Duties will include:

- Project controls management - risk, cost, schedule, procurement/financials, resources etc.

- Analyse project performance against agreed plans, and develop and initiate strategies to achieve project outcomes.
- Provide input into the development of project planning, performance, cost and schedule documents and work breakdown structures in accordance with agreed procedures and performance standards.
- Prepare correspondence, briefs and reports including submissions and documents for higher delegate and committee consideration in accordance with organisational requirements.
- Manage a range of project activities and coordinate project inputs in accordance with organisational practices, methods and standards appropriate to the complexity of the project.
- Assist in developing governance and assurance frameworks, monitoring compliance, and coordinating project governance and stakeholder meetings.
- Analyse and ensure compliance with legislative, policy and regulatory frameworks.
- Apply established technical, operational, professional and administrative activities, procedures, practices and project management methodologies.
- Identify risks and opportunities and take account of these in planning, decision-making and priority setting.
- Build and sustain key stakeholder relationships.
- Resolve issues by identifying and developing ideas through analysis of alternative courses of action and their implications.

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

About our Team

A Henderson Consolidation Program Management Office is currently being established within the Naval Shipbuilding and Sustainment Group (NSSG) for the Infrastructure Team to deliver Defence's mega-program at Henderson, WA.

The Delivery Team lies within the Infrastructure Directorate, which supports portfolio level decision-making and provides a consistent approach to the management of shipbuilding and sustainment infrastructure, by optimising usage of current assets, analysing future demand against planned capability and capacity, sponsoring required enhancements, and maintaining effective stakeholder engagement across Defence, Industry, and State and Territory Governments. The Directorate works very closely with key stakeholders within Defence, with external Commonwealth and State agencies, and with contract organisations.

The Directorate is ramping up at pace and is very focussed on being an employer of choice, recruiting the right personnel for the right roles, on developing a high performing team, and importantly establishing a positive culture where staff feel fulfilled and engaged in their roles.

Our Ideal Candidate

You are a strong team player with a desire to contribute to a positive, inclusive and high performing team culture. You demonstrate excellent attention to detail, and have a genuine can-do attitude.

Critical to the success of this role, our ideal candidate will:

- Be an agile operator with an ability to pivot at short notice, and enjoy operating in a fast-paced environment.

- Possess highly developed strong interpersonal communication, negotiation and stakeholder engagement skills with the ability to influence others to achieve tasks and business objectives.
- Possess strong ability to manage yourself to deliver required outputs, and support a team of integrated professionals to achieve results.
- Demonstrate a strong ability to review and analyse documents for accuracy and completeness.
- Possess the ability to manage and support project processes to ensure compliance with legislative and regulatory frameworks, and Government probity related principles.
- Demonstrate highly developed written communication skills and have experience in drafting high-level key documents (project reports, plans, processes, briefing materials, ministerial correspondence).
- Exercise initiative and judgement in the interpretation of policy and in the application of practices and procedures.
- Build and sustain effective relationships with team members and actively participates in teamwork and group activities.
- Remain committed to working within a dynamic team that provides high-quality output within very tight timeframes.
- Commit to ongoing professional development.

There may be supervisor responsibilities and the role may involve occasional interstate travel.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jo Northey, jo.northey@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E6B83676-2A66-CECE-66AE-E38FA82216F6

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Defence

Vacancy VN-0754308

Department of Defence

Closing Date: Thursday 27 February 2025

Defence People Group
People Services and Wellbeing

Job Title	Director Research Capability
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD, Hobart TAS, Adelaide SA, Darwin NT, Perth WA
Salary	\$139,681 - \$167,659
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	DPG/00687/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6DD67E96-BC7A-A57A-E4F3-E38FA7D6E215>

Duties

The Role

We have recently created a new position to lead the development and growth of research and innovation programs that align with Defence's strategic priorities. As Director of Research Capability in the Strategic Advisory Group – Mental Health and Wellbeing Branch, you will play a pivotal role in ensuring that evidence and innovation drive meaningful improvements in mental health and wellbeing outcomes for Defence personnel. Key duties include:

- Develop, implement, and maintain a strategic framework for knowledge transfer, research application and innovation.
- Lead, mentor, and support a multidisciplinary team of researchers and students, fostering a culture of excellence, continuous learning, and innovation.

- Lead initiatives to translate complex research findings into actionable insights, policies, and innovation.
- Promote the adoption of innovative models, technologies, and approaches to mental health and wellbeing support.
- Develop partnerships with academic institutions, research organisations, and professional bodies to promote research credibility and facilitate evidence dissemination.

About our Team

The Mental Health & Wellbeing (MHW) Branch was established in 2023 to unify and enhance mental health and wellbeing programs, policies, and services across Defence. The team is a multidisciplinary mix of military and civilian personnel working towards a common goal: improving the mental health and wellbeing of the Defence community.

The Strategic Advisory Group within the MHW Branch is a high-performing team of public health and allied health subject matter experts. This team provides evidence-based research, insights, and policy guidance to advance Defence's mental health, wellbeing, and suicide prevention system.

Our Ideal Candidate

We are seeking a highly motivated candidate with significant experience in a research and innovation environment to provide vision, leadership, and inspiration to drive mental health and wellbeing research and innovation across Defence. Desirable knowledge, skills, and abilities include:

- Highly developed written and verbal communication skills and demonstrated ability to translate and present complex concepts and research, tailor insights for a variety of audiences at all levels and develop high level recommendations and documentation.
- Strong understanding of evidence based practices, implementation science, and mental health policy frameworks.
- Knowledge of ethical considerations and regulatory frameworks in mental health research and practice.
- Knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.
- Ability to lead multidisciplinary teams and manage complex projects.
- Experience in developing and managing research contracts to ensure the delivery of high quality services, outcomes and outputs.

Eligibility

Security Clearance:

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

Notes

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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	Miss Pip Weiland, 02 6115 3926
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6DD67E96-BC7A-A57A-E4F3-E38FA7D6E215

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Defence

Vacancy VN-0754311

Department of Defence

Closing Date: Thursday 27 February 2025

Joint Capabilities Group
Cyber Warfare

Job Title	Deputy Director Capability Requirements IS&T
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JCG/01018/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2D059A5B-8271-6C80-2AB1-E38FA83A9C36>

Duties

The Role

An EL 1 Project Manager will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the Project Management function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in complex to very complex science community-related problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

An EL 1 Project Manager is accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes. They will manage one or more teams. They will develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement. They will set work that align with the strategic objectives and communicate expected outcomes.

An EL 1 Project Manager will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development of their work area.

This position has 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.

About our Team

On 25 March 2024, Cyber Command (CYBERCOMD) was activated, transitioning from what was formerly known as Cyber Warfare Division. The activation also saw the formal transition of the three Service cyber units; Fleet Cyber Unit (FCU); 138 Signal Squadron (138 SIG SQN); 462 Squadron (462 SQN); and the 1st Joint Public Affairs Unit (1JPAU) into the Command. On 01 July 2024, the Joint Cyber Unit (JCU) also transitioned into the Command.

Our Ideal Candidate

- Provide leadership and direction to science research and technology-familiar teams that contribute to the development of science and technology in a nominated discipline to high international standards.
- Establish collaborative opportunities with Australia's leading scientists within the Science & Technology Enterprise on priority science areas for Defence, building and sustaining effective relationships with a network of internal and external partners across academia, industry and Government.
- Manage stakeholder relationships, lead the development of initiatives including the provision of high-level technical and administrative advice within one or more scientific fields within Defence. Responsible for the management of schedule, risk, budget and resources, preparation of briefings, submissions, reports and returns relating to the project progress and issues in accordance with organisational requirements.
- Apply established technical, operational, professional and administrative activities, procedures, practices and project management methodologies.
- Identify risks and opportunities and take account of these in planning, decision making and priority setting.
- Build and sustain stakeholder engagement, including the ability to communicate with influence and negotiate effectively.
- Influence and motivate team members and actively lead group activities.
- Analyse and interpret project performance against agreed plans and develop and evaluate strategies to achieve project outcomes.
- Take the initiative to resolve issues by identifying and developing ideas through analysis of alternative courses of action and their implications.
- Accountable to manage a range of project activities and coordinate project inputs in accordance with organisational practices, methods and standards appropriate to the complexity of the project.
- Prepare correspondence, briefs and reports as required including submissions and documents for higher delegate and committee consideration.
- Interpret and ensure compliance with legislative, policy and regulatory frameworks.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Neil Pollock, 02 5108 6256
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2D059A5B-8271-6C80-2AB1-E38FA83A9C36

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Defence

Vacancy VN-0754339

Department of Defence

Closing Date: Thursday 27 February 2025

NAVY
Fleet Command

Job Title	HMAS Waterhen Command Safety Advisor
Job Type	Full-Time, Ongoing
Location	Waverton NSW
Salary	\$83,706 - \$89,659
Future Merit Locations	Waverton
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NAVY/00645/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=816C4B35-7F5A-AE83-350F-E38FE0EFBDEF>

Duties

The Role

The Command Safety Advisor (CSA) role is critical to assisting HMAS Waterhen to meet its WHS obligations; including WHS

governance. The CSA will:

- Regularly undertake research and analysis of WHS data, and conduct reviews and assessments to improve health and safety outcomes across the establishment.
- Need good attention to detail and be able to provide practical WHS expertise based on legislation, policy and procedures.
- Be responsible for maintaining records and sharing information including the delivery of WHS presentations.
- Also be responsible for ensuring Defence capability through liaising with key maintenance and project delivery organisations, such as Security and Estate Group.

About our Team

The Teams main functions consist of:

- Providing support for Command to ensure the safe and efficient operations of HMAS Waterhen.
- Providing executive support, whole of base coordination, discipline and administration compliance.
- Providing Port Services to units located and berthed at HMAS Waterhen, including MHE, craning operations, HAZCHEM, and deconfliction of incompatible operations to ensure safe evolutions.

Our Ideal Candidate

The ideal candidate would possess the following attributes, skills and experience:

- A proactive and motivated individual who is able to work effectively in a team and show initiative within their own role.
- Have strong written communication in WHS areas.
- Have professional pride in their quality of work.
- Experience working in WHS Environment.
- Experience in using WHS data capture and reporting tools.
- Possess the ability to work independently and prioritise competing priorities within the context of a highly dynamic environment.
- Possess excellent written and verbal communication skills with experience in process development and documentation.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Rebecca Wilson, 02 8440 4569
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=816C4B35-7F5A-AE83-350F-E38FE0EFBDEF

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Defence

Vacancy VN-0754348

Department of Defence

Closing Date:Thursday 27 February 2025

Associate Secretary Group
Defence Integrity

Job Title	Senior Investigator
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/01017/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C921A852-36C2-768B-D9D5-E38FE31B75BB>

Duties

The Role

We are seeking to recruit a professional and experienced investigator to join the Investigations and Public Interest Disclosure Branch (IPIDB), Directorate of Investigations (DI) to undertake investigations into a range of matters including criminal, probity and administrative issues that impact on the Department of Defence.

The duties of an APS 6 Senior Investigator include:

- Provide detailed fraud investigation technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.
- Plan and support the business objectives of routine investigations relating to fraud and corruption related offences.
- Interpret and apply relevant legislative, policy and regulatory frameworks to investigation activities.
- Employ a range of evidence gathering techniques, including, interviewing witnesses, taking witness statements and preparing affidavits.
- Develop and deliver high quality reporting products into allegations of wrongdoing and contribute to the preparation and compilation of criminal briefs.
- Maintain accurate recordkeeping.
- Build and maintain productive working relationships within Defence and engage cooperatively with law enforcement agencies.

About our Team

The Directorate of Investigations in the Investigations and Public Interest Disclosure Branch

delivers Defence's fraud investigations capability. The Directorate works closely with other Defence Investigative Authorities to support the organisation's response to integrity risks.

Fraud investigations are a critical element of Defence's system of control for preventing, detecting and dealing with fraud, enabling Defence's compliance with the Commonwealth Fraud and Corruption Control Framework 2024 and Fraud and Corruption Rule 2024.

Through effective and timely responses to alleged fraud and corruption including investigations resulting in successful prosecution of fraud and corruption offences, the Directorate has key role in preventing and dealing with fraud in Defence.

The work of the Directorate contributes to mitigating risk of fraud against Defence and the Commonwealth more broadly, which is critical to ensuring funds are available for their intended purpose and maintaining public confidence in the Government.

Our Ideal Candidate

We are looking for motivated and experienced professionals who have a proven ability to work independently to achieve strong performance outcomes in an integrity context.

To be successful in this role, you will be highly driven and demonstrate the following qualities and abilities:

- Experience and/or qualifications in investigations or similar.
- An understanding of fraud and corruption in a Commonwealth context.
- A motivated and engaged team player with sound decision making skills.
- Has a high level of integrity both inside and outside the work environment.
- Ability to work effectively within a framework of legislation, policy and procedures to maintain the trust and confidence of Defence senior leadership and the Australian Government.
- Represent senior leadership to provide quality, trusted and timely advice through delivering an investigative response function in support of enabling Defence capability.
- A motivated team player committed to building overall team capability and driving continuous improvement.
- Have a willingness to undertake travel as required.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Steve Waite, 02 6246 8506
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C921A852-36C2-768B-D9D5-E38FE31B75BB

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Defence

Vacancy VN-0754349

Department of Defence

Closing Date:Sunday 02 March 2025

Capability Acquisition and Sustainment Group
Commercial

Job Title	Commercial Analyst (Pricing and Costing)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/01004/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=47066FB9-9B2F-12CE-A7ED-E38FE21444AF>

Duties

The Role

Working in support of multi-faceted teams, you will provide commercial, cost and price analysis in support of complex procurement activities. You will support financial analysis as it relates to the evaluation of costing and pricing proposals and provide input to negotiation activities, which achieve value for money for the Commonwealth.

You will develop and foster productive working relationships with both internal and external clients to develop commercial, costing and pricing strategies, which are fit for purpose, achieve value for money and are consistent with the Commonwealth Procurement Framework and Defence policies.

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 Commercial and Financial Analysis team provides commercial and financial analysis to support complex procurement and contracting activities across the Defence organisation, and over all stages of the procurement and contracting life cycle.

