



Commonwealth of Australia
APSJobs - Vacancies Daily
PS5 Daily Gazette Thursday - 04 February 2021

Australian Government Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS5 Weekly Gazette Thursday - 04 February 2021.

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 PS5 Weekly Gazette Thursday - 04 February 2021.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0685935

Australian Electoral Commission

Closing Date: Tuesday 16 February 2021

Organisational Transformation
Enterprise Strategy and Design

Job Title	Director, Enterprise Strategy and Design
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,863 - \$141,914
Classification	Executive Level 2
Position Number	2020-053 12653
Agency Website	https://www.aec.gov.au/

Job Description

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

The Enterprise Strategy and Design section reports directly to the First Assistant Commissioner, Organisational Transformation Division. The section provides significant support to the decision making process that shapes and influences the direction of the AEC, and may surge in size depending on specific activities. Cultural fit and development is a strong focus of the section.

Duties

As the Director, Enterprise Strategy and Design, you will work closely with senior managers to develop a roadmap for the strategic direction of the agency. The position will be responsible for forming strategies and focussing on plans to implement the strategy. It also manages the secretariat for the AEC's Investment, Change and People Strategy governance committee.

This role has a broad range of responsibilities and engages with a wide variety of stakeholders within the AEC, but has a strong focus on organisational change management and the people side of change, along with aligning corporate reporting and high level research and analysis tasks.

To excel you'll have:

- Extensive knowledge and experience in initiating, implementing and leading organisational change management strategies and plans
- Proven ability to provide high quality advice, guidance and reporting to senior executives on complex issues to facilitate strategic thinking and optimise long term strategic planning processes
- Experience in using and implementing human-centred design thinking to improve business processes, outcomes and service delivery in a medium to large organisation

- Strong written and verbal communication and presentation skills, with the proven ability to communicate with influence and adapt communication style to a range of diverse audience types
- Proven ability to develop and manage stakeholder relationships across a geographically dispersed network to negotiate strategic outcomes
- Advanced research and analysis skills, with the ability to provide high level analysis of issues and strategic trends to make significant policy formulation input and inform executive decision making
- Experience in leading and managing a team to ensure high quality outputs and maintain team expertise
- Proven ability to make sensitive and complex decisions using professional judgement within legislative and budget parameters

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.

Talent pool

Candidates who are found suitable but not offered a position may be placed in a talent pool for up to 12 months from the date of advertisement. The AEC will use talent pools to fill future vacancies.

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 have a voice 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 is committed to political neutrality, so that all Australians have confidence in the fairness and integrity of our electoral system. A person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, is therefore not eligible for employment with the AEC.

To Apply

Position Contact	Thomas Ryan, 02 6271 4401
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0685949

Australian Electoral Commission

Closing Date: Sunday 14 February 2021

Organisational Transformation
Project Management Office

Job Title	Assistant Director, Project Management Office
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$102,230 - \$115,202
Classification	Executive Level 1
Position Number	2021-052 12647
Agency Website	https://www.aec.gov.au/

Job Description

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

The Assistant Director PMO will support the building of sustainable organisational project management capability and maturity, and ensure project managers are applying best practice and consistent approaches for project governance. The role will work in a fast paced and highly dynamic environment.

The Assistant Director PMO will support the management of the AEC's project management framework and assist in the planning, design, implementation and closure of programs and projects, including the management of benefits. The role also contributes to the AEC's project investment process, conducting analysis, monitoring and reporting.

Duties

To excel you'll have:

- Strong understanding of project management principles and their application in a departmental, portfolio and program context, and experience delivering project management services to an organisation.
- Strong stakeholder engagement and management skills, with the energy and drive to engage widely across the business.
- Proven ability to manage ambiguity, be organised and have a results focus, along with strong writing skills.
- Proven ability to effectively communicate, lead discussions and facilitate workshops with business areas and external stakeholders at all levels of seniority.
- Experience in managing and supporting staff to ensure high quality outputs, including building capability, encouraging career development and embedding professionalism.

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.
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- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.

Talent pool

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Notes

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To Apply

Position Contact	Lauren Mills, 02 6113 4776
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0685967

Job Title	Assistant Director (International)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$102,230 - \$115,202
Classification	Executive Level 1
Position Number	2021-054 10191
Agency Website	https://www.aec.gov.au/

Job Description

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

The Assistant Director, International Engagement manages the day to day matters of the section, including election and referendum assistance to foreign countries or organisations, support on democratic reform agendas in developing democracies, program management, and managing international deployments.

The role is responsible for undertaking very complex and/or sensitive work, under broad direction, utilising expertise in the above areas, including engagement with both internal and external stakeholders. Participating in section planning and aligning longer term plans with agency goals and objectives also forms part of this role.

Duties

To excel you'll have:

- Proven ability to engage and communicate with influence, negotiate program outcomes and manage stakeholder relationships across a diverse international network to achieve outcomes and facilitate cooperation
- Ability to build and develop international relationships with government bodies from NZ and Pacific Island nations
- Ability to provide advice and support to authorities of foreign countries in regards to referendums, elections and democratic reform
- Experience in complex program management, including ability to manage governance arrangements such as accountability, risk, compliance and reporting
- Proven ability to provide analysis and judgement on complex issues and make significant input to policy formulation and/or project management
- Experience in leading a small team to ensure high quality team output, and to support career development of your team members
- Proven ability to give high quality advice, guidance and reporting to senior leadership on complex issues

Desirable

- Relevant tertiary qualifications in international services, public administration or similar.
- Knowledge of or previous experience working in the Asia-Pacific region.

Eligibility

- AEC employees must be Australian citizens.

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- 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.

Talent pool

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Notes

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To Apply

Position Contact	Joanne Ridolfi, -
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0686000

Australian Fisheries Management Authority

Closing Date: Thursday 18 February 2021

Demersal and Midwater Fisheries
Fisheries Management

Job Title	Manager - Small Pelagic, Scallop and Squid Fisheries
Job Type	Full-Time, Ongoing
Location	Majura ACT
Salary	\$107,177 - \$119,121
Classification	Executive Level 1
Position Number	C00413
Agency Website	

Job Description

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

Duties

AFMA is seeking a suitably qualified individual to fill the role of EL 1 Manager – Small Pelagic, Scallop and Squid Fisheries within the Fisheries Management Branch, located in the Majura Park office in Canberra.

The Demersal and Midwater Fisheries team provide advice to the AFMA Commission on key issues relating to the management of the fisheries, including setting total allowable catches (TACs) for key species and developing measures to minimise the impact of the fisheries on the environment.

The primary focus of the role is to deliver ecologically sustainable, cost-effective and efficient fisheries management services to the government, the fishing industry and other key stakeholders on behalf of the Australian community.

The successful applicant will be able to supervise a small team across two office locations and work collaboratively alongside each other to ensure that key operational outcomes are met.

Eligibility

The successful applicant will:

- have qualifications and/or experience in fisheries management, marine science or related fields;
- will be required to hold or be able to obtain and maintain a Baseline security clearance;

Have the ability to undertake interstate travel as required.

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

Notes

AFMA's Majura Park office has an office setup that has an increased focus on agility and collaborative workspaces. Our technology and environment is centered on activity-based work where staff are not allocated a desk.

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

Contact Officer: Fiona Hill (02) 6225 5473

Closing date for applications is Thursday, 18 February 2021 (11pm Canberra Time)

To Apply

Position Contact	Fiona Hill, 02 6225 5473
Agency Recruitment Site	https://www.afma.gov.au/about/careers/positions-vacant

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Vacancy VN-0686004

Australian Fisheries Management Authority

Closing Date: Thursday 18 February 2021

Technology and Digital Services
Corporate Services

Job Title	ICT Service Desk Officer
Job Type	Full-Time, Non-Ongoing
Location	Majura ACT
Salary	\$70,696 - \$75,585
Classification	APS Level 4
Position Number	C00147
Agency Website	

Job Description

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

Duties

AFMA is seeking a suitably qualified individual to fill the role of ICT Service Desk Officer in the Corporate Services Branch, located in our Majura Park office in Canberra. The vacancy is for 7 months with the possibility of becoming ongoing.

The ICT Service Desk Officer, reporting to the ICT Service Desk Team Leader, is responsible for providing a high level of technical expertise to support and maintain a stable technology environment for our staff across offices in Canberra, Darwin, Thursday Island and Lakes Entrance.

As a member of a small and disciplined team, you will need to be committed to delivery, innovation and fit for purpose solutions to support the delivery of strategic and operational outcomes.

Please refer to the position description for further information.

Relocation assistance will not be provided.

Eligibility

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

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

The successful applicant will have an understanding of the Information Technology Infrastructure Library (ITIL) framework.

Experience in/or the ability to learn Polycom Video Conferencing, Microsoft Teams, Azure Active Directory, Office 365 and SCCM.

Notes

AFMA's Majura Park office has an office setup that has an increased focus on agility and collaborative workspaces. Our technology and environment is centered on activity based work where staff are not allocated a desk.

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

Contact Officer: Belinda Priestley (02) 6225 5501

Closing date for applications is Thursday, 18th February 2021 (11pm Canberra Time)

About the Australian Fisheries Management Authority

To Apply

Position Contact	Belinda Priestley, 02 6225 5501
Agency Recruitment Site	https://www.afma.gov.au/about/careers/positions-vacant

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Vacancy VN-0685952

Australian Government Solicitor

Closing Date: Thursday 18 February 2021

Office of General Counsel
Legal Support

Job Title	Senior Legal Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5
Position Number	TBA
Agency Website	

Job Description

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

Duties

- Legal Support
- Senior Legal Assistant
- Canberra – Full-time, non-ongoing/ongoing

AGS is seeking expressions of interest for a Senior Legal Assistant in our Canberra office.

About us

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

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

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

AGS is diverse. With offices in every capital city and a team of 650 staff, including 370 lawyers, we work in more than 40 different areas of law related to government.

About the role

The Office of General Counsel (OGC) is based in Canberra and provides legal advice and assistance to the Commonwealth Government on constitutional and public law, statutory interpretation and the development, implementation and administration of legislation. OGC also acts for the Commonwealth in High Court constitutional litigation and coordinating the conduct of other cases involving constitutional issues. The team comprises of approximately 79 lawyers (including a large number of outposted lawyers) and 15 support staff.

In this role you will:

- provide high quality legal and administrative support to our lawyers
- supervise and coordinate the support work of the team
- train, develop and/or mentor team members under the guidance of the Legal Support Manager
- identify opportunities to add value through practical and creative approaches.

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

About you

This role will suit an experienced Legal Assistant that will ideally have:

- ideally a minimum of 3 years' legal administrative experience
- the ability to gain a highly developed knowledge and understanding of the work, organisational structure and administrative requirements and processes of AGS or a similar organisation
- advanced technical skills and knowledge of the use of templates, tools and style guidelines
- the capability to work across a team or number of teams as required

- a commitment to identifying opportunities to improve and develop efficient working practices
- an approachable demeanour with a willingness to assist and share knowledge with others.

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

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

Eligibility

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the appropriate level. To apply, please click the 'Apply' button.

Applications close on Thursday, 18 February 2021.

Further enquiries

Further information can be obtained by contacting Michelle Duncan, OGC Legal Support Manager on 02 6253 7048 or Luke Osterlund, Human Resources Business Partner on 02 6253 7272.

Notes

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

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 650 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Luke Osterlund, 02 6253 7272
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0685959

Australian Government Solicitor

Closing Date: Thursday 18 February 2021

Australian Government Solicitor
AGS Office of General Counsel Legal Support

Job Title	Legal Assistant
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 4
Position Number	TBC
Agency Website	

Job Description

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

Duties

Legal Assistant (APS4)

- Legal Support
- Legal Assistant
- Canberra – Full-time, non-ongoing/ongoing

AGS is seeking expressions of interest for a Legal Assistant in our Canberra office.

About us

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In this role you will:

- take an active role in assisting our lawyers to deliver a high standard of legal services to our clients
- maintain legal files and assist with client enquiries
- manage lawyers' diaries and travel
- ensure administrative procedures such as client billing and reporting comply with relevant AGS requirements.

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

About you

This role will suit an experienced Legal Assistant that will ideally have:

- at least 2 years' legal administrative experience
- a genuine commitment to client service
- good judgement and the ability and willingness to take on a variety of tasks
- well-developed written and oral communication skills
- an interest in undertaking training and development to learn new skills.

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

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

Eligibility

To apply

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the appropriate level. To apply, please click the 'Apply' button.

Applications close on Thursday, 18 February 2021.

Further enquiries

Further information can be obtained by contacting Michelle Duncan, OGC Legal Support Manager on 02 6253 7223 or Luke Osterlund, Human Resources Business Partner on 02 6253 7272.

Notes

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To Apply

Position Contact	Luke Osterlund, 02 6253 7272
Agency Recruitment Site	http://www.ag.gov.au/employment/current-vacancies.html

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Vacancy VN-0685991

Australian Sports Commission

Closing Date: Wednesday 17 February 2021

Australian Institute of Sports
Strategic Engagement and Communications

Job Title	Media and Communications Manager
Job Type	Full-Time, Non-Ongoing
Location	Bruce ACT
Salary	\$108,243 - \$127,726
Classification	Executive Level 1
Position Number	JN 1848
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://careers.ausport.gov.au/current-vacancies/>

The AIS is Australia's strategic high performance sports agency, leading a system that supports Australian athletes to perform on the international stage. The Stakeholder Engagement & Communications team focuses on telling the positive stories of the AIS, sport and athletes to help engage and inspire all Australians.

Duties

1. In consultation with the Senior Communications Manager, drive AIS media and communications to achieve section and business outcomes. This includes:
 - Accountability for building the profile and reputation of the AIS, its programs and partnerships, through media;
 - Reliable and prompt media liaison, including responding to media requests and proactively identifying media opportunities;
 - Accurate and professional advice to AIS staff on media matters and issues;
 - Monitoring and analysis of media reporting on the AIS and broader sporting issues;
 - Development and delivery of communications content across media and digital platforms, including media releases, corporate documentation, AIS Executive & Ministerial speeches, talking points and stakeholder communications;
 - Networking and stakeholder communications to enhance partnerships with National Sporting Organisations and key partners.
2. Work collaboratively as part of a high performing team/organisation, establishing and maintaining effective partnerships with key internal and/or external stakeholders to identify, lead and deliver high quality business outcomes.
3. Actively promote and role model the AIS values of Excellence, Integrity, Respect and Teamwork, and contribute to positive organisational change, and continuous improvement.
4. Assist in the development and implementation of sustainable business development plans, strategies and systems.
5. Assist in the development and implementation of frameworks, policies, guidelines and other resources that deliver business outcomes for the Australian Institute of Sport.
6. Deliver quality advice and reporting on relevant issues to senior management.

Eligibility

- Outstanding verbal and written communications skills, with the ability to write content for various audiences and platforms, including digital.

- Degree or higher qualification/s and demonstrated mid to senior level experience in media relations, PR communications, and/or journalism.
- Greater than five years relevant experience that includes significant experience in the media and communications sector.
- A deep knowledge of the Australian media, across all platforms
- Demonstrated capacity to provide timely, compelling and concise advice to inform executive members and senior management to support decision-making.
- A strong understanding, and ideally experience within, the Australia sport sector

Notes

- The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.
- This position may be required to travel domestically and/or internationally.
- This position may require weekend work, or outside ordinary work hours.

Acknowledgement of Country

The Australian Sports Commission, incorporating Sport Australia and the AIS, pay our respects to the Traditional Owners of country throughout Australia. We pay our respects to Elders past and present and acknowledge the valuable contribution Aboriginal and Torres Strait Islander people make to Australian society and sport.

About the Australian Sports Commission

The Australian Sports Commission (ASC) is the Australian Government agency responsible for supporting and investing in sport and physical activity at all levels. The ASC is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the knowledge, experience, skills and perspectives of all individuals and aim to produce a collaborative environment. Applications from people with diverse backgrounds are actively encouraged. The ASC unites two entities: Sport Australia — responsible for driving the broader sport sector including participation, physical activity and industry growth and the Australian Institute of Sport — leading our high performance sport system.

