



**Commonwealth of Australia**  
**Electronic Public Service Gazette**  
**PS39 Weekly Gazette Thursday - 08 October 2020**

**Australian Government** Published by Commonwealth of Australia

APSjobs - Vacancies Daily

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>

The date of publication of this Gazette is PS39 Weekly Gazette Thursday - 08 October 2020. This date is to be used to determine prescribed days in relation to promotions and movements notified in this issue of the Gazette and related review periods and dates of effect.

**Gazette Lodgement Inquiries:**

Phone: (02) 6202 3559

Email: [contact@apsjobs.gov.au](mailto:contact@apsjobs.gov.au)

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## Reviewing Promotion Decisions

Ongoing Australian Public Service (APS) employees who are unsuccessful in applying for a promotion may apply to the [Merit Protection Commissioner](#) to have the promotion decision reviewed by a Promotion Review Committee. Successful applicants whose promotion has not taken effect can also apply for a promotion review.

Ongoing Parliamentary Service employees who have applied for a job in the APS at a higher classification level can also apply for a promotion review, or may be subject to an application for promotion review from an APS employee.

A promotion review can only be conducted for promotions to APS Level 1 to APS Level 6 (or equivalent) classifications. A Promotion Review Committee cannot review promotions to jobs at the Executive Level 1 and Executive Level 2 (or higher) classifications. However, Executive Level promotions may be subject to a [review of action](#) if there is a serious defect in the process.

Promotion decisions cannot be reviewed if they are based on the recommendation of an Independent Selection Advisory Committee or a decision of a Promotion Review Committee.

## How to lodge a promotion review application

Applications for review of promotion decisions must be made in writing. Applications may be lodged by submitting an [online form](#) or by email, facsimile or mail, as below:

Review Team  
Australian Public Service Commission  
PO Box 20636  
World Square Post Office  
Sydney NSW 2002

Phone: (02) 8239 5330  
Facsimile: (02) 6267 4944

Email: [review@apsc.gov.au](mailto:review@apsc.gov.au)

## Closing date for applications

Applications for review of promotion decisions must be received by the Merit Protection Commissioner by 5pm local time on the 14th day after the date of notification of the promotion in the Gazette.

'Local time' is 5pm in the State or Territory in which the application is made. Applications made overseas must be received by the Merit Protection Commissioner by 5pm Australian Eastern Standard time.

Applications for review of decisions not lodged by the closing date and time will not be accepted.

Applicants are responsible for ensuring that their applications reach the Merit Protection Commissioner by the closing date and time. Applicants can ask the Office to confirm receipt when their application is submitted.

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## Vacancies

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Vacancy VN-0682743

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

Closing Date: Friday 16 October 2020

Australian Charities and Not-for-profits Commission  
Compliance

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Australian Charities and Not-for-Profit Commission Compliance Officer     |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing   |
| <b>Location</b>        | Melbourne VIC   |
| <b>Salary</b>          | \$76,778 - \$81,394   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | EXT_ACNC_798_20   |
| <b>Agency Website</b>  | <a href="https://www.acnc.gov.au/about">https://www.acnc.gov.au/about</a> |

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### Job Description

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

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### Duties

We are seeking experienced individuals to join our Compliance team.

As a Compliance Officer at the Australian Charities and Not-for-profits Commission, you'll monitor charities' compliance with legislative obligations using a variety of compliance strategies and tools. You will plan and conduct investigations, detail measurable timeframes and deliver outcomes.

Through varied channels and digital environments, you'll collaborate closely with charities or their intermediaries on issues to acquire information, provide advice and influence outcomes. You will manage your workload and priorities and progress your investigation cases in line with service standards.

You will contribute to the development of technical expertise and participate in quality assurance activities by contributing to developing and implementing appropriate responses to investigation findings. In consultation with your manager, you will identify risks and apply preventative measures when planning. You will also adapt in a changing environment, where you will work on projects to support business improvements and assist other work areas while guiding others.

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

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Amanda Watkins, (03) 8601 9380  |
| <b>Agency Recruitment Site</b> | <a href="https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext">https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext</a> |

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Vacancy VN-0682854

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**Australian Electoral Commission**

Closing Date: Sunday 25 October 2020

Systems and Business Optimisation  
Corporate Services Branch People Support

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | HR Systems Advisor  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$73,951 - \$81,044   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 2020-214 10120  |
| <b>Agency Website</b>  | <a href="https://www.aec.gov.au/">https://www.aec.gov.au/</a> |

## Job Description

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

The Systems and Business Optimisation team forms part of the People Support section within the AEC's Corporate Services Branch. The People Support section is a multi-disciplinary operational HR team responsible for recruitment, payroll, systems administration, and managing the AEC's temporary election workforce.

## Duties

This is an exciting opportunity to join a small team responsible for managing and administering the AEC's HRMIS – Aurion.

You will be the first point of contact to resolve enquiries relating to Aurion, including extracting data for reporting purposes, undertaking quality assurance processes and general administration. You will contribute to the development and maintenance of associated policies, procedures and training materials in relation to the management and administration of the HRMIS.

You will play a key role in the team's current project work, which involves designing, testing and implementing a number of enhancements to Aurion to improve the user experience and reduce manual processing.

In the lead up to electoral events, you'll also manage administration of the AEC's election employment systems (AEC Employment and AEC Pay) and contribute to system improvements and testing.

In addition to filling this immediate vacancy within the Systems and Business Optimisation team, the AEC is also seeking to establish a merit pool through this process which may be used to fill future vacancies in the People Support section. The merit pool will be in place for 12 months from the date of advertisement.

To excel you'll have:

- experience in HRMIS or Payroll administration, preferably in the Aurion HRMIS;
- ability to achieve results, work under pressure with close attention to detail, to organise priorities and meet deadlines;
- a strong customer service focus, with experience communicating and collaborating effectively with team members, business areas and external stakeholders at all levels of seniority;
- a demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

## Eligibility

- AEC employees must be Australian citizens.
- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.

## Notes

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

## About the Australian Electoral Commission

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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Jason Brayshaw, (02) 6271 4686  |
| <b>Agency Recruitment Site</b> | <a href="https://candidate.aurion.cloud/aec/production/">https://candidate.aurion.cloud/aec/production/</a> |

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Vacancy VN-0682935

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**Australian Electoral Commission**

Closing Date: Thursday 22 October 2020

Enabling and Regulation  
Disclosure, Assurance & Engagement Parliamentary & Party Regulation

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Project Officer  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$81,860 - \$91,749   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 2020-217 12664  |
| <b>Agency Website</b>  | <a href="https://www.aec.gov.au/">https://www.aec.gov.au/</a> |

## Job Description

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

### The team

The National Redistribution Secretariat consists of the National Redistribution Manager and the Senior Project Officer (APS 6).

This small team works closely with special purpose state/territory based secretariats to support the three person Electoral Commission, Electoral Commissioner, Redistribution Committees and augmented Electoral Commission to deliver redistributions of federal electoral divisions in accordance with provisions of the Commonwealth Electoral Act 1918. In order to this, you'll also work with all facets of the AEC and a number of external suppliers.

Please note this role is likely to require interstate travel, which in some instances may take place over weekends, and will require work outside bandwidth hours, including on weekends, at certain periods of the redistribution process.

### The opportunity

As a member of the Redistribution Secretariat, you will assist the National Redistributions Manager in the day-to-day management of redistributions of federal electoral divisions and provide support and advice to state/territory based secretariats. Across the course of a redistribution, you may be involved in:

- legislative interpretation
- research and data analysis
- provision of secretariat services
- liaison with internal and external stakeholders
- policy development
- evaluation
- budget development and monitoring
- report writing

## Duties

To excel you'll have:

An ability to remain positive and respond to pressure in a calm manner, while committing energy and drive to see that goals are achieved;

Confidence and ability to effectively communicate, collaborate and negotiate with team members, business areas and external stakeholders at all levels of seniority;

A demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction;

An attention to detail;

Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice;

Ability to use, or to quickly gain knowledge of, commercial mapping software.

## Eligibility

AEC employees must be Australian citizens.

Applicants are required to consent to, undergo, obtain and maintain a character clearance.

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

## Notes

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

## About the Australian Electoral Commission

---

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians 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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Nicole Taylor, (02) 6271 4672   |
| <b>Agency Recruitment Site</b> | <a href="https://candidate.aurion.cloud/aec/production/">https://candidate.aurion.cloud/aec/production/</a> |

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Vacancy VN-0682790

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**Australian Secret Intelligence Service**

Closing Date: Monday 19 October 2020

Not specified  
Not specified



|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Executive Assistant   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$80,775 - \$111,390  |
| <b>Classification</b>  | APS Level 4;APS Level 5;APS Level 6                           |
| <b>Position Number</b> | .   |
| <b>Agency Website</b>  | <a href="https://www.asis.gov.au">https://www.asis.gov.au</a> |

**Job Description** <https://www.asis.gov.au/Careers/Roles-and-Vacancies/Specialist-Officer/Current-Vacancies.html>

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As an Executive Assistant, you will provide a full range of timely and confidential administrative and executive support to the Senior Executive Service (SES). As the first point of contact for internal and external clients, you are the face of the executive team and will manage the office within a discreet security environment.

The role requires a dynamic team player who enjoys working with stakeholders, team members and individually on projects. You will be able to meet tight deadlines and work to support ASIS priorities.

## Duties

### Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

- Manage the diary and commitments of an SES Officer with an understanding of their priorities. In consultation, resolve conflicting demands upon the SES Officer's time from senior managers and internal and external stakeholders.
- Organise internal and external meetings and events including providing key documentation prior to the meeting and taking and distributing minutes.
- Coordinate, book and acquit domestic and international travel and accommodation, ensuring compliance with relevant policies. Administer invoices and acquit corporate credit card.
- Liaise with senior managers, internal stakeholders and members of agencies within and outside the National Intelligence Community to support effective communication and collaboration. Build and maintain positive relationships at all levels in order to seek guidance and assistance in resolving unexpected situations.
- Understand the needs and requirements of the SES Officer and undertake the work necessary to ensure goals are achieved and deadlines are met. Manage changes in a manner that minimises the disruption it causes.
- Act with discretion, integrity and professionalism.

## Eligibility

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

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

## Notes

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

**Please note: ASIS does not provide feedback to unsuccessful applicants.**

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

## About the Australian Secret Intelligence Service

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Not provided, as above  |
| <b>Agency Recruitment Site</b> | <a href="https://www.asis.gov.au/Careers/Roles-and-Vacancies/Specialist-Officer/">https://www.asis.gov.au/Careers/Roles-and-Vacancies/Specialist-Officer/</a> |

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Vacancy VN-0682827

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## Australian Signals Directorate

Closing Date: Monday 02 November 2020

Australian Signals Directorate  
Corporate & Capability

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Facilities Program Officer  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$67,100 - \$73,256   |
| <b>Classification</b>  | APS Level 4   |
| <b>Position Number</b> | ASD/04375/20  |
| <b>Agency Website</b>  | <a href="https://www.asd.gov.au/careers">https://www.asd.gov.au/careers</a> |

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## Job Description

<https://defencecareers.nga.net.au/?AudienceTypeCode=ASDEXT>

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## Duties

Are you a person who enjoys planning for the future and wants to make a difference? Are you interested in Facilities Management or Building Design? Would you like to work for an organisation that has flexible working conditions? Then come and join our team that supports the critical building infrastructure enabling ASD to defend Australia from global threats and to protect our national interests.

As an employee of the People & Portfolio Management Division you will play a critical role in designing, supporting and enhancing the extensive range of infrastructure that supports one of the largest organisations within the National Intelligence Community. You will receive comprehensive, specialised training to develop the capabilities that allow you to work independently as well as in multi-disciplinary teams. We are looking for people that show initiative and are able to deliver support and services across the organisation in a number of areas such as:

- Facilities Management
- Accommodation Management
- ASD estate upkeep and Contract Management
- Capital works site supervision
- Security modification to ASD buildings

The responsibilities and duties within these roles will vary depending on your position. These may include:

- Contribute to and assist with all areas of accommodation projects including planning, design, construction and initiation phases.
- Contribute to the design and implementation of security compliance for buildings and zones within project scope.
- Demonstrate an understanding of the estate planning and development process.
- Assist/Manage the relocation of ASD officers affected by projects.
- Work collaboratively with contractors, project staff and stakeholders as required.
- Contribute to financial, contractual and operational requirements of projects.
- Provide advice to the executive on issues that pose a risk across all existing and potential projects.
- Contribute in strategic executive planning meetings for long term organisational direction in regards to accommodation.
- Liaise with stakeholders on a regular basis to ensure project direction is adhering to the overall project aim and scope.
- Liaise with sections across ASD to ensure ICT networks and hardware meet accommodation requirements.

The ideal candidates will have a broad knowledge of project management, facilities management and security policies. This knowledge will be used to contribute to the design, analysis, evaluation and resolution of moderately complex building, facilities and security issues. The successful candidates will take an equally active role in both project work and business as usual activities and help to pave the way for ASD's facilities landscape of the future.

## Eligibility

An Organisational Assessment is a mandatory requirement for work in ASD.

Organisational assessments are conducted to determine suitability to work in a high security environment and/or to hold a Positive Vetting (PV) security clearance. You must obtain and maintain a PV security clearance to work in ASD.

The assessment is administered in a manner which ensures informed consent, fair dealing with all applicants and employees, and the greatest possible degree of privacy and transparency of process. Before you submit an application you should consider your own preparedness for questions that may include the following topics: personal relationships, living circumstances, personal values, financial situation, physical and mental health history including substance use, and any civil and/or military record.

## Notes

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

## About the Australian Signals Directorate

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | asd.recruitment@defence.gov.au, Not available   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?AudienceTypeCode=ASDEXT">https://defencecareers.nga.net.au/?AudienceTypeCode=ASDEXT</a> |

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Vacancy VN-0682828

**Australian Signals Directorate**

Closing Date: Monday 02 November 2020

Australian Signals Directorate  
 Australian Signals Directorate Corporate & Capability

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Facilities Program Officer  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$73,636 - \$78,873   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | Facilities Program Officer  |
| <b>Agency Website</b>  | <a href="https://www.asd.gov.au/careers">https://www.asd.gov.au/careers</a> |

**Job Description**

<https://defencecareers.nga.net.au/?AudienceTypeCode=ASDEXT>

**Duties**

Are you a person who enjoys planning for the future and wants to make a difference? Are you interested in Facilities Management or Building Design? Would you like to work for an organisation that has flexible working conditions? Then come and join our team that supports the critical building infrastructure enabling ASD to defend Australia from global threats and to protect our national interests.

As an employee of the People & Portfolio Management Division you will play a critical role in designing, supporting and enhancing the extensive range of infrastructure that supports one of the largest organisations within the National Intelligence Community. You will receive comprehensive, specialised training to develop the capabilities that allow you to work independently as well as in multi-disciplinary teams. We are looking for people that show initiative and are able to deliver support and services across the organisation in a number of areas such as:

- Facilities Management
- Accommodation Management
- ASD estate upkeep and Contract Management
- Capital works site supervision
- Security modification to ASD buildings

The responsibilities and duties within these roles will vary depending on your position. These may include:

- Contribute to and assist with all areas of accommodation projects including planning, design, construction and initiation phases.

- Contribute to the design and implementation of security compliance for buildings and zones within project scope.
- Demonstrate an understanding of the estate planning and development process.
- Assist/Manage the relocation of ASD officers affected by projects.
- Work collaboratively with contractors, project staff and stakeholders as required.
- Contribute to financial, contractual and operational requirements of projects.
- Provide advice to the executive on issues that pose a risk across all existing and potential projects.
- Contribute in strategic executive planning meetings for long term organisational direction in regards to accommodation.
- Liaise with stakeholders on a regular basis to ensure project direction is adhering to the overall project aim and scope.
- Liaise with sections across ASD to ensure ICT networks and hardware meet accommodation requirements.

The ideal candidates will have a broad knowledge of project management, facilities management and security policies. This knowledge will be used to contribute to the design, analysis, evaluation and resolution of moderately complex building, facilities and security issues. The successful candidates will take an equally active role in both project work and business as usual activities and help to pave the way for ASD's facilities landscape of the future.

## Eligibility

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Organisational assessments are conducted to determine suitability to work in a high security environment and/or to hold a Positive Vetting (PV) security clearance. You must obtain and maintain a PV security clearance to work in ASD.

The assessment is administered in a manner which ensures informed consent, fair dealing with all applicants and employees, and the greatest possible degree of privacy and transparency of process. Before you submit an application you should consider your own preparedness for questions that may include the following topics: personal relationships, living circumstances, personal values, financial situation, physical and mental health history including substance use, and any civil and/or military record.

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## About the Australian Signals Directorate

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Asd.Recruitment@defence.gov.au, Not available   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?AudienceTypeCode=ASDTEXT">https://defencecareers.nga.net.au/?AudienceTypeCode=ASDTEXT</a> |

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Vacancy VN-0682829

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## Australian Signals Directorate

Closing Date: Monday 02 November 2020

Australian Signals Directorate  
Corporate & Capability

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Facilities Program Manager  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$80,669 - \$92,150   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | ASD/04393/20  |
| <b>Agency Website</b>  | <a href="https://www.asd.gov.au/careers">https://www.asd.gov.au/careers</a> |

### Job Description

<https://defencecareers.nga.net.au/?AudienceTypeCode=ASDEXT>

### Duties

Are you a person who enjoys planning for the future and wants to make a difference? Are you interested in Facilities Management or Building Design? Would you like to work for an organisation that has flexible working conditions? Then come and join our team that supports the critical building infrastructure enabling ASD to defend Australia from global threats and to protect our national interests.