The position will provide you with exposure to a diverse internal customer base within cross-functional teams and provide significant opportunity to interact with industry across various industry sectors, including Defence Industry.

Our Ideal Candidate

We are looking for a candidate that can conduct pricing and cost analysis to join our team of finance and commercial professionals. Your role will be to assist and/or undertake price and cost analysis reviews, audit and assurance activities, including examination, analysis and reporting on pricing proposals related to tender evaluations and contract reviews.

Our ideal candidate will:

- Assist with developing sound commercial advice to support improved outcomes for procurement and contracting activities.
- Develop your commercial acumen and guide internal clients to optimal value for money outcomes.
- Actively manage your ongoing self-improvement and professional development, and ensure compliance with relevant policy and legislation.
- Seek to develop your leadership capabilities particularly in relation to being adaptable, supportive and consultative.
- Set a high standard while delivering positive outcomes for internal customers and the 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	Kristyn Worner, 02 5131 4662
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=47066FB9-9B2F-12CE-A7ED-E38FE21444AF

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Defence

Vacancy VN-0754356

Department of Defence

Closing Date: Thursday 27 February 2025

Joint Capabilities Group
ICT Operations Division

Job Title	Deployed ICT Service Performance Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/00723/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F6673414-7621-253F-4301-E38FE3210308>

Duties

The Role

The Service Performance Manager oversees service management processes, contracted service and operational level agreement definitions, and service reporting.

The Service Performance Manager will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

The Service Performance Manager will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

About our Team

The Directorate of Deployed ICT (D-ICT) operates within the J6 Operations Support (J6OS) Branch under the Cyber Operations Division (COD) within Joint Capabilities Group (JCG).

D-ICT is a hybrid Systems Program Office (SPO) and Information Technology Service Management (ITSM) organisation, it operates and sustains network capabilities/products built for, and operating in, deployed environments that are not consistently serviced by the Defence Strategic Network as an extension of the Defence Single Information Environment (SIE).

D-ICT currently supports the following products:

- Fleet Information Environment (FIE)
- Fleet Information System (FIS)
- Deployed Information Environment (DIE)
- Australian Mission Partner Environment (AUSMPE)

Our Ideal Candidate

Skills to perform critical and complex information and communications technology (ICT) analyst activities ensuring the organisation aligns to the Defence legislative, contractual and policy controls in support of the Australian Defence Force (ADF). Effective negotiation and strategic supplier relationship skills. Provide advice on performance metrics and compliance under broad direction.

Effective problem solving, deductive reasoning skills and capacity to think strategically and develop plans and processes to enhance business outcomes. Skills to build and sustain positive relationships with team members, actively participate in teamwork and mentor organisational team members on performance compliance and agreed outcomes. **Eligibility**

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

Notes

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

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	Mark Bewsher, 02 9537 7211
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F6673414-7621-253F-4301-E38FE3210308

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Department of Defence

Closing Date: Thursday 27 February 2025

Defence People Group
Joint Health Command

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$95,187 - \$108,734
Future Merit Locations	Townsville
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/01051/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=527224C2-9C45-A17A-4EC4-E3910C8B454C>

Duties

The Role

An opportunity exists for a highly motivated individual with a commitment to safety and risk management to become a Work Health and Safety (WHS) Officer within Joint Health Unit North Queensland (JHU-NQ). The successful candidate will be the subject matter expert responsible for providing technical WHS advice to the JHU-NQ chain of Command and staff.

Working within an interdisciplinary team, the APS 6 WHS Officer will be accountable for ensuring they have knowledge of, and are in compliance with, relevant legislative frameworks and Defence policies. They will need to maintain currency regarding any industry changes, emerging practices and organisational changes related to their role, and be committed to continuous improvement of the WHS management system.

The APS 6 WHS Officer will be responsible for identifying and addressing WHS risks to capability, conducting inspections and audits, contributing to policy development and planning activities, and engaging with a variety of stakeholders in relation to WHS issues. They will also conduct investigations, and provide ongoing monitoring and remediation of WHS events across multiple healthcare facilities, therefore, travel, stakeholder engagement, and provision of mentoring and advice are requirements of this position.

The APS 6 WHS Officer will be required to work independently and with a considerable degree of autonomy. They will be responsible for managing and prioritising their workflow to achieve higher level intents.

About our Team

Joint Health Command (JHC) is responsible for the delivery of healthcare services to over 70,000 Australian Defence Force (ADF) personnel. Through the delivery of reliable, resilient and best practice health services, JHC enables a healthy, ready, and supported Force from enlistment through to transition from service.

Health care services are delivered through eight Joint Health regions across Australia. The APS 6 Work Health and Safety Officer (WHS) position is part of Joint Health Unit - North Queensland (JHU-NQ) and is based at JHU-NQ Headquarters, RAAF Base Townsville, QLD. Each Joint Health Unit facility provides a range of services which can include medical, nursing, dental, physiotherapy, mental health, rehabilitation, and in-patient care.

The JHC workforce is an integrated, multi-disciplinary team of Defence members, civilians, contractors and professional health providers. We work together to manage around one million patient health service interactions with Defence members each year.

This position reports to the JHU-NQ Commanding Officer, with technical guidance provided via the Joint Health Command EL 1 WHS Manager. The position is part of a broader WHS team which provides a network of support in the specialised area of safety and risk management.

Our Ideal Candidate

An enthusiastic self-starter, the ideal candidate will have experience in work health and safety (WHS) and risk management roles. They will demonstrate strong technical skills and knowledge in complex WHS management and possess a sound understanding of legislative frameworks and Defence's mission and policy requirements.

They must be able to exercise both initiative and judgment in the interpretation of policy and in the application of practices and procedures. They must be able to work autonomously, as well as part of a team and have excellent communication skills in order to develop productive relationships with a variety of stakeholders.

The ideal candidate must be flexible, adaptable and comfortable with managing change. They will have the ability to prioritise their workload when faced with competing demands, and have the ability to respond to WHS events in a proactive, positive and dynamic way. They will also be committed to ongoing professional development and maintenance of technical currency to ensure timely and accurate advice to the chain of Command. Attention to detail and records management skills are essential.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jackie Davies, 08 7971 5507
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=527224C2-9C45-A17A-4EC4-E3910C8B454C

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Defence

Vacancy VN-0754394

Department of Defence

Closing Date: Thursday 27 February 2025

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Analytics Custodian Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$91,702 - \$104,753
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/01021/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DB7A114C-7B50-B5C3-1DEE-E390947A25FF>

Duties

The Role

Defence Enterprise Resource Planning (ERP) is a major Defence transformation program that will change the way we do business. The program will eliminate hundreds of structures, processes, systems and tools, and replace them with a new ERP solution (Based on SAP) that will provide a single, trusted source of accurate, near real-time information.

As the Asset Management & Data Analytics Manager, you will work as part of the Engineering and Technical Function within CASG under limited direction in the following areas:

- Provide Analytics support for the Management responsibilities for Defence ERP master data.
- Support the use of SAP Analytics Cloud by Defence personnel, and design standard and specialised reports that end users can use to perform their tasks.
- Coordinate and prepare information briefs and presentation material for working groups.
- The role will suit an engineering professional with an affinity for technical data and analytics.

About our Team

The Engineering and Technical (E&T) Function provides the engineering and technical services required to support the delivery of capability. The Function is made up of the engineering and technical people in CASG, most of whom work within the projects and SPOs.

E&T Function members are involved in the development and control of the requirements, design, construction, configuration, performance, verification, validation, maintenance and modification of a product; including activities such as the conduct of technical investigations, reviews, and assessment of designs, materiel, incidents and organisations.

The E&T Function Centre is responsible for providing the CASG Engineering and Technical community with clear and comprehensive Policies, Handbooks and Procedures to ensure a systematic approach to CASG Engineering and more importantly a structured Systems Engineering framework for capability acquisition and sustainment activities.

Our Ideal Candidate

The ideal candidate would have a current understanding of the Defence Engineering environment and the Defence Data management framework. They would have experience in the implementation of Enterprise solutions, with experience in Data Analytics activities and a knowledge of the SAP Analytics Cloud solution is preferred. They will have an understanding of Industry standard Data Management practices and processes. **Eligibility**

Security Clearance:

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

Notes

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To Apply

Position Contact	Michael Buldo, 02 5108 1054
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DB7A114C-7B50-B5C3-1DEE-E390947A25FF

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Defence

Vacancy VN-0754403

Department of Defence

Closing Date: Thursday 27 February 2025

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Technical Data Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$95,187 - \$108,734
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/01096/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=1128860F-7B82-45EE-1D1D-E390956B7FC7>

Duties

The Role

Defence Enterprise Resource Planning (ERP) is a major Defence transformation program that will change the way we do business. The program will eliminate hundreds of structures, processes, systems and tools, and replace them with a new ERP solution (Based on SAP) that will provide a single, trusted source of accurate, near real-time information.

As the Asset Management & Data Manager, you will work as part of the Engineering and Technical Function within CASG under limited direction in the following areas:

- Provide engineering support for input to the business readiness planning.
- Manage responsibilities for Defence ERP master data, governance and analytics to maintain data quality, including associated business rules.

- Support the requirements determination and business planning for the archiving of post-ERP legacy engineering systems and data access.
- Coordinate and prepare information briefs and presentation material for working groups. The role will suit an engineering professional with an affinity for technical data.

About our Team

The Engineering and Technical (E&T) Function provides the engineering and technical services required to support the delivery of capability. The Function is made up of the engineering and technical people in CASG, most of whom work within the projects and SPOs.

E&T Function members are involved in the development and control of the requirements, design, construction, configuration, performance, verification, validation, maintenance and modification of a product; including activities such as the conduct of technical investigations, reviews, and assessment of designs, materiel, incidents and organisations.

The E&T Function Centre is responsible for providing the CASG Engineering and Technical community with clear and comprehensive Policies, Handbooks and Procedures to ensure a systematic approach to CASG Engineering and more importantly a structured Systems Engineering framework for capability acquisition and sustainment activities.

Our Ideal Candidate

The ideal candidate would have a current understanding of the Defence Engineering environment and the Defence Data management framework. They would have experience in the implementation of Enterprise solutions, with experience in Data cleansing and Migration activities. They will have an understanding of Industry standard Data Management practices and processes.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Michael Buldo, 02 5108 1054
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1128860F-7B82-45EE-1D1D-E390956B7FC7

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Foreign Affairs and Trade

Vacancy VN-0754535

Austrade

Closing Date: Sunday 02 March 2025

Office of the CEO

Job Title	Senior Adviser: Internal Audit, Risk, Business Continuity, Governance
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$112,868 - \$126,961
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	5227
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Internal Audit, Risk and Governance (IARG) Branch, within the CEO Office, is a unique branch with touch points to all other teams across the agency. The Branch assists the CEO to meet the Governance responsibilities of the Public Governance, Performance and Accountability Act 2013 (PGPA Act) and the Commonwealth Risk Management Policy through maintaining the Corporate Governance Framework and managing some of its supporting components. This includes managing Austrade's two

main governance committees: the Executive Committee and the Audit and Risk Committee. In addition, the Branch also manages the enterprise risk framework, the business continuity management framework, engagement with the Australian National Audit Office (ANAO) and the internal audit function.

Duties

- Developing, implementing and maintaining governance and compliance policies, processes and procedures
- Providing secretariat support for the Audit & Risk, and Executive Committee meetings
- Overseeing the planning, design, implementation and management of the enterprise risk framework and the annual Agency Risk Management plan
- Overseeing the planning, design, implementation and management of the Agency Business Continuity Management Framework and supporting plans
- Developing and managing Austrade's annual internal audit program.

Eligibility

- Australian citizenship – our successful candidate must be an Australian citizen.
- Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting Level 1 security clearance.

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,200 staff based across 61 locations overseas. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit <https://www.austrade.gov.au/About/Employment/Working-at-Austrade>.

To Apply

Position Contact	Jemima Schilling, +61 (2) 6201 7639
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0754467

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Wednesday 26 February 2025

Medical Radiation Services Primary Standards Dosimetry Laboratory

Job Title	Radiation Scientist
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	\$93,130 - \$106,486
Future Merit Locations	Yallambie
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	13666
Agency Website	https://www.arpansa.gov.au/

Job Description

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

Primary purpose of the role

In this role you will perform a range of complex scientific tasks including the calibration of radiotherapy dosimeters against primary standards. These measurements need to be undertaken to the highest possible metrological standard as they directly impact the quality of radiotherapy services provided in Australian clinics. You will be actively involved in the maintenance and execution of the quality system accredited by NATA to ISO 17025. You will work with a range of radiation sources ensuring that each is operating within well defined parameters. You will manage a number of concurrent projects and take ownership of the results. You will also need to communicate complex scientific concepts in written and oral form to internal and external stakeholders.

Duties

Key accountabilities

- Work with independence against established priorities and practices, calibrate equipment for ionising radiation measurement – primarily radiotherapy dosimeters against primary standards
- Ensure quality assurance and the maintenance of test equipment, including the primary standards for radiation dosimetry
- Maintain the highest metrological standards to ensure the quality of very high-risk data provided to clients
- Contribute to the improvement of the calibration and irradiation services, based on knowledge of the primary standards and how they underpin the calibrations
- Communicate complex scientific results in written and oral form to clients, and national and international stakeholders

Eligibility

Our ideal candidate - job specific capabilities

You must possess a tertiary degree in science, from an Australian educational institution or comparable, preferably with postgraduate qualifications. Experience in radiation dosimetry would be highly regarded.

You will have well exceptional interpersonal skills and the ability to contribute effectively in a team environment, in a leading role, together with the ability to liaise with all levels of staff, clients and members of the general public. You will have the ability to consistently perform efficiently and effectively at a very high level and the demonstrated ability to make well-balanced and informed decisions.

You must hold Australian citizenship or possess permanent residency status leading to citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to undertake a baseline security clearance as a condition of engagement.

Selection criteria

There are six selection criteria for this role. If you want to advance your career, please tell us your skills, experience and achievements that demonstrate all of the selection criteria in no more than 1000 words in total.