To Apply

Position Contact	Chirs Wilson, 0407 135 280
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0686020

Australian Sports Commission

Closing Date: Thursday 18 February 2021

Corporate
Infrastructure & Facilities Services

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Bruce ACT
Salary	\$49,791 - \$61,699
Classification	APS Level 3
Position Number	JN 1840
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://careers.ausport.gov.au/current-vacancies/>

The Australian Sports Commission (ASC) plays a central leadership role in the development and operations of the Australian sport sector. It acts as the leading sports agency in Australia, building collaboration, alignment and effectiveness within the Australian sport sector.

The Infrastructure and Facilities Services Branch is responsible for operating and maintaining site facilities and infrastructure to a high quality and high level of availability in support of ASC operations.

As the Logistics Officer, you'll assist and be the first point of contact for the logistics team. As a small team, we're looking for a real team player, who isn't afraid to roll their sleeves up to help our operations thrive. You will manage the mail & freight service for Sport Australia. You will also be someone who enjoys variety. As this role, you'll have a range of different tasks/support functions for the Logistics team, including assisting in the disposal of equipment, administrative tasks, and helping other programs with coordination and manual handling of furniture & equipment.

Duties

1. Under direction from team managers, deliver the Section/Program operational agenda to achieve business outcomes. This includes:
 1. Manage incoming and outgoing mail and freight services for Sport Australia staff and campus.
 2. Assist with logistic requests (includes forklift driving, Heavy manual handling of furniture and equipment).
 3. Assist with the sourcing, purchasing and distribution of goods, e.g. whitegoods.
 4. Provide front counter service including issuing stores and managing enquiries related to transport, purchasing and assets.
 5. Assist with physically disposing of assets.
 6. Assist with maintaining the asset register.
 7. As part of a multi-skilled team, assist in the provision of logistics services (including driving ASC buses to and from the airport when required).
2. Actively participate in the implementation and delivery of policies, guidelines and other resources to achieve business outcomes for the ASC.
3. Actively promote and role model the ASC values of Excellence, Integrity, Respect and Teamwork, and contribute to positive organisational change, effective communication, and continuous improvement at the ASC.
4. Work collaboratively as part of a high performing team/organisation, establishing and maintaining effective partnerships with key internal and/or external stakeholders to deliver high quality business outcomes.

Eligibility

To be successful in the role, you will need to have:

- Demonstrated experience in logistics services and safe manual handling
- Forklift licence (Essential) and Light Rigid driver's licence (or willingness to obtain)
- Work as part of a small team environment
- Strong relationship management and strong communication skills
- Professionalism - A high level of professionalism and ability to achieve outcomes

Notes

- The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.
- This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. **PLEASE NOTE:** It is your responsibility to obtain the appropriate licence. Please check out the below site for how to apply
- [ACT](#) – [NSW](#) – [VIC](#) – [QLD](#)
- This position requires weekend work, or outside ordinary work hours.

Acknowledgement of Country

The Australian Sports Commission, incorporating Sport Australia and the AIS, pay our respects to the Traditional Owners of country throughout Australia. We pay our respects to Elders past and present and acknowledge the valuable contribution Aboriginal and Torres Strait Islander people make to Australian society and sport.

About the Australian Sports Commission

The Australian Sports Commission (ASC) is the Australian Government agency responsible for supporting and investing in sport and physical activity at all levels. The ASC is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the knowledge, experience, skills and perspectives of all individuals and aim to produce a collaborative environment. Applications from people with diverse backgrounds are actively encouraged. The ASC unites two entities: Sport Australia — responsible for driving the broader sport sector including participation, physical activity and industry growth and the Australian Institute of Sport — leading our high performance sport system.

To Apply

Position Contact	Cassandra Pegg, (02) 6214 1482
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0685177

Department of Health

Closing Date: Thursday 18 February 2021

Cancer Hearing and Program Support Division
Policy Change and Engagement Branch

Job Title	Communications and Engagement Officer
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	\$85,088 - \$95,993
Classification	APS Level 6
Position Number	20-CHPSDIV-7195
Agency Website	

Job Description

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

Duties

The Communications and Engagement Officer is an integral member of a small collaborative team. Working closely with the team's other Communications and Engagement Officers and the Senior Communications and Engagement Officer, you will provide support to the Director of EPE to drive participation in Australia's three national cancer screening programs.

This position requires a strong communicator, passionate about finding innovative solutions to complex issues. The successful applicant will be able to undertake communications activities and projects, including across a range of channels and mediums for diverse audiences, is confident in working independently and as part of a team, and has experience developing and maintaining networks and partnerships with key stakeholders.

Eligibility

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

Notes

- Applications close 11:30PM AEDT.
- Applicants should quote reference number 20-CHPSDIV-7195 to assist when making an enquiry.

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 Department of Health 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	Laura Ryan, (02) 6289 7429
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0685592

Department of Health

Closing Date: Thursday 18 February 2021

Benefits Integrity and Digital Health Division
Compliance Enforcement and Professional Review Branch

Job Title	Senior Project Officer
Job Type	Full-Time, Ongoing
Location	Parramatta NSW, Adelaide SA, Melbourne VIC, Brisbane QLD
Salary	\$85,088 - \$95,993
Classification	APS Level 6
Position Number	21-BIDHDIV-7565
Agency Website	

Job Description

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

Duties

The Senior Project Officer (APS 6) position will be responsible for undertaking the continued development and ongoing management of the PRS Data Portal and a range of business management functions. The data portal was developed during 2020 and is essential to the work of PRS enabling access to data reports required for PRP activities. The Senior Project Officer will be part of this team and provide support to the Project Manager (EL 1) officer.

The Senior Project Officer will provide training and support to the team and will support the Assistant Directors and the Director in the key areas of planning and forecasting of caseloads and the delivery of accurate, consistent and timely reporting.

The job at times requires discretion, tact and diplomacy in dealing with sensitive and/or confidential matters.

Eligibility

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

Notes

- Applications close 11:30PM AEDT.
- Applicants should quote reference number 21-BIDHDIV-7565 to assist when making an enquiry.

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

The Department of Health 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	Anna Southam, (02) 6289 9644
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0685918

Department of Health

Closing Date: Thursday 18 February 2021

Financial Management Division
Corporate and Financial Services Branch Financial Services Section

Job Title	Senior Team Leader
Job Type	Full-Time;Part-Time, Ongoing
Location	Woden ACT
Salary	\$76,009 - \$82,200
Classification	APS Level 5
Position Number	21-FMDIV-7563
Agency Website	

Job Description

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

An opportunity exists for a motivated professional with leadership experience to be part of the management team to deliver financial processing services.

The ideal candidate will be experienced in delivery financial services and have strong customer service focus. This is an exciting opportunity to be part of a significant change process as services are increasingly automated.

Duties

As a senior member of the section's management team, you will support the delivery of one of the sections services (accounts payable, accounts receivable, debt management or expense management), including:

- the delivery of timely and accurate financial services;
- maintain strong internal and external stakeholder relationships;
- effectively lead a small team, including driving a positive culture, supervising and coaching staff;
- undertake quality assurance tasks to manage service risks, including basic research and analysis of reports;
- develop and review policies and procedures to support customers accessing services and mitigate risks; and
- assist in the delivery of service delivery improvement projects.

The ideal candidate will be a professional and possess the following skills/experience:

- experience managing teams and leading the team through a period of change;
- excellent organisational and planning skills;
- analytical and problem solving skills;

- knowledge of relevant legislative, financial and administrative frameworks that impact on the services delivered; and
- team player committed to achieving the goals of the whole section.

Eligibility

Formal qualifications in accounting or finance is desirable.

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

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

- Satisfactory completion of an Australian Federal Police 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.

Notes

Applications close at 11:30PM AEDT on 18 February 2021.

Applicants should quote reference number 21-FMDIV-7563 to assist when making an enquiry.

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

The Department of Health 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	Valerie Ng, 02 6289 8869
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0685921

Department of Health

Closing Date: Thursday 18 February 2021

Financial Management Division
Corporate and Financial Services Branch Financial Services Section

Job Title	Manager, Shared Services Centre
Job Type	Full-Time;Part-Time, Ongoing
Location	Woden ACT
Salary	\$85,088 - \$95,993
Classification	APS Level 6
Position Number	21-FMDIV-7560
Agency Website	

Job Description

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

An opportunity exists for a motivated professional with leadership experience to manage the delivery one of the section's financial processing services.

The ideal candidate will be experienced in financial management and have a background in providing customer service. This is an exciting opportunity to lead a team through a period of increasing automation.

Duties

As a senior member of the section's management team, you will manage the delivery of one of the sections services (accounts payable, accounts receivable, debt management or expense management), including:

- the delivery of timely and accurate financial services;
- establish and maintain strong internal and external stakeholder relationships;
- monitor and analyse service performance and provide regular briefs for management; and
- building the capacity of the team and mentor high performing staff.

The ideal candidate will be a professional and possess the following skills/experience:

- experience managing teams and leading the team through a period of change and increasing automation;
- excellent organisational and planning skills;
- strong analytical and problem solving skills;
- knowledge of relevant legislative, financial and administrative frameworks that impact on the services delivered; and
- team player committed to achieving the goals of the whole section.

Eligibility

Formal qualifications in accounting or finance is desirable.

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

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

- Satisfactory completion of an Australian Federal Police 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 Baseline security clearance, or hold a current security clearance at an appropriate level.

Notes

Applications close 11:30PM AEDT on 18 February 2021.

Applicants should quote reference number 21-FMDIV-7560 to assist when making an enquiry.

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

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To Apply

Position Contact	Valerie Ng, 02 6289 8869
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0686005

Office of National Intelligence

Closing Date: Sunday 21 February 2021

Enterprise Management
Workforce Capability

Job Title	Senior Advisor, Learning and Development National Intelligence Community Learning and Development
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$89,771 - \$101,869
Classification	APS Level 6
Position Number	Various
Agency Website	

Job Description

www.oni.gov.au/vacancies

Workforce Capability Branch

The primary focus of the Workforce Capability Branch is to foster collaboration between NIC agencies in order to address common workforce challenges and establish a strategic approach to the professional development of our workforce.

The branch is comprised of two directorates, NIC Learning and Development and Workforce Strategy. NIC Learning and Development supports the broader strategic workforce objectives through structured learning and development activities.

NIC Learning and Development are focused on enabling a unified approach to the development of highly skilled, agile and networked intelligence professionals. We are responsible for the design, development and delivery of intelligence training through the National Centre for Intelligence Training and Education (NCITE). NCITE has transitioned to ONI where its focus is to address core, common and community-building learning and development across the NIC.

Am I suited to this role?

We are seeking to fill two APS 6 Senior Advisor positions. To succeed in either role, you will be collaborative and self-motivated, with experience in the analysis of training needs towards design and development of training and education programs. NCITE has a strong emphasis on the use of online and/or virtual learning tools and technologies to deliver blended or virtual training.

These roles are an excellent opportunity for candidates with strong learning & development experience to bring their skills to the fore in a strategically focused, yet creative, workplace which delivers outputs and outcomes to a wide range of customers. You will be required to support learning and development activities to identify key training gaps, design and develop training to meet those needs and ensure that the training and education being delivered to the community is an interactive, attractive and beneficial experience.

These roles will require strong communicators who can effectively engage with a variety of stakeholders, each of whom have their own specific requirements and priorities. You will have high-level organisational and planning skills,

and an acute eye for detail. Prioritisation of tasks and a track record of achieving results is a must. You will be a strong team player, a keen problem solver, ever willing to learn, and to be hands on. We welcome applicants with proven experience with online learning authoring tools and the development of online and virtual training programs.

Duties

What would I do in this role?

Responsibilities include, but are not limited to:

- identify evolving training needs and work to provide high-quality ongoing and/or incremental solutions to meet community learning and development requirements;
- design, build and implement learning packages to enhance the delivery and dissemination of training and education solutions to the community and other stakeholders;
- facilitate, manage and assist staff in the direct delivery of training across the spectrum of training and education solutions;
- provide specialist advice on the design and construction of learning pathways and provide advice on shaping training development and delivery.

Eligibility

Am I eligible to apply?

You must be an Australian citizen and you must be willing to undergo a security clearance check.

You will be asked to provide evidence of your Australian citizenship and we must be able to verify, from independent and reliable sources, (cumulative) periods 12 months or more that you may have spent outside Australia.

Notes

About the Office of National Intelligence

To Apply

Position Contact	n/a, 02 61440922
Agency Recruitment Site	www.oni.gov.au/vacancies

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Attorney-General's

Vacancy VN-0685886

Attorney-General's Department

Closing Date: Wednesday 17 February 2021

Human Resources
Human Resources

Job Title	Case Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$84,999 - \$94,815
Classification	APS Level 6
Position Number	494794/HR
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx>

To obtain a copy of the Vacancy Information Kit for this vacancy, please click on the 'Apply now' button at the left of this advertisement.

Duties

Our Opportunity

The Attorney-General's Department recognises the importance of effective and fair case management processes to drive the department's culture, embed our values and behaviours and drive staff to perform at a high level. We are looking for suitably experienced candidates with enthusiasm for performance, conduct and rehabilitation case management.

We work in a complex, challenging, and fast paced environment, and work collaboratively to achieve our objectives. The team is responsible for rehabilitation and early intervention case management, underperformance management, and the APS Code of Conduct, which provides our case managers with variety and the ability to broaden and diversify skills.

In the APS 6 role, you may, depending on your experience, be responsible for:

- case management arising from performance conversations and/or workplace behaviours and Code of Conduct matters
- delivering on initiatives that support the development and high performance of our people and fosters a respectful, collaborative and productive culture
- effectively manage employees with compensable and non-compensable injuries and illnesses while exercising delegations within relevant legislation and policy

- contributing to the development and implementation of tailored early intervention, rehabilitation, performance and behaviour initiatives and tools
- delivering early intervention coaching and education services
- providing advice to managers and senior executives
- monitoring and ensuring compliance with relevant legislative and policy frameworks
- collaborating with managers and staff at all levels to assess, resolve and finalise case management matters.

Who are we looking for?

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

Specific requirements of the role:

- demonstrated case management experience in the APS context in one or more of rehabilitation, performance or Code of Conduct matters
- excellent communication skills, with the ability to build effective partnerships that engage stakeholders in understanding the issues, identifying innovative solutions and in supporting implementation
- demonstrated ability to deliver sensitive and complex written material and presentations, including reports, briefs and policies
- strong knowledge and application of relevant legislation and policy, particularly the *Public Service Act 1999* and the *Safety, Rehabilitation and Compensation Act 1988*
- understand and apply effective planning, coordination and review methods which result in quality outcomes
- identify where support, information and guidance is available and seek this guidance and assistance when appropriate
- ability to work independently and as part of a team
- desire and flexibility to undertake other functions to support work of the broader Performance and Wellbeing Section
- relevant tertiary qualifications are highly desirable.

Please refer to the AGD Performance Expectations for more detail.

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

As an AGD employee, you will:

- be part of an inclusive and diverse work environment
- receive a generous starting salary and work conditions
- benefit from supportive learning and development
- be supported by a range of active networks including the Indigenous Employee Network, the Celebrating Ability Network, the Women's Network, the Pride Network and the Cultural and Linguistically Diverse Network.

To see further information regarding our support for our employees, please see our Workplace Diversity Page. **Eligibility**

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

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

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 12 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak to HR Assist on HR.Assist@ag.gov.au or phone (02) 6141 6111 (Option 2).

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 Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Legal Services and Families • Integrity and International • Industrial Relations • Enabling Services. The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce which includes practitioners in policy development and implementation and program administration. The department also has a large contingent of practicing lawyers, particularly within the Australian Government Solicitor. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Andrew Shepherd, (02) 6141 2951
Agency Recruitment Site	https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx

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Attorney-General's

Vacancy VN-0686006

Australian Financial Security Authority

Closing Date: Sunday 14 February 2021

Internal Client Services
Communications & Stakeholder Engagement

Job Title	Senior Advisor Employee Communications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS
Salary	\$84,402 - \$94,601
Classification	APS Level 6
Position Number	27557
Agency Website	https://www.afsa.gov.au/

Job Description

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

AFSA actively promotes flexibility with working options in this role to support your family commitments and personal interests.