As an employee of the People & Portfolio Management Division you will play a critical role in designing, supporting and enhancing the extensive range of infrastructure that supports one of the largest organisations within the National Intelligence Community. You will receive comprehensive, specialised training to develop the capabilities that allow you to work independently as well as in multi-disciplinary teams. We are looking for people that show initiative and are able to deliver support and services across the organisation in a number of areas such as:

- Facilities Management
- Accommodation Management
- ASD estate upkeep and Contract Management
- Capital works site supervision
- Security modification to ASD buildings

The responsibilities and duties within these roles will vary depending on your position. These may include:

- Contribute to and assist with all areas of accommodation projects including planning, design, construction and initiation phases.
- Contribute to the design and implementation of security compliance for buildings and zones within project scope.
- Demonstrate an understanding of the estate planning and development process.
- Assist/Manage the relocation of ASD officers affected by projects.
- Work collaboratively with contractors, project staff and stakeholders as required.
- Contribute to financial, contractual and operational requirements of projects.
- Provide advice to the executive on issues that pose a risk across all existing and potential projects.
- Contribute in strategic executive planning meetings for long term organisational direction in regards to accommodation.
- Liaise with stakeholders on a regular basis to ensure project direction is adhering to the overall project aim and scope.
- Liaise with sections across ASD to ensure ICT networks and hardware meet accommodation requirements.

The ideal candidates will have a broad knowledge of project management, facilities management and security policies. This knowledge will be used to contribute to the design, analysis, evaluation and resolution of moderately complex building, facilities and security issues. The successful candidates will take an equally active role in both project work and business as usual activities and help to pave the way for ASD's facilities landscape of the future.

### Eligibility

An Organisational Assessment is a mandatory requirement for work in ASD.

Organisational assessments are conducted to determine suitability to work in a high security environment and/or to hold a Positive

Vetting (PV) security clearance. You must obtain and maintain a PV security clearance to work in ASD.

The assessment is administered in a manner which ensures informed consent, fair dealing with all applicants and employees, and the greatest possible degree of privacy and transparency of process. Before you submit an application you should consider your own preparedness for questions that may include the following topics: personal relationships, living circumstances, personal values, financial situation, physical and mental health history including substance use, and any civil and/or military record.

## Notes

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

## About the Australian Signals Directorate

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | ASD.Recruitment@defence.gov.au, Not available   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?AudienceTypeCode=ASDEXT">https://defencecareers.nga.net.au/?AudienceTypeCode=ASDEXT</a> |

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Vacancy VN-0682834

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**Australian Signals Directorate**

Closing Date: Monday 02 November 2020

Australian Signals Directorate  
Corporate & Capability

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | ASD 6 - ICT Enterprise Architect  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$80,669 - \$92,150   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | ASD/04412/20  |
| <b>Agency Website</b>  | <a href="https://www.asd.gov.au/careers">https://www.asd.gov.au/careers</a> |

## Job Description

<https://defencecareers.nga.net.au/?AudienceTypeCode=ASDEXT>

## Duties

The Australian Signals Directorate is seeking to fill a number of ASD 6 Enterprise Architect vacancies within the Enterprise Technology Division (ETD). ETD is responsible for ASD's ICT Business Change, Service Delivery and Support functions.

As an ASD 6 ICT Enterprise Architect, you will be accountable under broad direction to engage in very complex problem solving and issues management. You may contribute to sensitive projects that impact on strategic, political or operational outcomes for ASD. You will have knowledge of and comply with legislative frameworks, government decision-making and ASD's mission needs and policies. Specifically you will:

- assess the integrity and integration of information from all available sources through the application of a variety of analytical and presentation techniques;
- assess operational requirements, problems and opportunities, seeking effective business solutions through improvements in new or changed processes;
- evaluate and appraise architectures based on evidence and assessments to ensure compliance with agreed procedures.
- develop models and plans to implement or influence the strategy to improve business performance;
- develop and maintain architectural artefacts to support mission objectives; and
- identify and assess the relevance and risk of new and emerging hardware and software technologies and products to support ASD's ICT strategies;

As an ASD 6 Enterprise Architect, you will have advanced knowledge of the ICT strategy and architecture function and will be responsible for the development, implementation, compliance and review of policies and procedures.

Our desired candidates will have strong stakeholder engagement skills.

## Eligibility

Mandatory Qualifications or experience:

Bachelor level degree in Information Technology, Computer Science or related technical expertise.

Desirable Experience or experience:

Demonstrated experience as an Enterprise Architect or related technical expertise.

Experience using recognised Architecture Frameworks such as TOGAF, AUSDAF.

Experience with Orbus iServer, MS Visio, Archimate, BPMN.

An Organisational Assessment is also a mandatory requirement for work in ASD.

Organisational assessments are conducted to determine suitability to work in a high security environment and/or to hold a Positive Vetting (PV) security clearance. You must obtain and maintain a PV security clearance to work in ASD.

The assessment is administered in a manner which ensures informed consent, fair dealing with all applicants and employees, and the greatest possible degree of privacy and transparency of process. Before you submit an application you should consider your own preparedness for questions that may include the following topics: personal relationships, living circumstances, personal



values, financial situation, physical and mental health history including substance use, and any civil and/or military record.

## Notes

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

## About the Australian Signals Directorate

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | ASD.Recruitment@defence.gov.au, Not available   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?AudienceTypeCode=ASDEXT">https://defencecareers.nga.net.au/?AudienceTypeCode=ASDEXT</a> |

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Vacancy VN-0682835

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## Australian Signals Directorate

Closing Date: Monday 02 November 2020

Australian Signals Directorate  
Corporate & Capability

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | EL 1 - ICT Enterprise Architect   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$101,955 - \$115,005   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | ASD/04437/20  |
| <b>Agency Website</b>  | <a href="https://www.asd.gov.au/careers">https://www.asd.gov.au/careers</a> |

## Job Description

<https://defencecareers.nga.net.au/?AudienceTypeCode=ASDEXT>

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### Duties

The Australian Signals Directorate is seeking to fill a number of EL 1 Enterprise Architect vacancies within the Enterprise Technology Division (ETD). ETD is responsible for ASD's ICT Business Change, Service Delivery and Support functions.

As an EL 1 ICT Enterprise Architect, you will be accountable under broad direction to engage in very complex problem solving and issues management. You may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for ASD. You will have knowledge of and comply with legislative frameworks, government decision-making and ASD's mission needs and policies. Specifically you will:

- translate benefits, risks and issues of current options to meet business objectives and identify alternative proposals;
- identify and assess the relevance and risk of new and emerging technologies and products to support ASD's ICT strategies;
- analyse architectural processes, standards and activities and engage in continuous improvement;
- motivate and mentor colleagues, align complementary skills and leverage resources in a manner that delivers results;
- assess the integrity and integration of information from all available sources and the application of a variety of analytical and presentation techniques; and
- evaluate and appraise architectures based on evidence and assessments to ensure compliance with agreed procedures.

As an EL 1 Enterprise Architect, you will have an in-depth knowledge of the ICT strategy and architecture function and will be responsible for the development, implementation, compliance and review of policies and procedures.

Our desired candidates will have strong stakeholder engagement skills.

### Eligibility

Mandatory qualifications:

Bachelor level degree in Information Technology, Computer Science or related field.

Desirable qualifications, experience and or training:

Demonstrated experience as an Enterprise Architect or related technical expertise.

Experience using recognised Architecture Frameworks such as TOGAF, AUSDAF.

Experience with Orbus iServer, MS Visio, Archimate, BPMN.

An Organisational Assessment is also a mandatory requirement for work in ASD.

Organisational assessments are conducted to determine suitability to work in a high security environment and/or to hold a Positive Vetting (PV) security clearance. You must obtain and maintain a PV security clearance to work in ASD.

The assessment is administered in a manner which ensures informed consent, fair dealing with all applicants and employees, and the greatest possible degree of privacy and transparency of process. Before you submit an application you should consider your own preparedness for questions that may include the following topics: personal relationships, living circumstances, personal values, financial situation, physical and mental health history including substance use, and any civil and/or military record.

### Notes

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

## About the Australian Signals Directorate

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### To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | ASD.Recruitment@defence.gov.au, Not available   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?AudienceTypeCode=ASDEXT">https://defencecareers.nga.net.au/?AudienceTypeCode=ASDEXT</a> |

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Vacancy VN-0682831

**Australian Skills Quality Authority (ASQA)**

Closing Date: Sunday 18 October 2020

Australian Skills Quality Authority  
 Registration and Risk Intelligence

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Strategic Intelligence Analyst   |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing   |
| <b>Location</b>        | Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Darwin NT, Perth WA, Melbourne VIC, Sydney NSW |
| <b>Salary</b>          | \$101,807 - \$111,702   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | TBC   |
| <b>Agency Website</b>  | <a href="https://www.asqa.gov.au/">https://www.asqa.gov.au/</a>                                     |

**Job Description**

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

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia’s vocational education and training (VET) established under the National Vocational Education and Training Regulator Act 2011. ASQA also has responsibility for overseas students studying VET in Australia on student visas under the Education Service for Overseas Students Act 2000.

Along with other stakeholders, ASQA aims to support quality training and assessment in the VET sector so that students, employers, governments and the community can have confidence in the quality of Australia’s vocational education and training.

With over 3,700 providers, ASQA applies a multi-pronged approach to supporting sector compliance with mandated standards. ASQA promotes a culture of self-assurance by providers (encouraging them to self-examine and continuously improve) while also using data and

intelligence to identify risk. ASQA monitors provider performance through audits and other activity, taking proportionate action in the event that non-compliance is identified.

Over the coming years, significant reforms to the VET sector are being implemented in line with a comprehensive COAG Roadmap for VET. This provides an exciting opportunity for ASQA to also adjust (and continuously improve) its practice including how it engages with the sector, manages risk and supports sustained provider compliance with standards.

The Registration and Risk Group is a newly formed Group comprising five teams responsible for:

- managing a high volume of registration and other applications from providers
- gathering and analysing data and intelligence from a wide range of sources to inform ASQA's risk-based approach to monitoring provider performance and managing both provider risk and broader sector/strategic risk
- undertaking internal reconsideration of regulatory decisions
- providing legal services including the management of appeals to the Administrative Appeals Tribunal or any other proceedings before courts.

## **Duties**

The Senior Strategic Intelligence Analyst will support the Manager, Intelligence with the identification and reporting of emerging risks to the quality of VET in line with a framework of self-assurance, to drive the overall strategic management of ASQA.

In the role of Senior Strategic Intelligence Analyst you will:

- gather, process and analyse qualitative and quantitative information from a range of internal and external sources to produce complex reports including environmental scans that identify risks to the quality of vocational education and training to inform regulatory efforts
- undertake analysis of identified risks to better understand drivers and contributing factors, and recommend solutions to mitigate those risks
- facilitate internal and external consultation, including with key external stakeholders and senior managers
- contribute to the analysis of data and intelligence to inform education and guidance to support the continuous improvement of the sector
- lead and manage staff, including developing their capability
- contribute to large, complex organisational projects and lead and manage own team projects
- develop, review and continuously improve policies, procedures, templates and products
- prepare briefs and reports for senior management that effectively communicate the outcomes of research and analysis, and provide evidence-based recommendations
- prepare external communication material for publishing
- research and benchmark ASQA practice against other agencies and relevant organisations
- represent ASQA at external forums and meetings.

## **Eligibility**

- To apply for this position, you must be an Australian Citizen.
- An understanding of the vocational education and training sector and/or regulatory environment is desirable for this position, though a candidate with similar experience and an aptitude to learn would be considered.
- A tertiary qualification in a relevant discipline is also desirable.

- This position will be required to travel which may involve overnight stays.
- The successful applicant will be required to submit to a Police Record Check and obtain a NV1 security clearance (if they do not already hold one).

## 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 Skills Quality Authority (ASQA)

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Simon Thorn, (03) 8664 6009   |
| <b>Agency Recruitment Site</b> | <a href="https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies">https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies</a> |

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Vacancy VN-0682885

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**Defence Housing Australia**

Closing Date: Wednesday 21 October 2020

Finance  
Finance

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Accountant  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                      |
| <b>Location</b>        | Barton ACT  |
| <b>Salary</b>          | \$76,259 - \$83,235   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 253_08/20   |
| <b>Agency Website</b>  | <a href="https://www.dha.gov.au/">https://www.dha.gov.au/</a> |

## Job Description

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

Defence Housing Australia (DHA) provides quality housing services to Defence members and their families. In doing this, we support the operational, recruitment and retention goals of the Department of Defence.

The Finance business area is responsible for ensuring the financial sustainability of DHA, by supporting effective decision making, resource allocation and policy compliance for both internal and external stakeholders. Finance is committed to providing the whole organisation with accurate and reliable financial information and prides itself with supporting the broader organisation with achieving strategic goals in line with these functions.

As a member of the Finance team, you will provide critical support to the Senior Accountant in the operation and maintenance of the financial systems. In this role, you will be responsible for assisting with the month end processing including the preparation of financial journals and month end reconciliations. You will provide high level assistance to the finance team with business process improvement and the ongoing review of DHA Accounting and Management Policies and Procedures. You will have strong attention to detail skills and a high level of accuracy, with demonstrated prioritisation skills to achieve quality outcomes.

## Duties

Our ideal candidate will have:

- Formal qualification in an accounting or business related discipline.
- Demonstrated experience in an accounting related role in a commercial environment, including experience with financial management systems.
- Demonstrated commitment to accuracy and attention to detail, and the ability to effectively prioritise work in a high volume work environment.
- Highly developed oral and written communication skills including demonstrated ability to resolve and explain technical matters to a wide range of staff.
- Strong analytical and conceptual skills including demonstrated experience in managing complex reconciliations.
- A proven ability to analyse and interpret complex information to make informed decisions
- High level computer literacy with highly developed skills in Microsoft Excel.
- Superior customer service and stakeholder management skills, with demonstrated experience working effectively with individuals and in a team environment.

## Eligibility

The remuneration package is negotiable and includes a base salary, potential performance bonus and Commonwealth funded superannuation. Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, achieving a satisfactory character clearance and obtaining and maintaining a security clearance at the required level.

## Notes

Applicants are short-listed based on the merit principles contained in the Public Service Act 1999. Please note this role may be filled on a non-ongoing or ongoing basis based on business requirements.

Where a non-ongoing role is offered, it will be for a specified term of up to 12 months. Any extension beyond the initial term will

depend on operational requirements. Any Order of Merit established from this selection process will remain active for up to 12 months from the date of this gazette and may be used to fill future ongoing or non-ongoing roles.

**How to apply:**

Based on the duty statement, you will be required to submit a one page pitch (500 words) telling us how your skills, experience and knowledge are relevant to the role and describe the contribution you can make to DHA.

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## About the Defence Housing Australia

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At Defence Housing Australia, we provide quality housing and related services to Defence members and families. In doing this, we support the operational, recruitment and retention goals of the Department of Defence. To meet our Defence housing obligations, we are active in Australian residential housing markets, acquiring and developing land, and constructing and purchasing houses. Our staff are located in 19 offices in regional centres and nearby Defence outposts throughout Australia.

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Sha Liu, 02 6270 6058   |
| <b>Agency Recruitment Site</b> | <a href="https://www.dha.gov.au/about-us/careers">https://www.dha.gov.au/about-us/careers</a> |

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Vacancy VN-0682339

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## Department of Health

Closing Date: Wednesday 21 October 2020

Health Workforce Division  
Health Workforce Reform Branch / Health Training Branch Workforce Data  
Analysis Section / GP Training Systems Section

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assistant Director, Health Workforce Division |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                  |
| <b>Location</b>        | Woden ACT                                     |
| <b>Salary</b>          | \$104,562 - \$119,255                         |
| <b>Classification</b>  | Executive Level 1                             |
| <b>Position Number</b> | 20-HWDIV-6670                                 |
| <b>Agency Website</b>  |   |

## Job Description

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

Health Workforce Division is looking to recruit Executive Level 1 Data Analyst/s and Workforce Planner/s with technical expertise and strong experience in data analysis.

## Duties

### Data Analyst

- Lead the development of data processing, cleaning and warehousing as well as Business Intelligence (BI) and data visualisation tools that incorporate linkage of multiple datasets
- Analyse data, produce written reports and contribute to analysis of the Australian Health Workforce system
- Collaborate with custodians of data sources to identify data that addresses the Department of Health's workforce policy objectives and progress opportunities to improve data quality, access, timeliness and functionality
- Develop new evidence sources through data integration and external sourcing
- Provide expert support to Departmental Data Stewards in the management and development of data assets
- Lead a team to ensure work program is delivered to a high standard

### Workforce Planner

- Undertake data development, analysis and modelling which contribute to the national health workforce planning.
- Develop new evidence sources through data integration and micro-simulation modelling.
- Lead the development of analytical tools that utilise linkage, projection and modelling scenario techniques to address health workforce planning and implementation issues.
- Foster an evidence base for evaluation and performance measurement of policy interventions through the preparation of reports on complex and sensitive health workforce issues to support health workforce reform and issues impacting the health system, the composition and characteristics of the health workforce, and workforce planning and modelling.
- Provide advice, options and recommendations to stakeholders on the utilisation of data to address health workforce policy and planning issues.
- Provide high level support to Departmental Data Stewards in the management and development of data assets.