1. Knowledge of ionising radiation physics, equipment and dosimetry with particular emphasis on those used in radiotherapy
2. Proven ability to perform to at the highest metrological level possible preferably using primary and/or secondary standards. Ability to immediately recognise when the highest possible metrological standards are not being met.
3. Understanding of measurement uncertainties and how they relate to primary and secondary standard measurements leading to improved measurement practices.
4. Knowledge of quality systems and quality assurance measurements and how they relate to metrological outcomes.
5. Ability to handle a number of projects concurrently that are very high risk taking ownership of the results.
6. Well developed communication skills with the ability to explain complex scientific concepts to internal and external stakeholders through written and oral means.

Notes

How to apply

Applications can be lodged through [ARPANSA Recruitment Portal](#).

Your application will consist of resume, ARPANSA cover letter to be completed via the portal, contact details for two referees and a ‘1000-word pitch’ that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

For more information, please contact Chris Oliver at 03 9433 2333.
Application close: 26 February 2025

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Chris Oliver, 03 9433 2333
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/

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Health

Vacancy VN-0753960

Department of Health and Aged Care

Closing Date:Wednesday 12 March 2025

National Sports Tribunal (NST)
NST

Job Title	SES Band 1 - Deputy CEO and General Counsel, National Sports Tribunal
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	\$225,279 - \$271,793
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible however Applicant must attend the office at least 2 times a week
Classification	Senior Executive Service Band 1
Position Number	25-NSTDIV-28171
Agency Website	

Job Description

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

The Deputy CEO and General Counsel role will be a key source of legal and other advice for the CEO, ensuring that the NST is managed in accordance with Australian Government and legislative requirements and operates in a manner that is effective, efficient, transparent and independent.

The Deputy CEO and General Counsel will be involved in leading and shaping the NST's strategic and operational policy and processes, including policy development, provision of legal advice, leading the NST's practice and procedures, and liaising with NST Members.

The Deputy CEO and General Counsel will work closely with the CEO in engaging with a wide range of stakeholders, including sporting bodies, sports law experts, government agencies and integrity bodies, and similar tribunals in other countries. Together with the CEO, the Deputy CEO and General Counsel will represent the NST in forums in Australia and internationally.

Duties

- Exercising formal functions delegated by the CEO under the National Sports Tribunal Act 2019, including allocating NST Members to matters, determining remuneration and fees, and providing assistance to Members in connection with the performance of their functions
- Oversight of the case management team and overall responsibility for the management of disputes before the NST, under the guidance of the CEO
- Provision of ad hoc legal advice to the CEO and/or coordination of legal requests to external providers including the Australian Government Solicitor
- Ensuring the consistent application of procedural rules in relation to the practice and procedure of the NST
- Line management responsibility for Case Management and Governance and Policy teams
- Ensuring the decisions of the NST are published in a consistent and timely way
- Monitoring and managing risks to the quality of decision-making and adherence to timeframes

- Overseeing a program of continuous improvement to support and guide the operations and decisions of the NST, including research and analysis of models, methods and practices that may be adopted by the NST.

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.

Mandatory qualifications:

On the Register of Practitioners of the High Court of Australia or the roll of barristers and solicitors of the Supreme Court of a State or Territory.

Desirable qualifications:

- Experience in a Tribunal environment with expertise of dispute resolution practices and procedures, including arbitration, mediation and conciliation.
- Knowledge of, and experience working with, the Australian sporting sector, particularly in the areas of governance and integrity.

Notes

- **Applications close 11:30pm AEDT.**
- Applicants are asked to quote reference number **25-NSTDIV-28171** 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 may be possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

If, after reading the selection documentation, you require further information please contact Amanda O'Rourke at admin@amandaorourke.com.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 Health and Aged Care

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

To Apply

Position Contact	Amanda O'Rourke, 0452 199 031
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0754239

Department of Health and Aged Care

Closing Date:Friday 07 March 2025

Legal Division
Commercial and Litigation Branch Commercial Law Section

Job Title	Legal 1 (APS5 and APS6) - Lawyer - Commercial Law Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	\$84,627 - \$106,627
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangement
Classification	APS Level 5;APS Level 6
Position Number	25-LDIV-28210
Agency Website	

Job Description

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

We are looking for a highly motivated individual who is in the early stages of their career as a commercial lawyer.
Candidates applying as:

- APS 5 should have at least one year of relevant post-admission experience or experience working in a legal role and have some exposure to commercial law matters.
- APS 6 should have a minimum of two years of relevant post-admission experience or experience working in a legal role and be able to demonstrate a degree of exposure to commercial law matters.

Duties

Responsibilities include:

- Preparing draft, preliminary legal advice and analysis on contracts, grant agreements and other commercial agreements, including specialised agreements such as contracts for ICT supplies or services, contracts for the purchase of goods and capital works, intellectual property matters and negotiation.
- Conducting legal research on discrete areas of commercial law.
- Working with moderate supervision, and managing the department's legal risk, with respect to the work you have been assigned.
- Assisting the Commercial Law Section's preparation of plans and projects for the Branch and/or Division.
- Building and maintaining strong working relationships with clients.
- Assisting with the development of templates and departmental training/guidance materials.
- Providing support to Senior Lawyers and Principal Lawyers 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:

- 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.

Mandatory Qualification:

To be eligible for this position applicants must hold a Bachelor of law degree or equivalent, Admission as a legal practitioner in an Australian Court, Eligibility to hold a restricted Government practising certificate. **Notes**

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 25-LDIV-28210 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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 up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar 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 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	Naomi Wolfers, 02 5132 5715
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0754240

Department of Health and Aged Care

Closing Date:Thursday 06 March 2025

Medical Devices and Product Quality Division
Medical Devices Surveillance Branch Devices Post Market Reviews Section

Job Title	Review Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Melbourne VIC, Brisbane QLD
Salary	\$120,842 - \$137,823
Future Merit Locations	Canberra, Sydney, Adelaide, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Working arrangements are negotiable
Classification	Executive Level 1
Position Number	25-MDPQDIV-28206
Agency Website	

Job Description

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

The Team Leader role within Devices post Market Reviews Section is responsible for leading a high performing team of review and compliance assessors. This includes facilitating and developing their competence in undertaking high level evaluations and providing high level technical advice to various other areas of TGA.

Duties

- Lead a team to identify safety and performance signals related to medical devices and conduct reviews to determine compliance with legislated requirements.
- Manage the team to ensure reviews remain within scope and relevant procedures are followed, and appropriate regulatory decisions are made within reasonable timeframes.
- Manage key relationships with internal and external stakeholders to ensure technical/clinical advice are sought in a timely manner.
- Support the Director by responding to Ministerial, Executives, and other internal and external stakeholder requests for information on specific medical devices or kinds of devices within tight timeframes.
- Lead and manage a team including resource planning, work allocation and monitoring of tasks, specifically those around the review of medical devices.
- Contribute to the strategic direction of the section, including the development of section plans or other foundation/guidance documents.
- Respond to specific and complex email and phone enquiries from internal and external stakeholders.
- Participate in the design, development, consultation, and implementation of the TGA's reform work.

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.

The candidate must promptly disclose and effectively manage any potential conflict of interest (whether real or perceived), including financial interests, arising from their APS employment, particularly concerning medical devices and interactions with industry. They must also disclose any significant personal interests that may impact their APS duties, both prior to and throughout their tenure. **Notes**

- Applications close 28 February 2025 at 11:30pm AEDT.
- Applicants are asked to quote reference number 25-MDPQDIV-28206 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.
- 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 up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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	Katie Burns, (02) 5132 1062
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0754469

National Health and Medical Research Council

Closing Date: Wednesday 26 February 2025

Research Partnerships Research Strategy and Engagement

Job Title	Assistant Director Research Translation and Commercialisation
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$113,355 - \$128,959
Future Merit Locations	Melbourne, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible Working Arrangements Available
Classification	Executive Level 1
Position Number	05-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

NHMRC is seeking an experienced and high performing candidate to fill the role of Assistant Director, Research Translation and Commercialisation. In this role you will contribute to NHMRC's cross-agency support for translating health and medical research into public policy, health systems and clinical practice. Additionally, you will support the commercialisation of research discoveries, for the improvement of individual and population health.

Duties

Job specific duties

- Lead the delivery of a revised Research Translation Strategy by developing an evidence base to support the revision in collaboration with internal stakeholders, NHMRC-MRFF joint advisory committees, Senior Executive and other relevant stakeholders.

- Lead the workplans for the joint NHMRC-MRFF Industry, Philanthropy and Commercialisation Committee and Public Health and Health Systems Committee, in consultation with the Department of Health and Aged Care.
- Manage the Research Translation Centres initiative and lead the review of applications to support research translation related grants within NHMRC's grants management system.
- Assign, manage and support the work of a small team

Core capabilities

- Strong leadership skills and an ability to engage in a high performing team with multiple competing priorities and deadlines to achieve great outcomes
- Experience building and maintaining productive working relationships with a diverse range of government and non-government stakeholders
- Demonstrated commitment to collaborating both within and across organisational boundaries to achieve outcomes
- Strong time management skills and sound judgement, including the ability to solve problems, make decisions under pressure and see activities through to completion
- Excellent oral and written communication skills (experience writing high-quality policies, guidelines, correspondence or other documents)
- Strong analytical, and organisational skills, with excellent attention to detail and a strong desire to achieve high quality outcomes with the ability to adapt to a changing environment.

Highly Desirable

- A strong understanding and/or experience with research translation of health and medical research in Australia.
- Experience and/or an understanding of success factors in relation to the commercialisation of research is highly desirable. An understanding of the philanthropic sector would also be beneficial.

Mandatory Requirement

- The successful candidate will be required to obtain and maintain a Baseline security clearance.

Eligibility

To be eligible for this position at NHMRC, you must submit a completed online application through the NHMRC candidate portal with your resume prior to the closing date and time, you must be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a Nationally Coordinated Criminal History Check and obtain or maintain a Baseline security clearance.

Notes

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQ+ people, mature age people and people from Culturally and Linguistically Diverse backgrounds.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research

practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than \$1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Gill Treloar, (02) 6217 9392
Agency Recruitment Site	https://nhmrccareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0754440

**Department of Industry, Science and Resources
(DISR)**

Closing Date: Thursday 27 February 2025

Business Grants Hub

Job Title	Administrative Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NT NT
Salary	\$83,460 - \$88,055
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Due to operational requirements this role is required to be full-time and on-site. Please reach out to the contact officer to discuss.
Classification	APS Level 5
Position Number	0261_02/25
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=42E44519-7BBE-3083-4DD2-E390CEC26B2C>

About the Department

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

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

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

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

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

About the team

About the Division

The Business Grants Hub Division (BGH) is responsible for design and management of grant programs on behalf of 10 other Commonwealth departments, managing over \$7b in government's investment in Australian businesses.

We provide an end-to-end grant delivery service using a national network. In addition to grant program management, the division encompasses enabling functions that provide a comprehensive support model for grant delivery.

About the Team

The Northern Territory (NT) State Office incorporates staff from multiple divisions in the Department as well as staff from other agencies. It has a positive culture which values professionalism, integrity and collaboration.

This role will also work with the Business Grants Hub Grants Policy team providing secretariat support to the flagship Cooperative Research Centres Program which delivers improvements in the competitiveness, productivity and sustainable of Australian industries through CRC Grants and CRC Projects.

The opportunity

This is an exciting opportunity which supports the administration functions in the NT State Office and provides administrative support to the CRC Advisory Committee.

- you will engage with internal and external stakeholders and undertake a variety of functions including management of onsite property matters, coordination of meetings and planning days and assisting Darwin-based staff,
- as the front-of-house presence, you will play a key role in shaping our NT State Office culture, through supporting in-office events and activities and engaging with diverse stakeholders, including senior executives,
- as part of the BGH Grants Policy team, you will provide administration and finance support to help ensure the effective functioning of our expert CRC Advisory Committee.

We welcome and encourage applications from all diversity communities, including First Nations people, gender, gender identity, people with disability, LGBTIQA+ people and people from diverse cultural and linguistic backgrounds.

Our ideal candidate

We are looking for someone who is friendly, organised and has great attention to detail. Our ideal candidate will demonstrate the following:

- well-developed customer service skills and a commitment to high standards of service delivery,
- excellent stakeholder engagement to cultivate a welcoming, diverse and positive culture,
- strong written and communication skills as well as diligent record keeping,
- ability to adapt and learn new systems and processes, including under pressure,
- strong initiative and problem-solving skills, with a people-centric mindset.

Duties

As the Administrative Support Officer, you will:

- coordinate and manage various administrative tasks to ensure effective communication and logistical flow of our Darwin office,
- keep staff informed, escalating issues as necessary and applying judgement to actively find solutions,
- develop and manage relationships with internal and external stakeholders providing advice and support,
- provide administrative and financial support for committee meetings including develop agendas, collate and circulate papers, prepare and circulate minutes, and process fees and allowances,
- provide logistical support for committee meetings including scheduling, venue booking and catering,
- maintain online information,
- undertake administrative, stock control and record management activities.

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

This role is located in Darwin, NT and we intend to fill it in an ongoing capacity. However, the role may be offered as non-ongoing for up to 12 months with the possibility of extension.

While the Department supports flexible work arrangements, due to operational requirements this role is required to be full-time and on-site.

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

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a

sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTQIA+ 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	Emma Cawood, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=42E44519-7BBE-3083-4DD2-E390CEC26B2C

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0754522

Job Title	Network Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,188 - \$140,170
Future Merit Locations	Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	flexible hybrid arrangement
Classification	Executive Level 1
Position Number	2653
Agency Website	https://www.amsa.gov.au/about

Job Description

<https://careers.amsa.gov.au/en/listing/>

Network Engineer
\$120,188 - \$140,170 + 15.4% super
Canberra based
AMSA Level 6 (EL1 equivalent)

Are you a tech-savvy problem solver with a passion for keeping networks secure and running smoothly? The Australian Maritime Safety Authority (AMSA) are looking for a skilled Network Engineer to design, implement, and maintain their infrastructure. You will work with cutting-edge technology, troubleshoot network issues, and ensure seamless connectivity for our team. If you thrive in a fast-paced environment and love optimising network performance, we want to hear from you!