- Dynamic organisation serving the community
- Engage with diverse stakeholders
- Flexible working conditions

As the Senior Advisor Employee Communications, you will support the Australian Financial Security Authority (AFSA)'s vision and purpose by leading the development and implementation of high-quality internal communication plans and products. **Duties**

You will:

- Lead development and implementation of communication plans to support the implementation of new programs, policies and projects, and the overarching Employee Communication Strategy
- Write and edit a range of internal communication materials, including newsletter articles, presentations, speeches, talking points and other materials
- Assist in developing digital and print communication materials (with the assistance of designers where appropriate)
- Assist with the planning and delivery of all-staff events
- Evaluate the effectiveness of communication approaches by conducting and analysing research as needed and contributing to regular team reports
- Undertake project tasks and activities, including management of consultants and suppliers.

About you

To be successful in this role, you will have:

- The ability to prioritise your workload to achieve outcomes
- A flexible approach to meet changing circumstances
- Excellent communication skills with the ability to tailor your communication to suit your audience
- Strong capability to build relationships and work effectively with stakeholders

- Five years or more experience within communications role(s) and/or relevant tertiary qualification(s) in communication, marketing or journalism will be highly regarded but not essential
- Knowledge of graphic design and digital photography desirable
- Experience with the Adobe Creative Cloud suite or other professional tools, web applications and content management systems is desirable

Why AFSA?

You will enjoy excellent conditions including generous superannuation (15.4%), a modern work environment, and flexibility to balance work and personal life.

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

We encourage applications from Indigenous Australians, peoples from culturally diverse backgrounds and people with disabilities. **Eligibility**

Please note that this opportunity is open only to Australian Citizens.

The successful applicant must have or be willing to undergo a security clearance to the level of Baseline Vetting level as a condition of employment.

To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

Notes

Email applications should clearly state your name, the position title and location in the subject line.

Your application will be assessed against work related qualities and essential capabilities of the position and must include:

- A completed Position Application Form (available from AFSA website)
- A current resume
- A one page pitch stating why you are interested in the position, how your skills and experience make you the best person for the position and what value you can add to AFSA and the Internal Client Services Division.

Candidates may be required to undergo psychometric and/or work sample testing as part of this selection process. All pre-employment checks will be conducted via an external party (Equifax). For further information on Equifax's privacy policy please refer to: <https://www.equifax.com.au/privacy>

* This recruitment process is being used to fill a current non-ongoing position in either our Canberra, Sydney, Adelaide, Melbourne, Brisbane, Hobart or Perth office. A merit pool of suitable candidates may be established as a result of this process to assist AFSA to fill similar ongoing and non-ongoing positions that may become available over the next 12 months. Non-ongoing positions may be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Should a non-ongoing position become ongoing or should an ongoing position become available, the merit pool established by this process may be used to determine a suitable candidate(s).

About the Australian Financial Security Authority

AFSA is an executive agency in the Attorney-General's portfolio. We look after the personal insolvency system in Australia. We also manage Australia's Personal Property Securities Register. These systems protect all Australians, including consumers and businesses. Our work: - helps people make informed financial decisions - keeps Australia's financial systems running smoothly - provides options for people when their debts become too large for them to manage

To Apply

Position Contact	Romany Rzechowicz, 02 6270 3461
Agency Recruitment Site	https://www.afsa.gov.au/about/careers/current-vacancies

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Defence

Vacancy VN-0685827

Department of Defence

Closing Date: Thursday 04 March 2021

NAVY
NAVY Engineering

Job Title	Technical Officer Weapon Systems
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$73,636 - \$78,873
Classification	APS Level 5
Position Number	NAVY/00299/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext>

Duties

Your Role

Armament Engineering Centre of Expertise is a technology-based group within the Directorate Navy Engineering. The APS5 Technical Officer Weapons Systems position is responsible for delivering and supporting a variety of engineering products and services related to weapon systems of RAN vessels throughout their lifecycle. The role and responsibilities, products and services of the positions include:

- Provision of technical advice on weapon systems matters to the Weapon Systems Senior Technical Officers, Weapon Systems Cell Lead, and Armament Engineering Centre of Expertise Director.

- Provision of technical advice during development of technical directives for weapon systems required to ensure the safety and seaworthiness of maritime materiel including maintenance requirements, maintenance personnel competency standards, and configuration management.
- Conduct of inspections of weapon systems and provision of advice during defect investigation, drafting of technical reporting and advice, assistance with development of repair plans, and weapon system defect rectification.
- Conduct research into current and future weapon systems relevant to RAN. Development and management of the technical armaments reference material library. Support writing of technical reports and briefs with rapid provision of relevant correct and up to date technical information.
- Assisting with training and knowledge sharing amongst colleagues (APS and uniform), including mentoring and skills development of undergraduate and graduate engineers.

About the Team

Directorate Navy Engineering is looking for high performing, experienced Weapon Systems Technical Officer with a background in Naval Armament Systems to be a part of their small but dynamic team responsible for weapon system services in areas such as providing technical support to weapon system selection and acquisition activity, conducting inspection and technical investigation following armament incidents, provision of highly specialised weapon system technical advice to the fleet, research into current and future global weapon systems.

Our Ideal Candidate

Our ideal candidate will have:

- Demonstrated ability to report on technical activities.
- Demonstrated ability in providing technical assurance of equipment, systems and processes
- Sound verbal, written and computer communication skills to logically convey thoughts and ideas.
- Strong skill sets in presenting technical information and data in a clear and concise manner that aids decision making
- Ability to work in a fluid environment, remaining flexible, agile and adaptable
- supporting colleagues at short notice.
- A background in either Mechanical or Electrical Engineering at diploma or higher trade level, experience managing and maintaining weapon systems, or exposure to weapons systems is highly desirable.

Eligibility

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

Mandatory Qualifications

Mechanical or Electrical/Electronic Engineering Higher Trade Certificate of an Australian Institution or a comparable overseas qualification or eligibility of, or registration, by a professional body which is appropriate to the duties of the office.

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	David Chadwick, 02 6132 7564
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0685874

Department of Defence

Closing Date: Thursday 18 February 2021

Capability Acquisition and Sustainment Group
Ships

Job Title	Project Support
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$67,100 - \$78,873
Classification	APS Level 4;APS Level 5
Position Number	CASG/00357/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext>

Duties

The Role

Project Support:

Project Support Officers will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the Project Support function based on legislation, policy and procedures. They will undertake specialist research and analysis, conduct reviews and perform procedural and administrative support work to achieve results.

Some key activities performed in each role may include, but is not limited to:

- Building and maintaining relationships with internal and external stakeholders to understand their needs and to foster ongoing collaboration with key stakeholders.
- Contributing to the development and maintenance of project planning and performance processes in accordance with agreed procedures and performance standards.
- Applying project management methodologies to administrative and technical activities.
- Researching, drafting and preparing briefs, correspondence and reports including submissions for committee consideration.
- Working collaboratively and operating as an effective team member.
- Coordinating and performing information and records management activities in accordance with the Archives Act 1983, relevant legislative and Defence policies and procedures.
- Preparing security classified information material in accordance with Defence requirements.
- Implementing information and records management policies and procedures to physical and electronic records

Administration Support:

Will work within an integrated workforce within the administration function and will be responsible to: plan, manage and perform business support, clerical, administrative and managerial activities including human resources, finance, travel, program implementation, policy development, records management, procurement, capability management, quality assurance, governance, contract management and project support functions. Translate, understand, implement, use, improve, administer, comply and promote legislative, regulatory, procedural, policy and program requirements within Defence.

About our Team

Ships Acquisition - Specialist Ships is accountable for the acquisition and delivery of specialist ships and Minor War Vessels to the Royal Australian Navy. The projects delivered by Ships Acquisition - Specialist Ships Branch are a key component of the Government's National Naval Shipbuilding Plan.

Each project is made up of fully integrated teams of APS, ADF and contractors working together to deliver Naval capability.

Our Ideal Candidate

Project Support:

The candidates we are looking for will have proven experience in project management, Communications, stakeholder engagement and the ability to contribute to a team environment. The following core capabilities are key to the APS5 roles:

- Initiative and sound judgement.
- Excellent problem solving skills.
- Strong interpersonal communication skills.
- Excellent written communication skills.
- Self-motivated.
- Undertake complex work tasks under limited direction.
- Have an eye for detail and be able to recognise and analyse critical information.

Administration Support:

Our ideal candidate will be competent within the administrative support role, exercise initiative and judgement and require limited guidance.

They will be expected to plan and complete administrative support activities and tasks, selecting methods and resolving most of the issues that arise. They will be provided with assistance and guidance for more complex issues.

Our ideal candidate will be required to share information to ensure others are kept informed and make effective use of individual and team

capabilities and to identify risks and issues that may impact on work objectives. They will have some stakeholder engagement and will be required to respond under direction to changes in stakeholder needs and expectations to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development. **Eligibility**

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	Scott Hewitt, 0417001694
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0685916

Department of Defence

Closing Date: Thursday 18 February 2021

Estate and Infrastructure Group
Service Delivery Division

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$67,100 - \$73,256
Classification	APS Level 4
Position Number	EIG/00407/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext>

Duties

The Role

We are looking for an enthusiastic and professional Executive Assistant to provide high-level administrative support to the Assistant Secretary Regional Services East West Zone. The East West Zone of the Service Delivery Division provides essential, on-the-ground services and support to Defence personnel around Australia.

To be considered for this role you will have a demonstrated ability to work in a high tempo environment, display exceptional organisational skills, taking responsibility and ownership for managing seamless workflows and the confidence to manage various communication networks and platforms.

You will display an engaging and professional presence with the ability to establish and maintain key relationships with a range of stakeholders.

The successful candidate will be required to obtain a Baseline Security Clearance prior to commencement, upgrading to a Negative Vetting 1 prior to completion of probation.

This is a full time position, however part-time hours can be negotiated for the right candidate.

About our Team

East West Zone has a large geographical footprint which includes NSW (excluding the Riverina), ACT and Western Australia. The customer base includes the three Australian Defence Force Services, supported by both Australian Public Servants and Contractors.

The Assistant Secretary Regional Services East West Zone is responsible for ensuring the following functions are delivered in a professional and seamless manner: Base Management, Estate Management and Planning, Environment & Sustainability, Relocation & Housing, Work, Health & Safety.

These diverse and highly talented teams work collaboratively with both internal and external stakeholders to assure prescribed product and service standards are met within agreed time frames as well as building and maintaining effective relationships.

As the front office to the AS East West Zone you will demonstrate innovation in problem solving and service delivery. It is a fast paced environment and requires pro-activity, with the ability to multi-task, be flexible and adaptive.

Our Ideal Candidate

You will have had experience in providing high level administrative support to executive staff and able to demonstrate excellent time management skills and attention to detail. You take ownership for ensuring that the staff you support are organised, informed and prepared. You are flexible and able to prioritise your work to meet changing deadlines. You are able to work well by yourself and also with others.

This high profile position requires you to demonstrate the following attributes:

- Ability to function under pressure in a calm and logical manner

- Ability to manage competing priorities and adapt to change in a positive manner
- Confidence to communicate with high profile stakeholders in various mediums and forums
- Ability to maintain situational awareness to support the Assistant Secretary achieve organisational outcomes.

Eligibility

Applicants must be able to obtain and maintain a security clearance at 'Negative Vetting 1' 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	Raffaella Andreoli, 0439 407 825
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0685929

Department of Defence

Closing Date: Thursday 18 February 2021

Defence Science and Technology Group
Land Division

Job Title	Program Leader, Land Combat Vehicle Innovation
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$142,470 - \$160,330
Classification	
Position Number	DSTG/00389/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext>

Duties

The Role

The Program Leader Land Combat Vehicle Innovation (PLLCVI) reports to Research Leader Land Vehicles and Systems (RLLVS) and under broad direction will lead a large, multidisciplinary, multi-divisional and client-focused S&T program of work. It is essential to have extensive experience, awareness and knowledge across a broad range of science and technology (S&T) applied to Defence, especially relevant to the LCVI program.

A strong client focus and an extensive understanding of the needs to military end-users and their requirements and priorities is essential. You will identify customer priorities and transpose these into the science and technology context to deliver outputs and report high-level outcomes to the client.

As a capable collaborator you will consult, build and maintain successful working relationships with multi-disciplinary teams, divisions and ADF personnel, in order to influence balance-of-investment decisions within DST Group to maintain and strengthen DSTG Divisions' support for the delivery of the LCVI Program's outputs.

About our Team

Land Division leads the impetus for innovation within Australian land force operations by providing science and technology advice about equipment, personnel and processes utilised by the land force. The division helps maintain the capability edge by developing advanced analysis and evaluation techniques, along with computer modelling tools and human factors principles, that enable a rigorous exploration of new system concepts, tactics, doctrines and technologies. The division applies this work in an operational context, at all levels of the Army from brigade/task force down to the individual soldier.

The Land Vehicles and Systems (LV&S) Major Science and Technology Capability of Land Division is responsible for bringing together a unique mix of scientists, technologists, tools, methods and infrastructure to research and develop vehicle and systems for the Land Domain

Our Ideal Candidate

1. Will be an effective leader to coordinate the Defence Science & Technology program of work for the LCVI program.
2. Have the ability to translate strategic guidance generated in the annual Land S&T Forum and Chief Land Division and maintain a balance of short, medium and long term research objectives in the LCVI Program.
3. You will leverage your extensive network with senior stakeholders, national and international industry partnerships, external science organisations and government to deliver client priorities and requirements.
4. Manage and coordinate the LCVI S&T programs and projects, maintain quality assurance practices and continuously improve the LCVI Program's governance in line with Defence and DSTG reform programs.

5. Consult and collaborate with MSTC and STC leaders contributing to the LCVI program, provide advice and guidance on how the relevant DSTG programs and projects can be integrated to generate high impact for Army's Land Combat Vehicle capability.
6. Exercise effective liaison, have sound people management skills, effective project and financial management skills.
7. Maintain awareness of the state-of-the-art in scientific fields of relevance to the LCVI program and inform RLLVS and Chief of LD on S&T developments that may require strategic adjustments to the LCVI Program.
8. Manage aspects of the Division's environmental domain and/or working closely with the Director S&T Program and Scientific Adviser.

Eligibility

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	Dr Lin Zhang, (08) 7389 5501
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0685954

Department of Defence

Closing Date: Thursday 18 February 2021

Defence Executive Support Group
Defence Security & Vetting Service

Job Title	Vetting Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$67,100 - \$73,256
Classification	APS Level 4
Position Number	DESG/00159/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext>

Duties

The Role

An APS4 Vetting Officer (VO) is accountable under broad direction to support the delivery of complex personnel security vetting for whole of government and industry. They work within a framework of government policy, quality benchmarks and timeframes. This role requires time management, communications, sound judgment, decision-making skills, and the ability to analyse information to provide a defensible recommendation in the interest of national security.

A VO will have an awareness of security threats and risk management as they apply to personnel security and will be supported to develop capability within an integrated government security workforce. You will be accountable for your ongoing self-improvement and professional development. This includes participating in formal and informal peer review to deliver quality personnel security vetting outcomes.

VOs within AGSVA conduct a variety of tasks that include analysis and interviews, stakeholder engagements, administrative support to procedural fairness processes, assurance and decision making functions, across most clearance levels.

About our Team

The Australian Government Security Vetting Agency (AGSVA) mission is to deliver responsive and assured vetting services to enable security capability. AGSVA manages security vetting services for most Government agencies and industry.

Within AGSVA, Vetting Officers work within the Directorate of Vetting Operations which manages security clearance recommendations and decisions for all clearance levels in integrated regional teams.

Our Ideal Candidate

AGSVA is seeking highly motivated individuals who are strong communicators who accept accountability for the delivery of results which are often impacted by shifting strategic priorities and risks. You will be multi-skilled, flexible and resilient and proactively contribute to the reform and transformation of personnel security vetting. To be a strong contender for this role you will:

- be accountable for accurate, complete and timely work;
- have a strong attention to details;
- have the ability to manage competing priorities with support from management;
- be willing to continually develop your capabilities;
- be comfortable engaging across all levels of government and industry.

Eligibility

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

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	Alison Hatcher, 02 6132 7271
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0685966

Department of Defence

Closing Date: Thursday 18 February 2021

Defence Science and Technology Group
Land Division

Job Title	Situational Awareness and Multi Target Tracking Scientist
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Edinburgh SA
Salary	\$67,100 - \$92,150
Classification	APS Level 4; APS Level 5; APS Level 6
Position Number	DSTG/00232/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext>

Duties

The Role

In this role, you will be required to undertake multi target tracking (MTT) algorithm research, design and implementation using computer modelling and simulation and hardware implementation with a focus on unmanned aerial systems (UAS) and fast projectile targets.