## 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-HWDIV-6670 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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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Amanda Abraham, 02 6289 8353  |
| <b>Agency Recruitment Site</b> | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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Vacancy VN-0682507

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**Department of Health**

Closing Date: Sunday 25 October 2020

In Home Aged Care Division  
Home Care Branch Home Care Operations and Ministerial Support Section

|                        |                        |
|------------------------|------------------------|
| <b>Job Title</b>       | Administration Officer |
| <b>Job Type</b>        | Full-Time, Ongoing     |
| <b>Location</b>        | Woden ACT              |
| <b>Salary</b>          | \$76,009 - \$82,200    |
| <b>Classification</b>  | APS Level 5            |
| <b>Position Number</b> | 20-IHACDIV-6698        |
| <b>Agency Website</b>  |                        |

## Job Description

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

The In Home Aged Care Division is responsible for access to the aged care system and aged care services in the home. This position is within the Home Care Branch, Home Care Operations and Ministerial Support Section. The position will be critical to responding to Ministerial Correspondence and enquiries in relation to the highly publicly scrutinised Home Care Packages Program. Responding with empathy, quality and timeliness to support program accountability characterise this position.

## Duties

Contribute to:

- preparing high quality and timely responses to Ministerial correspondence and written briefs/submissions/papers/reports etc
- responding to sector enquiries about the operations of My Aged Care and home care
- resolving client complaints received through the Ombudsman's Office, My Aged Care or Department of Health enquiries
- team processes and promote collaboration
- providing general administrative support to the section to help improve stakeholders' knowledge of the aged care system and how to navigate it.
- managing emails received via the section's group inbox
- providing support and triage for home care recipients in vulnerable situations, and
- supporting program management/assurance activities.

## 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.

## Notes

- Applications close 11:30PM AEDT.
- Applicants should quote reference number 20-IHACDIV-6698 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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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Susan Kean, 02 6289 1974  |
| <b>Agency Recruitment Site</b> | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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Vacancy VN-0682512

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## Department of Health

Closing Date: Tuesday 20 October 2020

Legal and Assurance  
Corporate, Commercial and Litigation Legal Policy and Practice Management

|                        |                                   |
|------------------------|-----------------------------------|
| <b>Job Title</b>       | Legal Procurement Support Officer |
| <b>Job Type</b>        | Full-Time, Ongoing                |
| <b>Location</b>        | Woden ACT                         |
| <b>Salary</b>          | \$70,914 - \$74,929               |
| <b>Classification</b>  | APS Level 4                       |
| <b>Position Number</b> | 20015385                          |
| <b>Agency Website</b>  |                                   |

## Job Description

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

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The Legal Policy and Practice Management are seeking a Procurement Support Officer with experience with SAP or other financial management system in the Australian Government context.

### Duties

- Assisting with legal procurement for the Department.
- Raising and managing external legal services purchase orders.
- Processing invoices from external legal services providers as required.
- Liaising with external and internal stakeholders in relation to legal procurement and administrative matters.
- Identifying efficiencies or improvements to processes.
- Opening and closing files.
- Providing advice and updates to clients as required.
- Ensuring compliance with the Commonwealth Procurement Rules and the *Public Governance, Performance and Accountability Act 2013*.
- Actively working with lawyers to ensure efficient and effective delivery of legal services to the Department.
- Assisting with the end of financial year accrual processes in relation to external legal services.
- Assisting lawyers to manage their matters by providing timely advice on expenditure against purchase orders.
- Managing inboxes and responding to queries from both external providers and internal clients in relation to procurement of external legal services.
- Assisting delegates with financial approval processes in SAP as required.
- Maintaining accurate records on the LEX Matter Management System.

### 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:
  - 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.
- 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 AEST
- Applicants should quote reference number 20-LADIV-6519 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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Philippa Backhouse, 02 62891229   |
| <b>Agency Recruitment Site</b> | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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Vacancy VN-0682780

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## Department of Health

Closing Date: Sunday 18 October 2020

Information Technology Division  
Corporate Applications Branch Information Management Section

|                        |                          |
|------------------------|--------------------------|
| <b>Job Title</b>       | Senior e-Support Officer |
| <b>Job Type</b>        | Full-Time, Ongoing       |
| <b>Location</b>        | Woden ACT                |
| <b>Salary</b>          | \$85,088 - \$95,993      |
| <b>Classification</b>  | APS Level 6              |
| <b>Position Number</b> | 20-ITDIV-6730            |
| <b>Agency Website</b>  |                          |

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## Job Description

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

We are seeking a dedicated and dynamic leader to join our team. As Senior e-Support Officer you'll provide high level, specialist and technical records and information management advice to departmental staff, in particular staff in the Health Products Regulation Group (HPRG), within a framework of Information Management (IM) and IT policies and objectives. You'll foster and

maintain our relationships with business teams, ITD teams and other Government agencies. You'll work collaboratively to enhance the Department's records management capability with a focus on Digital Continuity principles. You'll provide an enhanced client experience and support your team, ensuring that they uphold the standards expected for a world class service delivery organisation.

## Duties

The Senior e-Support Officer is expected to work under limited direction, and in accordance with APS Values and Code of Conduct, interpret legislation, policy and procedures.

Our ideal candidate will:

- Provide high level, specialist and technical records and information management advice, services and support to the Health Products Regulation Group (HPRG) staff to ensure understanding and compliant with relevant policies, standards, instructions, guidelines and principles.
- Assist with the management and administration including system upgrades for the following corporate business information systems to support the HPRG:
  - o Electronic submission management system - docuBridge and e-validator.
  - o EDRMS - TRIM Content Manager 9.
- Lead information management projects, and digital initiatives to support departmental transition to digital business.
- Provide leadership and effectively manage staff in day-to-day activities to ensure high quality of outputs for the team, and to ensure compliance with service delivery parameters and timeframes.
- Promote and manage productive working relationships with internal and external clients, service providers and stakeholders.
- Work closely and collaboratively with other information professionals and IT professionals to achieve organisational goals.
- Make decisions and undertake work that is more complex in nature, using good judgement, expertise and knowledge.
- Contribute to the strategic planning of the IMS, including the exploration and implementation of innovative technology solutions.

## 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-ITDIV-6730 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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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

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Sonia Sheppard, 02 6289 3401  |
| <b>Agency Recruitment Site</b> | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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Vacancy VN-0682784

## Department of Health

Closing Date: Sunday 18 October 2020

In Home Aged Care Division  
Aged Care Access Branch

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assistant Director, Service Delivery Strategy |
| <b>Job Type</b>        | Full-Time, Ongoing                            |
| <b>Location</b>        | Woden ACT                                     |
| <b>Salary</b>          | \$104,562 - \$119,255                         |
| <b>Classification</b>  | Executive Level 1                             |
| <b>Position Number</b> | 20-IHACDIV-6632                               |
| <b>Agency Website</b>  |   |

## Job Description

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

## Duties

The Aged Care Access Branch is seeking motivated individuals with an interest in the delivery of Aged Care services to join our leadership team.

Several positions are available. The primary areas of focus will be in the Service Delivery Strategy and Operations sections which are responsible for the training and development of the aged care workforce, overseeing the daily operations of the My Aged Care contact centre, and performing complex commercial and contract management duties during the contract delivery stage to manage risks and ensure value for money is achieved.

Experience in managing high value commercial arrangements and understanding of Service Delivery and Contact Centre services will be highly valued.

Other functions may include providing policy advice, coordination and liaison, secretariat work and data/technical analysis.

## 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-IHACDIV-6632 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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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Marguerite Gandini, (02) 6289 5439  |
| <b>Agency Recruitment Site</b> | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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Vacancy VN-0682788

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## Department of Health

Closing Date: Wednesday 21 October 2020

Health Workforce Division  
Health Workforce Reform Branch

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Java Script Developer/Geospatial Analyst |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing             |
| <b>Location</b>        | Woden ACT                                |
| <b>Salary</b>          | \$104,562 - \$119,255                    |
| <b>Classification</b>  | Executive Level 1                        |
| <b>Position Number</b> | 20-HWDIV-6779                            |
| <b>Agency Website</b>  |  |

### Job Description

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

The Department is seeking a Java Script Developer and Geospatial Analyst to join a busy and fast paced team.

### Duties

Geospatial Analyst:

- Develop geographic catchments using health data
- Work closely with other parts of the Department, especially the Health Workforce Division, on spatial analytics projects
- Liaise with data custodians to spatially enable and incorporate Department datasets into analytics projects
- Lead a team to ensure the work program is delivered to a high standard.

Java Script Developer:

- Design, build and test web application
- Plan, document, and manage the deliverable tasks that are assigned to the team
- Work with Business Analysts and End Users to translate functional specifications into technical designs for implementation and deployment
- Work with program and delivery managers across the business and IT areas to support an agile delivery model
- Lead a team to ensure work program is delivered to a high standard.

### 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-HWDIV-6779 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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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Amanda Abraham, (02) 6289 8353  |
| <b>Agency Recruitment Site</b> | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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Vacancy VN-0682797

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**Department of Health**

Closing Date: Sunday 18 October 2020

In Home Aged Care Division  
Aged Care Access Branch Service Delivery Section

|                        |                     |
|------------------------|---------------------|
| <b>Job Title</b>       | Contract Manager    |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Woden ACT           |
| <b>Salary</b>          | \$85,088 - \$95,993 |
| <b>Classification</b>  | APS Level 6         |
| <b>Position Number</b> | 20-IHACDIV-6775     |
| <b>Agency Website</b>  |                     |

## Job Description

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

The Aged Care Access Branch is seeking motivated individuals with an interest in the delivery of Aged Care services to join our Service Delivery Team.

### About our Team

One of the key responsibilities of the Service Delivery Strategy team is to support the delivery of commercial management functions with a particular focus on procurement and contracting, and relationship management to provide contract assurance, compliance and ensure value for money is achieved.

Experience in managing complex commercial arrangements and delivery through partnership arrangements will be highly valued. Other functions may include providing policy advice, coordination and liaison, secretariat work and data/technical analysis.

## Duties

Our ideal candidate will be a problem-solver with the ability to develop professional relationships with a broad range of stakeholders. You will possess sound judgement and discretion, as well as attention to detail, and ability to work with sensitive and privileged information. You will have created and successfully managed contract governance arrangements and developed supporting briefs and reporting to support contract assurance functions. Flexibility and resilience will enable you to thrive in this fast-paced work environment.

To succeed in these roles, you will:

- exercise a considerable degree of independence and use your well-developed organisational and management skills to support the leadership team and peers across the Branch;
- be an effective leader in your own right as you contribute to managing the performance of the APS and contracted workforce within the team;
- promote an excellent client-focussed service culture and contribute to that culture through your own efforts;
- maintain strong customer and client relationships;
- exercise sound decision making and judgement to provide expert advice;
- have well-developed procurement, commercial or contract management skills and experience that will see you quickly establish yourself as a subject matter expert;
- use initiative to solve problems and develop advice for the Branch;
- be innovative and prepared to engage with risk to achieve procurement and commercial outcomes that withstand scrutiny, and
- demonstrate a sound understanding of, and the ability to apply, Australian Government procurement policy and probity requirements.

## 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.

## Notes

- Applications close 11:30PM AEDT.
- Applicants should quote reference number 20-IHACDIV-6775 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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Marguerite Gandini, 02 6289 5439  |
| <b>Agency Recruitment Site</b> | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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Vacancy VN-0682804

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**Department of Health**

Closing Date: Tuesday 20 October 2020

Legal and Assurance  
Corporate Assurance Various

|                        |                      |
|------------------------|----------------------|
| <b>Job Title</b>       | Departmental Officer |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Woden ACT            |
| <b>Salary</b>          | \$85,088 - \$95,993  |
| <b>Classification</b>  | APS Level 6          |
| <b>Position Number</b> | 20-LADIV-6697        |
| <b>Agency Website</b>  |                      |

## Job Description

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

The Portfolio Support Unit (PSU) and the Program Assurance Unit (PAU) are seeking an experienced APS 6 with project management experience.

## Duties

- Support the implementation of consistent project or program management practices, processes and tools to drive and facilitate the successful delivery of projects by business areas within the department.
- Support the department's project management tracking database, assist project managers to enter and maintain effective and accurate information.
- Contribute to the analysis of project reporting to inform a department-wide view for the governance executive and other stakeholders.
- Foster collaborative working relationships with departmental project or program managers and external stakeholders and help support improved program outcomes or project results.
- Provide secretariat support for the Program Assurance Committee or the Investment and Implementation Board.
- Work with specialist service providers including management of expenditure, budget, accounts payable etc.

## 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:

- 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).
- Obtaining and maintaining a security clearance at the required level (where required).

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-LADIV-6697 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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Renina Boyd, (02) 6289 9053   |
| <b>Agency Recruitment Site</b> | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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Vacancy VN-0682814

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**Department of Health**

Closing Date: Monday 19 October 2020

Information Technology Division  
Corporate Commercial and Architecture Branch Service Integration Section

|                        |                                  |
|------------------------|----------------------------------|
| <b>Job Title</b>       | Strategy and Governance Officer  |
| <b>Job Type</b>        | Full-Time;Part-Time, Non-Ongoing |
| <b>Location</b>        | Woden ACT                        |
| <b>Salary</b>          | \$85,088 - \$95,993              |
| <b>Classification</b>  | APS Level 6                      |
| <b>Position Number</b> | 20-ITDIV-6764                    |
| <b>Agency Website</b>  |                                  |

## Job Description

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

The Strategy and Governance Officer will help to drive an ambitious improvement agenda, positioning the Corporate Strategy Unit to proactively drive the Corporate Strategy and improve Corporate services. A strong service ethic and customer focus is essential to the role – understanding that customers are defined as departmental end-users, business stakeholders, and corporate colleagues.

A minimum 3 years experience in communication, administration and/or governance support is desirable.

## Duties

The Strategy and Governance Officer is responsible for providing advice and regular communication to key stakeholders on corporate strategy activities, supporting cross-corporate initiatives, and undertaking monitoring and reporting activities. Importantly, this role will provide secretariat support to the Corporate Operations Board (COB) and the Corporate Operations Partnership (COOP).

## 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:

- 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.
- Obtaining and maintaining a Baseline security clearance

## Notes

Remote (non-ACT candidates) may be considered for this role.

Applications close at 11:30pm AEST on Monday, 19 October 2020.

Please quote Reference 20-ITDIV-6764 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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Jennifer See, 02 6289 3187  |
| <b>Agency Recruitment Site</b> | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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Vacancy VN-0682823

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## Department of Health

Closing Date: Thursday 22 October 2020

Information Technology Division  
Corporate Applications Branch Information Management Section

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Assistant Director, Records Management |
| <b>Job Type</b>        | Full-Time, Ongoing                     |
| <b>Location</b>        | Woden ACT                              |
| <b>Salary</b>          | \$104,562 - \$119,255                  |
| <b>Classification</b>  | Executive Level 1                      |
| <b>Position Number</b> | 20-ITDIV-6714                          |
| <b>Agency Website</b>  |  |

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## Job Description

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

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We are seeking a dedicated and dynamic leader to join our team.

As Assistant Director, Records Management, you will:

- be a senior leader responsible for providing strategic and technical advice, within a framework of Information Management (IM) and IT policies and objectives;
- foster and maintain our relationships with Business teams, ITD teams and other Government agencies;
- provide oversight on the performance of our services with an awareness of Commonwealth Records and Information Management frameworks;
- work collaboratively to enhance the Department's records management capability with a focus on Digital Continuity principles;
- provide an enhanced client experience and will guide and mentor your team, ensuring that they uphold the standards expected for a world class service delivery organisation.

Desirable qualifications:

- Relevant tertiary qualifications in Information Management, Information Technology, or similar;
- 5+ years' experience in an IM leadership role within a medium/large size organisation;
- Membership of relevant professional organisations will be highly regarded.

## Duties

The Assistant Director, Records Management is expected to undertake complex or sensitive work and operate under broad direction to deliver outcomes. They will exercise a degree of independence in their work, exercise sound decision making and judgement and will be responsible for supervising staff.

Our ideal candidate will:

- Provide high level, specialist records and information management advice, services and support.
- Provide leadership in records and information management to ensure understanding and compliance with relevant policies, standards, instructions, guidelines and principles.
- Lead information management projects, and digital initiatives to support departmental transition to digital business.
- Provide leadership and manage staff in day-to-day activities. This includes developing, coaching and mentoring staff, as well as building commitment within the team to deliver high quality outcomes in alignment with corporate objectives.
- Promote and manage productive working relationships with internal and external clients, service providers and stakeholders.
- Work closely and collaboratively with other information professionals and IT professionals to achieve organisational goals.
- Contribute to the section leadership team and assist the Director, Information Management with reporting, business planning and information management projects.

## 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:

- 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.
- Obtaining and maintaining a Baseline security clearance.

## Notes

Applications close at 11:30pm AEST on Thursday, 22 October 2020.