ABOUT THE ROLE

Reporting to the Head of Infrastructure & Operations this role is responsible for designing, implementing, and maintaining network and security infrastructure within AMSA.
You will be responsible for:

- **Design and Implementation:** Creating detailed designs and network diagrams, installing and configuring network hardware and software (e.g. routers, switches, firewalls).
- **Maintenance and Upgrades:** Performing regular network maintenance, including updates and patches.
- **Monitoring and Troubleshooting:** Monitoring network performance, ensuring system availability and reliability, and troubleshooting issues.
- **Security:** Implementing security measures to protect network data.
- **Documentation:** Document network configurations, processes, and procedures.
- **Support:** Provide Level-2/3 support and training to other team members internally and externally
- **Commit:** to the AMSA Code of Conduct and Values

Duties

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Relevant industry certifications such as Cisco Certified Network Professional (CCNP) and experience in Fortinet Certified Professional Network Security (FCP) are highly desirable
- A demonstrated ability to produce and communicate clear and intelligible system designs
- A demonstrated ability to implement and create best-practice network\security designs & architecture
- Demonstrated capability to communicate/lead/influence new development initiatives
- Strong skills in:
 - o Switching and routing
 - o Network security
 - o Network redesign and network cloud tooling and principles
- Deep understanding of networking protocols (e.g., IPSEC, BGP, OSPF), hands-on experience with network diagnostic and analytics tools, and strong troubleshooting skills
- Demonstrated ability to work independently and in a team as required
- Demonstrated ability to provide training to internal and external staff

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2024 - 2027](#)

AMSA BENEFITS

We are committed to a supportive and collaborative work environment, which is why AMSA offers:

- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- 4 weeks of annual leave for positions at this level
- An ability to work for an organisation charged with protecting our marine environments and saving lives

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit [our website](#).

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of “ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.

We are proud to have been recognised as an [Inclusive Employer 2022-2023](#) by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don't meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we're looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our Diversity and Inclusion Strategy.

HOW TO APPLY

Please complete your application on our website via the Careers at AMSA page by 11.55p AEDT26 February 2025. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Tan Dunn at tan.dunn@amsa.gov.au

If you have any questions about the recruitment process, please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA. The advertised position is equivalent to an EL 1 in the APS.

Eligibility
Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – “Safe and clean seas, saving lives”. AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Tan Dunn, tan.dunn@amsa.gov.au
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0754545

Civil Aviation Safety Authority Australia

Closing Date: Sunday 16 February 2025

Air Navigation, Transformation and Risk
Air Navigation, Airspace and Aerodromes

Job Title	Team Leader Geospatial Assessment - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$168,157 - \$178,398
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	4214
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Office of Airspace Regulation has an immediate ongoing, permanent, vacancy for the position of Team Leader Geospatial Assessment.

This position will be offered at the Aviation Safety Regulator 3 level. This recruitment activity will be used to create a merit pool to fill future ongoing and non-ongoing vacancies as they arise.

The Team Leader Geospatial Assessment is responsible for leading the development and maintenance of the Airspace Risk Modelling System (ARMS) – a complex analysis tool which quantifies risk in Australian airspace. The successful applicant will utilise their expertise in data science and project management to capture ARMS requirements and work with various teams within CASA and external agencies to implement solutions. They will also be responsible for implementing improvements to the process for assessing obstacles within the vicinity of airports.

The Team Leader Geospatial Assessment will possess an advanced level of technical and regulatory capability and is required to undertake work of complex to high complexity or sensitivity operating under broad direction. They are required to exercise a significant degree of independence in the management of a team of Aviation Safety Regulators (ASR) and contractors, or as the principal regulatory and technical adviser in a required area of expertise.

The Team Leader Geospatial Assessment is responsible for the following deliverables, which represent an ongoing body of work:

- Responsible for leading a work group, developing work plans, allocating work, and monitoring team outputs and outcomes. They are required to undertake both coaching and mentoring of ASR's and contribute to the development of staff through the conduct of quality performance and communication discussions.
- Manage the Geospatial Assessment team, ensuring integration of skills to deliver high quality outcomes.
- Forecast and plan for the needs of the Geospatial Assessment team to continue to support ANAA's objectives over the medium and long term. This includes resources, tools, and skillset of the team.
- Manage contracts and procurement of resources for the development of ARMS, Obstacle assessment tools or other analysis capability.
- Ensure delivery of CASA wide or Branch objectives.
- Drive, manage and coordinate cross-agency or industry collaboration initiatives related to quantitative risk assessment in aviation or obstacle limit surfaces.
- Engage with a broad range of stakeholders, including regulated entities, international and national agencies, government, and the aviation sector more broadly, and present CASA's position on highly complex, technical matters.
- Support strategic planning by providing high quality professional advice and guidance on complex quantitative risk to CASA's senior managers and staff.
- Promote workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours
- Other duties as required.

Duties

Our ideal candidate must demonstrate the following:

- Hold a tertiary qualification in data science, statistics, mathematics, or similar field.
- Hold qualifications or have significant experience in project management.
- A comprehensive understanding of the broader roles within CASA and how they align and interrelate to ensure "Safe skies for all".
- Undertake work that is complex to highly complex in nature, reflected in either regulatory or policy complexity, or characteristics of the regulated entity, and to exercise consistent capabilities in accord with the CASA Capability Framework at the Mastery/Coach level.
- Experience in managing teams of technical staff with a diverse skillset.
- Experience in stakeholder engagement with airlines, airports, air navigation service providers or other aviation organisations.
- Detailed knowledge of software packages used for data science and software development including Python and Microsoft Azure technologies.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australian citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Negative Vetting 1 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.

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

"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 unput and ideas of others.

To Apply

Position Contact	Anthony Nugent, +61 7 3144 7474
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0754551

Civil Aviation Safety Authority Australia

Closing Date:Thursday 06 March 2025

Stakeholder Engagement
Industry and Government Engagement

Job Title	Section Manager Industry Engagement
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$168,157 - \$178,398
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	1968
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Section Manager Industry Engagement leads, manages and coaches a multi-disciplinary and geographically dispersed team responsible for delivering CASA's safety education program through aviation safety seminars, webinars and other industry engagement activities as well as maintaining relationships with aerodrome operators, small and large air operators, maintenance organisations and industry associations to improve safety awareness.

Our Aviation Safety Advisors (ASAs) are here to help the aviation community meet safety requirements. The team offers safety education and advice through on site visits and seminars.

There is an exciting opportunity to be part of a passionate and highly skilled team that are motivated to support safety in aviation.

The Section Manager, Industry Engagement works under broad guidance and is responsible for the following deliverables:

- leads and manages a team who build effective relationships with aviation industry stakeholders, including airlines, airports, aircraft operators, maintenance organisations, other government agencies and CASA colleagues through consultation and collaboration
- proactively maintains an awareness of and synthesises technical, commercial, regulatory and political considerations to drive service delivery outcomes
- proactively fosters a collaborative approach across CASA business units to deliver a unified approach to aviation safety for the aviation community
- provides strategic leadership, advice and direction for CASA's engagement with its aviation industry stakeholders to ensure corporate goals and objectives are delivered
- provides strategic advice to senior management to support the development of safety education programs and training materials
- drives continuous improvement activities for the team – including delivery of greater online seminars and other innovative ways to deliver safety education initiatives

- shapes and embeds communication practices and processes to support effective and informed decision making and proactive management of stakeholder relationships
- facilitates an agile team approach to respond to emerging or urgent industry or government requirements at short notice
- builds an organisational culture that has a strong client focus
- contributes to the development, deployment and leadership of CASA's strategic direction, business and financial plans
- at all times, acts consistently in accordance with the CASA Values and Behaviours
- promotes workplace safety, equity and diversity and participative management and environmental management practices in the workplace

Duties

Our ideal candidate:

The following are **mandatory** requirements:

- extensive experience in stakeholder relations and communications, including the ability to build effective relationships with aviation industry stakeholders, other government agencies and CASA colleagues through consultation and collaboration
- demonstrated experience and/or ability to build, manage and lead a high-performing team, preferably in a regulatory or public sector environment
- demonstrated experience coordinating or managing sensitive issues
- strong written and oral communication skills, including the ability to communicate with technical and non-technical audiences
- relevant experience in, and/or a clear understanding of the domestic and international political environments in which CASA performs its functions
- qualifications in a technical aviation discipline (eg hold an Australian pilot licence or aviation engineering qualification) and aviation industry experience

These are **highly desirable** for the role:

- an understanding of contemporary aviation industry issues, trends and regulatory frameworks including Australian civil aviation legislation and Australia's obligations to ICAO
- relevant experience or qualifications in communications
- experience providing in-depth, specialist expertise and technical knowledge across all aviation sectors on regulatory or policy matters
- demonstrated experience in management of budgets and use of financial delegations in accordance with government policies and procedures.
- demonstrated experience in coordinating programs between government agencies

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- 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 has the ability to obtain and hold a clearance at this level
- Currently holds an Aviation Security Identification Card (ASIC) card or has the ability to obtain and hold one
- Undertake pre-employment audiometric testing, and alcohol and drug tests

Notes

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment 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 unput and ideas of others.

To Apply

Position Contact	Ann Redmond, 02 6217 1758
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0754553

Job Title	Section Manager Industry Engagement - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$168,157 - \$178,398
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	1968
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Section Manager Industry Engagement leads, manages and coaches a multi-disciplinary and geographically dispersed team responsible for delivering CASA's safety education program through aviation safety seminars, webinars and other industry engagement activities as well as maintaining relationships with aerodrome operators, small and large air operators, maintenance organisations and industry associations to improve safety awareness.

Our Aviation Safety Advisors (ASAs) are here to help the aviation community meet safety requirements. The team offers safety education and advice through on site visits and seminars.

There is an exciting opportunity to be part of a passionate and highly skilled team that are motivated to support safety in aviation.

The Section Manager, Industry Engagement works under broad guidance and is responsible for the following deliverables:

- leads and manages a team who build effective relationships with aviation industry stakeholders, including airlines, airports, aircraft operators, maintenance organisations, other government agencies and CASA colleagues through consultation and collaboration
- proactively maintains an awareness of and synthesises technical, commercial, regulatory and political considerations to drive service delivery outcomes
- proactively fosters a collaborative approach across CASA business units to deliver a unified approach to aviation safety for the aviation community
- provides strategic leadership, advice and direction for CASA's engagement with its aviation industry stakeholders to ensure corporate goals and objectives are delivered
- provides strategic advice to senior management to support the development of safety education programs and training materials
- drives continuous improvement activities for the team – including delivery of greater online seminars and other innovative ways to deliver safety education initiatives

- shapes and embeds communication practices and processes to support effective and informed decision making and proactive management of stakeholder relationships
- facilitates an agile team approach to respond to emerging or urgent industry or government requirements at short notice
- builds an organisational culture that has a strong client focus
- contributes to the development, deployment and leadership of CASA's strategic direction, business and financial plans
- at all times, acts consistently in accordance with the CASA Values and Behaviours
- promotes workplace safety, equity and diversity and participative management and environmental management practices in the workplace

Duties

Our ideal candidate:

The following are **mandatory** requirements:

- extensive experience in stakeholder relations and communications, including the ability to build effective relationships with aviation industry stakeholders, other government agencies and CASA colleagues through consultation and collaboration
- demonstrated experience and/or ability to build, manage and lead a high-performing team, preferably in a regulatory or public sector environment
- demonstrated experience coordinating or managing sensitive issues
- strong written and oral communication skills, including the ability to communicate with technical and non-technical audiences
- relevant experience in, and/or a clear understanding of the domestic and international political environments in which CASA performs its functions
- qualifications in a technical aviation discipline (eg hold an Australian pilot licence or aviation engineering qualification) and aviation industry experience

These are **highly desirable** for the role:

- an understanding of contemporary aviation industry issues, trends and regulatory frameworks including Australian civil aviation legislation and Australia's obligations to ICAO
- relevant experience or qualifications in communications
- experience providing in-depth, specialist expertise and technical knowledge across all aviation sectors on regulatory or policy matters
- demonstrated experience in management of budgets and use of financial delegations in accordance with government policies and procedures.
- demonstrated experience in coordinating programs between government agencies

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- 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 has the ability to obtain and hold a clearance at this level
- Currently holds an Aviation Security Identification Card (ASIC) card or has the ability to obtain and hold one
- Undertake pre-employment audiometric testing, and alcohol and drug tests

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.

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

"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 unput and ideas of others.

To Apply

Position Contact	Ann Redmond, 02 6217 1758
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0754429

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

Closing Date:Thursday 06 March 2025

Job Title	APS6 - Privacy Lawyer, Commercial
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW
Salary	\$92,005 - \$110,020
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Minimum In-Office 3 days
Classification	APS Level 6
Position Number	46489
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (**department**) is responsible for the design and delivery of the Australian Government's infrastructure, transport, regional development, communications and arts policies and programs.

Our work touches every Australian community and underpins our economy and society. Our focus is on connecting Australians, enriching communities, and empowering our regions. We do this by providing policy advice to government, and delivering programs, services and research for the benefit of all Australians.

The Legal, Legislation Liaison and Privacy Division in the department provides high quality, technically excellent, and practical legal advice, support and services to the department and Ministers' offices, on the diverse areas covered by the portfolio.

The division's Commercial Law and Privacy Branch seeks a talented and adaptable APS6 (2+ years PQE) lawyer with a public law background and demonstrated experience and a strong interest in privacy and information law to join our growing fast-paced legal practice. The successful candidate will have strong technical legal abilities, well developed written and interpersonal skills and a proactive attitude and desire to work in our team.

You will work in a team led by a Principal Lawyer and primarily advise on privacy and information law matters. You will also work closely with the Privacy team to develop strategies and materials to best position the department to comply with the *Privacy (Australian Government Agencies – Governance) APP Code 2017 (APP Code)* and prepare for the proposed *Privacy Act* reforms. From time to time, you may also have the opportunity to work on other legal matters.

We may establish a merit pool for future vacancies.

Duties

What will you do?