You will expand their extant knowledge of modelling and virtual simulation to assist with the implementation of multi target tracking techniques within broader constructive and virtual simulations.

Assist with implementation and evaluation of the multi target tracking techniques through hardware implementation and trials using ground based or UAS mounted sensors.

This role requires a high level of collaboration with other multi target tracking experts at DSTG, academia and industry to develop knowledge and ensure best practice design and implementation of MTT techniques.

In this position, you will produce high quality academic outputs that are aligned with, and have high impact on, the Australian Army's modernisation efforts.

About our Team

Land Division leads the impetus for innovation within Australian land force operations by providing science and technology advice about equipment, personnel and processes utilised by the land force.

The Land Vehicles and Systems (LV&S) Major Science and Technology Capability (MSTC) within DST Group's Land Division (LD) drives architectural innovation for the modernising of the Australian land force. It develops and demonstrates novel concepts and solutions that enhance the resilience, survivability and adaptability of Australia's deployed military systems in challenging land environments. LV&S scientists are experts in, and provide independent advice and information on vehicle survivability, advanced vehicle mission systems and their distributed control and tactical command and control information networks.

The Advanced Vehicle Protection (AVP) discipline/science team undertakes research and development on context aware collaborative active protection capabilities to counter current and evolving threats and enhance vehicle and soldier survivability.

The threats to land vehicles, dismounted soldiers and infrastructure are diverse. Advanced collaborative protection concepts involves sensors, countermeasures, controllers and advanced decision making techniques to counter threats.

Our Ideal Candidate

Under limited direction and guidance, you will be responsible for:

- Implement scientific and engineering methodologies, and generate new knowledge through the development and implementation and testing of high fidelity multi target tracking algorithms and recommend the most effective method to achieve the desired outcomes.
- Deliver high quality scientific and engineering reports/publications/academic journals including briefs and presentations.
- Work collaboratively, operate as an effective team member and provide constructive feedback.
- Compose non-technical reports on computer theory and mathematics activities to clients.
- Build and sustain positive relationships with team members and actively participate in team work and group activities.
- Specialised in multi target tracking techniques and implementation in modelling and simulation environments.
- Demonstrated understanding of active protection concepts.
- Excellent interpersonal and communications skills appropriate for interacting with key stakeholders - military personnel, international collaborators, university and industry partners, together with a strong commitment to teamwork and multidisciplinary collaboration.

Eligibility

Notes

A postgraduate degree, PhD or equivalent qualification or experience in multi target tracking techniques, mathematics, computer science, control systems, distributed systems or distributed decision-making.

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

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	Robin Baker, 08 7389 5745
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0685974

Department of Defence

Closing Date: Thursday 18 February 2021

Capability Acquisition and Sustainment Group
Commercial

Job Title	Procurement Policy Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$80,669 - \$92,150
Classification	APS Level 6
Position Number	CASG/00396/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext>

Duties

Your Role

We are looking for a highly motivated, experienced candidate to fill a Procurement Policy Officer role within the Procurement Policy team in Defence's Commercial Division. Our Team provides procurement policy advice to Defence personnel undertaking procurement and is responsible for the development and maintenance of Commercial procurement policy, guidance, tools and processes. Through broad stakeholder engagement we implement a range of Whole of Government initiatives and report, including to Parliament, on the progress of implementation. The Procurement Policy team is an exciting and fast paced environment, often working to tight timeframes for delivery. The position offers an exciting opportunity to contribute to Defence's approach to procurement and become part of the Commercial Function and Procurement and Contracting job family. The successful candidate will be a well-rounded professional, preferably with diverse experience in procurement or policy. Experience in supporting procurement and contracting activities for government is an advantage.

The role requires a high level written skills and attention to detail to help shape Defence's commercial policy and process framework. An agile and adaptable approach is required to achieve optimal outcomes through innovative thinking, while remaining aligned with current procurement best practice.

Our Team

Are you interested in supporting, challenging and highly complex activities in a dynamic and changing environment? Do you want a rewarding career that makes a real contribution to the Defence of our nation? Are you interested in reforming the way Defence does business? Do you like being on the cutting edge of Defence procurement? What we offer:

- A career pathway with comprehensive professionalisation and skilling programs to further your development;
- Exciting and fulfilling work at the heart of Government as its largest procurer, making a real contribution to the Defence of our nation;
- Opportunities to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions;
- An opportunity to work with key stakeholders across Government and industry to develop innovative solutions to real problems;
- A diverse and inclusive workplace and attractive remuneration package, including generous employer superannuation contributions, leave benefits and flexible working arrangements.

Our Ideal Candidate

To be successful in this role you will preferably have experience in procurement or policy development with relevant demonstrated analytical, policy drafting, advice, implementation and communication experience. The successful candidate will have a strong client focus with an ability to interpret legislation and provide practical guidance. Superior communication and interpersonal skills with the ability to engage a diverse stakeholder group as an influential partner and maintain productive working relationships to achieve mutually beneficial outcomes is critical. We are looking for emerging leaders to support their team in delivering high quality outcomes aligned to organisation objectives. The successful applicant will be enthusiastic, innovative and adaptable, and comfortable working with ambiguity to create and implement new ideas. You will demonstrate:

- A client focus with an ability to interpret policy and provide practical guidance relating to the policy;
- An agile approach that is comfortable working with ambiguity and respond to changing priorities;
- Highly developed written and oral communication skills including stakeholder engagement and the ability to tailor communication styles to effectively reach diverse target audiences.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Heidi Pedvin, 0424 743 522
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0685984

Department of Defence

Closing Date: Thursday 18 February 2021

NAVY
ADFHQ - Office of Chief of Navy

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$67,100 - \$73,256
Classification	APS Level 4
Position Number	NAVY/00243/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext>

Duties

The Role:

This position works in support of the Office of the Director, Navy Health (DNH). The role includes managing incoming and outgoing correspondence; administrative support associated with financial transactions and travel; preparation of documentation to support the Director; and other administrative and coordination duties that centrally support the Navy Health uniformed workforce across Australia. The position also provides centralised administrative support to a large Navy Health Reservist workforce. This position reports to the Staff Officer – DNH, who is responsible for the overall internal coordination and management of the Directorate. As the Administrative Officer in this Directorate, you will be supporting the Director, the Staff Officer and a team of 8 staff members in their role, as well as contributing to the management of Navy's uniformed Health workforce and the wider Navy capability.

About our Team:

The Directorate of Navy Health is the strategic Health advisory and representative body for the Royal Australian Navy. The Directorate is based in Canberra and provides strategic advice to Navy and other stakeholders regarding all aspects of health and wellbeing for Navy personnel. The Directorate also leads a workforce of more than 500 full-time and Reservist health personnel, including nursing, medical, dental officers and sailors, and provides leadership and support to this important military capability.

Our Ideal Candidate:

The ideal candidate for this role will have had recent experience in administrative support roles, with well-developed communication skills and the ability to work with minimal supervision. They should have an eye for detail and be able to demonstrate initiative in managing competing priorities. The ability to professionally handle sensitive data and information, as well as good interpersonal skills, the ability to adapt to change, and experience in the use of IT to support administrative tasks are considered essential for success in this role.

Eligibility

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

Notes

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

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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 supportive work environment and a diverse workforce.

To Apply

Position Contact	Rebekah Passmore, 08 9580 3749
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencecode=defenceext

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Defence

Vacancy VN-0686015

Department of Defence

Closing Date: Thursday 18 February 2021

Capability Acquisition and Sustainment Group
Rotary, Aerospace & Surveillance Systems Division

Job Title	Risk Officer
Job Type	Full-Time, Ongoing
Location	Williamstown NSW
Salary	\$80,669 - \$92,150
Classification	APS Level 6
Position Number	CASG/00356/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/cp/?audiencecode=defenceext>

Duties

The Role

As the Risk Officer in the Surveillance and Control Systems Program Office you will be responsible for the development, implementation and coordination of a risk management program at Surveillance and Control Systems Program Office that supports the Capability and Acquisition Group Risk Management Framework. This is a new position and there has been no one acting in the role. As such you will be responsible for activities including:

- Development, maintenance and coordination of risk management plans and registers
- Responsible for risk management training across the organisation
- Building strong relationships with the SPO team members and actively participate in group activities.
- Provide advice on the application of risk management policy and procedures
- Use your expertise to recommend approaches for risk identification, analysis, treatment and control, using expertise to improve risk management practices and identify common and strategic risks and issues

About our Team

Being part of Capability Acquisition and Sustainment Group we provide a working environment that offers you a diverse range of work, flexibility to innovate, professional and talented team members and the guidance and support you need to succeed.

CASG are looking for a high performing, experienced Risk Officer who is able to work in a small team but supporting the entire Systems Program Office. This is a new position so is a great opportunity for anyone interested in setting up systems and processes.

Our Ideal Candidate

- Will be capable of working in a small team and working with a wide variety of customers and stakeholders.
- Able to work in a fluid environment and with changing priorities
- Keen to set up systems and processes
- Will be interested in training and developing staff in risk management
- Want to keep up to date with your knowledge in risk management
- Experienced in producing plans or business management documents

Eligibility

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	Ricky Pfeiffer, 02 4078 1710
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686018

Department of Defence

Closing Date: Thursday 04 March 2021

NAVY
Navy Engineering

Job Title	Senior Technical Officer Weapon Systems
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$80,669 - \$92,150
Classification	APS Level 6
Position Number	NAVY/00279/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext>

Duties

The Role

Armament Engineering Centre of Expertise is a technology based group within the Directorate Navy Engineering. The APS6 Senior Technical Officer Weapons Systems position is responsible for delivering and supporting a variety of engineering products and services related to weapon systems of RAN vessels throughout their lifecycle.

The role and responsibilities, products and services of the positions include:

- Provision of technical advice on weapon systems matters to the Weapon Systems Cell Lead, Armament Engineering Centre of Expertise Director, System Program Offices, Force Commanders, Repair Agencies, Ships/Establishments, Test Agencies and Industry.

- Provision of technical advice during development of technical directives for weapon systems required to ensure the safety and seaworthiness of maritime materiel including maintenance requirements, maintenance personnel competency standards, and configuration management.
- Conduct of inspections of weapon systems and defect investigation, provision of technical reporting and advice, and assist with development of trend data, repair plans and weapon system defect rectification.
- Provide technical advice upon review of Request for Problem Resolution, in support of weapon system modification in accordance with issued ORDALTs, requests to wave or alter maintenance procedures or schedules, configuration variation requests and throughout the engineering change process.
- Assisting with training and knowledge sharing amongst colleagues (APS and uniform), including mentoring and skills development of undergraduate and graduate engineers.

About our Team

Directorate Navy Engineering is looking for high performing, experienced Weapon Systems Senior Technical Officer with a background in Naval Armament Systems to be a part of their small but dynamic team responsible for weapon system services in areas such as providing technical support to weapon system selection and acquisition activity, conducting inspection and technical investigation following armament incidents, provision of highly specialised weapon system technical advice to the fleet, research into current and future global weapon systems.

Our Ideal Candidate

Our ideal candidate will have:

- Demonstrated ability to coordinate, manage and report on technical activities.
- Demonstrated ability in providing technical assurance of equipment, systems and processes
- Highly developed verbal, written and computer communication skills to logically convey thoughts and ideas.
- Demonstrated capability to influence key stakeholders in order to achieve effective strategic outcomes.
- Strong skill sets in analysing, synthesising and presenting technical information and data in a clear and concise manner that aids decision making
- Ability to work in a fluid environment, remaining flexible, agile and adaptable supporting colleagues at short notice.
- A background in either Mechanical or Electrical Engineering at degree or advanced diploma level, experience managing and maintaining weapon systems, or exposure to weapons systems is highly desirable.
- Practical application and experience of engineering/technical judgement through assessing condition of physical assets.

Eligibility

Mandatory Qualifications:

Mechanical or Electrical/Electronic Engineering Diploma or Higher Trade Certificate of an Australian Institution or a comparable overseas qualification or eligibility of, or registration, by a professional body which is appropriate to the duties of the office.

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

Notes

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To Apply

Position Contact	David Chadwick, 02 6132 7564
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Foreign Affairs and Trade

Vacancy VN-0686025

Austrade

Closing Date: Sunday 14 February 2021

Strategy and Design
Strategic Projects and Change

Job Title	Advisers and Senior Advisers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Hobart TAS, Newcastle NSW, Adelaide SA, Wollongong NSW, Perth WA, Darwin NT
Salary	\$87,673 - \$114,031
Classification	APS Level 6;Executive Level 1
Position Number	SPCB_01/21
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Branch

The Strategic Projects and Change Branch is responsible for supporting the delivery of Austrade's ongoing transformation. We are recruiting for several positions at the APS6 and EL1 classification across the branch's three teams:

Project, Innovation and Change Office

Supports a number of strategic projects critical to Austrade's transformation with activities including: developing project plans, assessing change readiness, designing change and communication plans and working closely with project leads to write pieces of communication.

The team also provides support to the Executive to set the agency's strategic direction and facilitate decision making.

Employee Communication and Engagement

This team is focused on shaping corporate culture and giving every employee what they need to be successful, informed and fulfilled in their roles. They do this by working across the business globally, to design and deliver creative internal communications strategies that connect.

They also partner with the People and Tech teams to design and deliver bold employee engagement strategies that impact the overarching employee experience.

Capability

Works with business areas, allies and partners to design and deliver programs and frameworks that support the capability needs of our organisation and people.

As Australia's leading Trade and Investment promotion agency, they take the lead in driving consistent client service for Australian clients and customers and ensuring Austrade's operating model is consistently optimised.

There are non-ongoing roles available, at the APS6 and EL1 levels for six to twelve months, with a possibility of extension. There is also the potential to become ongoing.

Duties

- Be at the forefront of supporting the implementation of client services
- Build lasting relationships with Austrade global network, stakeholders and partners, including Austrade's Executive
- Use your creativity to communicate and engage with Austrade employees and influence their employee experience
- Work with trade and investment experts, and States and Territory Government partners to design and deliver capability programs and a national approach to capability development

- Work independently to provide project and change management support to a diverse range of projects.

Eligibility

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

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

Notes

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

About the Austrade

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

To Apply

Position Contact	Melanie Harris, (02) 6201 7586
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0686027

Austrade

Closing Date: Sunday 14 February 2021

Strategy and Design
Strategic Projects and Change

Job Title	Advisers and Senior Advisers (Affirmative Measure)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Wollongong NSW, Newcastle NSW, Darwin NT, Hobart TAS, Perth WA, Adelaide SA
Salary	\$87,673 - \$114,031
Classification	APS Level 6;Executive Level 1
Position Number	SPCB_01/21
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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- Work independently to provide project and change management support to a diverse range of projects.

Eligibility

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

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

Notes

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

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To Apply

Position Contact	Melanie Harris, (02) 6201 7586
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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

Closing Date: Thursday 18 February 2021

ACSQHC
Corporate

Job Title	Human Resources Advisor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	\$85,080 - \$95,983
Classification	APS Level 6
Position Number	20021612
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Commission's Human Resources (HR) team is a small, dynamic, multi-functional team that is responsible for the delivery of HR services across the organisation. The team is comprised of HR generalists requiring expertise, skills and knowledge across all HR functions in order to achieve excellence in HR service delivery.

Under the direction of the HR Manager, the HR Advisor will work closely with other HR team members, and be responsible for a range of operational HR activities. The HR Advisor will deliver excellent customer service by providing high-level and timely advice, guidance and support within legislative and policy guidelines to staff at a range of levels across the organisation.

Duties

1. Undertake activities associated with the HR function such as recruitment; payroll; employment conditions; workplace relations; learning and development; performance management; work, health and safety; rehabilitation; commencement and cessation of employment; workforce planning; policy development, projects, staffing matters, and reporting.
2. Manage end-to-end recruitment for engaging Commission employees and contractors including on-boarding, induction and liaising with recruitment agencies.
3. Provide high-quality advice and support to all-staff on HR matters which includes managing the HR inbox and maintaining online HR resources.
4. Support managers with staffing matters such as workforce planning and capability, performance management, absence management and grievances.
5. Prepare a range of high-quality written materials including briefs, correspondence, staff communications and agenda papers.
6. Conduct research and analysis to inform delivery of best-practice HR solutions and support the development and implementation of innovative HR projects that provide improved services and operational efficiencies.