Please quote Reference 20-ITDIV-6714 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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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Grant Williams, 02 6289 5623  |
| <b>Agency Recruitment Site</b> | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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Vacancy VN-0682795

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## Department of Home Affairs

Closing Date: Sunday 18 October 2020

Cyber Digital & Technology Policy  
Cyber Security Policy Branch Community Engagement Section

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Outreach Officer   |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Various locations - NT NT, Various locations - QLD QLD, various locations in VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS, Various locations in WA WA, Various locations - SA SA |
| <b>Salary</b>          | \$72,454 - \$78,043  |
| <b>Classification</b>  | APS Level 5  |
| <b>Position Number</b> | JR 88241   |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>   |

## Job Description

[www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

### Overview of the Division:

The Cyber, Digital and Technology Policy Division brings together a single Home Affairs focus on cyber, digital and emerging technology policy issues, including cyber security and safety, policy implications of emerging technology, identity policy, data policy, and the policy implications of cybercrime and cyber enabled crime. The Cyber, Digital and Technology Policy Division also leads engagement with industry on cyber, digital and emerging technology policy issues.

The Joint Cyber Security Centres deliver the Australian Cyber Security Centre Partnership Program and drive closer collaboration between government, industry, academia and the research community. Joint Cyber Security Centres are located in Sydney, Melbourne, Brisbane, Adelaide and Perth.

### About the role:

The Home Affairs Outreach Officers will be responsible for building and promoting cyber security awareness and information sharing between and across industry and Government. This may include coordinating and facilitating seminars, meetings and information sessions between government and industry partners, including small to medium enterprises.

As Home Affairs embedded officers into the Joint Cyber Security Centres, the Outreach Officers will expand and coordinate Government's cyber security outreach to industry and businesses. The Outreach Officers will facilitate greater two-way information sharing by building on the existing relationships between Government and industry.

### Duties

- In consultation with the Joint Cyber Security Centre lead, operate under limited supervision to assist to build relationships to complement and accentuate existing cyber security awareness raising, community engagement and capability development spend
- In consultation with the Joint Cyber Security Centre lead, assist with engagement across government and industry, including large companies and small to medium enterprises, to raise awareness of the Government's cyber security policies
- In consultation with the Joint Cyber Security Centre lead, provide local interfaces with Australian-based industry to assist with the identification of, and gauge support for, future cyber security capabilities
- Coordinate and support the facilitation of seminars, meetings, information sessions and/or training
- Assist with responding to complex requests for advice, maintain contact databases and troubleshoot issues

- Assist with developing communication products and public information to inform clients, staff and/or stakeholders.

## Eligibility

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

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

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

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

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

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

## About the Department of Home Affairs

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Larissa Long, larissa.long@homeaffairs.gov.au |
| <b>Agency Recruitment Site</b> | www.homeaffairs.gov.au                        |

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Vacancy VN-0682799

## Department of Home Affairs

Closing Date: Sunday 18 October 2020

Cyber Digital and Technology Policy  
Cyber Security Policy Community Engagement Section

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Outreach Officer   |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Various locations in WA WA, Various locations - NT NT, Various locations - TAS TAS, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NSW NSW, various locations in VIC VIC, Various locations - SA SA |
| <b>Salary</b>          | \$99,408 - \$116,582   |
| <b>Classification</b>  | Executive Level 1  |
| <b>Position Number</b> | JR88338  |
| <b>Agency Website</b>  | www.homeaffairs.gov.au   |

## Job Description

<https://career10.successfactors.com/career?company=DIAC>

### Overview of the Division:

The Cyber, Digital and Technology Policy Division brings together a single Home Affairs focus on cyber, digital and emerging technology policy issues, including cyber security and safety, policy implications of emerging technology, identity policy, data policy, and the policy implications of cybercrime and cyber enabled crime. The Cyber, Digital and Technology Policy Division also leads engagement with industry on cyber, digital and emerging technology policy issues.

The Joint Cyber Security Centres deliver the Australian Cyber Security Centre Partnership Program and drive closer collaboration between government, industry, academia and the research community. Joint Cyber Security Centres are located in Sydney, Melbourne, Brisbane, Adelaide and Perth.

The Joint Cyber Security Centres across capital cities in Australia deliver the Australian Cyber Security Centre Partnership Program and drive closer collaboration between government, industry, academia and the research community. The Joint Cyber Security Centres host a regular series of workshops and events for Australian Cyber Security Centre partners, and provide collaborative workspaces for partners to come together to address and share information about common cyber security challenges.

As Home Affairs embedded officers into the Joint Cyber Security Centres, the Outreach Officers will expand and coordinate Government's cyber security outreach to industry and businesses. The Outreach Officers will facilitate greater two-way information sharing by building on the existing relationships between Government and industry.

**About the role:**

The EL1 Joint Cyber Security Center Outreach Officer will work under direction from Home Affairs and the ACSC and will be responsible, as part of a whole of government team, for initiating, building and promoting cyber security awareness and information sharing between and across industry and Government. This will include coordinating and facilitating seminars, meetings and information sessions between government and industry partners, including small to medium enterprises.

To ensure a coordinated and centralised approach, the Joint Cyber Security Centre Outreach Officers will be embedded in the Joint Cyber Security Centre Regional Offices in Sydney, Melbourne, Brisbane,

## **Duties**

**Our ideal candidate:**

The Department of Home Affairs is seeking energetic and skilled Outreach Officers interested in working on some of the most challenging and complex issues facing Australia. Our staff are committed to delivering programs that contribute to the prosperity, security and unity of our nation.

We seek experienced officers who have knowledge and experience in cyber, data or critical technology as well as experience with, or understanding of, Federal and/or State government policy development and implementation, or a demonstrated ability to pick up these concepts quickly. Successful candidates will be self-driven, able to think strategically, have excellent stakeholder liaison skills and be able to communicate clearly. We are looking for team players who want to work in a supportive, challenging and fast-paced environment.

**Specific duties/responsibilities:**

- In consultation with the Joint Cyber Security Centre lead, initiate and build relationships to complement and accentuate existing cyber security awareness raising, community engagement and capability development spend
- In consultation with the Joint Cyber Security Centre lead, engage across government and industry, including large companies and small to medium enterprises, to raise awareness of the Government's cyber security policies
- Liaise with Home Affairs business areas to seek input into responses to highly complex enquiries and coordinate, draft and oversee responses to correspondence
- In consultation with the Joint Cyber Security Centre lead, provide local interfaces with Australian-based industry to assist with the identification of, and gauge support for, future cyber security capabilities
- Undertake complex research and analysis in specialty areas to provide evidence-based advice
- Prepare highly complex correspondence and documentation and maintain accurate records of discussions and decisions
- Develop and implement processes, procedures and tools that support the delivery of high quality advice and provide advice on highly complex and sensitive policy matters
- Influence policy development and implementation and develop policy documents within a range of legislative and administrative frameworks
- Facilitate seminars, meetings, information sessions and/or training
- Respond to highly complex and sensitive requests for advice, maintain contact databases and troubleshoot issues
- Develop communication products and public information to inform clients, staff and/or stakeholders

**Role requirements/qualifications:**

**Preferred**

- Extensive subject matter knowledge relating to cyber, data or critical technology, or a demonstrated ability to pick up new concepts quickly
- Broad experience with, and understanding of, Federal and/or State government policy development and implementation, or a demonstrated ability to pick up new concepts quickly
- High level of stakeholder liaison skills

- Strong written and verbal communication skills

## Eligibility

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

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

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

### Notes

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

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

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

## About the Department of Home Affairs

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Larissa Long, larissa.long@homeaffairs.gov.au   |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a> |

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Vacancy VN-0682803

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## Department of Home Affairs

Closing Date: Sunday 18 October 2020

ICT  
Technology Operations & Support Storage and Facilities

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | ICT Infrastructure Support Officer                                 |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Various locations - ACT ACT  |
| <b>Salary</b>          | \$57,777 - \$66,382  |
| <b>Classification</b>  | APS Level 3  |
| <b>Position Number</b> | JR 88541   |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

## Job Description

[www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

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### Overview of the Section:

The Storage and Facilities section is responsible for the implementation, configuration and maintenance of the Department's data centres and server rooms, enterprise class storage arrays (including Network Attached Storage (NAS) and Storage Array Networks (SAN)) and the data protection (backup and archive) of the Department's systems and applications.

The Data Protection team is responsible for the ongoing health of the Department's backup and recovery technologies. The Data Centre Facilities team is responsible for the management of the Department's IT facilities. The Storage Services team is responsible for the ongoing health of the Department's data storage technologies including Direct Attached Storage (DAS), Network Attached Storage (NAS) and Storage Array Networks (SAN) across the entire Department's infrastructure.

### About the role:

The ICT Infrastructure Support Officer is responsible for assisting with the management of and reporting on of all of the ICT controlled rooms within their allocated region/state. The ICT Infrastructure Support officer is



responsible for assisting with the ongoing monitoring, maintenance, support, troubleshooting, customization, access and operation of the Department's Data Centres, Primary Communications Rooms, Tertiary Communications Rooms and the ICT infrastructure with in. It is the role of the ICT Infrastructure Support officer to collaborate with Project Managers and Regional Commands and Operational areas to deliver ICT outcomes.

The ICT Infrastructure Support Officer works under direction from their supervisor to provide technical advice and support and will report to the Senior ICT Infrastructure Support Officer, or in some cases, the state cases ICT Infrastructure Support Manager.

The ICT Infrastructure Support Officer is part of the Data Centre management team within the Storage and Facilities section, which manages and monitors access and operations within the Department's Data Centres and ICT controlled rooms.

The position requires a moderate level of technical knowledge and does not have any direct reports.

The position requires out of hours work including being part of an on call roster. The position will, at times involve some limited travel.

**Our ideal candidate:**

The Department is looking for people who enjoy working in a rapidly evolving and forward thinking environment. With a focus on innovation and progression, our ideal candidate will help to maintain and further develop our innovative processes. Whilst working in the Department you will be exposed to cutting edge technology as well as training resources that can fast track your professional development, allowing you to excel within and outside of the Department. The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

**Duties**

**Specific duties/responsibilities:**

For each of the ICT controlled sites (i.e. Data Centres, Primary Communication Rooms, Tertiary Communications rooms, etc.) in a designated area/region preform the following tasks;

- Action tasks in the teams service manager queue and group mailbox
- Ensure all allocated sites are operating to section standards. This includes running quality assurance checks of work completed by third parties. Manage and coordinate site outages including the development of run sheets and communications. Actively participate in the problem/incident management process
- Review site audits and identify potential issues that may need to be addressed to maintain ICT Infrastructure standards and optimal conditions for operations
- Execute "Rack and Stack" activities to balance power consumption and environmental conditions or free up contiguous RU space and provision RU and Rack space for all new ICT hardware deployments
- Contribute to detailed design documentation associated with structured cabling systems, environmental support, Uninterrupted Power Supplies infrastructure, room design and capacity management
- Ensure site documentation is updated in line with hardware additions and decommissions
- Provide assistance to develop, and maintain site specific standards documentation and WH&S documentation for the use of internal and external service providers. The standards should be in line with industry best practice and include processes and procedures.

**Eligibility**

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

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

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

### Notes

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at

<https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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

## About the Department of Home Affairs

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Madi Brennan, 02 6223 8524  |
| <b>Agency Recruitment Site</b> | <a href="https://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

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Vacancy VN-0682806

**Department of Home Affairs**

Closing Date: Sunday 18 October 2020

Cyber Digital & Technology Policy  
Cyber Security Policy Branch Community Engagement Section

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Outreach Officer  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Various locations - ACT ACT, Various locations - NT NT, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - WA WA, Various locations - NSW NSW, Various locations - SA SA, various locations in VIC VIC |
| <b>Salary</b>          | \$78,700 - \$93,112   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | JR88325   |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>  |

**Job Description**

<https://career10.successfactors.com/career?company=DIAC>

Overview of the Division:

The Cyber, Digital and Technology Policy Division brings together a single Home Affairs focus on cyber, digital and emerging technology policy issues, including cyber security and safety, policy implications of emerging technology, identity policy, data policy, and the policy implications of cybercrime and cyber enabled crime. The Cyber, Digital and Technology Policy Division also leads engagement with industry on cyber, digital and emerging technology policy issues.

The Joint Cyber Security Centres deliver the Australian Cyber Security Centre Partnership Program and drive closer collaboration between government, industry, academia and the research community. Joint Cyber Security Centres are located in Sydney, Melbourne, Brisbane, Adelaide and Perth.

The Joint Cyber Security Centres across capital cities in Australia deliver the Australian Cyber Security Centre Partnership Program and drive closer collaboration between government, industry, academia and the research community. The Joint Cyber Security Centres host a regular series of workshops and events for Australian Cyber Security Centre partners, and provide collaborative workspaces for partners to come together to address and share information about common cyber security challenges.

About the role:

The APS6 Joint Cyber Security Centre Outreach Officer will work under limited direction from Home Affairs and the Australian Cyber Security Centre and will be responsible, as part of a whole of government team, for building and promoting cyber security awareness and information sharing between and across industry and Government. This may include coordinating and supporting the facilitation of seminars, meetings and information sessions between government and industry partners, including small to medium enterprises.

To ensure a coordinated and centralised approach, Joint Cyber Security Centre Outreach Officers will be embedded in the Joint Cyber Security Centre Regional Offices in Sydney, Melbourne, Brisbane, Adelaide and Perth.

**Our ideal candidate:**

The Department of Home Affairs is seeking energetic and skilled Outreach Officers interested in working on some of the most challenging and complex issues facing Australia. Our staff are committed to delivering programs that contribute to the prosperity, security and unity of our nation.

We seek experienced officers who have knowledge and experience in cyber, data or critical technology as well as experience with, or understanding of, Federal and/or State government policy development and implementation, or a demonstrated ability to pick up these concepts quickly. Successful candidates will be self-driven, able to think strategically, have excellent stakeholder liaison skills and be able to communicate clearly. We are looking for team players who want to work in a supportive, challenging and fast-paced environment.

## **Duties**

Specific duties/responsibilities:

- In consultation with the Joint Cyber Security Centre lead, operate under limited direction to build relationships to complement and accentuate existing cyber security awareness raising, community engagement and capability development spend
- In consultation with the Joint Cyber Security Centre lead, engage across government and industry, including large companies and small to medium enterprises, to raise awareness of the Government's cyber security policies
- Liaise with Home Affairs business areas to seek input into responses to complex enquiries and coordinate, draft and oversee responses to correspondence
- In consultation with the Joint Cyber Security Centre lead, provide local interfaces with Australian-based industry to assist with the identification of, and gauge support for, future cyber security capabilities
- Work under limited direction to undertake complex research and analysis in specialty areas to provide evidence-based advice
- Prepare complex correspondence and documentation and maintain accurate records of discussions and decisions
- Contribute to development and implementation processes, procedures and tools that support the delivery of high quality advice and provide advice on highly complex and sensitive policy matters
- Work under limited direction to contribute content and options to policy documents and frameworks
- Coordinate and support the facilitation of seminars, meetings, information sessions and/or training
- Respond to complex requests for advice, maintain contact databases and troubleshoot issues
- Develop communication products and public information to inform clients, staff and/or stakeholders.

Role requirements/qualifications:

Preferred

- High level of subject matter knowledge relating to cyber, data or critical technology or a demonstrated ability to pick up new concepts quickly
- Experience with, and understanding of, Federal and/or State government policy development and implementation, or a demonstrated ability to pick up new concepts quickly
- Strong stakeholder liaison skills
- Strong written and verbal communication skills.

## **Eligibility**

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

- Be an Australian Citizen

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

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

### Notes

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

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

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

## About the Department of Home Affairs

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Larissa Long, <a href="mailto:larissa.long@homeaffairs.gov.au">larissa.long@homeaffairs.gov.au</a>                            |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a> |

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Vacancy VN-0682833

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## Department of Home Affairs

Closing Date: Sunday 18 October 2020

Emergency Management Australia  
Disaster Preparedness Intergovernmental Unit

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Assistant Director, Intergovernmental Unit                         |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Various locations - ACT ACT  |
| <b>Salary</b>          | \$99,408 - \$116,582   |
| <b>Classification</b>  | Executive Level 1  |
| <b>Position Number</b> | JR 85944   |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

## Job Description

<https://www.homeaffairs.gov.au/>

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### Overview of the Branch and Section:

Emergency Management Australia (EMA) is seeking applications from dynamic and motivated individuals for a secretariat specialist to manage high level Emergency Management Ministerial and Executive Committees, spanning both strategic and operational policy and program management. This position supports key policy reforms and strategic program management in a fast-paced environment.

The position sits within the Disaster Preparedness Branch, which leads the implementation of nation-wide reforms to reduce risks from natural hazards. We work with all levels of government, the private sector and community groups to limit the causes and impacts natural hazards have on communities and the economy. The Branch leads on nationally significant capability development issues, provides policy leadership for the emergency management sector, and performs the secretariat for the peak national committee for emergency management ministers across the Commonwealth, the Australian-New Zealand Emergency Management Committee (ANZEMC), and oversees the Australian Institute for Disaster Resilience.

### About the Role:

As an EL1 in Disaster Preparedness Branch, you will work as part of a dynamic team to develop nationally significant policies and capabilities to support disaster preparedness, and enhance Australia's capacity to withstand and recover from emergencies and disasters. You will be expected to understand the range of issues EMA deals with, engage effectively with internal and external stakeholders, and work autonomously as well as in teams and produce results.

This role is seeking a highly motivated individual, preferably with secretariat experience, to manage high level Emergency Management Ministerial and Executive Committees, often in a time-pressured environment. You will work closely with all levels of government and the non-government sector to ensure a

whole-of-nation resilience-based approach to disaster management. Our work is exciting, diverse and fast-paced, and involves strategic policy development, advice to government on a forward-looking reform agenda, and program and secretariat management.