Working under the supervision of a Senior Lawyer, and working closely with other lawyers, including the Privacy team's Principal Lawyer and the General Counsel – Commercial and Privacy, the successful candidate will:

- provide accurate, specialised and timely legal advice on a broad range of privacy and information law matters to ensure the department complies with its privacy obligations, both in the delivery of its programs and its internal operations;
- draw on your familiarity with the *Privacy Act 1988* to build expertise in the department's privacy management framework and proactively assist in delivering its Privacy Management Plan in accordance with a 'privacy by design approach' to help foster privacy best practice;
- support and facilitate privacy impact assessments consistent with requirements under the APP Code;
- advise and assist in investigating potential privacy breaches in accordance with *Privacy Act* requirements;
- resolve privacy complaints in accordance with the *Privacy Act* and alternative dispute resolution strategies;
- help to enhance privacy and information handling awareness in the department; for example, through the delivery of training to departmental staff;
- build and maintain positive working relationships with key internal and external stakeholders and participate in relevant government networks;
- be collaborative and demonstrate a proactive and positive attitude where challenges are viewed as opportunities for departmental learning and continuous improvement.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS level6 [Work level standards](#).

In addition to the requirements in the 'Eligibility requirements' section below, our ideal candidate for the APS6 (Privacy Lawyer) position will:

- have 2+ years of relevant post qualification legal practice experience, including experience in advising on privacy and information law matters;
- be flexible, resilient and a strong team player with excellent verbal and written communication skills and the ability to develop strong and collaborative working relationships with colleagues and stakeholders (of all levels);
- possess good attention to detail and, under limited supervision, be responsible for delivering and prioritising high quality work outcomes in a fast-paced environment;
- be able to quickly develop an understanding of the policy and legislative/regulatory framework in which the department operates as well as its strategic and operational objectives;
- be proactive and possess an agile mindset and strong problem-solving skills;
- operate with integrity and always conduct themselves in accordance with APS values;
- strive to continuously improve and develop their technical legal and other skills (including by responding to constructive feedback).

Eligibility

Eligibility requirements

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

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.

- **Security Clearance:** the successful candidate must be able to obtain and/or maintain a security clearance at the baseline level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website
- **Qualifications:** Tertiary degree in law from an Australian tertiary institution, or a comparable overseas qualification which is appropriate to the duties of the position.
- **Admission as a legal practitioner,** however described, of the High Court or of the Supreme Court of an Australian State or Territory and hold, or be eligible to obtain, a practising certificate in the relevant jurisdiction.

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.

To Apply

Position Contact	Kathryn (Katy) Grimes, 0475 135 842
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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

Closing Date: Thursday 06 March 2025

Job Title	APS5 - Privacy Lawyer, Commercial
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$83,132 - \$88,147
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Minimum in-office 3 days per week
Classification	APS Level 5
Position Number	46488
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (department) is responsible for the design and delivery of the Australian Government's infrastructure, transport, regional development, communications and arts policies and programs.

Our work touches every Australian community and underpins our economy and society. Our focus is on connecting Australians, enriching communities, and empowering our regions. We do this by providing policy advice to government, and delivering programs, services and research for the benefit of all Australians.

The Legal, Legislation Liaison and Privacy Division in the department provides high quality, technically excellent, and practical legal advice, support and services to the department and Ministers' offices, on the diverse areas covered by the portfolio.

The division's Commercial Law and Privacy Branch seeks a talented and adaptable APS5 (1+ year PQE) lawyer with a public law background and experience or a strong interest in privacy and information law to join our growing fast-paced legal practice. The successful candidate will have strong technical legal abilities, well developed written and interpersonal skills and a proactive attitude and desire to work in our team.

You will work in a team led by a Principal Lawyer and primarily advise on privacy and information law matters. You will also work closely with the Privacy team to research and develop strategies and materials to best position the department to comply with the Privacy (Australian Government Agencies – Governance) APP Code 2017 (APP Code) and prepare for the proposed Privacy Act reforms. From time to time, you may also have the opportunity to work on other legal matters.

We may establish a merit pool for future vacancies.

Duties

What will you do?

Working under the supervision of a Senior Lawyer, and working closely with other lawyers, including the Privacy team's Principal Lawyer and the General Counsel – Commercial and Privacy, the successful candidate will:

- assist with providing accurate and timely legal advice on a broad range of privacy and information law matters to ensure the department complies with its privacy obligations, both in the delivery of its programs and its internal operations;
- develop a sound knowledge of the Privacy Act 1988, build expertise in the department's privacy management framework and proactively assist in delivering its Privacy Management Plan in accordance with a 'privacy by design' approach to help foster privacy best practice;
- support and facilitate privacy impact assessments consistent with requirements under the APP Code;
- assist in investigating potential privacy breaches in accordance with Privacy Act requirements;
- assist with the resolution of privacy complaints in accordance with the Privacy Act and alternative dispute resolution strategies;
- help to enhance privacy and information handling awareness in the department; for example, through the delivery of training to departmental staff;
- build and maintain positive working relationships with key internal and external stakeholders and participate in relevant government networks;
- be collaborative and demonstrate a proactive and positive attitude where challenges are viewed as opportunities for departmental learning and continuous improvement.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS5 [Work level standards](#) .

In addition to the requirements in the 'Eligibility requirements' section below, our ideal candidate for the APS5 (Privacy Lawyer) position will:

- have 1+ years of relevant post qualification legal practice experience, ideally with some experience in advising on privacy and information law matters;
- be flexible, resilient and a strong team player with good verbal and written communication skills and the ability to develop strong and collaborative working relationships with colleagues and stakeholders (of all levels);
- possess good attention to detail and, under supervision, be responsible for delivering and prioritising high quality work outcomes in a fast-paced environment;
- be able to develop an understanding of the policy and legislative/regulatory framework in which the department operates as well as its strategic and operational objectives;
- be proactive and possess an agile mindset and problem-solving skills;
- operate with integrity and always conduct themselves in accordance with the APS values; and
- strive to continuously improve and develop their technical legal and other skills (including by responding to constructive feedback).

Eligibility

Eligibility requirements

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department’s preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Qualifications:** Tertiary degree in law from an Australian tertiary institution, or a comparable overseas qualification which is appropriate to the duties of the position.
- **Admission as a legal practitioner,** however described, of the High Court or of the Supreme Court of an Australian State or Territory and hold, or be eligible to obtain, a practising certificate in the relevant jurisdiction.

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.

To Apply

Position Contact	Katy Grimes, 0475135842
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0754543

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

Closing Date: Thursday 13 March 2025

Job Title	APS6 - General Commercial Lawyer, Commercial
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$92,005 - \$110,020
Future Merit Locations	Canberra, Brisbane, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Minimum in-office 3 days per week
Classification	APS Level 6
Position Number	46486
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (department) is responsible for the design and delivery of the Australian Government's infrastructure, transport, regional development, communications and arts policies and programs.

Our work touches every Australian community and underpins our economy and society. Our focus is on connecting Australians, enriching communities, and empowering our regions. We do this by providing policy advice to government, and delivering programs, services and research for the benefit of all Australians.

The Legal, Legislation Liaison and Privacy Division in the department provides high quality, technically excellent, and practical legal advice, support and services to the department and Ministers' offices, on the diverse areas covered by the portfolio.

The Division's Commercial Law and Privacy branch is seeking several dynamic and talented APS6 (2+ years PQE) commercial lawyers to join our growing fast-paced legal practice. Our ideal candidates will have excellent written and oral communication and interpersonal skills and a proactive and enquiring mindset to enable and deliver high quality commercial legal services.

Reporting to a Senior Lawyer in the Commercial Law team, these newly created roles will collaborate across the department to deliver Australian Government outcomes that are crucial to the wellbeing of Australians and the prosperity of the nation. This is an

opportunity to advance your career and/or gain experience working in the Australia Public Service on important and complex matters.

The Commercial Law team provides a broad range of legal services to the department, including advising on a wide array of general commercial law matters as well as major government projects. Particular areas of focus for the team include:

- major infrastructure projects, including air, road and rail (such as the Western Sydney Airport, Moorebank Intermodal Freight Terminal and WestConnex);
- regional development initiatives and grants;
- the administration of offshore non-self-governing Australian territories;
- communications and technology services;
- broader corporate and procurement services for the department;
- aviation, maritime and road transport; and
- grants to support Australian culture and arts.

We may establish a merit pool for future vacancies. **Duties**

What will you do?

Working closely with Senior Lawyers, Principal Lawyers and the General Counsel – Commercial and Privacy, you will be responsible for:

- taking carriage of commercial law matters, proactively identifying legal risks and providing timely and effective legal advice to assist the department achieve its objectives;
- drafting, reviewing and negotiating key transaction and supporting contracts;
- supporting the development and maintenance of the department's commercial law precedents;
- partnering with internal stakeholders to inform, design and deliver effective and efficient legal options and solutions that meet the department's requirements;
- efficiently manage the procurement of external legal services to ensure they provide value for money to the department; and
- contributing to team and organisational level continuous improvement and skills/capacity building initiatives, including by supporting internal training to the department on commercial law issues from time to time.

We actively support flexible work arrangements. The preference for the role is for a full-time position, however we are open to part-time applicants noting this may result in a job-share arrangement. We are flexible in terms of allowing home-based work for part of the week subject to performance, operational needs and upon discussion with your supervising Principal Lawyer.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS6 [Work level standards](#).

Essential

In addition to the requirements in the 'Eligibility requirements' section below, our ideal candidate will:

- have 2+ years of relevant post qualification legal practice experience, gained in a law firm, an in-house environment or in government;
- have experience in advising on, drafting, reviewing and/or negotiating a range of commercial arrangements;

- be flexible, resilient and a strong team player with excellent verbal and written communication skills and the ability to develop strong and collaborative working relationships with colleagues and stakeholders (of all levels);
- possess good attention to detail and, under limited supervision, be responsible for delivering and prioritising high quality work outcomes in a fast-paced environment;
- be able to quickly develop an understanding of the policy and legislative/regulatory framework in which the department operates as well as its strategic and operational objectives;
- be proactive and possess an agile mindset and strong problem-solving skills;
- operate with integrity and always conduct themselves in accordance with the department's values;
- strive to continuously improve and develop their technical legal and other skills (including by responding to constructive feedback); and
- be able to meet the work level standards expected of an APS6 level lawyer (available at: [Work level standards: APS Level and Executive Level classifications | Australian Public Service Commission](#) (apsc.gov.au)).

Desirable

While not essential, our ideal candidate would also have legal experience assisting with or advising on:

- the resolution of commercial disputes;
- real property, environment and/or planning matters;
- intellectual property and ICT matters; and/or
- Commonwealth policy and legislative/regulatory frameworks.

Eligibility

Eligibility requirements

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).
- **Qualifications:** Tertiary degree in law from an Australian tertiary institution, or a comparable overseas qualification which is appropriate to the duties of the position.
- **Admission as a legal practitioner**, however described, of the High Court or of the Supreme Court of an Australian State or Territory and hold, or be eligible to obtain, a practising certificate in the relevant jurisdiction.

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.

To Apply

Position Contact	Hannah Naughton, 0261367731
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0753466

Office of the eSafety Commissioner

Closing Date:Wednesday 26 February 2025

Technology and Strategy
Technology, Data and Digital Enablement

Job Title	IT Security Manager
Job Type	Full-Time, Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	\$139,146 - \$164,602
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our enterprise agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	2718-2025-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

About eSafety

At eSafety, we are pioneers in online safety regulation, leading global efforts to combat digital harms and foster safer, more positive online experiences for all Australians.

Our mission is bold and far-reaching.

From tackling cyberbullying and child sexual exploitation, to confronting emerging harms brought about by new innovations such as generative AI and immersive technologies, we oversee Australia's online safety landscape.

We work closely with Commonwealth departments, agencies, and a range of partners to create meaningful change.

We don't just regulate; we educate, support, and advocate. Our team collaborates with diverse communities, educators, law enforcement, and industry leaders to build safer digital environments and give Australians the skills and knowledge they need to navigate online spaces confidently.

At eSafety, you'll be part of a passionate team under the leadership of an independent Commissioner who is supported by the Australian Communications and Media Authority (ACMA). Our eSafety staff are ACMA employees who are subject to the terms and conditions of employment in the [ACMA's Enterprise Agreement 2024-2027](#).

If you're driven to tackle today's online challenges and help prepare Australia for the ones to come, eSafety offers a dynamic career where you will make a difference. Join us and help shape the future of online safety.

Who we are

Sitting within the Technology and Strategy Division, the Technology, Data & Digital Enablement Branch is a critical enabling service that includes the following functions:

- Digital & Web Services
- Data Analytics & Information Management
- Product Engineering
- IT Operations & Support

- Cyber security
- Tech Advisory & Innovation

The Branch also works closely with its counterparts within the ACMA in the delivery of some shared corporate ICT services but operates its own cloud platform, specialist business systems and digital products related to eSafety's regulatory operations.

These include all public facing digital services accessed via [eSafety](#) website, and back-end systems to support regulatory compliance and enforcement, complaint handling, investigations, intelligence, and data analytics capabilities.

Duties

This is an exciting opportunity to make a difference in a small and growing agency working on the front lines of online safety.

The **IT Security Manager (ITSM)** reports directly to the Chief Information and Digital Officer and is part of the management team, providing critical eSafety-wide advice, expertise, and management of IT security.

In this role you will lead and manage eSafety's IT security work plan and day to day cyber security operations. A key part of the role will involve identifying current and emerging risks and implementing mitigation strategies across eSafety's IT security environment, as well as maintaining IT compliance and enabling secure innovation across the organisation.

The key duties of the position include:

- Be a hands-on leader of a small IT security team, managing operations and performance, building team capability through a strong focus on training, coaching, and mentoring.
- Manage eSafety's day-to-day IT security operations including risk, incident, threat, and vulnerability management, identifying risk tolerances and exposure, recommending treatment plans, conducting IT security reviews, forensic analysis, and post-incident reviews, and communicating key information to stakeholders through written and verbal reports and presentations.
- Continually mature eSafety's IT security capability including implementing proactive and real time monitoring and detection tools, overseeing testing procedures and identifying areas for improvement.
- Establish strong working relationships both across eSafety and partner with peers in the ACMA to develop and implement controls and configurations aligned with cyber security policies, legal, regulatory and audit requirements.
- Maintain a deep level of understanding of relevant policies and frameworks including but not limited to the Protective Security Policy Framework, Information Security Manual, and Essential 8, and apply them appropriately to eSafety's IT environment.
- Coordinate, measure and report on all aspects of IT security for the organisation including routine reporting on eSafety's compliance status, updates on cyber security activities and status of the workplan.
- Oversee eSafety's cyber security profile in assistance to the Chief Information Security Officer (CISO) and Deputy Chief Information Security Officer.
- Promote a healthy and safe workplace environment, and model ethical behaviour in accordance with the APS Code of Conduct, APS Values and eSafety values.