7. Contribute to the development, review, and implementation of a range of HR policies, procedures and guidelines to support the Commission's Enterprise Agreement (EA) and meet legislative, regulatory and compliance frameworks.
8. Undertake a range of HR reporting and prepare information for the completion of relevant surveys.
9. Manage relationships with internal and external stakeholders which may include representing the Commission.

Eligibility

- A sound working knowledge of contemporary HR management practices and the employment framework
- Demonstrated experience working as an effective generalist HR practitioner
- Experience working in the APS or a small APS agency is highly desirable
- Experience in HR procedure and policy development, implementation and review
- Experience working in a highly confidential environment and with sensitive issues.

Notes

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

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

To Apply

Position Contact	Alexandra Sonsie, 0291263623
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Home Affairs

Vacancy VN-0685858

Australian Federal Police

Closing Date: Wednesday 17 February 2021

Crime Command
Covert and Technical Operations

Job Title	Team Leader Surveillance Analysis - Crime Command
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$96,049 - \$105,974
Classification	
Position Number	Job Vacancy 5643
Agency Website	https://www.afp.gov.au/careers

Job Description

<https://www.afp.gov.au/careers/vacancies>

Covert Analysis & Assurance (CAA) assists AFP through the provision of a variety of operational support functions.

Display leadership qualities at every level of the AFP including:

- Commitment to the future direction of CAA technical and monitoring capability with a focus on innovation and improving customer service.
- Mentoring and developing members to build team capability by ensuring that a high level of technical knowledge is obtained and maintained.
- Maintaining currency in subject matter expertise through ongoing professional development and learning opportunities outside the formal education process.
- Analysing stakeholder objectives and identify CAA business needs, problems and opportunities.
- Undertaking project or research work to support AFP business, and
- Positively influence and encourage a productive, harmonious working environment.

You will be required to develop and maintain a good working knowledge of criminal investigation practices and procedures, intelligence gathering processes, and the use of technical equipment and computer systems used in the collection process. Proactively seek to provide and enhance level of service to the operations that CAA support, work to build and manage good working relationships with relevant stakeholders and undertake arrange of operational support tasks including team administrative duties when required or as directed.

You will also need to utilise AFP information systems to interrogate, input, collate and retrieve data for operational support and maintain a good understanding of relevant legislation including the Telecommunications (Interceptions and Access) Act 1979 and the Surveillance Devices Act 2004.

Duties

This role includes:

- Providing operational support relating to the collection, analysis and dissemination of lawfully intercepted information (LII) product that assists in close operational support of criminal investigations.
- Maintaining specialised knowledge of technical aspects of CAA, including high level use of AFP computer systems and enhancing the AFP's ability to prevent, detect, investigate and disrupt crime.

- Utilising AFP information systems to interrogate, input, collate, and retrieve data for operational support and management reporting.
- Mentoring and supporting team members in data analysis processes and technology.
- Leading a team in achieving individual and team outputs through demonstrated technical, analytical, communication and organisational skills.
- Knowledge of Commonwealth legislation or the ability to obtain this knowledge.
- Maintain accountability, information security and quality assurance for CAA intercepted product through:
 - Maintaining a working relationship with internal and external stakeholders.
 - Timely and effective communication of CAA product in support of AFP operations.
 - An understanding of both the capabilities provided by CAA and the relevant legislation that the AFP operates under.

Eligibility

Essential Requirements

- A security clearance of Negative Vetting 1 (Secret) or the ability to obtain one is required for this position.
- Must be willing and able to work a Rostered Operations working pattern as per Section 20 of the AFP Enterprise Agreement 2017-2020.
- Obtain a medical clearance from AFP Medical Services which includes a hearing test component.
- The ability to successfully pass ongoing psychological screening specific to this position.
- Ability to draw on information from a range of sources to analyse what is important, its limitations and how it can be used.
- Ability to manage, quality assure and work effectively with a small, and potentially remote, team.
- Contemporary experience in the use of modern telecommunications technology or thorough understanding of the internet and social media platforms and their application.

Desirable Requirements

- Demonstrated ability to develop productive working relationships.
- A proven ability to communicate and interpret effectively, both written and orally.
- Experience with visualisation methodologies from a range of options to produce outcomes.
- Proven ability to manage and critically assess large volumes of data.
- Relevant Tertiary qualifications.
- Knowledge of bespoke data analysis and exploration and online platforms.

Notes

Must be an Australian Citizen

About the Australian Federal Police

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

To Apply

Position Contact	Matt Smith, 02 5126 4089
Agency Recruitment Site	https://www.afp.gov.au/careers/vacancies

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Home Affairs

Vacancy VN-0685999

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Wednesday 17 February 2021

Regulation, Education and Policy
Regulation, Education and Policy

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Chatswood NSW
Salary	\$78,231 - \$85,772
Classification	APS Level 5
Position Number	985
Agency Website	https://www.austrac.gov.au/

Job Description

<https://www.austrac.gov.au/about-us/careers/how-apply>

The Executive Assistant is a key member of the Executive team within the Regulation, Education and Policy Division. This role works closely with Executive Officer to provide a broad range of administrative support duties to the Divisional Senior Executive staff based in Sydney.

Duties

The Executive Assistant, under limited supervision is responsible for:

- co-ordinating day-to-day administrative activities for the office of the Deputy CEO Regulation, Education and Policy and National Manager Education, Capability and Communications

- providing high level administrative support to the AUSTRAC portfolio;
- as back-up support to the Executive Assistant to the CEO;
- through day-to-day liaison with the other Executive Assistants within AUSTRAC, determine and manage business priorities of the relevant Senior Executive commitments;
- coordinate meetings, conferences and other events including the provision of secretariat duties and diary and event management;
- arrange domestic and international travel arrangements, reconciling expenditure and financial processing using AUSTRAC's financial system, in accordance with relevant corporate policies and guidelines;
- prepare and maintain relevant standard operating procedures for a range of administrative functions completing quality assurance activities to ensure the ongoing accuracy and appropriateness of information flowing through the Deputy CEO's office;
- communicate effectively with AUSTRAC internal and external stakeholders to foster and build effective partnerships and relationships as required resolving moderately complex operational and administrative matters;
- contribute to strategic planning activities for their relevant division;
- draft correspondence and other products relating to a wide range of matters including letters, memos, faxes, emails, PowerPoint presentations etc;
- manage incoming emails, correspondence and other documentation on behalf of the Deputy CEO and National Manager (including document tracking, filing and ensuring Australian Government records management obligations are upheld);
- monitoring and making phone calls on behalf of the Deputy CEO and National Manager;
- other duties as directed.

Eligibility

The successful applicant will be required to undergo a security assessment, maintain an ongoing security clearance and satisfy AUSTRAC's pre-engagement checks.

To be eligible for assessment, applicants must be an Australian citizen.

Notes

AUSTRAC is an inclusive employer and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contribution and experience of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of 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 Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Lina Bui, (02) 9950 0047
Agency Recruitment Site	https://www.austrac.gov.au/about-us/careers/how-apply

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Industry, Science, Energy and Resources

Vacancy VN-0686022

Department of Industry, Science, Energy and Resources

Closing Date: Thursday 25 February 2021

Resources
Resources Strategy Market Intelligence Team

Job Title	Assistant Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Darwin NT, Canberra ACT
Salary	\$105,664 - \$112,214
Classification	Executive Level 1
Position Number	507008
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

The Market Intelligence team is a high-performing, fast-paced section operating in the Resources division. The section retains responsibility for policy development and implementation to support exploration and development activities in the resources sector, in particular in opening up new resource basins and precincts. This work includes delivering a number of key initiatives under the National Resources Statement and the Gas-Fired Recovery element of the Government's JobMaker plan.

Duties

This role will provide you with an opportunity to work in a fast-paced environment with a high degree of independence. You will primarily be responsible for implementing key activities identified in Unlocking the Beetaloo: The Beetaloo Strategic Basin Plan, including:

- working across the Commonwealth, Northern Territory Government and the private sector to accelerate onshore gas exploration and development in the Northern Territory
- devising strategies to ensure benefits associated with development are fully realised and shared across local communities
- linking activities in with broader Commonwealth strategies, including the Gas Fired Recovery and other elements of the JobMaker scheme
- overseeing and mentoring junior staff.

Our ideal candidate will be a highly effective and experienced officer with strong personal drive. Desirable characteristics include:

- Highly developed policy development and implementation skills.
- Strong networking and relationship building skills, including ability to work with a diverse range of stakeholders.
- Experience supervising or managing junior staff.
- Demonstrated understanding of key issues affecting the resources sector.
- Demonstrated understanding of key issues affecting Aboriginal and/or Torres Strait Islander people, particularly in regards to resource development, and a demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people.

Eligibility

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

This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

The nature of this role is likely to require semi-frequent travel to the Northern Territory, or be based in Darwin. Applicants from outside Canberra are welcome to apply.

This recruitment process is being used to fill an immediate non-ongoing Executive Level 1 position. A merit pool may be established to fill future ongoing and non-ongoing Executive Level 1 vacancies should they become available within 12 months from the date advertised. Non-ongoing opportunities may be offered for an initial period of up to 18 months with the possibility of extension (maximum 3 years).

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 Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. 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 work unit with the needs of the individual. Options may include part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people. Please contact our Inclusion and Capability team at Diversity@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Nicholas Horan, 0466 632 419
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0686029

Department of Industry, Science, Energy and Resources

Closing Date: Thursday 18 February 2021

National Measurement Institute
Chemical and Biological Metrology Gas Metrology

Job Title	Senior Analytical Chemist and Senior Scientist (two positions)
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$105,664 - \$112,214
Classification	Executive Level 1
Position Number	507052
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

The National Measurement Institute (NMI), a division of the Department of Industry, Science, Energy and Resources is Australia's peak measurement body responsible for biological, chemical, legal, physical and trade measurement. We deliver world-class measurement products and client services and play an important role in the Australian economy by maintaining and regulating Australia's measurement system, developing and maintaining national measurement standards.

The Reference Gas Mixtures function within NMI is a team of three scientists that develop the highest accuracy gas calibration standards for use in the analysis of gas mixtures. The team also co-ordinates gas proficiency testing programmes for Australian and international laboratories. The positions reports directly to the Manager of the Reference Gas Mixtures team.

Duties

Senior Analytical Chemist - Gas Metrology

Our ideal candidate will be an effective and experienced analytical chemist with a background in the production of gas reference materials and the determination of reference values for proficiency testing programs and other applications. You will have a strong technical background and will be responsible for maintaining quality and safety standards and contributing to the strategic direction of the group.

The successful candidate will have:

- Extensive experience in analytical chemistry applications as related to gas metrology with demonstrated experience delivering gas reference materials and related services to Australia.
- In-depth experience in the provision of reference values for a broad range of gas reference materials utilising chemical analysis techniques.
- Experience in the practical application of relevant quality standards including ISO 17025, ISO 17034 and ISO Guide 35.
- A high level of proficiency in gas infrastructure installation and maintenance with practical experience working with gases - including toxic and flammable gases plus flammable liquefied gases.
- The ability to apply a breadth of technical knowledge to solve multidisciplinary measurement problems with the ability to customise and maintain gas chromatograph instrumentation.
- High level communication skills, with experience in the production of highly complex technical reports.
- Strong interpersonal skills including the ability to establish and maintain productive working relationships and in working to build effective, collaborative teams. Experience in engagement and representation are essential.

The successful candidate will:

- Manage the operational requirements of a complex suite of scientific instrumentation for gas analysis from a variety of different providers, with the capability to modify equipment set-ups for evolving needs of the team.
- Be responsible for the validation and certification of reference gas standards and the delivery of related services including proficiency testing.
- Provide a significant contribution to the planning of future requirements for capabilities and services related to the production of reference gas standards and delivery of proficiency testing studies.
- Proactively engage with a diverse range of stakeholders to identify opportunities for both strategic engagement and commercial service delivery.
- Work with other sections of the NMI to improve gas safety.
- Drive a quality culture within the team and develop and mentor employees, while supporting inclusion and diversity principles and promoting a safety culture.

Senior Scientist - Gas Metrology

Our ideal candidate will be an effective and experienced metrologist with a background in the production of gas reference materials and the determination of reference values for proficiency testing programs and other applications. You will have a strong technical background and will be responsible for maintaining quality and safety standards and contributing to the strategic direction of the group.

The successful candidate will have:

- Extensive experience in gas metrology with demonstrated experience delivering gas reference materials and related services to Australia.
- In-depth experience in the provision of reference values for a broad range of gas reference materials based on precision weighing, with detailed knowledge of measurement uncertainty and the practical realisation of traceability of chemical measurements.
- Experience in maintaining safety standards with experience working with toxic gases, flammable gases and flammable liquids.
- Experience in quality systems including in-depth knowledge of relevant quality standards, including ISO 17025, ISO 17034 and ISO Guide 35.
- The ability to apply a breadth of technical knowledge to solve multidisciplinary measurement problems, including demonstrated experience in solving sophisticated IT challenges through the use of computer aided design packages (CAD), VBA, LabVIEW for instrument interfacing, and advanced MS Office.
- High level stakeholder management and communication skills, with a track record in the production of highly complex technical reports.
- Strong interpersonal skills including the ability to establish and maintain productive working relationships and in working to build effective, collaborative teams.

The successful candidate will:

- Manage the operational requirements of a complex suite of scientific instrumentation for precision weighing including mass comparators from different providers and associated equipment.
- Be responsible for the development of reference gas standards and the delivery of related services.
- Provide a significant contribution to the planning of future requirements for capabilities and services related to the production of reference gas standards.
- Make strategic recommendations related to the planning and delivery of proficiency testing studies.
- Proactively engage with a diverse range of stakeholders to identify opportunities for both strategic engagement and commercial service delivery.
- Drive a quality culture within the team and develop and mentor employees, while supporting inclusion and diversity principles and promoting a safety culture.

Eligibility

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

These positions require a Baseline security clearance. The successful applicants will be required to obtain and maintain a clearance at this level.

Notes

This recruitment process is being used to fill current ongoing Executive Level 1 positions. A merit pool may be established to fill future ongoing or non-ongoing Executive Level 1 positions as they become available in the 12 month period from the date advertised.

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

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply,

efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. 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 work unit with the needs of the individual. Options may include part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people. Please contact our Inclusion and Capability team at Diversity@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Dr Damian Smeulders, 02 8467 3534
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0686024

Civil Aviation Safety Authority Australia

Closing Date: Thursday 18 February 2021

Stakeholder Engagement
Client Service Centre

Job Title	Support Officer, Flight Operations and Licensing
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	\$76,875 - \$83,430
Classification	APS Level 5
Position Number	2897
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Support Officer Flight Operations and Licensing is responsible for supporting the Team Coordinator in operational guidance to Client Service Centre Officers to ensure the effective delivery of CASA's client services offerings.

This role will primarily be responsible for delivering high-level support and operational guidance to team members in the delivery of complex services to the aviation industry to strengthen the overall Client Services Centre practice. This will be achieved by building relationships with peers, building team capability and being a key point of escalation offering solutions and support to achieve and maintain high quality customer service.

This role undertakes work independently and as part of a team and under limited direction within CASA established priorities and practices.

Duties

The Support Officer, Flight Operations and Licencing is responsible for, but not limited to

- Assisting the Team Coordinator in developing and implementing better practice strategies to improve service delivery by:
 - assisting with the development, training, coaching, and mentoring of Client Service Centre Officers.
 - provide support across the team as required, ensuring workload is distributed effectively and outcomes are met within timeframes.
 - supporting effective communication, collaboration, and a positive team culture.
 - developing of training materials and delivering training to team members.
 - monitoring and reporting on the team's training needs, areas for development and customer service standards and quality.
 - work closely with team members to build relationships, provide mentoring and support, to develop skills, broaden the knowledge pool and provide opportunity.
 - providing procedural guidance and technical assistance in relation to both day-to-day and complex applications and notifications.
 - Monitoring Officer required competencies and training schedule.
 - Managing and monitoring the progress of matters escalated to specialist team.
 - building relationships with technical specialists and specialised roles to improve outcomes and identify potential learning needs.
- ability to interpret and apply CASA legislation, or other relevant government legislation and CASA policies.
- working collaboratively as a member of the team, managing relationships, expectations and negotiating on complex matters and providing suitable solutions.
- providing well-considered advice and recommendations to managers as required.
- supporting and embedding change management initiatives including communication and coordination of associated activities.
- undertake quality assurance and ad-hoc reviews of work performed by Client Service Centre Officers to improve service delivery and identify gaps in training.
- promote workplace safety, diversity and inclusion, uphold team values and participative management and environmental management practices in the workplace and act in accordance with the CASA Values and Behaviour.