## Duties

### Specific duties/responsibilities:

- Providing secretariat support to ministerial forums, the ANZEMC and its sub-committees under general direction, including applying strategic governance processes
- Cultivating and maintaining strong relationships with a broad range of internal and external stakeholders to achieve outcomes and facilitate cooperation
- Preparing complex correspondence and documentation and maintain accurate records of discussions and decisions
- Providing advice to a wide range of stakeholders, relating to the work and governance of committees, and preparing and responding to correspondence for the Minister Agriculture, Drought and Emergency Management and other internal and external stakeholders
- Supervision and management of a small team of staff responsible for:
  - Preparing agendas, papers, and briefs
  - Publishing of a monthly emergency management sector newsletter
  - Managing records in accordance with approved policies and procedures, in particular the IGU TRIM master index
- Other secretariat tasks as directed.

### Our Ideal Candidate:

We are looking for an energetic problem-solver with secretariat experience, who can think creatively to find innovative and practical solutions to complex issues. In particular we are seeking your:

- Proven leadership and staff management skills
- Strong written and oral communication skills
- Well-developed conceptual and strategic thinking skills
- Well-developed stakeholder engagement skills
- Sound understanding of administrative practices and processes relevant to the APS
- Ability to work both independently and as part of a team.

## Eligibility

### Eligibility:

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

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

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

### Notes

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

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

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## About the Department of Home Affairs

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Leighton MORVELL, 02 6223 9586  |
| <b>Agency Recruitment Site</b> | <a href="https://www.homeaffairs.gov.au/">https://www.homeaffairs.gov.au/</a> |

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Vacancy VN-0682839

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**Department of Home Affairs**

Closing Date: Sunday 18 October 2020

Border Patrol and Coordination Command  
Australian Border Operations Centre / Commander Various



|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Border Force Inspector   |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Various locations - ACT ACT  |
| <b>Salary</b>          | \$99,408 - \$116,582   |
| <b>Classification</b>  | Executive Level 1  |
| <b>Position Number</b> | JR88139  |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

## Job Description

<https://career10.successfactors.com/career?company=DIAC>

### Overview of the Branch and Section:

The Australian Border Operations Centre (ABOC) is a centralised operations centre, responsible for providing a single source of truth on ABF operations. The ABOC is the central point of contact for partner agencies engaging with the Australian Border Force (ABF).

The ABOC unifies operational capabilities of the Department of Home Affairs and the ABF into planning, executing, coordinating and managing national ABF activities and operations across the entire border continuum.

### ***ABOC Operational Planning and Targeting***

The ABOC Operational Planning and Targeting section is the central coordination point for deliberate planning within the ABOC. The section is responsible for ensuring all areas of the ABF remain interconnected through the planning of operations and the coordinated treatments of border related threats, including operationalising intelligence and targeting outcomes, and planning and executing targeting activities.

The section incorporates the ABF's specialised and multi-disciplinary targeting and threat assessment capability, the National Border Targeting Centre (NBTC). The NBTC works to detect potential threats to the border and the Australian community, by assessing and referring system-generated matches against intelligence informed profiles, alerts and data analytics in the traveller and cargo environments, and identifying and addressing gaps in current targeting approaches.

### ***ABOC Capability***

The ABOC Capability section support current and future ABOC capabilities, focusing on the enablers that support mission success in a multi-domain, multi-agency environment. This will include new technology platforms for ABF that link to future capability initiatives, whilst delivering an enhanced Command and Control Framework that positions the ABF to meet emergent and future challenges.

### ***ABOC Response***

ABOC Response provides a rapid stand-up and continuity of effort for major incidents that require high levels of strategic coordination or operational command.

The Border Operations Centre (BOC) sits within the ABOC Response section and operates a 24/7 capability that supports Australia's layered immigration approach to the border continuum which extends from the visa-issuing process, through to check-in and border processing at entry points at Australian air and sea ports, and citizenship. The BOC are the ABF's operational capability that works closely with the ABF Airline Liaison (Offshore) Network, international airlines and shipping companies. The BOC also works with key internal and external stakeholders to maintain a capability to support a Government response to a range of incidents and major events with a focus on the movement of traveller's across Australia's borders.

### ***ABOC Business Operations***

ABOC Business Operations proactively prepares a highly skilled workforce with the pathway and tools required to meet ABOC operational demands. This is achieved by progressing ABF strategic goals and key lines of effort focusing on; monitoring our performance against our targets and goals, providing independent assurance services through exercise and lessons learnt frameworks; forging and maintaining partnerships and alliances with internal and external stakeholders to enable us to be prepared at whole of government levels; providing administrative, budget, and resource management support to ensure we have capacity and capability to meet the scalable demand.

### ***ABOC Watchfloor***

The ABOC includes a 24/7 watch floor that facilitates a national real-time view of operational activity and priorities. The ABOC Watchfloor is the national point of coordination, communication and reporting for all ABF operations and the single conduit into the organisation for national crisis management. The ABOC Watchfloor provides daily reporting to the ABF Executive.

### ***ABOC National Monitoring Centre***

The National Monitoring Centre (NMC) provides 24/7 operational support to frontline areas through the provision of real time and near real time monitoring of goods and passengers in areas controlled by the ABF, utilising the ABF's national Closed Circuit Television (CCTV) and communications network and related technologies. It has the capacity to simultaneously control cameras across multiple sites within Australia's international Air and Seaports. The NMC also provides operational support to both domestic and international law enforcement partners and other Government agencies.

### ***About the role:***

The Border Force Inspector will supervise a small team and are responsible for the delivery of operational objectives through the coordination, prioritisation and delivery of activities and response actions nationally, consistent with the ABF's operational priorities.

The Border Force Inspector will be required to maintain an awareness of the ABF's operational activities and respond to any changes in priorities and posture. They will need to work collaboratively with members of ABF, the Department, regions and external agencies, to ensure the appropriate resources, personnel and equipment are available to support response actions.

The Border Force Inspector is required to train, develop and mentor team members and assist in identifying career and development needs for both self and team members.

The ABOC has a number of vacancies that require filling. The required skills and capabilities at the Inspector level will vary slightly across roles.

**Our ideal candidate:**

ABOC is looking for confident leaders who are flexible, agile and resilient who can work in a multi-agency and multi-disciplined environment that is fast paced and complex.

The ideal candidate(s) will be required to have an understanding of the border threat environment and undertake work activities with an awareness of the possible impact on strategic, political and operational outcomes for the ABF, Home Affairs and broader Government.

The Inspector will be required to have strong operational knowledge, including an understanding of the ABF's Operational Planning Framework, and an ability to apply that knowledge to the planning and coordination of discrete and non-discrete operational activities.

The Inspector will have a good understanding of Command, Control and Coordination (C3) Framework as well as Operational Planning.

**Duties**

**Specific duties/responsibilities:**

The ABOC has a number of positions that are required to be filled. The following duties/responsibilities represent a range of functions that may be delivered by the Inspector roles.

- Support the planning and coordination of operational activities that requires a multi-ABF Command or Whole-of-Government approach in response to an incident and/or identified border threat, and assist in the de-confliction and prioritisation of ABF operations and activities
- Project Management inclusive of developing and maintaining key relationships with ABF and Departmental stakeholders, external stakeholders and vendors as required
- Manage a small team accountable for operational delivery, including management of resources, training and building capability across the BOC Alerts team
- Conceptualise, plan and deliver capability in support of ABF Operations
- Work collaboratively with the ABOC Duty Inspector to ensure all operational areas within BPCC remain interconnected through the coordinated and timely sharing of information, situational awareness and executive reporting, as the central coordination point in the ABOC watchfloor
- Undertake environmental scanning to identify technology related opportunities to enhance ABF capabilities
- Manage, mentor and develop staff.

**Role requirements / qualifications:**

**Desirable:**

- A high level of technical, operational or policy knowledge and experience negotiating favourable outcomes with other work areas
- Knowledge in immigration systems and the processes associated with immigration border clearance, alert management, and visa and citizenship legislation, policy and operational procedures
- Understanding of Command, Control and Coordination (C3) Framework and Operational Planning
- Display excellent written communication skills, particularly the ability to communicate complex ideas and outcomes in a clear, concise and logical manner
- Ability to produce quality outcomes through robust research and/or collaboration
- Ability to identify, monitor and manage emerging issues and ability to respond clearly, comprehensively and quickly to urgent requests
- Demonstrated leadership experience.

Some positions within the Australian Border Force require the occupant to meet Border Force Officer essential qualifications. If successful for one of these positions, candidates are required to:

- Attain and maintain relevant medical, fitness and psychometric standards;
- Swear an oath or make an affirmation;
- Actively participate in career management (postings and deployments); and
- Be uniformed if the position requires.

## Eligibility

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## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Maria Moreno, (02) 6195 6025  |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a> |

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Vacancy VN-0682856

**Department of Home Affairs**

Closing Date: Sunday 18 October 2020

Border Patrol & Coord Comm/Ac  
ABOC/Commander Various

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Border Force Supervisor, Australian Border Operations Centre       |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Various locations - ACT ACT  |
| <b>Salary</b>          | \$78,700 - \$93,112  |
| <b>Classification</b>  | APS Level 6  |
| <b>Position Number</b> | 88130  |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

## Job Description

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### ABOC Capability

The ABOC Capability section support current and future ABOC capabilities, focusing on the enablers that support mission success in a multi-domain, multi-agency environment. This will include new technology platforms for ABF that link to future capability initiatives, whilst deliver an enhanced Command and Control Framework that positions the ABF to meet emergent and future challenges.

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extends from the visa-issuing process, through to check-in and border processing at entry points at Australian air and sea ports, and citizenship. The BOC are the ABF's operational capability works closely with the ABF Airline Liaison (Offshore) Network, international airlines and shipping companies. The BOC also works with key internal and external stakeholders to maintain a capability to support a Government response to a range of incidents and major events with a focus on the movement of travellers across Australia's borders.

### **ABOC Business Operations**

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### **ABOC Watchfloor**

The ABOC includes a 24/7 watch floor that facilitates a national real-time view of operational activity and priorities. The ABOC Watchfloor is the national point of coordination, communication and reporting for all ABF operations and the single conduit into the organisation for national crisis management. The ABOC Watchfloor provides daily reporting to the ABF Executive.

### **ABOC National Monitoring Centre**

The National Monitoring Centre (NMC) provides 24/7 operational support to frontline areas through the provision of real time and near real time monitoring of goods and passengers in areas controlled by the ABF, utilizing the ABF's national Closed Circuit Television (CCTV) and communications network and related technologies. It has the capacity to simultaneously control cameras across multiple sites within Australia's international Air and Seaports. The NMC also provides operational support to both domestic and international law enforcement partners and other Government agencies.

### **About the role:**

The Border Force Supervisor will supervise a team responsible for the delivery of operational objectives through the coordination, prioritisation and delivery of activities and response actions nationally, consistent with the ABF's operational priorities.

The Border Force Supervisor is required to work collaboratively with internal and external stakeholders to build and maintain relationships to progress joint engagement and outcomes consistent with ABF Operational Priorities. They will need to provide responsive and accurate operational reporting, including the delivery of briefings during operational and crisis events.

The Border Force Supervisor is required to train, develop and mentor team members and assist in identifying career and development needs for both self and team members.

The ABOC has a number of vacancies that require filling. The required skills and capabilities at the Border Force Supervisor level will vary slightly across roles.

### **Our ideal candidate:**

ABOC is looking for confident leaders who are flexible, agile and resilient and enjoy contributing to the protection of Australia's borders, in a multi-agency and multi-disciplined environment.

The ideal candidate(s) will be required to work independently and in a team environment, with

limited supervision, in a dynamic, fast paced, complex and changing environment.

## Duties

### Role requirements:

- Ability to work with limited supervision and manage complex issues in high pressure environment;
- Demonstrated leadership capabilities;
- Ability to build and sustain stakeholder relationships for mutually beneficial relationships;
- Display high standards of integrity and professionalism;
- Demonstrated ability to think critically and demonstrate autonomy in decision making and responsiveness;
- Display excellent written communication skills, particularly the ability to communicate complex ideas and outcomes in a clear, concise and logical manner;
- Demonstrate an understanding or the ability to acquire knowledge in Command, Control and Coordination (C3) and Operational Planning;
- Ability to produce quality outcomes even in the absence of specified guidance or procedure through robust research and/or collaboration;
- Ability to identify, monitor and manage emerging issues and ability to respond clearly, comprehensively and quickly to urgent requests.

Some positions within the Australian Border Force require the occupant to meet Border Force Officer essential qualifications. If successful for one of these positions, candidates are required to:

- Attain and maintain relevant medical, fitness and psychometric standards;
- Swear an oath or make an affirmation;
- Actively participate in career management (postings and deployments); and
- Be uniformed if the position requires.

### Mandatory Requirements:

- Ability to obtain and maintain an Australian Government Negative Vetting Level 1 clearance
- Ability to obtain and maintain an Employment Suitability Clearance (ESC)

### Eligibility

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

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

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Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible



working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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## About the Department of Home Affairs

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Maria Moreno, (02) 6195 6025  |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a> |

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Vacancy VN-0682859

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**Department of Home Affairs**

Closing Date: Sunday 18 October 2020

Border Patrol & Coord Comm/Ac  
ABOC/Commander Various

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Senior Border Force Officer, Australian Border Operations Centre   |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Various locations - ACT ACT  |
| <b>Salary</b>          | \$72,454 - \$78,043  |
| <b>Classification</b>  | APS Level 5  |
| <b>Position Number</b> | 88138  |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

## Job Description

<https://career10.successfactors.com/career?company=DIAC>

### Overview of the Branch and Sections:

The Australian Border Operations Centre (ABOC) is a centralised operations centre, responsible for providing a single source of truth on ABF operations. The ABOC is the central point of contact for partner agencies engaging with the Australian Border Force (ABF). The ABOC unifies operational capabilities of the Department of Home Affairs and the ABF into planning, executing, coordinating and managing national ABF activities and operations across the entire border continuum.

### ABOC Operational Planning and Targeting

The ABOC Operational Planning and Targeting section is the central coordination point for deliberate planning within the ABOC. The section is responsible for ensuring all areas of the ABOC remain interconnected through the planning of operations and the coordinated treatments of border related threats, including operationalising intelligence and targeting outcomes, and planning and executing targeting activities.

The section incorporates the ABF's specialised and multi-disciplinary targeting and threat assessment capability, the National Border Targeting Centre (NBTC). The NBTC works to detect potential threats to the border and the Australian community, by assessing and referring system-generated matches against intelligence informed profiles, alerts and data analytics in traveller and cargo environments, and identifying and addressing gaps in current targeting approaches.

### ABOC Capability

The ABOC Capability section support current and future ABOC capabilities, focusing on the enablers that support mission success in a multi-domain, multi-agency environment. This will include new technology platforms for ABF that link to future capability initiatives, whilst deliver an enhanced Command and Control Framework that positions the ABF to meet emergent and future challenges.

### ABOC Response

ABOC Response provides a rapid stand-up and continuity of effort for major incidents that require high levels of strategic coordination or operational command.

The Border Operations Centre (BOC) sits within the ABOC Response section and operates a capability that supports Australia's layered immigration approach to the border continuum which

extends from the visa-issuing process, through to check-in and border processing at entry points at Australian air and sea ports, and citizenship. The BOC are the ABF's operational capability works closely with the ABF Airline Liaison (Offshore) Network, international airlines and shipping companies. The BOC also works with key internal and external stakeholders to maintain a capability to support a Government response to a range of incidents and major events with a focus on the movement of travellers across Australia's borders.

### **ABOC Business Operations**

ABOC Business Operations proactively prepares a highly skilled workforce with the pathways and tools required to meet ABOC operational demands. This is achieved by progressing ABF strategic goals and key lines of effort focusing on; monitoring our performance against our targets and goals, providing independent assurance services through exercise and lessons learnt frameworks, forging and maintaining partnerships and alliances with internal and external stakeholders to enable us to be prepared at whole of government levels; providing administrative, budget, and resource management support to ensure we have capacity and capability to meet the scalable demand.

### **ABOC Watchfloor**

The ABOC includes a 24/7 watch floor that facilitates a national real-time view of operational activity and priorities. The ABOC Watchfloor is the national point of coordination, communication and reporting for all ABF operations and the single conduit into the organisation for national crisis management. The ABOC Watchfloor provides daily reporting to the ABF Executive.

### **ABOC National Monitoring Centre**

The National Monitoring Centre (NMC) provides 24/7 operational support to frontline areas through the provision of real time and near real time monitoring of goods and passengers in a controlled area by the ABF, utilizing the ABF's national Closed Circuit Television (CCTV) and communications network and related technologies. It has the capacity to simultaneously control cameras across multiple sites within Australia's international Air and Seaports. The NMC also provides operational support to both domestic and international law enforcement partners and other Government agencies.

### **About the role:**

The Senior Border Force Officer will be part of a section responsible for the delivery of operational objectives through the coordination, prioritisation and delivery of activities and response actions nationally, consistent with the ABF's operational priorities. The Senior Border Force Officer will need to think innovatively, take an appropriate level of responsibility for outcomes, approach tasks with a positive attitude, lead by example, respect and connect with others and deliver results. The ABOC has a number of vacancies that require filling. The required skills and capabilities at the Senior Border Force Officer level will vary slightly across roles.

### **Our ideal candidate:**

ABOC is looking for confident leaders who demonstrate high-level interpersonal skills, including well developed written and oral communication skills.