Note. Due to the nature of eSafety's regulatory scope, occupants in this role may be exposed to content or hear stories about other people's experiences with online harm or be involved in work on potentially distressing and sensitive topics. Staff have access to support through our Employee Assistance Program and other wellbeing initiatives and training.

Eligibility

To be eligible for employment with eSafety, applicants must be Australian citizens.

The successful applicant must be able to obtain and maintain a **Negative Vetting 1** 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.

Successful applicants are required to satisfy an employment screening process which may include demonstrating Australian

citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

Due to the nature of the role, it will be only offered on a full-time basis.

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.

Remote work may be considered, and the merit pool will be made available for future vacancies anywhere in Australia.

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	Jess Lang, jess.lang@esafety.gov.au
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0754532

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Monday 24 February 2025

Ngurra

Job Title	Executive Director - Ngurra
Job Type	Full-Time, Non-Ongoing
Location	Acton ACT
Salary	\$211,202 - \$246,061
Future Merit Locations	Acton
Office Arrangement	Flexible
Office Arrangement Details	Work from home 1 day per week is available
Classification	Senior Executive Service Band 1
Position Number	14_02/25
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

The Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) is looking for an established and inspiring senior leader with very well developed organisational and influencing skills to join our Executive as the Executive Director Ngurra. The Executive Director - Ngurra will report directly to the CEO.

Duties

As Executive Director, you will:

- Lead the AIATSIS Ngurra Project team to realise the Ngurra Project, and manage, guide and direct approximately 7-10 staff within the Ngurra Group.
- Manage the work of the group and ensure that staff, contractors and consultants have clear guidance on and a sound understanding of priorities for the project to ensure delivery of its two key elements.
- Manage the Ngurra Project budget, review and manage cost estimates against project targets and manage the work of external contractors, consultants and suppliers engaged to deliver the project.
- Provide project direction and leadership and be responsible for reviewing and delivering Ngurra Project objectives, including having responsibility for day-to-day management of time, cost, and quality.
- Manage AIATSIS' consultation and engagement with all project stakeholders across Government and with Aboriginal and Torres Strait Islander communities and leaders.
- Be actively involved in executive decision-making and representational activities and work collaboratively to provide strategic leadership and drive a cohesive and high performing organisation.
- Drive the purpose of AIATSIS by working in genuine partnership with other group heads across the Institute.

Eligibility

To be successful in this role, you will be a dynamic and energetic leader with exceptional influencing and negotiation skills, and an established record working at senior levels on complex issues. As the role involves high level senior stakeholder management, you will come with the following skills, experience and attributes:

- demonstrated skills in communicating with technical and general audiences, be adept at engaging with senior public and private sector stakeholders and be able to build and sustain relationships in a complex environment showing high levels of cultural competency.
- ability to think strategically, have strong business acumen, be resilient, and forward looking with strong personal drive and integrity.
- demonstrated exemplary judgement and have a demonstrated record in managing operational and enterprise risk.
- capability to lead a widely distributed team within a fast paced, challenging and evolving environment to deliver.
- high-level ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples and communities.
- demonstrated commitment to and practice of values-based leadership that inspires, empowers, and drives positive change.
- experience in leading teams in developing innovative strategies and approaches, with strong negotiation skills and the ability to influence organisational outcomes.

In particular, the candidate for the Executive Director - Ngurra role will be required to have:

- strong project management skills acquired through experience in delivering a major infrastructure or capital works project on time and in line with expectations
- demonstrated ability to lead and mentor teams to build a high functioning unit with a shared sense of purpose and direction
- cultural competence in communicating and engaging with Aboriginal and Torres Strait Islander communities to create relationships built on mutual understanding, trust, and respect
- ability to collaborate with, advise and influence internal and external stakeholders at all levels while representing the Institute with clarity and credibility
- ability to make sound, timely judgements about immediate and long-term priorities and risks, in the context of competing demands
- pro-active and solutions-focused approach to anticipating and resolving multi-faceted problems and challenges

Notes

Cultural capability

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The Executive Director - Ngurra must have a demonstrated high level of cultural competence which drives successful, diverse workforces, and uses cultural difference as a strength for more effective decision making, innovation and adaptability. AIATSIS embodies Yindymarra in everything we do, and as Executive Director - Ngurra you will not only demonstrate Yindymarra but also lead and promote it.

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.

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander

peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Jude Barlow, 02 6246 1138
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0754438

National Indigenous Australians Agency

Closing Date:Thursday 27 February 2025

Eastern
Western NSW Riverina Murray Engagement Team

Job Title	Engagement Assistant Director, Western NSW
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Wagga Wagga NSW
Salary	\$121,717 - \$138,722
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	Executive Level 1
Position Number	NIAA/2025/019
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=984E376A-1D07-0866-5D29-E39097BE28BF>

The Engagement Assistant Director is a key leadership position within the Western NSW 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. They manage employees and take responsibility for their overall performance.

The role nurtures and manages a range of key internal and external stakeholder relationships and networks. The 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.

They are responsible for ensuring that performance measures for the branch are met. They contribute to the development of branch strategic plans and 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.

The Engagement Assistant Director promotes a healthy and safe workplace environment, and models ethical behaviour in accordance with the APS Code of Conduct and APS Values. This role includes the following duties and is expected to be conducted with a broad degree of independence:

- Provide leadership and supervision to achieve branch outcomes and the NIAA's broader strategic directions for its stakeholders, providers and partners.
- Coordinate and oversee the development and performance of staff within the branch, in collaboration with team leaders, which includes providing training, coaching and mentoring.
- 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.

- Facilitate and lead business improvement initiatives including identifying new and innovative ways to improve how the branch supports the delivery operational activities, policy and projects.
- Develop branch risk management plans using the NIAA Risk Management Framework, monitor risks and mitigate emerging risk and realised issues via effective policy and process.
- Escalate ongoing systemic issues for review and correction, in consultation with the wider Branch Leadership Team.
- Provide expert technical and operational guidance to peers and senior staff.
- Research, critically analyse and respond to complex technical enquiries and sensitive complaints, leveraging the expertise of others to assist in high quality responses and resolution.

Duties

Our ideal candidate has a strong personal commitment to working with First Nations peoples for positive change. You must understand and appreciate the strengths and opportunities of government working together to realise community aspirations and goals. You will require a clear understanding of the Closing the Gap agenda.

Our ideal candidates are knowledgeable about the key issues faced by First Nations peoples. You must have sound judgement, professionalism and the capacity to work flexibly and responsively to achieve results. Additionally, candidates will have the ability to:

- lead teams to deliver the NIAA's work program within the Agency's Key Performance Measures and quality indicators.
- oversee, develop, coach and mentor staff to a high degree.
- effectively build and manage relationships with internal and external partners, stakeholders, and service providers, and to promote the NIAA's business objectives through key strategic relationships.
- actively lead decision making and strategic planning within the allocated work area, fostering and supporting NIAA goals and objectives to meet assigned outcomes.
- plan, implement, manage, and monitor work processes, and set performance indicators.
- create a culturally safe workplace with commitment to fostering an environment where the concept of culture and how it influences the workplace and interactions, is understood.
- guide the implementation of culturally appropriate strategies for working with people from diverse cultural backgrounds.

Not sure if you've got all the skills and experience but are interested in the role? We can offer professional development, support and mentoring for the right candidate. This role will require some local travel and from time to time, intra and inter-state travel so you'll need to hold a current unrestricted driver's licence. **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 National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Narelle Cook, 0438 370 612
Agency Recruitment Site	https://niaa.nga.net.au/?jati=984E376A-1D07-0866-5D29-E39097BE28BF

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0754062

Job Title	Senior Technical Engineering Expert - Multiple opportunities
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$132,071 - \$157,060
Future Merit Locations	Canberra, Sydney, Melbourne, Adelaide, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements will be negotiated with the successful candidate.
Classification	Executive Level 2
Position Number	EXT-EL-2024-2876
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia. Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australians citizens across major life events. Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital. Be part of a dynamic, supportive and collaborative work environment.

Senior Technical Engineering Experts use their in-depth knowledge of specific ICT platforms to provide expert advice on the management and maintenance of those platforms. They will be required to work closely with key third party suppliers to ensure the provision of a robust infrastructure capability to the business and liaise with architecture and shared services areas to ensure the security of the day-to-day technical operations.

Senior Technical Engineering Experts identify and drive innovation, manage and lead change, and have an active role in contributing to and implementing the agency's strategic direction.

Duties

- Overseeing and preparing a range of technical documentation and reports.
- Resolving sensitive and/or escalated customer and stakeholder issues that adversely impact on policy, performance and/or customer service, including disaster/emergency situations.
- Negotiating, engaging and managing relationships with other agencies and service providers to build service delivery capability.
- Proactively share knowledge and expertise as the subject matter expert and provide assistance and mentorship to less experienced staff.
- Responsible for delivery of an optimal strategic system landscape, including the regular maintenance of patches and support packages for all technical layers.

- Overseeing the design, installation and operation of the ICT system instance landscape, client and transport processes.
- Providing broad technical support for project build, test and solution deployment activities.
- Overseeing all non-functional platform capabilities, including job scheduling, output management, email, archiving, technical security, technical connectivity between software components.

Eligibility

Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain).

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

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

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.

On call duties may be required on a roster 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 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	Sara Bartholomeusz, 02 5163 1855
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0754261

Services Australia

Closing Date: Thursday 27 February 2025

Data Online Systems and Shared Services

Job Title	Senior Accessibility Practitioner
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$91,244 - \$105,509
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate
Classification	APS Level 6
Position Number	EXT-APSL-2025-057
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext>

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australians citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital. Be part of a dynamic, supportive and collaborative work environment.

What we do

Working in the Data Online Shared Services Division, there is an exciting opportunity to join our growing User Experience team in Services Australia as a Senior Accessibility Practitioner.

Senior Accessibility Practitioners provide general accessibility advice and also conduct complex accessibility testing and reviews by working with a broad number of project stakeholders and multi-disciplinary teams to ensure digital accessibility requirements are

considered and met throughout project planning, design, development, testing and production phases. Senior Accessibility Practitioners work under the general supervision and direction of an Accessibility Lead. They may manage a team and exercise a degree of independent judgement and make decisions within defined parameters, following established procedures and protocols.

Knowledge required for the position

A Senior Accessibility Practitioner will have in-depth knowledge of:

- Accessibility barriers users face when interacting with digital products.
- Current practices and issues of the accessibility testing discipline.
- Relevant frameworks, legislation, policies, and procedures relating to digital accessibility.

A Senior Accessibility Practitioner will also have good knowledge of:

- Coding standards/languages; and
- The development lifecycle of digital products

Duties

- Conducting complex accessibility testing on appropriate testing platforms in accordance with the digital product lifecycle and accessibility standards, legislation, and agency policies.
- Developing and reviewing test plans, test cases, task cards and supporting test data.
- Recording and analysing test results and reporting any unexpected or unsatisfactory outcomes.
- Maintaining up-to-date knowledge of accessibility related legislation, policy and processes and transferring knowledge to other team members.
- Maintaining stakeholder engagement throughout the accessibility assessment process.
- Managing a team including setting local priorities, managing resources, and assisting with the development of work plans.
- Exercising delegation in accordance with legislation and guidelines.

Eligibility

Security Clearance level required:

Baseline (or ability to obtain and maintain).

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

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

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	Judy Dower, 0402 093 907
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0754456

Department of Social Services

Closing Date:Wednesday 26 February 2025

Job Title	EL 1 - Executive Assistant to the Secretary
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Phillip ACT, Greenway ACT
Salary	\$118,106 - \$134,063
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Role is office-based due to operational requirements
Classification	Executive Level 1
Position Number	EXT-2025-0114
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Department of Social Services is seeking an experienced and high-performing senior Executive Assistant (EA) to provide administrative and executive support to the Secretary.

Duties

As the first point of contact for the Secretary's Office, the EA must have excellent communication and interpersonal skills, and the ability to build and maintain relationships with Ministerial staff and other key external stakeholders. The EA reports directly to the Secretary, and works closely and collaboratively with the Chief of Staff and senior executives and their support staff, to ensure the efficient operation of the Secretary's Office. The Secretary's EA also leads the EA network within the department.

The EA is responsible for managing the Secretary's diary, inbox and daily itinerary. This requires excellent organisational skills and the ability to triage and coordinate incoming requests. The EA ensures the Secretary has the required information for meetings as per agreed timeframes, assists in the coordination of ministerial and parliamentary requests, and records management. They must have professional written skills and the ability to prepare correspondence and other documents in line with the Secretary's expectations, departmental policies and guidelines. The EA is also responsible for planning, booking and reconciling travel and accommodation for the Secretary.

It is critical that the EA must be discreet, trustworthy and able to handle complex and sensitive information appropriately. They must be able to operate with a high degree of autonomy, and consistently exercise good judgement. As the senior EA in the department, the Secretary's EA provides leadership and guidance to the Deputy Secretary EAs and EAs in the department more broadly.

During peak periods, additional hours or working outside of standard hours may be required.

Enquiries about the position are welcome and can be directed to the contact officer.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The successful applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA) at the Negative Vetting 1 level.

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process. The successful applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA) at the Negative Vetting 1 level.

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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

Non-ongoing vacancies will be offered for a specified term, for a period of up to 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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	Sharna MacKenzie, 02 5162 5023
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0754478

National Disability Insurance Agency

Closing Date:Wednesday 26 February 2025

Chief Information Officer
Agency IT Services End User Computing

Job Title	APS6 Contact Centre Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Deakin ACT, Melbourne VIC, Surry Hills NSW, Brisbane QLD, Adelaide SA, Perth WA
Salary	\$93,196 - \$103,035
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	0235_01/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Agency ICT Services Branch is responsible for supporting all ICT systems and infrastructure excluding the primary business applications such as SAP CRM and Salesforce CRM.