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*. Before you prepare an application, you must ensure you meet the eligibility requirements:

- prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.

- be an Australian citizen as this role requires a baseline security clearance.

Notes

Our Ideal candidate will have exceptional written and verbal communication skills and demonstrated high quality customer service skills. The candidate will be highly proficient using Microsoft Office and will have the following skills and experience:

- Practical experience interpreting, applying and understanding complex legislation
- Experience working in a customer service environment with demonstrated high quality customer service skills.
- Demonstrated high-level proficiency using the Microsoft Office applications suite and an ability to quickly learn.
- Well-developed stakeholder management and communication (oral and written) skills using appropriate grammar, style and language to present effective arguments suiting the purpose and audience
- Highly developed communication skills including demonstrated ability in working collaboratively with peers and managing key relationships
- Experience with training and mentoring team members or previous experience in a supervisory role.
- Experience with writing/reviewing procedures or technical manuals.
- Understanding of or ability to learn quickly Flight Crew Licensing (FCL) Regulations and all other associated FCL regulations

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will: • be part of something bigger by contributing to aviation safety • be engaged in challenging and varied work • join a workforce that values diversity and inclusion • have time for what counts through opportunities to balance work and life • be recognised for your contribution. Who we are We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values; • Excellence—to strive to excel in all we do • Courage—to act with strength of character and conviction while being accountable for our actions • Teamwork—to work together to promote a strong, cohesive and highly effective workforce • Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias • Integrity—our actions and behaviour are open, transparent and ethical • Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times • Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement. Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Vicki Gorjan, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0685994

Services Australia

Closing Date: Wednesday 17 February 2021

Various
Various

Job Title	Project and Programme Officers
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	\$73,959 - \$94,670
Classification	APS Level 5; APS Level 6
Position Number	EXT-M-2021-244
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext>

The Technology Services Group is responsible for the direct delivery of government services and payments to the Australian public, communities and business through online channels. The Technology Services Group has a significant in-house technology workforce with a broad skills base to serve government and the changing needs and expectations of the community now and into the future.

Project Officers provide high-level procedural, administrative and operational support to a work area to support the delivery of the agency's projects. Working under the general direction of senior staff, they play a role in maintaining relationships with other project teams, and stakeholders to provide advice and ensure the consistent delivery of project outputs.

Senior Project Officers may provide leadership to a team of project staff, including setting work priorities and managing staff performance.

Duties

- Support, develop and manage project plans and schedules in accordance with the agency's project management framework.
- Assist, manage and support senior staff with the coordination of business processes including preparing project status reports for review by Project Managers and Program Managers ensuring there are established standards and procedures for project reporting and artefacts.
- Contribute to strategic planning and continuous improvements.
- Provide advice, procedural guidance and administrative support to staff and stakeholders.
- Assist with research and analysis on relevant project activities.
- Assist with the identification and treatment of risk and implementation of mitigation strategies.
- Build rapport and maintain stakeholder relationships to support the delivery of projects and represent the team or work area at meetings and forums which includes assistance in developing and implementing a project communication plan.
- Assist with coordinating project activities to ensure that the project progresses on schedule and within budget.

Eligibility

A Security Clearance at the Baseline level may be required.

To be eligible for employment with Services Australia, applicants must be an Australian citizen. An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process.

This process includes a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

Occasionally there may be a requirement to work outside normal business hours to support production systems and on application releases.

A merit pool may be established and used to fill future vacancies within the next 12 months.

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

About the Services Australia

Services Australia is responsible for the delivery of advice and high-quality, accessible social, health and child support services and payments. We deliver a range of health, social and welfare payments and services through Medicare, Centrelink and Child Support.

To Apply

Position Contact	Melinda Ng, 0437 252 565
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686016

Services Australia

Closing Date: Wednesday 17 February 2021

Various
Various

Job Title	Project and Programme Managers
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$102,402 - \$140,926
Classification	Executive Level 1; Executive Level 2
Position Number	EXT-M-2021-245
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext>

The Technology Services Group is responsible for the direct delivery of government services and payments to the Australian public, communities and business through online channels.

The Technology Services Group is looking to expand their technology workforce covering a broad skills base to serve government and the changing needs and expectations of the community now and into the future.

Project Managers:

Senior Project Managers support the agency by overseeing and ensuring the high quality and consistent delivery of projects. Working under the broad direction of senior APS staff, Senior Project Managers are responsible for overseeing the management of the design, planning, development, implementation and evaluation of project outcomes and impact.

They play a pivotal role in managing key strategic stakeholder engagement across all tiers of the agency to drive the implementation and integration of projects at the operational level. In performing a leading role, Senior Project Managers identify and drive innovation, manage and lead change and have active participation in contributing to and implementing the agency's strategic direction and master plan.

Project Managers work under the broad direction of senior APS staff; they are responsible for managing the design, planning, development, implementation and evaluation of project outcomes. They liaise and work with key stakeholders to foster partnerships, provide strategic advice and optimise the effectiveness of projects in their area of responsibility. In performing a leading role, they support innovation, changes in workplace practices and organises work in the context of competing priorities and strategic direction.

Programme Managers:

Programme managers are accountable for planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action(s). They are responsible for managing both the dependencies and the interfaces between inter-related projects. Programme Managers are responsible for providing project governance including managing project risks and compliance with agency norms ensuring successful programme outcome.

Programme Managers develop operational policy and procedures for their area of program responsibility with a focus on meeting stakeholder requirements, customer-centred service and inclusivity. They provide strategic guidance for their work areas and manage the implementation of workplace policy, change and service initiatives.

They investigate and report on issues impacting performance and quality of project deliverables, seeking and progressing innovative solutions to resolve issues and project risks. They foster productive working relationships with stakeholders and contribute to strategies and activities aimed at improving service delivery and value creation.

Assistant Programme Managers support the agency by ensuring the high quality and consistent delivery of its programs. Working under the broad direction of a Programme Manager, they are expected to optimise the effectiveness of programs in their area of responsibility. In performing this role, they undertake strategic planning and drive innovation and changes in workplace practices. They may manage program staff and play a key role in developing and maintaining productive relationships with internal and external stakeholders.

Duties

- Overall responsibility to develop, implement, and manage programme/project plans and schedules in accordance with the agency's programme/project management frameworks; with considerations to programme/project interdependencies and timeframes; whilst ensuring that project deliverables are fit for purpose and meet client needs.
- Lead the coordination and delivery of high-level programme/project governance and reporting, ensuring documentation is timely, fit for purpose and meets Executive information requirements.
- Provide management and oversight to programme/project risk and issue management, scheduling, change control and dependency management, resource planning and funding; whilst ensuring deliverables are aligned to the division and agency strategic objectives.
- Develop and manage detailed schedule/s that support the commercial, functional and delivery work streams with programmes/projects.
- Provide high-level programme and project advice, procedural guidance on programme/project governance and interpretation to staff including strategic advice and insight to the Executive where appropriate.
- Drive innovation, manage and lead change, and actively contribute to and implement the agency's strategic direction.
- Lead and support the development and implementation of improvements and best practice in processes and procedures; including capturing 'lessons learnt' to help drive improvements.
- Represent and negotiate on behalf of the agency to advance the agency's interests at external, cross-agency, inter-jurisdictional and other forums.

Eligibility

A Security Clearance at the Baseline level may be required.

To be eligible for employment with Services Australia, applicants must be an Australian citizen. An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

Occasionally there may be a requirement to work outside normal business hours to support production systems and on application releases.

A merit pool may be established and used to fill future vacancies within the next 12 months.

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

About the Services Australia

Services Australia is responsible for the delivery of advice and high-quality, accessible social, health and child support services and payments. We deliver a range of health, social and welfare payments and services through Medicare, Centrelink and Child Support.

To Apply

Position Contact	Melinda Ng, 0437252565
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0685936

Department of Social Services

Closing Date: Thursday 18 February 2021

Community Grants Hub
Hub Operations Branch and Client Operations Branch

Job Title	Administration Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Greenway ACT, Woden ACT
Salary	\$70,775 - \$76,074
Classification	APS Level 4
Position Number	018_01/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Community Grants Hub (the Hub) is the grant service delivery arm of the Department of Social Services (DSS). The Hub administers community-based grants on behalf of Australian Government departments and agencies through a shared service arrangement. With over 900 staff and contractors across Australia, the Hub plays a critical role in designing, selecting, establishing and managing grants across the Australian Government. The Hub supports over 33,000 community grants worth approximately \$9.5 billion in grant recipient payments through the Grant Payment System (GPS).

The Client Operations Branch is responsible for the engagement with client agencies of the Hub, including managing the relationship with client agencies, representing the Hub, providing information and guidance on Hub services, and management and oversight of administrative arrangements including quoting for Hub services, invoicing and monthly reporting. The Client Operations Branch works with client agencies to identify their grant administration requirements, including co-design of grant rounds with client agencies and the development of grant round artefacts that comply with the Commonwealth Grant Rules and Guidelines (CGRGs).

The Branch also engages with client agencies of the Hub and IT development teams to design and build online applications forms and system generated grant agreement documentation to support the grant lifecycle. The Hub Operations Branch is the central point of the Hub, responsible for the assessment and establishment of grants while also providing end-to-end grants administration support functions. The Branch works closely with client agencies and other enabling areas of the Hub to provide efficient and effective grants administration.

Duties

As an Administration Officer in both the Client and Hub Operations Branches, you will provide support to a range of stakeholders of the Community Grants Hub. Duties include but are not limited to:

Hub Operations Branch

Tier 1 Helpdesk and Grants Support Team (Operator)

Duties include answering telephone and email enquiries about the Hub's systems and processes using standard responses, task cards and Standard Operating Procedures (SOPs) support material.

The operator is responsible for conducting initial investigation on matters and escalating enquiries to a team leader and other enabling areas for further assistance when the issue cannot be resolved during the first point of contact.

Operators will also be asked to draft correspondence and documentation, participate in system and process testing, assist with the creation of Grant Payment System (GPS) master data/program structures, and are responsible for the maintenance of system user access.

Assessment Centre (Assessor)

Assessor duties include scoring applicant responses to selection criteria in accordance with an assessment matrix, identifying evidence of the applicants' suitability from information contained within the application, and preparing a written assessment summary.

Assessors may also be involved in the moderation of other assessments to ensure quality and consistency. Assessors are efficient, with excellent attention to detail and possess the ability to consistently follow Standard Operation Procedures (SOPs). In addition to the assessment of grants, other tasks may include assistance with the training and development of staff and data entry.

Organisational Data Management

Duties include maintaining Organisation records in the Grant Payment System (GPS) to support grants administration. The role could also include validating legal entities as part of a grant opportunity with a high degree of accuracy, the management of probity requests, and the coordination of financial viability requests in line with Standard Operating Procedures (SOPs) and system support material.

Grants Establishment

Duties include assisting with the drafting and quality assurance of new grant agreement documentation following the completion of a selection round, and assisting with the drafting and quality assurance of grant agreement variations, novation's, or other agreement changes upon request. These processes are supported by task cards, Standard Operating Procedures (SOPs) and system support material.

Client Operations Branch

Duties include:

- filing documents in the departmental electronic filing system
- assisting with secretariat duties for relevant governance forums
- supporting mailbox workload management
- undertaking technical testing, e.g. testing application form functionality
- preparing correspondence and reports including emails, letters and minutes

Staff in these roles must be skilled in customer service engagement, with developed communication skills, both written and verbal. They must operate as a team player, build productive relationships with colleagues and working to tight deadlines.

Eligibility

Must be proficient with Microsoft Office, in particular Outlook, Excel and Word. Experience in a Customer Service role, administrative support roles, or a Helpdesk environment is desirable.

Grants or Data Processing Systems like GPS/FOFMS experience is desirable but not required.

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 12 months. Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 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.

Notes

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.

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

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.

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) helps to build a strong and fair society for all Australians by delivering social policies that improve people's lives. We are committed to creating a diverse and socially inclusive work environment that reflects the broader Australian community. The Department offers a challenging and meaningful career working at the centre of the Australian Government's social policy agenda. We are a people-based organisation that encourages flexible working conditions and

opportunities for promotion and development in a career where you can make a difference to your community. The diversity of our staff is very important to us and we actively encourage applications from people with disabilities, LGBTIQ people, women and people with diverse linguistic and cultural backgrounds. We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and encourage applications from Aboriginals and Torres Strait Islander people for vacancies in the Department. The Department aims to provide an inclusive workplace where each person's unique perspectives and abilities are valued and applied in the development and delivery of meaningful social policy.

To Apply

Position Contact	Sarah Wallace, 02 6146 2207
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0685989

Department of Social Services

Closing Date: Thursday 18 February 2021

Participation and Family Payments
Not applicable

Job Title	Group Manager Participation and Family Payments
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Woden ACT
Salary	-
Classification	Senior Executive Service Band 2
Position Number	724
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

<https://executiveintelligencegroup.com.au/>

The Department of Social Services' (the department) purpose is to improve the economic and social well-being of individuals and families in Australian communities which is achieved through the implementation of a diverse range of government policies, programs, services and payments.

As Group Manager Participation and Family Payments, and a key member of the department's Executive team, you will be a high performing executive who can lead a complex work program and contribute to the leadership of the department through active involvement in executive decision-making, representational activities and working collaboratively to provide strategic direction and drive a culture of high performance.

You will make a substantial contribution to the delivery of key government agendas and engage with a broad range of stakeholders to deliver policies and programs that enhance outcomes for Australians.

Duties

The Participation and Family Payments group's focus is to ensure the sustainability and responsiveness of the social security system, specifically, family payments; student payments; and income support payments for people of working age. The group is supported by three branches, each focusing on an aspect of the social security system.

As an SES Band 2 officer you will:

- provide high quality policy advice to government and policy agencies and implement government programs, including delivery of government services to the community;
- be accountable for ensuring the delivery of outputs that contribute to the achievement of outcomes as determined by the government;
- focus on and delivering the outputs specific to the department and ensuring appropriate links between these outputs and broader government goals such as the social inclusion agenda;
- enable and motivate staff to achieve high performance by, among other things, creating a shared vision and sense of the department's purpose; and
- be required to have a strong commitment to leading change and improvement.

To be a strong contender you will have outstanding leadership skills, a demonstrated record of achievement, excellent interpersonal skills and sound judgement. You will be committed to innovation in policy development and its implementation and to creating workplace cultures that are collaborative and supportive. You will be comfortable working in a fast-paced environment and ideally have experience in working on multidimensional and complex issues. **Eligibility**

To be eligible for employment with the Department of Social Services, 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.

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA) at the Negative Vetting 2 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

A Total Remuneration Package (TRP) reflecting the importance of the position will be negotiated with the successful candidate. The TRP comprises of:

- Base salary (with motor vehicle allowance)
- Superannuation
- Non-cash benefits (which could include parking, laptop and mobile phone).

It should be noted that a merit pool will be created through this process, which may be accessed for future vacancies.

Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page www.executiveintelligencegroup.com.au Ref. No. 742. If, after reading the selection documentation, you require further information please contact Tricia Searson or Karina Duffey on (02) 6232 2200.

The diversity of our staff is very important to us and we actively encourage applications from people with disabilities, LGBTIQ people, women and people with diverse linguistic and cultural backgrounds.

We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and encourage applications from Aboriginal and Torres Strait Islander peoples.

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) helps to build a strong and fair society for all Australians by delivering social policies that improve people's lives. We are committed to creating a diverse and socially inclusive work environment that reflects the broader Australian community. The Department offers a challenging and meaningful career working at the centre of the Australian Government's social policy agenda. We are a people-based organisation that encourages flexible working conditions and opportunities for promotion and development in a career where you can make a difference to your community. The diversity of our staff is very important to us and we actively encourage applications from people with disabilities, LGBTIQ people, women and people with diverse linguistic and cultural backgrounds. We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and encourage applications from Aboriginals and Torres Strait Islander people for vacancies in the Department. The Department aims to provide an inclusive workplace where each person's unique perspectives and abilities are valued and applied in the development and delivery of meaningful social policy.