The ideal candidate(s) will be required to have an understanding of the border threat environment, and be able to work in a fast paced, complex and constantly changing environment to support optimal operational and corporate outcomes. They will be required to have excellent time management skills, demonstrating the ability to multitask efficiently and work to deadlines.

### **Duties**

#### **Specific duties/responsibilities:**

- Work within a small team in a complex and constantly changing environment;
- Work collaboratively, build and sustain effective relationships with internal and external stakeholders;

- Resolve problems and implement alternative courses of action;
- Demonstrate strong personal drive, initiative, enthusiasm and attention to detail;
- Prioritisation of workload to achieve a positive outcome within a short timeframe;
- Make sound and reasonable decisions, with confidence and exercise good judgment;
- Acknowledge issues raised by the team and use experience to confidently present them in a constructive manner in various forums;
- Encourage the diversity of different points of view, experience and knowledge;
- Prepare correspondence and quality reports;
- Operate within a changing environment and apply high level interpersonal and collaborative skills;
- Take personal responsibility for meeting objectives and progressing work; show commitment to learning and self-development.

### **Role Requirements/Qualifications:**

Some positions within the Australian Border Force require the occupant to meet Border Force Officer essential qualifications. If successful for one of these positions, candidates are required to:

- Attain and maintain relevant medical, fitness and psychometric standards;
- Swear an oath or make an affirmation;
- Actively participate in career management (postings and deployments); and
- Be uniformed if the position requires.

### **Desirable:**

Knowledge of immigration systems such as ICSE, Mainframe, APP, Carrier Portal, and other immigration sources to support subordinates in resolving complex 'authority to travel' and visa related issues.

### **Mandatory Requirements:**

- Ability to obtain and maintain an Australian Government Negative Vetting Level 1 clearance; and
- Ability to obtain and maintain an Employment Suitability Clearance (ESC).

### **Eligibility**

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

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

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

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## About the Department of Home Affairs

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Maria Moreno, (02) 6195 6025  |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a> |

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Vacancy VN-0682864

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**Department of Home Affairs**

Closing Date: Monday 19 October 2020

Social Cohesion  
Communication and Engagement Research and Evaluation, Coordination and Reporting

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Policy and Program Officer   |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Various locations - ACT ACT  |
| <b>Salary</b>          | \$72,454 - \$78,043  |
| <b>Classification</b>  | APS Level 5  |
| <b>Position Number</b> | JR 88984   |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

## Job Description

<https://career10.successfactors.com/career?company=DIAC>

### Overview of the Branch:

The Communication and Engagement Branch in the Social Cohesion Division generates dynamic insights into social media and community sentiment so as to respond to malign information that can undermine Australia's social cohesion. The Branch undertakes research and engages closely with government, industry and other stakeholders. It contributes to the Social Cohesion and Citizenship Group's role in countering terrorism, violent extremism and foreign interference in Australia. The Branch also supports the Operation Sovereign Borders communications campaign.

### About the role:

There are several exciting and diverse opportunities at the AP5 level in the Research and Evaluation Section of the Communication and Engagement Branch. The role involves policy, program and legislative work in the priority area of social cohesion.

### Our ideal candidate:

We seek policy officers who have the ability to pick up new concepts quickly, think strategically, have excellent writing and stakeholder liaison skills and communicate clearly. We are looking for good team players who want to work in a supportive, challenging and fast-paced environment

## Duties

Depending on the role, the successful applicants may be required to:

- Support the identification and research of current and emerging policy issues
- Support the development and analysis of policy options and recommend solutions to policy problems, including policy and legislative solutions
- Develop and maintain productive working relationships with a range of policy, program, community engagement, communications, legal, financial and other colleagues within the department and across the whole of government
- Assist in drafting high quality ministerial submissions and briefs, including contributing to National Security College (NSC) and Cabinet submissions
- Assist in reviewing existing policy and developing new policy to align with Government priorities
- Assist in monitoring implementation of existing programs/policies and initiate reviews and/or evaluation to inform future policy development

## Eligibility

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

- Be an Australian Citizen

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

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

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All applications should be lodged on-line in accordance with the instructions set out on the department's website at <https://career10.successfactors.com/career?company=DIAC>

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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Alice Kibble, 02 6264 2256  |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a> |

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Vacancy VN-0682865

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## Department of Home Affairs

Closing Date: Monday 19 October 2020

Executive Division  
Media and Engagement Media Operations

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Public Affairs Officer   |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Various locations - ACT ACT  |
| <b>Salary</b>          | \$81,613 - \$94,058  |
| <b>Classification</b>  |  |
| <b>Position Number</b> | 88943  |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

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## Job Description

<https://career10.successfactors.com/career?company=DIAC>

### Overview of the Branch and Section:

Media & Communication Branch delivers all media management and external engagement functions for the Department of Home Affairs, including but not limited to media enquiry management, media support for Ministers and Executive, social media, graphic design, video production, speech writing, and external and strategic communication campaigns. The Social Media team within the branch develops content and messaging for the Department and ABF social media platforms to increase and enhance the Department and ABF's digital footprint.

### About the role:

We are looking for an energetic and enthusiastic public affairs officer who can develop compelling and engaging content for social media, using their technical expertise to better inform and influence key audiences through the Department and ABF social media channels. Applicants should have a good news sense and an innovative streak. Candidates with creativity and qualifications will also need to manage and build relationships with business areas to identify potential positive news stories, then develop these for social media. We are currently building up our digital footprint and need a variety of skills to work in a tight knit team.

### Our ideal candidate:

The successful candidate will enjoy working in a creative environment and be willing to try new technologies and tools to project the broader remit of the Department and ABF's work to a wide audience. We need self-starters with an understanding of the social media landscape and ideally with video editing, graphic design, or other applicable skills. Previous APS experience will be viewed favourably.

## Duties

Specific duties/responsibilities:

- Improve community perceptions and correct misconceptions by developing original and persuasive social media content
- Work with business and operational areas across the portfolio to successfully manage a range of campaigns, projects and events, from conception to evaluation



- Provide advice to business areas on departmental campaigns, and act as a point of contact for enquiries about social media from across the Department
- Mentor junior staff, including managing their training and professional development needs
- Participate in the Department's 24-hour media on-call roster.

### **Role requirements/qualifications:**

#### **Mandatory**

- Qualifications in communication, marketing, public relations and/or journalism and experience working in the sector, or extensive recent experience in a communication, public relations and/or journalism role
- Ability to work to tight deadlines, whilst juggling multiple demands in a complex environment
- Highly developed communication skills, including the ability to liaise widely and develop productive working relationships at all levels.

#### **Highly desirable**

- Experience in large Government or similar marketing or advertising campaigns
- Experience producing digital content using video editing and graphic design software.

### **Eligibility**

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- Be an Australian Citizen
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## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Cassandra Mathews, 02 6196 0781   |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a> |

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Vacancy VN-0682868

## Department of Home Affairs

Closing Date: Tuesday 20 October 2020

Social Cohesion  
Communication and Engagement Joint Agency Task force (JATF) for  
Operation Sovereign Borders (OSB)

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Public Affairs Officer   |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                    |
| <b>Location</b>        | Various locations - ACT ACT  |
| <b>Salary</b>          | \$112,262 - \$124,083  |
| <b>Classification</b>  |  |
| <b>Position Number</b> | 88878  |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

## Job Description

<https://career10.successfactors.com/career?company=DIAC>

### **Overview of the Branch and Section:**

The Communication and Engagement Branch in the Social Cohesion Division generates dynamic insights into social media and community sentiment, so as to respond to malign information that can undermine Australia's social cohesion. The Branch undertakes research and engages closely with government, industry, and other stakeholders. It contributes to the Social Cohesion and Citizenship Group's role in countering terrorism, violent extremism and foreign interference in Australia. The Branch also supports the Operation Sovereign Borders communications campaign.

### **About the role:**

Public Affairs Managers in the Communication and Engagement Branch drive proactive engagement and contract management with service providers to co-design creative content that undermines the appeal of illegal maritime travel to Australia, misinformation and extremist propaganda, and counters malign information, misinformation, terrorist and violent extremist use of the internet. The role involves responsibility and accountability for procurement, project and contract management, building and maintaining productive stakeholder relationships, strategic planning, and content creation.

One of the roles in the Branch supports the Joint Agency Task force (JATF) for Operation Sovereign Borders (OSB). The Department oversees the military-led, border security operation of the JATF OSB. The JATF is supported and assisted by a wide range of Federal Government agencies. The task force was established to ensure a whole-of-government effort to combat maritime people smuggling and protect Australia's borders. The role of the communications officer in this team is to design and deliver the Australian Government's anti-people smuggling strategic communication campaign, and manage strategic communication in aid of regional processing outcomes.

The role of a Public Affairs Manager in the Communication and Engagement Branch includes leading a multidisciplinary team in a dynamic, fast-paced environment with a range of internal, external and international stakeholders.

### **Our ideal candidate:**

Our ideal candidates are critical thinkers who are flexible, adaptable, future focused and able to lead teams to deliver high-quality outcomes. We are looking for applicants who are able to work collaboratively with internal and external stakeholders to lead the development and design of creative communication solutions for the portfolio, aligned to our organisational priorities.

Our ideal candidates are flexible, adaptable, outcomes driven and future focused with excellent judgement, analytical and problem-solving skills. We are looking for applicants with strong written and oral communication skills who pick up new concepts quickly, think critically and strategically, communicate efficiently and effectively, and work well with change and multiple demands in a complex environment.

This is an exciting opportunity for Managers with experience in communications roles to apply their strong leadership, judgement, analytical, and stakeholder management skills to complex issues around nationally-significant issues of people smuggling, malign information, misinformation, terrorist propaganda and violent extremism.

## **Duties**

### **Key Duties:**

Duties of a Public Affairs Manager include:

- Providing strategic communication and media advice to key stakeholders
- Exercising professional judgement to respond to complex operational issues
- Leading a team of multidisciplinary staff in close collaboration with analysts across the Branch, the executive, service providers, and other external stakeholders
- Identifying and responding to issues that may affect the Department or Portfolio
- Developing a range of high quality analytical reports that inform decision-making by internal and external stakeholders
- Contributing to planning for national strategic communications priorities and campaigns
- Representing the team with partner agencies
- Leading the design, implementation, monitoring and evaluation, and contract of the anti-people smuggling communication campaign.

### **Role requirements/qualifications:**

- The role occupant must be able to hold and maintain a Negative Vetting Level 2 security clearance
- The applicant must have tertiary qualifications in a related field such as communication, marketing, public relations or relevant work experience

## **Eligibility**

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

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

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

### Notes

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

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

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## About the Department of Home Affairs

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Campbell Massie, 02 6198 7519   |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a> |

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

Vacancy VN-0682876

**Department of Home Affairs**

Closing Date: Tuesday 20 October 2020

Group Manager Customs  
Various Various

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Policy Officer   |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Various locations - ACT ACT  |
| <b>Salary</b>          | \$78,700 - \$93,112  |
| <b>Classification</b>  | APS Level 6  |
| <b>Position Number</b> | JR88758  |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

**Job Description**

<https://career10.successfactors.com/career?company=DIAC>

**Overview of the Group:**

The Customs Group pursues and manages innovative policy, programs and regulation on customs matters. Our work supports the movement of people and goods across our border. Through this work, the Group makes a direct contribution to Australia's prosperity and security.

The Group drives a progressive agenda to ensure a seamless trade and traveller experience. Our work spans the spectrum of international and domestic customs policy. We engage strategically with industry, other government agencies and international organisations to develop and implement innovative policy and regulatory initiatives.

The Group consists of five Branches: Traveller Policy and Industry Engagement; Modern Slavery and Human Trafficking; Customs and Border Modernisation; Customs and Trade Policy; and Trusted Trader and Trade Compliance.

**About the Roles:**

Roles within the Customs Group fall into the following streams:

**International Customs Policy** – Successful candidates will perform a variety of roles, including trade and travel policy design, managing ABF's strategic engagement with foreign customs authorities, supporting customs and trade agreement negotiations, and overseeing trade and international customs policy initiatives. Previous experience in international policy, customs, trade and/or legal policy areas are particularly relevant.

This includes positions in areas such as Trade Policy, Import/Export Policy, and Australian Trusted Trader International Policy, Modern Slavery and Human Trafficking.

**Trade and Travel Facilitation** – Successful candidates will lead design and reform of the domestic policy and legislative frameworks governing the movement of people and goods across the border. Our officers play a critical support role for Australia's customs and border operations. Including by overseeing Australia's customs revenue arrangements, managing policy on aspects of Australia's port, airport and waterfront operations, administering Australia's system of border controls and prohibitions including import permit application management and reform, applying legislative frameworks to practical situations, program management on new policy proposals, delivering time critical advice to operational areas to facilitate the efficient movement of goods and developing initiatives to enhance trade and travel. Previous experience in customs policy or operations, aviation and maritime policy, revenue and regulatory reform would be advantageous.

This includes positions in areas such as Trade Revenue Policy, Permits and Strategic Goods, Environmental Goods and Product Safety, Import/Export Policy, Border Alignment Policy, Ports Policy, Customs Licensing, Australian Trusted Trader, Intellectual Property, and Customs Compliance functions.

Customs Modernisation and Industry Outreach –Successful candidates will engage with a broad range of stakeholders across government and industry (such as traders, customs brokers, airlines, airports and peak industry bodies) to inform major customs initiatives and future policy, lead research and analysis of complex issues related to trade, customs, traveller and modern slavery, to provide evidence-based advice and recommendations to government that support customs innovation. Previous experience in policy reform, management of major initiatives, Ministerial and Cabinet processes, industry engagement and outreach This includes positions in areas such as Customs and Border Modernisation, Industry Engagement, Modern Slavery and Human Trafficking.

## Duties

APS6 Policy or Program Implementation Officers in the Customs Group work with direction to develop and implement policies, within the Government's strategic trade, customs, traveller and modern slavery priorities. You will be involved in providing policy support and/or program management to exciting initiatives and, projects, with a focus on any of the following:

- Contribute to research and analysis to create evidence-based advice and recommendations on high-profile priorities;
- Analyse policy options to develop and recommend solutions that improve Australia's framework for the movement of people and goods across the border;
- Investigate, interpret and apply legislation, department/government policy and strategic frameworks to achieve outcomes, including maintaining knowledge of relevant legislation, policies, strategies and international conventions;
- Engage with stakeholders across government and industry (such as traders, customs advisers, airlines, airports and peak industry bodies); and
- Develop and/or enhance processes, procedures and tools that support legitimate trade and traveller movements.

Our Ideal Candidate:

The people we are looking for roles across our Group:

- can think independently and innovatively;
- write to a high standard;
- work independently to find solutions;
- learn quickly;
- are a strong team player; and
- have strong interpersonal and communication skills (oral and written).

## Eligibility

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

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

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

## Notes

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Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at

<https://www.homeaffairs.gov.au/about-us/careers/working-with-us>.

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## About the Department of Home Affairs

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Suzanne FORD, <a href="mailto:suzanne.ford@abf.gov.au">suzanne.ford@abf.gov.au</a>  |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a> |

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Vacancy VN-0682878

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**Department of Home Affairs**

Closing Date: Tuesday 20 October 2020

Group Manager Customs  
Various Various

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Policy Officer   |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Various locations - ACT ACT  |
| <b>Salary</b>          | \$99,408 - \$116,582   |
| <b>Classification</b>  | Executive Level 1  |
| <b>Position Number</b> | JR 88918   |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

## Job Description

<https://career10.successfactors.com/career?company=DIAC>

### Overview of the Group:

The Customs Group pursues and manages innovative policy, programs and regulation on customs matters and modern slavery.

Our work supports the legitimate movement of people and goods across our border and makes a direct contribution to Australia's prosperity and security.

The Group drives a progressive agenda to ensure a seamless trade and traveller experience, and to identify and respond to modern slavery in our communities and global supply chains. Our work spans the spectrum of international and domestic law, policy and operations. We engage strategically with industry, other government agencies and international organisations to develop and implement innovative policy and regulatory initiatives.

The Group consists of five Branches: Customs and Border Modernisation; Customs and Trade Policy; Modern Slavery and Human Trafficking; Traveller Policy and Industry Engagement; and Trusted Trader and Trade Services.

### About the Roles:

Roles within the Customs Group fall into the following streams:

**Trade and Travel Facilitation** – Successful candidates will lead design and reform of the domestic policy and legislative frameworks governing the movement of people and goods across the border. Our officers play a critical support role for Australia's customs and border operations, including by overseeing Australia's customs revenue arrangements, managing policy on aspects of Australia's port, airport and waterfront operations, administering Australia's system of border controls and prohibitions, program management on new policy proposals, delivering time critical advice to operational areas to facilitate the efficient movement of goods and developing initiatives to enhance trade and travel. Previous experience in customs policy or operations, aviation and maritime policy, revenue and regulatory reform would be advantageous.

This includes positions in areas such as Trade Revenue Policy, Permits and Strategic Goods, Environmental Goods and Product Safety, Import/Export Policy, Ports Policy, Customs Licensing, Australian Trusted Trader, Intellectual Property, Future Trade Facilitation and Customs Compliance functions.

**International Customs Policy** – Successful candidates will perform a variety of roles, including trade and travel policy design, managing ABF's strategic engagement with foreign customs authorities, supporting customs and trade agreement negotiations, and overseeing trade and international customs policy initiatives. Previous experience in international policy, customs, trade and/or legal policy areas are particularly relevant.