The branch provides and supports ICT services to Agency Staff and Partners. This includes the design, build, and maintenance of ICT applications, infrastructure, and hardware. The directorates and broad functions within the branch include ICT Support, ICT Service Reliability, End User Computing, Site Technology and Networks, Cloud Infrastructure Platforms, Corporate Applications, Technology Asset Management and Identity and Access Management.

The APS6 Contact Centre Engineer is accountable under limited direction to undertake complex work that is guided by legislation, policies, procedures, standards, methodologies and precedents.

This is a team membership position that may be required to perform work that involves team leadership and management responsibilities requiring the setting of priorities and managing workflows of a team.

The APS6 Contact Centre Engineer is required to provide detailed technical, professional, policy, operational support and advice in relation to complex problems. Where required, the role will coordinate and assist in the strategic planning, program and project management and policy development that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

The position will have a considerable level of public contact in relation to complex, difficult or sensitive issues. It is required to liaise with a range of internal and external stakeholders in a representational role on behalf of the branch/division/NDIA.

Duties

Responsibilities of the role include but are not limited to:

- Troubleshooting technical issues in a cloud-based environment.
- Providing support and maintenance for AWS Connect Contact Centre from a development capability.
- Configuring systems and applications based on industry best practices and utilising IaC tools (Terraform).
- Working closely with the ICT Service Desk and Contact Centre on escalation of issues.
- Administering current systems and making suggestions on efficiencies and improvement areas.

- Promoting merge requests between environments.
- Collaborating with Assistant Director, Project Leads and IT team to resolve issues, and ensuring solutions are viable and consistent.
- Creating user guides and manuals for the implemented applications.
- Contributing to the evaluation of new applications, ensuring that the systems are financially viable, deliver on their intended purpose and meet the agency's accessibility standards.

Eligibility

As this position involves team leadership and management ideally you will possess experience in managing a team, setting priorities and managing workflows combined with an in-depth knowledge on the relationship between software, integration and the infrastructure on which it runs.

Experience using a range of Devops tools including but not limited to Terraform, Vault, Artifactory, Gitlab would be an advantage.

Skills in producing efficient, high-quality code/solutions within AWS Connect (Lambdas, SQS, S3 etc) and Automation scripting using Shell/Python/Lambda/Javascript/Typescript are desirable.

Notes

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

About the 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	Jack Brightwell, 0498492521
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0754480

Job Title	Data Analysts (APS 5)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Geelong VIC, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$82,085 - \$92,201
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Geelong, Hobart, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	25/DA_APS5
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=E1385D16-534B-470E-D063-E390D1D2A561>

The Australian Bureau of Statistics (ABS) is looking to fill a number of **Data Analyst (APS5)** roles in various teams across several Divisions which produce key economic and social statistics.

About the roles

Common responsibilities across all the available Data Analyst roles may include:

- analyse data for input into statistical compilation and data validation, including using alternative data sources
- communicate findings, using judgement and real-world insights
- compile and publishing statistical products, with a strong focus on continuous improvement
- apply statistical frameworks, classifications, standards and concepts that underpin the statistics
- work with internal and external clients to develop fit for purpose specifications of data solutions requirements
- use critical thinking and reasoning: anticipating and analysing issues and developing logical conclusions.

Duties

In these roles you will have the opportunity to:

- analyse data for input into statistical compilation and data validation, including using alternative data sources
- communicate findings, using judgement and real-world insights

- compile and publishing statistical products, with a strong focus on continuous improvement
- apply statistical frameworks, classifications, standards and concepts that underpin the statistics
- work with internal and external clients to develop fit for purpose specifications of data solutions requirements
- use critical thinking and reasoning: anticipating and analysing issues and developing logical conclusions.

Please read the ABS Recruitment Guide for more information on the ABS and what we offer, together with information regarding diversity and inclusion. **Eligibility**

- You must be an Australian citizen at the time you apply.
- You must be a current ongoing, non-ongoing APS or Parliamentary Services employee to apply.
- You may need to obtain (or hold) and maintain at least a Baseline security clearance.
- ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. **A number of these roles may be subject to trading restrictions.**

Please read the ABS Recruitment Guide for more information on how the ABS manages recruitment exercises, how to request an adjustment to the selection process, plus hints on how to prepare a written statement. **Notes**

We are looking for people who are keen to widen their skill set, but have most or all the following:

- previous work experience in a data or statistical role
- strong analytical and conceptual skills, including the ability to problem solve and make decisions based on analytical evidence
- experience working in and contributing to a high performing team
- strong time and task management skills
- good oral, written and presentation communication skills
- proven ability to work flexibly in a changing environment.

Also desirable are:

- experience in programming languages such as Python, R, SAS or SQL
- demonstrated people management skills
- academic qualifications in statistics, data science, mathematics, econometrics, economics, accounting, finance, psychology/social sciences, demography and other fields with a strong quantitative component.

Note: these roles are only open to current ongoing and non-ongoing APS (Australian Public Service) and Parliamentary Services employees.

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

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 Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Chay Ang, (03) 9615 7601
Agency Recruitment Site	https://abs.nga.net.au/?jati=E1385D16-534B-470E-D063-E390D1D2A561

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Treasury

Vacancy VN-0754517

Australian Bureau of Statistics

Closing Date:Wednesday 26 February 2025

Various

Job Title	Data Analysts (APS5) (Affirmative Measure - Aboriginal and Torres Strait Islander peoples)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Belconnen ACT, Geelong VIC, Hobart TAS, Docklands VIC, Perth WA, Sydney NSW
Salary	\$82,085 - \$92,201
Future Merit Locations	Darwin, Adelaide, Brisbane, Belconnen, Geelong, Hobart, Docklands, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	25/DA_AM_APS5
Agency Website	https://www.abs.gov.au/

Job Description

[abs.gov.au](https://www.abs.gov.au/)

The Australian Bureau of Statistics (ABS) is looking to fill a number of **Data Analyst (APS5) (Affirmative Measure - Aboriginal and Torres Strait Islander peoples)** roles in various teams across several Divisions which produce key economic and social statistics.

This role is only open to people that identify and are recognised as **Aboriginal and/or Torres Strait Islander, under the Affirmative Measures Guidelines**. This is your opportunity to play a critical role in ensuring the Aboriginal and/or Torres Strait Islander voice and needs are embedded into our work outputs.

Duties

Common responsibilities across all the available Data Analyst roles may include:

- analyse data for input into statistical compilation and data validation, including using alternative data sources
- communicate findings, using judgement and real-world insights
- compile and publishing statistical products, with a strong focus on continuous improvement
- apply statistical frameworks, classifications, standards and concepts that underpin the statistics
- work with internal and external clients to develop fit for purpose specifications of data solutions requirements
- use critical thinking and reasoning: anticipating and analysing issues and developing logical conclusions.

Eligibility

To be eligible for these roles you:

- you must be an Aboriginal and/or Torres Strait Islander person
- you must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- you may need to obtain (or hold) and maintain at least a Baseline security clearance
- ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role is not restricted in trading.

This position is only open to Aboriginal and/or Torres Strait Islander peoples. Eligible applicants are persons (and will be confirmed as part of pre-employment checks):

- of Aboriginal and/or Torres Strait Islander descent; and
- who identify as an Aboriginal and/or Torres Strait Islander person; and
- who are accepted by their community as being an Aboriginal and/or Torres Strait Islander person.

Notes

We are looking for people who are keen to widen their skill set, but have most or all the following:

- previous work experience in a data or statistical role
- strong analytical and conceptual skills, including the ability to problem solve and make decisions based on analytical evidence
- experience working in and contributing to a high performing team
- strong time and task management skills
- good oral, written and presentation communication skills
- proven ability to work flexibly in a changing environment

Also desirable are:

- experience in programming languages such as Python, R, SAS or SQL
- demonstrated people management skills
- academic qualifications in statistics, data science, mathematics, econometrics, economics, accounting, finance, psychology/social sciences, demography and other fields with a strong quantitative component.

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

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

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth,

Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Chay Ang, (03) 96157601
Agency Recruitment Site	abs.gov.au

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Treasury

Vacancy VN-0754548

Australian Securities and Investments Commission

Closing Date:Tuesday 25 February 2025

Job Title	Manager - Licensing
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1834954
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Bring your highly developed analytical skills and legal experience in this role as an Analyst/Lawyer, to assess moderate and complex Australian Financial Services Licence and Australian Credit Licence applications.

- **Sydney and Melbourne location preferred – all locations considered**
- **\$123,444 - \$144,386 + 15.4% Superannuation**
- **Permanent position**
- **Applications close at 11:59pm AEDT, 25 February 2025.**

The team

The Licensing team is the Australian Securities & Investment Commission's front-line gatekeeper for our regulated participants. The team is responsible for assessing applications from those seeking a financial services or consumer credit licence, or to become registered to provide company audit and SMSF audit services to Australian consumers and businesses.

The function involves assessing that applicants are fit and proper, have the knowledge and skills to provide the relevant services, have adequate financial, human and technological resources, and appropriate systems and procedures to perform their roles efficiently, honestly and fairly.

The role

As an **Analyst/Lawyer** you will be required to provide technical expertise and legal advice in assessing moderate and more complex Australian Financial Services Licence and Australian Credit Licence applications.

You will be responsible for:

- Assisting with drafting papers and reports and contributing to financial services reform proposals, ASIC initiated and cross agency projects.
- Supervising the assessment of licence applications and assisting junior lawyers within the team.
- Preparing referrals and briefs and providing support at AAT and Court proceedings.
- Dealing with enquiries relating to assessment and decision making.
- Assisting and taking a proactive approach to refining and implementing Licensing process improvements and changes to regulatory guidance.
- Supervising delivery of internal priorities or functions at the direction of the Senior Manager.

About you

With your demonstrated experience working as a lawyer or an analyst within a corporate, consulting, government or academic environment, you will have the technical expertise and specialist skills to conduct analysis on the application of laws in relation to the financial services sector. Your experience includes high quality written and oral communication skills and the ability to effectively engage with various stakeholders.

You will also demonstrate:

- Bachelor of Laws and a current practising certificate.
- Relevant knowledge and experience in the financial services industry.
- Experience in researching, analysing and interpreting complex information, policy and legislation.

View the position description for more information or click 'apply' to start your application.

Applications close at 11:59pm 25 February 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.
To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).
To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Lina Christou, +61299112836
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Treasury

Vacancy VN-0754550

Australian Securities and Investments Commission

Closing Date: Thursday 20 February 2025

Job Title	Senior Investigator
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	1835701
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

As an experienced Senior Investigator you will play a pivotal role in leading initial inquiries, early intervention, compliance or other activities as required for investigation and enforcement action in the superannuation and insurance sectors.

- Sydney and Melbourne location preferred – all locations considered
- \$147,074 - \$162,634 + 15.4% Superannuation
- Permanent position
- Applications close at 11:59pm AEDT 19 February 2025

The team

ASIC's Enforcement and Compliance Group (ECG) is responsible for the conduct of ASIC's initial inquiries,

compliance and enforcement work across all sectors excluding markets. The ECG comprises Investigation and Enforcement Action, Enforcement Inquiries and Compliance, Enforcement Services and Enforcement Policy and Practice.

The Enforcement Inquiries and Compliance function is focused on the management of referral processes, the conduct of initial inquiries to assess potential misconduct, compliance activity, and referral of misconduct to other enforcement teams for enforcement action.

The role

As a **Senior Investigator**, you will act for ASIC in the identification and investigation of misconduct in the **superannuation and insurance** sectors.

You will be responsible for:

- Identifying relevant matters and accelerating ASIC's understanding of misconduct.
- Collaborating with regulatory teams to aid in the early identification of serious or systemic misconduct within the superannuation and insurance sectors.
- Identifying appropriate regulatory responses to misconduct in line with ASIC's enforcement and strategic priorities.
- Planning and managing the conduct of early inquiries and investigations in the superannuation and insurance sectors.
- Scoping the inquiries required to understand the misconduct in more detail.
- Employing a range of evidence gathering techniques including issuing statutory notices, interviewing witnesses and undertaking document review using electronic tools.

About you

With your significant experience in a senior role that involved investigation, case management, project management or detection of misconduct in the superannuation and/or insurance sectors, you will have the technical expertise to oversee key compliance and investigation matters ensuring impactful outcomes. Your experience includes strong writing and drafting skills and the ability to communicate verbally in a clear and persuasive manner.

You will also demonstrate:

- Understanding of the law, practice and policy relating to the Corporations Act, *Superannuation Industry (Supervision) Act 1993* (Cth), *Insurance Contracts Act 1984* (Cth), ASIC Act and other relevant financial services legislation.
- Strong analytical skills including experience analysing large amounts of data and the use of ASIC data systems and information-gathering sources and techniques.
- Tertiary qualifications in commerce, accounting, criminology, law, or other relevant discipline.

View the position description for more information or click 'apply' to start your application.

Applications close at 11:59pm, 19 February 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to a providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.
To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).
To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Lina Christou, +61299112836
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Treasury

Vacancy VN-0754263

Australian Taxation Office

Closing Date: Thursday 27 February 2025

Tax Practitioners Board
Complex Registration Team

Job Title	TPB Administration Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$78,290 - \$84,971
Future Merit Locations	Sydney, Parramatta, Penrith
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 4
Position Number	EXT_TPB_053_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=C2ED1272-BBB2-2192-B928-E38F6C968987>

Duties

We are seeking motivated and experienced Administration Officers to join our Complex Registration team in the Tax Practitioners Board.

As an Administration Officer, you will manage high volume complex registration workloads and provide advice to tax practitioners. You'll have experience and understanding of how to apply legislation.

You will provide confidence to consumers of tax practitioner services by ensuring the necessary educational, qualification, experience and personal attributes required for the tax practitioner profession.

You will build and maintain positive relationships with clients and make informed decisions when resolving enquiries. You'll work as part of a team, sharing your knowledge to collaboratively resolve issues and contribute to continuous improvements.