To Apply

Position Contact	Tricia Searson or Karina Duffey, (02) 6232 2200
Agency Recruitment Site	https://executiveintelligencegroup.com.au/

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Social Services

Vacancy VN-0685985

National Disability Insurance Agency

Closing Date: Thursday 18 February 2021

Legal
Legal

Job Title	Chief Legal Counsel
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Melbourne VIC, Sydney NSW, Geelong VIC
Salary	\$1 - \$100
Classification	Senior Executive Service Band 2
Position Number	TBC
Agency Website	https://www.ndis.gov.au

Job Description

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

The Chief Legal Counsel is accountable for planning, leading and directing the delivery of highly complex and significant legal, litigation and governance activities, that have strategic, Scheme policy and sustainability, political and operational significance to the NDIA.

The role provides leadership (including technical, relational, adaptive and ethical aspects), control, compliance, planning, resource and performance management for the Chief legal Counsel Division. Primary responsibilities include:

- Providing strategic direction and oversight for all legal matters and litigation across the Agency, and high quality legal advice to the Executive Leadership Team and the Board
- Providing subject-matter input to participant experience design initiatives and priority programs through expert communities and a panel of senior expert advisors
- Supporting implementation and strategic oversight of the NDIA's Governance Accountability Framework.
- Overall responsibility and accountability for the management of matters before the Administrative Appeals Tribunal
- Providing expert governance advice focused on building the culture, capability and processes for managing risk and strengthening governance controls across the NDIA
- Fostering and maintaining standards of independence and professionalism across the legal division and agency
- Establish and maintain effective working relationships with a diverse range of major internal and external stakeholders

Duties

- Strategic and extensive knowledge of the NDIS Act and Rules, to provide strategic direction and expert legal advice.
- Able to apply substantial experience to strengthen the NDIA's legal practice to deliver client-focused legal advice.
- A natural, collaborative style to engage and influence key sector bodies, Commonwealth and State and Territory Governments, and Agency leadership.
- Able to apply high level judgement and a commercial and pragmatic legal response to evaluate and select the best option to resolve complex legal, governance, and review issues and disputes.
- Expertise and experience in leading and managing a team of legal professionals, including setting direction and agreeing delivery priorities with NDIA executive leadership.

To obtain position documentation or to apply, please email applications.australia@ngs-global.com quoting reference number: J15840. If further information is required after reviewing documentation, please contact David Spencer at NGS Global on 1300 138 863 or +61 3 8626 0600. Applications close 18 February 2021.

Eligibility

- Legal qualifications and admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

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

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	David Spencer, 1300 138 863
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0685945

Australian Bureau of Statistics

Closing Date: Sunday 21 February 2021

Labour Market and Population Statistics
Various

Job Title	Statistical Analysts and Data Scientists
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Perth WA
Salary	\$73,725 - \$82,812
Classification	APS Level 5
Position Number	21/LMPSD_5
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=D2928903-2053-7926-D965-BF2D45154154>

The Labour Market and Population Statistics Division (LMPSD) produces high quality, timely and relevant labour market, household economics, population and regional statistics. This division is responsible for key labour market and population measures such as the unemployment rate, average weekly earnings and weekly payroll jobs and wages.

These statistics are used by governments and other stakeholders to formulate and assess economic and social policies, understand the drivers of economic growth, and to understand the structure of, and emerging trends in, the Australian labour market.

The positions are located in both our Canberra and Perth offices.

Duties

Working as a Statistical Analyst or Data Scientist, you will be responsible for the design, analysis and delivery of relevant and objective statistics. The roles and responsibilities may vary depending on the team in which the applicant is placed, however typical responsibilities include:

- analysing data and drawing findings, using judgement and real-world insights
- applying a strong understanding of statistical frameworks, classifications, standards and concepts that underpin the data
- working with internal and external stakeholders and customers to develop fit for purpose specifications of data solutions requirements
- critical thinking and reasoning: anticipate and analyse issues and develop logical conclusions based on reasoning
- manage people effectively, delegating, driving high performance.

To be suitable you should have most of or all the following skills, qualities and experience:

- data skills including the ability to analyse large, complex datasets (preferably in the areas of labour or economic statistics)
- project management skills and the ability to deliver quality outcomes within a dynamic and complex environment
- demonstrated skills in problem solving and decision making
- ability to work in and contribute to the management of a high performing team
- strong oral and written communication skills.

Desirable: experience with statistical programming languages including (but not limited to) R, Python, and Excel.

Eligibility

To be eligible for this role 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
- will need to obtain a Baseline security clearance.

Notes

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.

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	Manpreet Singh, (08) 9360 5149
Agency Recruitment Site	https://abs.nga.net.au/?jati=D2928903-2053-7926-D965-BF2D45154154

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Treasury

Vacancy VN-0685946

Australian Bureau of Statistics

Closing Date: Sunday 21 February 2021

Labour Market and Population Statistics
Various

Job Title	Senior Statistical Analysts and Data Scientists
Job Type	Full-Time;Part-Time, Ongoing
Location	Perth WA, Canberra ACT
Salary	\$82,820 - \$93,530
Classification	APS Level 6
Position Number	21/LMPSD_6
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=3D3A5C26-7E6A-49E5-2AC4-BF2D7C72E106>

The Labour Market and Population Statistics Division (LMPSD) produces high quality, timely and relevant labour market, household economics, population and regional statistics. This division is responsible for key labour market and population measures such as the unemployment rate, average weekly earnings and weekly payroll jobs and wages.

These statistics are used by governments and other stakeholders to formulate and assess economic and social policies, understand the drivers of economic growth, and to understand the structure of, and emerging trends in, the Australian labour market.

The positions are located in both our Canberra and Perth offices.

Duties

Working as a Senior Statistical Analyst or Data Scientist, you will be responsible for the design, analysis and delivery of relevant and objective statistics. The roles and responsibilities may vary depending on the team in which the applicant is placed, however typical responsibilities include:

- analysing data and drawing findings, using judgement and real-world insights
- applying a strong understanding of statistical frameworks, classifications, standards and concepts that underpin the data
- working with internal and external stakeholders and customers to develop fit for purpose specifications of data solutions requirements
- critical thinking and reasoning: anticipate and analyse issues and develop logical conclusions based on reasoning
- manage people effectively, delegating, driving high performance.

To be suitable you should have most of or all the following skills, qualities and experience:

- well-developed data skills including the ability to analyse large, complex datasets (preferably in the areas of labour or economic statistics)
- strong project management skills and the ability to deliver quality outcomes within a dynamic and complex environment
- demonstrated skills in problem solving and decision making
- ability to work in and manage a high performing team
- strong oral and written communication skills.

Desirable: experience with statistical programming languages including (but not limited to) R, Python, and Excel.

Eligibility

To be eligible for this role 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
- will need to obtain a Baseline security clearance.

Notes

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.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS agency.

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	Manpreet Singh, (08) 9360 5149
Agency Recruitment Site	https://abs.nga.net.au/?jati=3D3A5C26-7E6A-49E5-2AC4-BF2D7C72E106

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Treasury

Vacancy VN-0685800

Australian Taxation Office

Closing Date: Thursday 18 February 2021

Review and Dispute Resolution
Litigation

Job Title	Dispute Resolution Specialist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$108,307 - \$118,077
Classification	Executive Level 1
Position Number	EXT_RDR_209_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are seeking experienced and motivated professionals to join our Litigation team.

As a Dispute Resolution Specialist in our Review and Dispute Resolution (RDR) business area, you'll manage the resolution of complex and sensitive legal issues related to debt recovery, insolvency, administrative or tax technical law.

You'll provide high quality and strategically focused advice to senior leadership, external partners and Government agencies on various activities and legal matters. This includes managing the Commissioner's legal risk and complex litigation cases such as superior court appeals and reviews in the Administrative Appeals Tribunal.

Attendance at various external forums including courts, tribunals and engagements with taxpayers, as well as briefing external legal service providers and barristers will be a key aspect of the role.

You'll perform an important leadership role in the agency and take an active role in the implementation of the agency's strategic direction.

Eligibility

Notes

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

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

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To Apply

Position Contact	Paul Zollo, (08) 7422 2076
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0685803

Australian Taxation Office

Closing Date: Thursday 18 February 2021

Review and Dispute Resolution
Litigation

Job Title	Dispute Resolution Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Hobart TAS, Perth WA
Salary	\$84,556 - \$97,085
Classification	APS Level 6
Position Number	EXT_RDR_210_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are seeking experienced and motivated professionals to join our Litigation team.

As a senior Dispute Resolution Officer, in our Review and Dispute Resolution (RDR) business area you'll manage the resolution of complex and sensitive legal issues related to debt recovery, insolvency, administrative or tax technical law.

You'll contribute to providing high quality and strategically focused advice to senior executives, external partners and Government agencies on various activities and legal matters. This includes managing the Commissioner's legal risk and some complex litigation cases in State and Federal courts and reviews in the Administrative Appeals Tribunal.

Attendance at external forums including courts, tribunals and engagements with taxpayers, in addition to briefing external legal service providers and barristers will be a key aspect of the role.

You'll also build capabilities within your team by mentoring and guiding less experienced staff.

Eligibility

Notes

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

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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To Apply

Position Contact	Shelly Willmer, (07) 3213 5505
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0685815

Australian Taxation Office

Closing Date: Thursday 18 February 2021

Review and Dispute Resolution
Litigation

Job Title	Dispute Resolution Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA
Salary	\$78,314 - \$83,022
Classification	APS Level 5
Position Number	EXT_RDR_211_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are seeking experienced and motivated professionals to join our Litigation team.

As a Dispute Resolution Officer, in our Review and Dispute Resolution (RDR) business area, you'll manage the resolution of less complex and sensitive legal issues related to debt recovery, insolvency, administrative or tax technical law.

You'll contribute to providing high quality and strategically focused advice to senior leadership, external partners and Government agencies on various activities and legal matters. This includes managing the Commissioner's legal risk and less complex litigation cases in State and Federal courts and reviews in the Administrative Appeals Tribunal.

Attendance at external forums including courts, tribunals and engagements with taxpayers, in addition to briefing external legal

service providers and barristers will be a key aspect of the role.

You'll also build capabilities within your team by providing guidance to less experienced staff.

Eligibility Notes

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

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To Apply

Position Contact	Todd Hill, (08) 9268 8497
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0685914

Australian Taxation Office

Closing Date: Wednesday 17 February 2021

Service Delivery
Client Account Services

Job Title	Service Delivery Officer (TAS and VIC)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Burnie TAS, Dandenong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC
Salary	\$55,407 - \$61,406
Classification	APS Level 2
Position Number	EXT_SD_228_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are looking to fill roles in our Service Delivery Group.

As a Service Delivery Officer, in our Client Account Services business area, you'll respond to enquiries from the community and provide information and support to help our clients meet their taxation and superannuation obligations.

You'll build and sustain positive client relationships and exercise good judgment when resolving enquiries. You'll use high attention to detail when maintaining the integrity of ATO records and be responsive to rapidly changing priorities.

You'll work collaboratively within your team, share knowledge and have a continuous improvement mindset.

Your work will involve extensive client contact in a scheduled environment. You'll interact with the community through multiple communication channels including phone, paper, webchat, email and online portals.

Eligibility

Notes

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

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To Apply

Position Contact	Deanne Macey-Smith, (07) 3853 4267
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0685923

Australian Taxation Office

Closing Date: Wednesday 17 February 2021

Service Delivery
Various teams

Job Title	Service Delivery Officer (TAS and VIC)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Moonee Ponds VIC, Melbourne VIC, Hobart TAS, Geelong VIC, Dandenong VIC, Burnie TAS
Salary	\$63,062 - \$68,035
Classification	APS Level 3
Position Number	EXT_SD_229_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are looking to fill roles in our Service Delivery Group.

As a Service Delivery Officer in our Client Account Services (CAS), or Debt and Lodgement (DL) business areas, you'll respond to enquiries from the community and provide information and support to help our clients meet their taxation and superannuation obligations.

You'll build and sustain positive client relationships and exercise good judgment when resolving enquiries. You'll use high attention to detail when maintaining the integrity of ATO records and be responsive to rapidly changing priorities.

You'll work collaboratively within your team, share knowledge, mentor lower level staff and actively support continuous improvement.

Your work will involve extensive client contact in a scheduled environment. You'll interact with the community through multiple communication channels including phone, paper, webchat, email and online portals.

Eligibility Notes

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

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To Apply

Position Contact	Deanne Macey-Smith, (07) 3853 4267
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0685943

Australian Taxation Office

Closing Date: Wednesday 17 February 2021

Service Delivery
Client Account Services

Job Title	Service Delivery Officer (NSW)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Wollongong NSW, Parramatta NSW, Albury NSW, Penrith NSW
Salary	\$55,407 - \$61,406
Classification	APS Level 2
Position Number	EXT_SD_230_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are looking to fill roles in our Service Delivery Group.

As a Service Delivery Officer, in our Client Account Services business area, you'll respond to enquiries from the community and provide information and support to help our clients meet their taxation and superannuation obligations.

You'll build and sustain positive client relationships and exercise good judgment when resolving enquiries. You'll use high attention to detail when maintaining the integrity of ATO records and be responsive to rapidly changing priorities.

You'll work collaboratively within your team, share knowledge and have a continuous improvement mindset.

Your work will involve extensive client contact in a scheduled environment. You'll interact with the community through multiple communication channels including phone, paper, webchat, email and online portals.

Eligibility Notes

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

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To Apply

Position Contact	Deanne Macey-Smith, (07) 3853 4267
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0685944

Australian Taxation Office

Closing Date: Wednesday 17 February 2021

Service Delivery
Various teams

Job Title	Service Delivery Officer (NSW)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Albury NSW, Gosford NSW, Newcastle NSW, Wollongong NSW, Penrith NSW, Parramatta NSW
Salary	\$63,062 - \$68,035
Classification	APS Level 3
Position Number	EXT_SD_231_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are looking to fill roles in our Service Delivery Group.

As a Service Delivery Officer, in our Client Account Services (CAS), Commonwealth Business Registry Service (CBRS) or Debt and Lodgement (DL) business areas, you'll respond to enquiries from the community and provide information and support to help our clients meet their taxation and superannuation obligations.

You'll build and sustain positive client relationships and exercise good judgment when resolving enquiries. You'll use high attention to detail when maintaining the integrity of ATO records and be responsive to rapidly changing priorities.

You'll work collaboratively within your team, share knowledge, mentor lower level staff and actively support continuous improvement.

Your work will involve extensive client contact in a scheduled environment. You'll interact with the community through multiple communication channels including phone, paper, webchat, email and online portals.

Eligibility Notes

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To Apply

Position Contact	Deanne Macey-Smith, (07) 3853 4267
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0685958

Australian Taxation Office

Closing Date: Wednesday 17 February 2021

Service Delivery
Client Account Services

Job Title	Service Delivery Officer (Indigenous affirmative measure)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Burnie TAS, Dandenong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Penrith NSW, Perth WA, Wollongong NSW
Salary	\$55,407 - \$61,406
Classification	APS Level 2
Position Number	EXT_SD_232_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

We are looking to fill roles in our Service Delivery Group.

As a Service Delivery Officer in our Client Account Services business area, you'll respond to enquiries from the community and provide information and support to help our clients meet their taxation and superannuation obligations.

You'll build and sustain positive client relationships and exercise good judgment when resolving enquiries. You'll use high attention to detail when maintaining the integrity of ATO records and be responsive to rapidly changing priorities.

You'll work collaboratively within your team, will share knowledge and have a mindset for continual improvement.

Your work will involve extensive client contact in a scheduled environment. You'll interact with the community through multiple communication channels including phone, paper, web-chat, email and online portals.

Eligibility

Notes

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

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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>

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To Apply

Position Contact	Deanne Macey-Smith, (07) 3853 4267
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0685960

Australian Taxation Office

Closing Date: Wednesday 17 February 2021

Service Delivery
Various teams

Job Title	Service Delivery Officer (Indigenous affirmative measure)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Wollongong NSW, Perth WA, Penrith NSW, Parramatta NSW, Newcastle NSW, Moonee Ponds VIC, Box Hill VIC, Burnie TAS, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC
Salary	\$63,062 - \$68,035
Classification	APS Level 3
Position Number	EXT_SD_233_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

We are looking to fill roles in our Service Delivery Group.