This includes positions in areas such as Trade Policy, Import/Export Policy, and Australian Trusted Trader International Policy.

**Customs Modernisation and Industry Outreach** – Successful candidates will engage with a broad range of stakeholders across government and industry (such as traders, customs brokers, airlines, airports and peak industry bodies) to inform major customs initiatives and future policy, lead research and analysis of complex issues related to trade, customs, and traveller to provide evidence-based advice and recommendations to government that support customs innovation. Previous experience in policy reform, management of major initiatives, Ministerial and Cabinet processes, industry engagement and outreach would be highly regarded.

This includes positions in areas such as the Trade Single Window Taskforce, Traveller Policy and Industry Engagement.

**Modern Slavery Policy and Engagement** – Successful candidates will lead design and reform of policy and legislative frameworks to combat modern slavery in Australia and abroad. Successful candidates will implement Australia's forthcoming National Action Plan to Combat Modern Slavery 2020-25 and the world-leading Modern Slavery Act 2018. Successful candidates will also drive delivery of peer-to-peer engagement with governments across the Indo-Pacific region to strengthen law and justice frameworks to combat modern slavery. Demonstrated skills engaging government, civil society, industry and international stakeholders are



desired. Previous experience in policy and legislative reform and implementation, or experience in international stakeholder engagement and capacity building are highly regarded.

## Duties

EL1 Policy Officers in Customs Group need to have strong leadership and managerial skills, work under broad direction to develop and implement complex policies, which align to the Government's strategic customs, traveller, trade and modern slavery priorities. EL1 policy officers will contribute to the Group's strategic policy thinking, manage projects and share staff management responsibilities.

As an EL1 Policy Officer you will have the opportunity to:

- lead research and analysis of complex issues related to trade, customs, travellers and modern slavery, to provide evidence-based advice and recommendations;
- lead the analysis of policy options to recommend and develop policy solutions that enhance critical aspects of Australia's framework for the movement of people and goods across the border;
- prepare complex correspondence and briefing material; and
- lead the development of processes, procedures and tools that support legitimate trade and traveler movements to enhance trade facilitation outcomes.

## Our Ideal Candidate

The people we are looking for to fill roles across our Group:

- are a strong leader and team player;
- will grow and develop their staff;
- can think independently and innovatively;
- write to a high standard;
- have a passion for customs and trade issues;
- work independently to find solutions;
- learn quickly; and
- have strong communication skills (oral and written).

## Eligibility

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

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
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- Obtain and maintain a current Employment Suitability Clearance
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## Notes

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## About the Department of Home Affairs

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Susan TURVILLE, <a href="mailto:susan.turville@abf.gov.au">susan.turville@abf.gov.au</a>                                      |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a> |

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Vacancy VN-0682941

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**Department of Home Affairs**

Closing Date: Wednesday 21 October 2020

Port Operations Command  
Regional Command QLD Various

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Border Force Inspector   |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Various locations - QLD QLD  |
| <b>Salary</b>          | \$99,408 - \$116,582   |
| <b>Classification</b>  | Executive Level 1  |
| <b>Position Number</b> | JR 88459   |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

## Job Description

<https://career10.successfactors.com/career?company=DIAC>

### Overview of the Branch and Section:

The Australian Border Force (ABF) is an operationally independent body under the Home Affairs Portfolio. The ABF is responsible for operational border, investigations, compliance, detention (facilities and centres) and enforcement functions, and continues to be Australia's customs service.

In a rapidly evolving global environment, we perform to the highest standards while remaining agile to anticipate and respond to emerging threats, and capitalise on opportunities to partner with domestic and international border, customs, immigration, intelligence and law enforcement agencies.

Regional Command Queensland's (RCQLD's) responsibilities include mitigating the risks to the community posed by passengers and cargo in the maritime and aviation environments. RCQLD has responsibility for operations across the majority of Queensland that extends from a major seaport and airports to the remote and coastal terrain in delivering core business and outcomes. RCQLD also contributes to national operational activities as required.

The vacant positions fall within the Operations and Planning section and the Maritime Operations Queensland Section.

*The Operations and Planning section* delivers operational effect through co-ordination, prioritisation and delivery of National Operations and deliberately planned RCQLD activities including the deployment of resources based on operational priorities through a centralised planning capability. Guided by the Regional Commander's strategic intent, RCQLD Operations and Planning is responsible for ensuring RCQLD operational activity aligns with ABF Operational Priorities, responds appropriately to identified and emerging risk, complies with the ABF Command, control and coordination (C3) Doctrine and Operational Planning Framework principles, and, is appropriately supported, in terms of resources and capabilities.

*Maritime Operations Qld* comprises of Maritime Cargo Operations, Maritime Border Operations and the District Commands of Bundaberg, Gladstone and Mackay. The section is responsible for the clearance and processing of maritime vessels, crew, passengers and cargo from the NSW border to Proserpine in Central Queensland.

### About the role:

Opportunities have arisen at the Inspector level (EL 1) within the Port Operations Command division.

As an Executive Level employee, you will work closely with Senior Executives to deliver outcomes for the relevant Command, broader ABF and portfolio.

Roles at this level will lead teams across various functions of the ABF's business, which may include, working in Port Operations Command.

In these roles you will:

- Strive for professional excellence to achieve outcomes, build staff capability, nurture talent and lead change
- Be accountable for the objectives, priorities, and motivation and management of your workforce

- Represent the Command, the ABF and the portfolio with key stakeholders, collaborating to achieve collective goals, think strategically, engage with risk, innovate and hold yourself and others to account.

## Duties

### Specific duties/responsibilities:

- Undertake work that is very complex or sensitive and operate under broad direction
- Exercise sound decision making and judgement to produce high level policy advice
- Engage in complex problem solving and issues management
- Be responsible for actively managing key stakeholder relationships within and outside the agency through strong written and oral communication
- Motivate and manage your workforce, including building officer capability, nurture talent
- Demonstrate and ensure good compliance with all policies and procedures across all corporate and operational areas.

## Role requirements / Qualifications:

**Mandatory: Nil specific**

## Desirable

- Highly developed leadership and change management skills
- Highly developed stakeholder engagement, relationship management and negotiation skills, both written and verbal
- A broad level of operational and contextual knowledge (including policies, procedures and processes), and an ability to apply that knowledge to whole-of-command activities
- Ability to manage teams including all aspects of staff performance, including performance assessments, monitoring and reporting on attendance, coaching, mentoring and on-the-job training
- Strong communication skills, both oral and written.

## Eligibility

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

- Be an Australian Citizen
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- Obtain and maintain a current Employment Suitability Clearance
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Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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## About the Department of Home Affairs

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | John IKIN, (07) 3835 3155   |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a> |

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Vacancy VN-0682787

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## Department of the Treasury

Closing Date: Sunday 18 October 2020

Various  
n/a

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Policy Analysts  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                     |
| <b>Location</b>        | Canberra ACT, Sydney NSW                                     |
| <b>Salary</b>          | \$78,086 - \$106,714   |
| <b>Classification</b>  | APS Level 5;APS Level 6                                      |
| <b>Position Number</b> | 30-2020  |
| <b>Agency Website</b>  | <a href="http://www.treasury.gov.au">www.treasury.gov.au</a> |

## Job Description

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

Markets Group promotes well functioning markets that serve consumers and investors. Well functioning markets are central to the sustainable growth of the Australian economy and the wellbeing of the Australian community.

Markets Group has strong relationships with business and consumer advocacy groups and maintains close working relations with the relevant regulatory agencies.

The positions available are in the Retirement Income Policy Division, Financial System Division and Market Conduct Division within Markets Group.

### Retirement Income Policy Division

The Retirement Income Policy Division provides policy advice to Government on all aspects of retirement income policy, including superannuation and age pension policies, and assists with the development of related legislation. This includes matters related to market conduct and regulation of the superannuation sector and to ensure taxation of the retirement income system is sustainable, efficient, fair and well-understood by the community.

Recent work includes policy advice on the COVID-19 early release for superannuation measure and supporting the Government to legislate the right for Australians to choose their own superannuation fund.

### Financial System Division

The Financial System Division is responsible for policy advice to Government on financial sector policy matters (other than superannuation), and assisting with the development of related legislation. This includes banking and insurance, access to finance, the payments system, fintech, capital markets and financial market infrastructure, and brokers, advisers and other intermediaries. It also coordinates Treasury's activities in respect of the Council of Financial Regulators.

Recent work includes carriage of implementation of the Government's response to the Financial Services Royal Commission, and establishment of SME loan guarantee schemes as part of Government actions arising from COVID-19.

### Market Conduct Division

Market Conduct Division provides policy advice to Government on economy-wide market regulation issues including corporate behaviour and responsibilities, competition, consumer protection, the consumer data right and digital economy issues, and the development of general financial literacy and capability in the community.

Recent work includes temporary changes as part of Government actions in response to COVID-19 such as insolvency relief and facilitating virtual AGMs, advice to Government in respect of the digital platforms mandatory bargaining code, and support for an inquiry into future directions for the consumer data right.

## Duties

### About the Roles

Treasury is looking for talented, team-oriented, flexible and highly motivated individuals to work at the centre of Australian government policy thinking on retirement incomes, the financial system and services, corporations, consumer, competition policy and related data and digital issues. This is a unique opportunity to play a key role in shaping policy advice and assisting in the implementation of Commonwealth Government reforms.

APS5 and APS6 Policy Analysts work in a team structure and report to a Manager or Senior Adviser. They have a range of responsibilities that may include, but are not limited to:

- conducting research and analysis and providing advice to Treasury Ministers on matters relevant to the work of a unit or project team;
- assisting in the preparation of reports, briefings to Treasury Ministers, submissions to Cabinet, speeches, replies to parliamentary questions and other correspondence;

- implementing reforms, including through drafting consultation papers, undertaking regulatory assessments, and assisting with Treasury's Law Design Office to develop draft legislation;
- engaging with internal and external stakeholders, including regulators, advocacy groups, corporations, and industry associations; and
- undertaking other duties as required.

#### The Position Requirements

What we expect of you in these roles

In performing their roles, APS5 and APS6 Policy Analysts are expected to be able to:

- think critically: assess the implications of economic and policy developments and develop cogent insights as a basis for policy advice;
- engage effectively: build and maintain relationships with internal and external stakeholders, including regulators, advocacy groups and corporations;
- navigate strategic context: understand the policy landscape, identify opportunities and show good judgement;
- deliver results: deliver timely and high-quality outcomes that influence policy makers and effectively implement the Government's decisions; and
- show leadership: be proactive, innovative and inclusive.

#### Qualifications / Experience

- Relevant tertiary qualification(s) in a relevant field, including, but not limited to, economics, law, commerce, finance, public policy, and/or mathematics; and
- Ideally, we are looking for candidates with one to two years' experience for APS5 roles and three to four years' experience for APS6 roles.
- Experience in one or more of the following will be particularly well-regarded:
  - Government policy development and analysis
  - Legislative development and/or implementation
  - Regulatory experience
  - Relevant private sector experience
- Also well-regarded will be knowledge and interest in retirement incomes, the financial system and services, corporations, consumer or competition policy, related data and digital policy, relevant legal and regulatory frameworks and regulators, and knowledge of government.

## Eligibility

Employees of the Treasury are required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.

## 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 the Treasury

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Mohita Zaheed, (02) 62632844  |
| <b>Agency Recruitment Site</b> | <a href="http://careers.tspace.gov.au/cw/en/listing/">http://careers.tspace.gov.au/cw/en/listing/</a> |

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Vacancy VN-0682789

## Department of the Treasury

Closing Date: Sunday 18 October 2020

Various  
N/A

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Policy Analysts  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                     |
| <b>Location</b>        | Canberra ACT, Sydney NSW                                     |
| <b>Salary</b>          | \$114,897 - \$131,799  |
| <b>Classification</b>  | Executive Level 1  |
| <b>Position Number</b> | 31-2020  |
| <b>Agency Website</b>  | <a href="http://www.treasury.gov.au">www.treasury.gov.au</a> |

## Job Description

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

### About Markets Group

Markets Group promotes well functioning markets that serve consumers and investors. Well functioning markets are central to the sustainable growth of the Australian economy and the wellbeing of the Australian community.

Markets Group has strong relationships with business and consumer advocacy groups and maintains close working relations with the relevant regulatory agencies.

The positions available are in the Financial System Division and Market Conduct Division within Markets Group.

### Financial System Division

Financial System Division is responsible for policy advice to Government on financial sector policy matters (other than superannuation), and assisting with the development of related legislation. This includes banking and insurance, access to finance, the payments system, fintech, capital markets and financial market infrastructure, and brokers, advisers and other intermediaries. It also coordinates Treasury's activities in respect of the Council of Financial Regulators.

Recent work includes carriage of implementation of the Government's response to the Financial Services Royal Commission, and establishment of SME loan guarantee schemes as part of Government actions arising from COVID-19.

### Market Conduct Division

Market Conduct Division provides policy advice to Government on economy-wide market regulation issues including corporate behaviour and responsibilities, competition, consumer protection, the consumer data right and digital economy issues, and the development of general financial literacy and capability in the community.

Recent work includes temporary changes as part of Government actions in response to COVID-19 such as insolvency relief and facilitating virtual AGMs, advice to Government in respect of the digital platforms mandatory bargaining code, and support for an inquiry into future directions for the consumer data right.



## Duties

Treasury is looking for talented, team-orientated, flexible and highly motivated individuals to work in Treasury's Financial System Division and Market Conduct Division. This is a unique opportunity to play a key role in shaping policy advice and assisting in the implementation of Commonwealth Government reforms.

Executive Level 1 officers work in a team structure and report to a Manager or Senior Adviser. They have a range of responsibilities that may include, but are not limited to:

- conducting research and analysis and providing advice to Treasury Ministers on complex matters relevant to the work of a unit or project team;
- assisting in the preparation of reports, briefings to Treasury Ministers, submissions to Cabinet, speeches, replies to parliamentary questions and other correspondence;
- implementing reforms, including through drafting consultation papers, undertaking regulatory assessments, and assisting with Treasury's Law Design Office to develop draft legislation;
- leading engagement with internal and external stakeholders, including regulators, advocacy groups, corporations, and industry associations; and
- undertaking other duties as required.

### The Position Requirements

What we expect of you in these roles

In performing their roles, Executive Level 1 officers are expected to be able to:

- think critically: assess the implications of economic and policy developments and the broader environment and develop cogent insights as a basis for policy advice;
- engage effectively: lead, build and maintain relationships with internal and external stakeholders, including regulators, advocacy groups and corporations;
- navigate strategic context: understand the policy landscape from a whole-of-government perspective, identify opportunities and show good judgement;
- deliver results: deliver timely and high-quality outcomes, as part of a team and in collaboration with others, that influence policy makers and effectively implement the Government's decisions; and
- show leadership: be proactive, innovative and inclusive, including by assisting with the management and leadership of a team.

### Qualifications / Experience

- Relevant tertiary qualification(s) in a relevant field, including, but not limited to, economics, law, business, finance, public policy, political science and/or mathematics; and
- Ideally, at least five years' relevant work experience.
- Experience in one or more of the following will be particularly well-regarded:
  - Government policy development and analysis
  - Legislative development and/or implementation
  - Regulatory experience
  - Relevant private sector experience
- Also well-regarded will be knowledge and interest in retirement incomes, financial system and services, corporations, consumer or competition policy; related data and digital policy; relevant legal and regulatory frameworks and regulators; and knowledge of government.

## Eligibility

Employees of the Treasury are required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.

## 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 the Treasury

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Mohita Zaheed, (02) 6263 2844   |
| <b>Agency Recruitment Site</b> | <a href="http://careers.tspace.gov.au/cw/en/listing/">http://careers.tspace.gov.au/cw/en/listing/</a> |

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Vacancy VN-0682810

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## Department of the Treasury

Closing Date: Sunday 18 October 2020

Financial Regulator Assessment Authority Secretariat  
Financial Regulator Assessment Authority Secretariat

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Analyst and Senior Analyst                                   |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                 |
| <b>Location</b>        | Sydney NSW, Canberra ACT, Melbourne VIC                      |
| <b>Salary</b>          | \$88,084 - \$131,799   |
| <b>Classification</b>  | APS Level 6;Executive Level 1                                |
| <b>Position Number</b> | 36-2020  |
| <b>Agency Website</b>  | <a href="http://www.treasury.gov.au">www.treasury.gov.au</a> |

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## Job Description

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

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## About the Financial Regulator Assessment Authority Secretariat

The Financial Regulator Assessment Authority (FRAA) is a new statutory body that is being created in response to the recommendations of the Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry.

Its role will be to conduct regular assessments of the effectiveness of the Australian Securities and Investments Commission (ASIC) and the Australian Prudential Regulatory Authority (APRA), as well as capability reviews and reviews of matters related to the effectiveness of ASIC and APRA.

The FRAA will be made up of four members, including the Chair and the Secretary of the Treasury. The FRAA Secretariat will carry out the assessments under the guidance of the FRAA, as well as assisting the FRAA with the performance of its duties more generally. **Duties**

Successful applicants will have the opportunity to join the FRAA on day one, and shape the organisation through its start-up phase. Staff will be required to apply fresh strategic thinking in order to develop frameworks for assessing the effectiveness of the financial regulators.

FRAA staff will engage directly with FRAA panel members and the Treasury Secretary, and with senior representatives from ASIC and APRA. The work of the FRAA will guide and influence the direction of financial regulation in Australia.