We embrace the strength of diversity - through our people and the experiences they bring with them. We provide reasonable accommodation to support candidates with disability participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Tracey Barrow, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=C2ED1272-BBB2-2192-B928-E38F6C968987

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Treasury

Vacancy VN-0754502

Royal Australian Mint

Closing Date:Sunday 02 March 2025

Mint Systems & Quality

Job Title	Work Health and Safety (WHS) Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$83,541 - \$88,076
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	APS Level 5
Position Number	TBC
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/careers-mint>

Reporting to the Work Health and Safety (WHS) Manager, the Work Health and Safety (WHS) Officer supports the Mint's work, health and safety program. The Mint's workplace has a range of unique health and safety aspects such as hazardous chemicals and materials, public safety, plant and equipment, infrastructure, and psychosocial and physical hazards.

The WHS Officer supports the WHS team promote safe work practices across the Mint. They engage with internal and external stakeholders and build positive relationships to achieve the of the Health and Safety Work Plan.

The WHS Officer contributes to various committees, analysing data and presenting information across the Safety Management System, which includes incident reports, actions and compliance activities.

The WHS Officer applies their technical knowledge and judgement to contribute to initiatives of the Health and Safety Work Plan including programs on risk management, wellbeing, events, training, reporting, health monitoring and incident management.

Duties

1. Administering WHS policies and procedures, and providing technical advice on safety to managers and employees.
2. Assisting in the development of safe systems of work and assessment, and reviewing the control of risks.
3. Supporting the WHS Manager and the Senior WHS Officers deliver the team's work plan.
4. Supporting the functions of the Mint's Health and Safety Committee, other relevant committees and senior management meetings.
5. Reviewing actions as the outcome of incidents, and determining their appropriateness and effectiveness.
6. Performing safety management system tasks including incident reporting, corrective action monitoring and workplace inspections.

7. Performing data analysis and research to determine opportunities for improvement in the integrated management system, and compiling reports for compliance, management and relevant authorities.
8. Supporting the MSQ branch as required, including undertaking cross-functional tasks.

Eligibility

Security clearance

This position requires a **Baseline** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the [Employment Opportunities](#) page of the Mint Website.

Please submit your application by **11:30pm** on **Sunday 2 March 2025**. 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	Emily Stevenson, 02 6202 6847
Agency Recruitment Site	https://www.ramint.gov.au/careers-mint

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0754450

Department of Veterans' Affairs

Closing Date:Thursday 20 February 2025

Chief People Officer
People Services

Job Title	Assistant Director, Workplace Relations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA
Salary	\$122,949 - \$135,013
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	EXT-2025-0231
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

People Services Branch in the Department of Veterans' Affairs (DVA) provides Human Resources support to departmental employees. We are seeking applications from people interested in joining in the Workplace Relations area to provide advice on complex employment and conditions matters, support the implementation and application of the Enterprise Agreement, development of HR policies and take a lead role in managing industrial arrangements.

The ideal candidate has extensive experience working in the field of Workplace Relations, Enterprise bargaining, HR policy development, excellent organisational, communication and research skills and meets the Work Level Standards of an Executive Level 1.

Key transferable skills and qualities for the role include:

- Organised with excellent attention to detail
- Communications – written, and verbal
- Stakeholder engagement
- Ability to:
 - work independently
 - prioritise and flexibly reprioritise as necessary
 - maintain privacy
 - research relevant sources to provide accurate HR advice

Duties

- Provide strategic, policy and operational advice and support on a wide range of complex and sensitive people management issues including employment conditions and remuneration, workplace relations and delegations.

- Provide support for management of the Enterprise Agreement (EA) including implementation, advice, communication and preparation for next round of bargaining.
- Develop policies and guidance material to support implementation of the EA and associated support documentation.
- Prepare complex and sensitive briefs, submissions, policies, reports and correspondence for a wide range of audiences including the Minister, Secretary and senior DVA management, unions, departmental committees and external stakeholders.
- Maintain effective internal and external networks.
- Lead engagement with key stakeholders including Senior Executives, staff forums, consultative bodies, union representatives and APSC.
- Undertake other high profile and complex projects as required.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Margaret Leggett, 0403 760 393
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0754514

Department of Veterans' Affairs

Closing Date: Thursday 06 March 2025

Technology and Finance
Finance and Procurement

Job Title	Director, Management Reporting and Internal Budgets
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$148,277 - \$166,893
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 2
Position Number	EXT-2025-0232
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Financial Management Branch is responsible for supporting the department deliver for the veteran community by providing timely, accurate and informative financial support. The Branch has a range of core functions including:

- Management reporting and Internal Budgets
- External Financial Reporting
- Financial Operations
- Budget Estimates; and
- Financial Policy and Compliance

The Financial Management Branch is going through a renewal process and is looking for staff to continue to support these changes and improvements in the way we operate. A key change is the implementation of new systems to support a modern and contemporary operating environment, with a new expense management and travel system being rolled out and a new FMIS planned to be implemented through 2024 and 2025.

These system changes are supported by improvements to how we operate and deliver our services, with a view to provide not only reliable, timely and accurate financial support but looking to work with other key enabling areas to provide seamless services to the department.

We are looking for high performers and exceptional leaders who not only want to apply their expertise, but who want to proactively influence change. You need to be able to operate independently, be an agile and responsive leader, with excellent attention to detail and with relevant Commonwealth or private sector experience in managing a financial function.

You will have a positive and proactive attitude, be able to manage multiple priorities as well as being resilient, responsive and flexible. You will have the ability to collaborate effectively, navigate ambiguity, be solutions focused, think on your feet and be able to work under limited direction. As part of the senior Finance team, you will be responsible for influencing and developing strategies, policies, priorities and operational practices, building team capability and critically reviewing and improving practices.

To be successful you will:

- be a leader who can build and lead a high-performing team to deliver quality services
- be a flexible and resilient who can motivate and support a diverse and multi-skilled team
- bring a strong commitment to building and maintaining a vibrant, respectful and inclusive workplace culture
- be able to collaborate successfully with colleagues at all levels of the department, and communicate with influence across the department and externally
- be a problem solver, ready to work with your clients to develop timely solutions to outcomes
- have strategic capability to identify emerging issues, provide advice, implement solutions and coordinate clear and accurate responses.

Duties

As an EL2 – Director Management Accounting and Internal Budgets:

- Deliver Management Reporting to the Departmental Executive and set the overarching management reporting framework in consultation with the CFO
- Manage and deliver the Internal Budgets policy, process and build for both in year and forward year allocations
- Provide Financial advice and support tailored to the unique requirements of DVA
- Work with Finance Business Partner team to deliver timely and informative financial information to support decision making

- Finance analytics and metrics
- Budget Management System (TM1) and GUES system administration
- Manage a team of up to eight staff to deliver the above outcomes.

Key Skills required as an EL2 – Director Management Accounting and Internal Budgets

- innovative and forward-thinking senior finance professional
- support a modernisation and transformation program already underway
- providing outcomes to inform and support decision-making and operations
- lead a multi-functional team in a fast-paced environment
- strong and clear writing and verbal communication skills
- demonstrated ability to work with varied internal and external stakeholders

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

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To Apply

Position Contact	Nick Stanton, 0476 511 167
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0754377

Department of Parliamentary Services

Closing Date: Thursday 06 March 2025

Information Systems
Digital Recording Services Hansard

Job Title	Hansard Editor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$89,410 - \$109,967
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra.
Classification	APS Level 5;APS Level 6
Position Number	JR32734
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 5/6 Hansard Editors within Digital Recording Services Branch.

Hansard, a section of the Commonwealth Department of Parliamentary Services, is responsible for the production of the reports of the debates and proceedings of the Parliament of Australia and its committees. As a member of the Hansard editing team, you will transcribe and edit the official Hansard reports of speeches made in the parliament and parliamentary committee hearings. Hansard editors generally commence at the PSL5 level and receive on-the-job training.

These positions are physically based at Australian Parliament House in Canberra. The unique blend of impressive architecture, a stunning art collection and beautiful landscaping makes Parliament House one of our nation's most important buildings and an attractive workplace.

Who we are looking for

Our ideal candidate will:

- be able to deliver under pressure, manage competing priorities and respond quickly and flexibly to change
- have excellent spoken and written English comprehension and attention to detail
- have a strong interest in current affairs, thrive on deadlines and enjoy working in a team environment
- be able to communicate clearly and concisely

- have the ability to exercise professional judgement in a constructive manner and to adapt to new challenges
- be willing to learn and develop in the workplace.

Desirable experience:

- Editing experience, or the ability to quickly acquire editing expertise.
- Knowledge of parliamentary procedure, or the ability to quickly acquire such knowledge.

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 Baseline Vetting(Protected/Restricted) security clearance.
- In parliamentary sitting weeks, Hansard editors are required to work long and irregular hours,including evenings, for which they are paid a 4% allowance as well as any overtime.
- PSL5 editors are expected to progress through the Hansard Editor training program within designated timeframes.

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	Ashley Oakes, 02 6277 8202
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0754452

Department of Parliamentary Services

Closing Date:Thursday 27 February 2025

Information Systems
Digital Recording Services Parliamentary Broadcasting Services

Job Title	Broadcasting Infrastructure and Support Cabling Specialist
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$80,672 - \$87,659
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra
Classification	APS Level 4
Position Number	JR32731
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 Parliamentary Service Level 4 Broadcasting Infrastructure and Support Cabling Specialist within Digital Recording Services Branch.

An opportunity exists to join the Broadcasting Infrastructure and Support team, responsible for maintaining, supporting and renewing broadcasting facilities working for the Department of Parliamentary Services (DPS) at Australian Parliament House.

Parliamentary Broadcasting produces and distributes live audio and video coverage of all proceedings of the two chambers and the Federation Chamber, televises selected parliamentary proceedings in Parliament House and provides audio coverage of hearings held in other venues around Australia as well as multimedia and audio-visual services within Parliament House.

Broadcast Infrastructure and Support officers are also responsible for key building-wide systems including Emergency Warning and Intercommunications Systems (EWIS) and the synchronised building clocks.

Who we are looking for

Our ideal Broadcast Support cabling specialist will have:

- Experience in the installation and maintenance of SELV and ELV communications cables.
- Demonstrated capability around analysing and troubleshooting issues.
- Ability to work under time constraints and prioritise in order of system availability and effect of outages.
- Willingness to work around the dynamic requirements of the Parliament.

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

- Appropriate trade qualifications or licenses (e.g. structured cabler qualifications and endorsements or equivalent), or equivalent relevant experience are highly desirable.
- Possess or be able to obtain accreditation in work site access (e.g. White Card), Elevated Working Platforms and Confined Space access.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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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	Les Hickey, 02 6277 5186
Agency Recruitment Site	https://jobs.dps.gov.au/

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Fair Work Ombudsman

Closing Date: Friday 16 January 2026

Legal and Policy Group

Job Title	FWO Legal Employment Register - 2025
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD
Salary	-
Future Merit Locations	Sydney, Melbourne, Adelaide, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	25/005EA
Agency Website	http://www.fairwork.gov.au

Job Description

<http://www.fairwork.gov.au>

Job Overview

Do you want to work for one of the largest workplace relations legal practices in Australia and conduct litigation and provide advice to make a contribution to preventing the exploitation of vulnerable workers, secure funds for large underpayments or uncover suspect corporate activities?

Positions will be available across our Adelaide, Brisbane, Melbourne and Sydney offices, on a part-time or full-time basis. All locations are subject to operational and capacity requirements. Operational needs will often require you to work part of the week in the office but flexibility requests will be considered on a case-by-case basis.

This Legal Employment Register may be used to fill non-ongoing (temporary) employment opportunities within the Fair Work Ombudsman Legal and Policy Group. Such opportunities may arise on an ad-hoc basis

About the FWO

The Fair Work Ombudsman (FWO) is an independent statutory office established by the *Fair Work Act 2009*. Our functions outline the responsibilities we have as set by the FW Act 2009 to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- provide and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- A diverse range of work
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation.

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Duties

As a **Junior Lawyer (APS Level 4)**, you will have the opportunity to build and develop your capability by:

- contributing to civil penalty litigation matters that shape the law and deter non-compliance, including appearing or instructing in Court
- providing legal advice relating to OFWO's functions, investigations and enforcement activities
- working with a broad cross-section of stakeholders across a range of sectors, including the legal profession, Courts and the wider public sector
- being part of a responsive and dynamic Agency committed to innovation.

As a **Lawyer (APS Level 5-6)** you will have the opportunity to:

- contribute to and conduct civil penalty litigation proceedings that shape the law and deter non-compliance, including appearing in Court and drafting a wide range of Court documents
- provide practical legal advice relating to the OFWO's functions, investigations and enforcement activities
- develop strong relationships with internal stakeholders and work with a broad cross-section of external stakeholders across a range of sectors, including the legal profession, government departments, Courts and the wider public sector
- be part of a responsive and dynamic Agency committed to innovation.

As a **Senior Lawyer (Executive Level 1)** you will have the opportunity to:

- lead the management of civil penalty litigations with limited supervision, having carriage of significant litigation matters and appeals, and instructing external legal providers
- provide and settle complex strategic and legal advice relating to the OFWO's functions, investigations and enforcement activities
- lead, supervise and mentor more junior lawyers within the team to enhance their capabilities and achieve effective outcomes
- settle work prepared by more junior lawyers (including complex legal advice and Court documents, as relevant)
- contribute to the leadership of the Legal Group, including through continuous improvement and innovation projects.

As a **Principal Lawyer (Executive Level 2)** you will have the opportunity to:

- Lead a team of lawyers and mentor colleagues to achieve outcomes
- Lead a team that acts as solicitor on the record in civil penalty litigations, as well as instructing external legal providers, including counsel
- Advise on workplace relations issues and provide practical advice on the FWO's functions and statutory tools, investigations and enforcement activities
- Work with a broad cross-section of stakeholders across a range of sectors, including the legal profession, Courts and the wider public sector
- Contribute to the senior leadership within the Agency and contribute to the achievement of the Agency's strategic goals and priorities
- Be part of a responsive and dynamic Agency committed to innovation.

Eligibility

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

Notes

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	FWO Recruitment Team, n/a
Agency Recruitment Site	http://www.fairwork.gov.au

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Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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