As a Service Delivery Officer in our Client Account Services (CAS), Commonwealth Business Registry Service (CBRS) or Debt and Lodgement (DL) business areas, you'll respond to enquiries from the community and provide information and support to help our clients meet their taxation and superannuation obligations.

You'll build and sustain positive client relationships and exercise good judgment when resolving enquiries. You'll use high attention to detail when maintaining the integrity of ATO records and be responsive to rapidly changing priorities.

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Eligibility Notes

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To Apply

Position Contact	Deanne Macey-Smith, (07) 3853 4267
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0685930

Department of Veterans' Affairs

Closing Date: Thursday 11 February 2021

Veterans' Services Design Division
Data and Insight Branch Actuarial Analytics Section

Job Title	Actuarial Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$79,867 - \$83,233
Classification	APS Level 5
Position Number	Reference No. DVAO1246
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

Data and Insights Branch

The remit of the Data and Insights Branch is to evolve the way the department produces and uses data, analytics and research, to underpin evidence-based policy development, service delivery and wellbeing outcomes. The branch fosters a culture of curiosity in data and research, establishing processes that enable the department to better understand and serve the needs of veterans and their families.

Actuarial Analytics Section

The Actuarial Analytics Section uses longitudinal data and predictive analytics, working collaboratively with the Australian Government Actuary (AGA) to analyse and interpret actuarial results to support evidence-based policy development. The team leverages comprehensive, veteran-centric data to understand the lifetime trajectories of clients, to evaluate the effectiveness of new policies in improving financial and social outcomes. The team also uses information to identify specific cohorts who may benefit from early interventions to help inform targeted services and government funding.

The Actuarial Analyst develops projections on future government liability and evaluates policy. You will gather and present numerical information to help the department make sense of quantitative data, spotting trends, taking account of risks and uncertainty, and making predictions.

Under limited direction, you will use longitudinal data and predictive analytics, working collaboratively with the Actuarial Lead to interpret results to support evidence-based policy development. You will also leverage comprehensive, client-centric data to develop a picture of the lifetime trajectories of members, to evaluate the effectiveness of new policies in improving financial, social and wellbeing outcomes. You will use information to identify specific cohorts who could benefit from early interventions to help inform better-targeted services and government funding, supporting the ongoing use and maintenance of the department's Priority Investment Approach – Veterans (PIA-V) Model.

The successful candidate will be provided with intensive hands-on training, and will work in close collaboration with a broad forum of experts including actuaries, data specialists, financial officers, policy analysts and researchers to complete high-quality deliveries.

Supported by experienced qualified professionals, the successful candidate will build the skills and experience required for career progression. Pursuing actuarial exams is highly regarded and study support is available.

Duties

Duties include:

- Use longitudinal data and predictive analytics to analyse and interpret actuarial results.
- Leverage data to develop a picture of the lifetime trajectories of members.
- Contribute to evaluating the effectiveness of new policies in improving outcomes for veterans.
- Identify specific cohorts who could benefit from early intervention to inform targeted services.
- Provide technical expertise that contributes to the delivery of business and wellbeing outcomes.
- Support the use and maintenance of DVA's Priority Investment Approach - Veterans (PIA-V).
- Support the development of the Wellbeing Framework to assess whole-of-life outcomes.
- Support ongoing enhancements to the PIA-V projections (e.g. new modules).
- Support the expansion of the PIA-V longitudinal strategic dataset to include new variables.
- Support the streamlining of the data extraction process to enable the provision of reliable data.
- Support data linking activities to build a more complete picture of the veteran experience.
- Contribute to the quality, efficiency and effectiveness of actuarial analysis services.
- Support risk management activities relating to data governance and actuarial activities.
- Develop and maintain stakeholder relationships, providing appropriate advice and service.
- Deliver results in accordance with the priorities of the section and the branch.

Eligibility

Applicants must be an Australian citizen to apply.

Tertiary qualification with a major in actuarial studies, economics, statistics, mathematics, finance, computer science, nuclear physics, or a closely related discipline.

Technical and analytical skills, with the ability to use one of the well-adopted specialist software packages for data analytics/modelling (SAS, R, or other closely related programming languages).

Understanding of government processes combined with a commitment to client focus.

Notes

A merit pool will be established that may be used to fill similar positions within the next 12 months.

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, and encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

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 meet the Nation's commitment to care for our veteran and defence service community—the men and women who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced 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, the Department of Defence, the international veteran community and international veterans' administrations. DVA's vision is to be a responsive and flexible organisation, efficiently delivering high quality, connected services to all generations of veterans and the wider veteran community.

To Apply

Position Contact	Ellen McRae, 0457 285 757
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Parliamentary Department

Vacancy VN-0685948

Department of Parliamentary Services

Closing Date: Thursday 18 February 2021

Finance and Property Services
Property Services

Job Title	CAD & Technical Documentation Officer
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	-
Classification	APS Level 5
Position Number	JR26805
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

The Department of Parliamentary Services (DPS) is recruiting for a CAD & Technical Documentation Officer vacancy within the Property and Strategy Section, Property Services Branch.

The Department of Parliamentary Services (DPS) is the principal support agency for Parliament House - a unique building of approximately 290,000 sq. metres where more than 6,000 people work on sitting days and which nearly one million people visit each year. DPS works closely with the Department of the Senate and Department of the House of Representatives to support the operations of the Parliament and its Committees.

The Department's objective is to ensure that Parliament functions effectively and its work and building are accessible to the Australian community. The Property Services Branch has over 100 staff, responsibility for the life cycle management of Australia's most iconic building, which comprises of approximately 4,700 rooms and contains over 100,000 maintainable assets.

The Property and Strategy section maintains a catalogue of Architectural and Engineering Services CAD drawings of Australian Parliament House and technical manuals relating to equipment, engineering and security systems. As changes occur to the Building through project work, refurbishments and upgrades, the relevant drawings are amended and technical manuals are updated.

The position is responsible for delivery detailed production of CAD drawings and engineering technical information to support capital and operational activities.

To be successful in this position, you will need to demonstrate your experience in the use of CAD software, maintaining technical manuals and your ability to work as part of a small team. This is a great opportunity to work with a diverse range of stakeholders in a unique operational environment. Communication is an essential quality of this position and you must demonstrate your ability and willingness to engage with the core business areas and stakeholders in Parliament House.

Because of our diverse range of support services, DPS provides excellent opportunities for creativity and career progression. So, if you are a forward thinker, creative, ambitious, enthusiastic and determined, then make DPS your choice for an interesting and challenging public sector career.

Duties

Please click the 'apply now' button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

DPS welcomes applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a 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	Christine Peut, 02 6277 8201
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

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Department of Parliamentary Services

Closing Date: Thursday 18 February 2021

Finance and Property Services
Finance

Job Title	Management Accountant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 6
Position Number	JR26816
Agency Website	https://www.apf.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

The Department of Parliamentary Services (DPS) is recruiting for a Management Accountant vacancy within the Budgets Section, Finance Branch.

We are looking for an experienced and motivated Management Accountant (PSL6) to join the Finance and Property Services Branch (FPSB) to contribute to the provision of financial services, support and advice to all of the department's internal and external stakeholders.

The work of the Budgets team is interesting given the diverse range of services provided by the department. As well as ensuring the iconic building in which you will work is maintained and accessible to all building occupants, you will support and provide financial advice on our diverse business including information and technology services, library and research services, security, broadcasting and Hansard functions, visitor services, and support an in-house catering and events function. The team also develops and supports a significant capital works program, which ensures Parliament House is maintained according to the design intent.

The PSL6 Management Accountant will assist with the internal and external budget development and maintenance, including forecasting and mid-year review. The Management Accountant will support the Assistant Directors in the preparation and analysis of financial data and reports to assist the business areas of DPS.

The successful candidate will need to demonstrate strong attention to detail and the ability to report information in an accurate and timely manner. In addition, they will be required to contribute to the implementation and maintenance of better practices, systems and processes to ensure services are delivered efficiently and in accordance with relevant legislation, guidelines and internal requirements.

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

- Tertiary qualifications in accounting or a similar field, and a CPA/CA qualification (or working towards)
- Experience with Financial Information Systems, preferably SAP
- Advanced skills in Microsoft Excel.

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance. **Notes**

DPS welcomes applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.

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To Apply

Position Contact	Lucy Byrnes, (02) 6277 2716
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

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Communications and the Arts

Vacancy VN-0685987

Australian Communications and Media Authority

Closing Date: Friday 05 March 2021

Communications Infrastructure
Spectrum Planning and Engineering Wireless Broadband

Job Title	Spectrum Planning Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT
Salary	\$74,241 - \$80,159
Classification	APS Level 5
Position Number	A210012
Agency Website	http://www.acma.gov.au

Job Description

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

A fantastic opportunity to use your technical and personal skills to help shape the radiofrequency spectrum for wireless broadband networks. Working with a wide range of government and industry stakeholders you will be involved in making decisions to benefit all Australians.

If you are looking for the chance to apply your engineering capabilities along with an understanding of the radiocommunications environment to a range of major projects, we want to hear from you.

Duties

Our ideal candidate will be someone who enjoys working in a busy and growing area of the ACMA, including contributing to the delivery of technical advice on management of the radiofrequency spectrum in Australia. The role will provide an opportunity to showcase your expertise and technical knowledge including providing advice about a range of spectrum related matters.

Suitable candidates will be able to engage and work across the ACMA and with external stakeholders, apply your engineering judgement and communications skills to a broad range of technical and regulatory matters and to help deliver high quality, fit for purpose decisions.

We are seeking someone with good personal communications, engineering, technical and research skills, the ability to problem solve and work as part of a team. You will have experience in undertaking research, technical and engineering studies, including computer-based modelling analysis of radiocommunications systems and delivering technical advice to a range of audiences.

Eligibility

To be eligible for employment with the ACMA, applicants must be an Australian citizen.

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

Notes

The role will be offered at the APS 5 classification, commensurate with the successful candidate's skills and experience.

Suitable candidates may be placed on a merit pool from this selection process and be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered for a specified term. Applicants may have their application and assessment results shared with other Australian Public Service agencies looking to fill similar roles.

The salary listed above is the salary range on commencement. The [ACMA Enterprise Agreement 2020-23](#) came into effect on 17 December 2020 – the salary range listed in the EA will apply from 17 June 2021, as per the [Public Service \(Terms and Conditions of Employment\) \(General wage deferrals during the COVID-19 pandemic\) Determination 2020](#) dated 9 April 2020.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, the internet, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Douglas Iles, 02 6219 5396
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0685996

Australian Communications and Media Authority

Closing Date: Thursday 18 February 2021

Content and Consumer
Consumer, Consent and Numbers Unsolicited Communications Compliance

Job Title	Assistant Manager - Unsolicited Communications Compliance
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC
Salary	\$99,425 - \$112,122
Classification	Executive Level 1
Position Number	A210021
Agency Website	http://www.acma.gov.au

Job Description

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

We are seeking an experienced and motivated regulatory professional to support our team to help protect Australian consumers. As Assistant Manager you will have an ability to lead teams and apply strategic approaches to achieve goals and create a shared sense of purpose.

You will have excellent oral and written communications skills and will be able to liaise and negotiate with internal and external parties. This includes an ability to develop and drive strong relationships with internal and external stakeholders, cross-agency collaboration and compliance and enforcement outcomes.

To succeed in this role, you will have a strong understanding of best practice approaches to monitoring and driving compliance. You will have experience in complaints/investigation management and be able to interpret and apply legislation and regulatory frameworks to complex matters to make recommendations about approaches to compliance and enforcement.

The work of the team is dynamic and high-volume, so a capacity to focus in a highpressure environment, provide leadership and support to others, and demonstrate positivity and resilience is important.

Duties

The ACMA is responsible for regulating Australia's spam and telemarketing laws.

As Assistant Manager you will have a leading role in overseeing and undertaking a variety of functions related to this regulation including:

- complaint and enquiry triage
- data analysis and intelligence
- lower risk investigations
- developing and actioning compliance plans
- assisting with industry and consumer education campaigns
- international collaboration
- driving innovation and change management.

You will also collaborate strongly with other team members to contribute to other projects to deliver these important safeguards for Australians in line with the ACMA's Corporate Plan, including:

- on intelligence and compliance action in conjunction with our enforcement team
- support projects such as the Scam Technology Project, as needed
- data and information technology related projects.

The successful applicant will work in a collaborative, questioning and outcomesfocused workplace.

Eligibility

To be eligible for employment with the ACMA, applicants must be an Australian citizen.

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

Notes

The role will be offered at the EL 1 classification, commensurate with the successful candidate's skills and experience.

Suitable candidates may be placed on a merit pool from this selection process and be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered for a specified term. Applicants may have their application and assessment results shared with other Australian Public Service agencies looking to fill similar roles.

The salary listed above is the salary range on commencement. The [ACMA Enterprise Agreement 2020-23](#) came into effect on 17

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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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ACMA is Australia's regulator for broadcasting, the internet, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Evan Westmore, (03) 9963 6763
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0685439

National Museum of Australia

Closing Date: Thursday 18 February 2021

Discovery and Collections
Collection Development and Information Collection Development and Information

Job Title	Collection Documentation Officer
Job Type	Full-Time, Non-Ongoing
Location	Mitchell ACT
Salary	\$65,052 - \$69,541
Classification	APS Level 4
Position Number	121109
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The Museum has an exciting opportunity for a professional to join the Collection Development and Information business unit as a Collection Documentation Officer in the Documentation Team.

Duties

The Documentation team manages documentation pertaining to the intellectual and legal control of the Museum's collections and archives. As a Collection Documentation Officer you will, under limited direction, contribute to the preparation and maintenance of collection documentation and other relevant records to ensure that standards, terminology and accuracy of data are developed and maintained particularly within the Museum's electronic collection management system. You will complete accessioning and other object documentation tasks for collections in the Museum's care, particularly for the purposes of collection acquisition and development, and for exhibitions. You will assist with responding to public collection enquiries, and assist researchers and staff with access to the Museum's collection objects or information. You will also assist with the team's reporting requirements and with developing procedures, and with regular monitoring and maintenance of the Museum's exhibitions.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, including a police records check.

Notes

About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Lisa McConnell, Registrar, Collection Documentation, (02) 6208 5449
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0685613

National Museum of Australia

Closing Date: Thursday 18 February 2021

Corporate Operations and Services
Property Operations Property Operations

Job Title	Information Governance Officer
Job Type	Full-Time, Ongoing
Location	Acton ACT
Salary	\$65,052 - \$69,541
Classification	APS Level 4
Position Number	140001
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The Museum has an exciting opportunity for a highly motivated and organised professional to join the agency in the role of Information Governance Officer. The successful candidate will work as part of the Facilities and Security Management team providing:

- information management
- quality administrative support
- project meeting support
- finance support.

The position provides general administrative, project and operational support to the Facilities and Security Management team. This includes coordinating monthly progress reports, recording and distributing meeting minutes, coordinating meetings with internal and external consultants and staff, writing minor proposals, assisting with procurement processes, monitoring of the team

budget, managing the timely payment of invoices, managing the job log system, credit card reconciliation and documentation management for the business unit.

Duties

Key responsibilities of the position include:

- Assisting the Facilities and Security team to manage information through electronic record-keeping systems, databases, contact lists and other information sources.
- Coordinating the repair and maintenance of items identified in the project defects lists and job tracking system, including, liaison with contractors and reporting back to internal stakeholders.
- Updating the team's intranet site to keep it up to date.
- Liaising with venues, contractors and consultants in regard to Museum requirements, including through the work orders meetings and organising activities.
- Ensuring that work within the job logging system is allocated to the appropriate resources and that the Museum staff are kept up to date with job progress/tracking.
- Processing purchase orders, and invoice processing and provide the Facilities and security team with regular budget reports.
- Ensuring that building plans (for example as built) and construction drawings are controlled.
- Contract meeting and governance.
- Audit and WHS inspections recommendations and actions monitoring.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, which includes a police records check.

Notes

About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Mary Ann Ryan, A/g Program Manager, Property operations, (02) 6208 5027
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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