Between them, the staff of the FRAA Secretariat will have quantitative and qualitative analytical skills, financial literacy, knowledge of legal and regulatory frameworks in Australia, and understanding of corporate governance practices. In addition to the capabilities demonstrated by individual candidates, the selection process will consider the balance of skills available in the Secretariat as a whole.

The ability to work collaboratively and develop productive working relationships will be a key selection criteria.

### **Senior Analysts (Executive Level 1)**

There are two EL1 Senior Analyst positions in the FRAA Secretariat. Each of these will focus on one of ASIC or APRA, and assist on projects in relation to the other.

Working in teams, and under the guidance of an EL2 Manager, Senior Analysts will:

- conduct analysis required to support FRAA assessments;
- develop advice to the FRAA and the leadership of the FRAA Secretariat;
- engage with external stakeholders to gather relevant information;
- draft assessments and other written communications from the FRAA;
- contribute to the development of the strategic direction of the FRAA;
- plan and lead assessment projects under the guidance of an EL2 Manager; and
- assist with and lead other tasks as required.

EL1s are expected to perform the above roles more independently and with limited supervision by the EL2 Manager of the Secretariat. EL1s may also take on a 'Team Leader' role, may have responsibility for staff development, and may lead individual projects, under the supervision of an EL2 Manager.

### **Analysts (APS 6)**

There are two Analyst positions in the FRAA Secretariat. Each of these will focus on one of ASIC or APRA, and assist on projects in relation to the other.

Analysts will:

- conduct analysis required to support FRAA assessments;
- develop advice to the FRAA and the leadership of the FRAA Secretariat;
- engage with external stakeholders to gather relevant information;
- draft assessments and other written communications from the FRAA;
- contribute to the development of the strategic direction of the FRAA; and
- assist with other tasks as required.

APS 6 Analysts will be expected to work with a high degree of autonomy, but under the supervision and guidance of EL1 Senior Analysts and the EL2 Manager of the Secretariat.

### **Eligibility**

Employees of the Treasury are required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.

## Notes

The filling of this vacancy is intended to constitute an affirmative measure under Section 27 of the Australian Public Service Commissioner's Direction 2016. This vacancy is open only to people with disability.

## About the Department of the Treasury

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Charles Brukner, (02) 6263 4249   |
| <b>Agency Recruitment Site</b> | <a href="http://careers.tspace.gov.au/cw/en/listing/">http://careers.tspace.gov.au/cw/en/listing/</a> |

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Vacancy VN-0682764

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## Digital Transformation Agency (DTA)

Closing Date: Sunday 18 October 2020

Digital Strategy and Capability  
Strategy and Architecture

|                        |                                     |
|------------------------|-------------------------------------|
| <b>Job Title</b>       | Architect - Assistant Director, EL1 |
| <b>Job Type</b>        | Full-Time, Ongoing                  |
| <b>Location</b>        | Canberra ACT, Sydney NSW            |
| <b>Salary</b>          | \$108,370 - \$120,133               |
| <b>Classification</b>  | Executive Level 1                   |
| <b>Position Number</b> | 20/058                              |
| <b>Agency Website</b>  |                                     |

## Job Description

<https://www.dta.gov.au/join-our-team>

The Digital Transformation Agency is leading an initiative to develop and maintain a Whole of Government Architecture to provide the foundation for Australian Government's services and capabilities. This will support changes to how the APS works, digital strategies, and new initiatives that will modernise and drive innovation for the Australian Government.

The DTA is seeking 'architects' and 'solution/business analysts' who can provide vision, expertise and direction. As an experienced architect or analyst, you will incorporate innovative practices and methodologies to proactively deliver government capabilities and support change across the Australian government community.

You will engage with leaders across government, industry, and academia to collaborate and develop a dynamic community of practise. This will be shaped by taking a Whole-of-Government/Ecosystem perspective in thinking through strategic issues, research, analysis, and architectural design. Our team is small and dynamic, creating a great environment to develop your skills and expertise across a range of innovative initiatives.

## Duties

Applicants will be expected to demonstrate a background in transformation, government business, and architecture.

Duties will include:

- As a member of the taskforce you will develop the whole-of-government architecture initiatives by thinking clearly through options to support engagement across government; that caters for the views of our stakeholders, identifies potential issues and informs practical solutions, and takes ownership for the timely delivery of solutions.
- Preparing robust, proactive, and innovative advice to government that helps it achieve its vision for digital transformation and architectural capability.
- Provide ongoing collaboration and engagement, using your outstanding interpersonal and influencing skills, to build a strong relationship with our key stakeholders.
- Undertake research to provide global insight into architectural trends and innovative practice.

Skills and experience:

- Ability to think strategically, integrating a whole of government view of goals with how to achieve them, with a view of transitioning from current to future states.
- Excellent interpersonal and influencing skills with a high level of client and political awareness.

- Experience in delivery architectural artefacts or concepts within or across government services and departments (eg business architecture, platform architecture, or enterprise/ecosystem architecture).
- Ability to work across organisations and agencies to inform, implement, and support whole of government strategies.
- Ability to manage ambiguity, rapid change, and evolving project objectives, scope and deliverables. Ability to manage blend teams including APS, Consultancy and Departmental Seconddees.

## Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the Digital Transformation Agency (DTA), applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

## Notes

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies or third parties will not be accepted.

## About the Digital Transformation Agency (DTA)

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Anthony Kalkipsakis, 0425 005 505   |
| <b>Agency Recruitment Site</b> | <a href="https://www.dta.gov.au/join-our-team">https://www.dta.gov.au/join-our-team</a> |

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Vacancy VN-0682840

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**Federal Court of Australia**

Closing Date: Wednesday 14 October 2020

Federal Circuit Court of Australia  
Court and Tribunal Services

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Client Service Officer  |
| <b>Job Type</b>        | Full-Time, Non-Ongoing  |
| <b>Location</b>        | Albury NSW  |
| <b>Salary</b>          | \$58,672 - \$63,325   |
| <b>Classification</b>  | APS Level 3   |
| <b>Position Number</b> | 1410  |
| <b>Agency Website</b>  | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

**Job Description**

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

Client service staff initiate, file and sort documents, for which they also provide quality assurance and archiving functions. They assist in courtroom operations, facilitating flow through the courtroom and provide clients with information about issues such as how to address the Court and where they need to be at what time. Client service staff are aware of client security issues and act to assist and reassure clients in what can be a distressing and emotional time for them.

Client service staff provide case coordination to ensure the best service to clients by managing the effective and efficient progress of cases through the Courts. This assists clients to reach resolution of their family disputes while optimising the use of judicial and other resources.

Client service staff schedule cases, assign priority to cases and ensure they are ready to proceed to the next stage. Staff maintain positive relationships with clients and solicitors, contribute to the early resolution of cases and identify cases that require specialist attention or other intervention. Client service staff are proactive in the coordination of Court events, including liaison with external clients, solicitors, professional staff, and other internal clients. They analyse and report on workflow and performance trends, making recommendations as necessary and perform the listing function.

As part of an initiative of the Family Court and Federal Circuit Court to improve services and the quality of information provided to clients of the Family Law Courts, the National Enquiry Centre (NEC) was established. Client service staff working at the NEC are primarily responsible for answering national phone and email enquiries for the Family Law Courts.

**Duties**

The Client Service Officer may be required to:

1. provide information and advice relating to court services, procedures, processes and forms as well as external options to clients in order to provide clarity and understanding to enable clients to take informed and appropriate action in relation to their situation,
2. ensure information is available in an accurate and timely fashion to support the best outcome by providing file management, and quality assurance from initiation of matters, data entry and processing through to use in proceedings and archiving,
3. enhance community confidence and respect by responding to clients' emotional needs, managing their expectations and providing a positive experience, especially in their first contact with the courts and understand cultural and special needs such as family violence,
4. progress cases by providing administrative services in accordance with court processes, including receiving and reconciling court fees and charges,

5. evaluate case load by reporting on trends and exceptions to facilitate improvements in processes and allocation of resources, and
6. make best use of court time by facilitating an orderly secure flow of clients, files and exhibits and ensuring the courtroom is ready for proceedings. Activities include but are not limited to providing files and subpoenas, preparing and tidying the courtroom, guiding clients through courtroom hearing processes and protocols, maintaining order in court.

## Eligibility Notes

### About the Federal Court of Australia

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The Federal Court of Australia entity is the administrative organisation that engages employees under the Public Service Act 1999 (Cth) to work in support of one or more of the following courts or Tribunal - Federal Court of Australia, Family Court of Australia, Federal Circuit Court of Australia, and National Native Title Tribunal. The Courts Administration Legislation Amendment Act 2016 (Cth) established the Federal Court entity, however each court continues to maintain its distinct statutory identity, with separate functions and judicial independence. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018-2021. There are different arrangements in place for senior executive service employees' remuneration and other conditions.

### To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Belinda King, 03 8600 3978  |
| <b>Agency Recruitment Site</b> | <a href="https://www.fedcourt.gov.au/about/employment/job-vacancies">https://www.fedcourt.gov.au/about/employment/job-vacancies</a> |

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Vacancy VN-0682895

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### Future Fund Management Agency

Closing Date: Wednesday 14 October 2020

Operations  
Investment Operations



|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Manager, Investment Operations                                   |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Melbourne VIC  |
| <b>Salary</b>          | \$140,000 - \$160,000  |
| <b>Classification</b>  | APS Level 6  |
| <b>Position Number</b> | 1  |
| <b>Agency Website</b>  | <a href="http://www.futurefund.gov.au">www.futurefund.gov.au</a> |

## Job Description

<https://career10.successfactors.com/career?company=myfuture>

Investment Operations has three streams of work; Core, Overlays and Product & Strategy. This role manages the Core stream and key functions include liquidity management, investment transaction management, account static data management, proxy voting activities and transition management.

The Manager, Investment Operations is responsible for all the Core stream's operational deliverables supporting the Agency's Investment Teams. The role requires significant experience across a wide range of Investment Operations activities and asset classes including both public and private markets. Advanced understanding of the investment market, portfolio data and analytics, valuation and transaction processing across all investment sectors is required.

It is critical all portfolio activities and instructions relating to the investment strategy are executed in compliance with internal procedure and control protocols. Championing a risk focus and discipline, maintaining process documentation and setting governance standards is a key requirement of this position. A proactive and curious approach to problem solving and a passion for identifying process improvement opportunities is also required.

The Manager is responsible for setting objectives for members of the team and must be able to prioritise and manage workflow accordingly. An ability to develop and maintain strong relationships with internal stakeholders and add value through the effective management of external third-party service providers is fundamental for success in this role.

Additional responsibilities include contributing to the team's strategic direction and operating model, supporting to the other streams of work within Investment Operations and providing subject matter expertise to relevant Agency wide projects

## Duties

### Key Tasks & Responsibilities

#### Leadership & Strategy

- Manage and lead the members of the Investment Operation's Core stream
- Set individual goals for team and conduct performance evaluation activities
- Provide ongoing coaching and support to direct reports / and other Investment Operations staff
- Cultivate an open and learning environment for the team and set the example for living the values
- Drive and sign-off on process enhancements with a focus on control and efficiency
- Contribute to the team's strategic direction

#### Investment Operations

- Showcase a high degree of initiative and a proactive approach to drive an optimal BAU delivery.
- Ensure process efficiency and accuracy is always maintained
- Oversee cash/liquidity management activities across multiple funds and asset types
- Ensure all voting activities relating to listed investments are implemented in line with the Agency's Governance Policy
- Prepare or authorise instructions relating to the implementation of portfolio investment activities including FX requirements relating to the Fund's passive currency overlays.
- Provide relationship management support for relevant third-party service providers.
- Manage the establishment of investment accounts and assets at the Custodian and maintain relevant account referential datasets
- Implement projects and initiatives to improve and develop the Investment Operations Operating Model.
- Ensure all risks associated with relevant processes are identified, assessed and appropriately treated and ensure high quality, current and accurate capture of processes via process mapping and procedure documentation

- Contribute to the development of management information reporting and dashboards

### Managing Complexity

- Ability to manage multiple, interdependent projects and activities.
- Awareness of all external changes affecting the team and manage process and sign off on implementation.
- Communicate key changes to broader team

### Stakeholder Management

- Key member and active participant within the Investment Operations team and across the wider Operations group.
- Strong relationship with the Investment Management Team and other internal support functions
- Proactive and insightful engagement with the Custodian. This is a key external stakeholder relationship.
- Regular interaction with other external partners including Investment Manager's and Proxy Services Providers

### Eligibility

#### Skills & Competencies

#### Qualifications

- Tertiary qualification in finance, economics, business, IT related disciplines
- Post graduate or professional qualifications come highly regarded

#### Experience

- Significant experience in Investment Operations across all investment sectors.
- Expert understanding on applicability of transaction implementation processes across multiple asset classes.
- Strong liquidity management experience and other treasury management functions come well regarded.
- Proven ability to manage relationships with internal and external stakeholders.
- A background in institutional funds management, custody services as well as industry or other superannuation funds and funds administration comes highly regarded.
- Demonstrated ability as a pro-active team player with tasks and issues assigned followed through to completion.

### Notes

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

## About the Future Fund Management Agency

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Recruitment Team, 03 8646 6400  |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=myfuture">https://career10.successfactors.com/career?company=myfuture</a> |

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Vacancy VN-0682769

## Museum of Australian Democracy - Old Parliament House

Closing Date: Thursday 22 October 2020

Heritage, Communications & Development  
Heritage & Collections Management

|                        |                                    |
|------------------------|------------------------------------|
| <b>Job Title</b>       | Heritage & Collections Coordinator |
| <b>Job Type</b>        | Full-Time, Non-Ongoing             |
| <b>Location</b>        | Parkes ACT                         |
| <b>Salary</b>          | \$78,116 - \$89,941                |
| <b>Classification</b>  | APS Level 6                        |
| <b>Position Number</b> | 31103                              |
| <b>Agency Website</b>  |                                    |

### Job Description

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

Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

The Heritage and Collections Coordinator has a key role assisting in the management of heritage values of the place and its collections. Old Parliament House is on the National and Commonwealth Heritage lists and is protected under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) and the Old Parliament House and Curtilage Heritage Management Plan (HMP).

Working in a small team, this position is responsible for the development and delivery of Heritage and Collections projects and programs contributing to the implementation of the Heritage Management Plan, Collection Management Policy and Procedures, the Disaster Management Plan, and other guiding documents, and has a role in reviewing and maintaining these documents. The position works closely with other teams of the museum including Facilities, Capital Projects, and Exhibitions, and has an important part in ensuring organisational outcomes are achieved in harmony with heritage values that recognise, preserve and communicate the spirit of place.

### Duties

- Manage specialist projects in heritage management, collection storage and preservation, collection management and conservation, and contribute to the implementation of the Old Parliament House Heritage Management Plan
- Lead reviews of key guiding and procedural documents and systems, and contribute to the development of team objectives and strategic planning for longer term initiatives
- Supervise contractor and staff work programs, provide advice on, and/or carry out research and investigations in relation to, the conservation management of Old Parliament House and its collections
- Undertake administrative tasks including record keeping, reporting, procurement and finance, and assist team members with group work

### Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- Citizenship – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- Security Clearance – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

## Notes

This position is non-ongoing until 29 October 2021 with possibility of extension.

## About the Museum of Australian Democracy - Old Parliament House

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Emma Gwynn, 02 6270 8134  |
| <b>Agency Recruitment Site</b> | <a href="https://www.moadoph.gov.au/about/employment/">https://www.moadoph.gov.au/about/employment/</a> |

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Vacancy VN-0682842

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## Museum of Australian Democracy - Old Parliament House

Closing Date: Wednesday 30 June 2021

Various  
Various

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Temporary Register - Visitor and Education Engagement |
| <b>Job Type</b>        | Casual, Non-Ongoing                                   |
| <b>Location</b>        | Parkes ACT  |
| <b>Salary</b>          | \$58,123 - \$63,512                                   |
| <b>Classification</b>  | APS Level 3   |
| <b>Position Number</b> | N/A   |
| <b>Agency Website</b>  |   |

## Job Description

[moadoph.gov.au/about/employment/](http://moadoph.gov.au/about/employment/)

Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy (MoAD) at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

## Duties

The Temporary Employment Register for Visitor and Education Engagement allows candidates to submit an expression of interest to work at MoAD in one or all of the following teams:

### Learning Team

Present high quality education programs onsite and online; assist with project work and support public programs

### Museum Experience Team

Provide high quality interactions with museum visitors (such as entry management, retail sales and handling phone calls) in addition to delivering and supporting a range of museum public programs including tours, events and facilitating activities.

### Museum Engagement Team

Provide high quality engagement opportunities for museum visitors including facilitating informal learning with children and adults in the PlayUP exhibition and other museum spaces and assist with the development of new experiences including undertaking basic research and analysis.

All positions work under general supervision and involve engaging with our diverse audiences in a range of ways to enhance their experience at the museum. Common requirements for these positions include good people skills and the ability to give presentations that may involve standing for long periods of time.

Some of these positions involve wearing a uniform. All positions are required to support compliance with agency security and heritage requirements. Successful applicants may work in one or more of the positions, depending on your skills and experience, and the availability of shifts.

### Key Attributes

To be successful in these positions you will be able to demonstrate or provide evidence to support your ability to:

Work effectively within a small team, share knowledge, show initiative and take responsibility for personal development;

Demonstrate excellent people skills, enjoy working with visitors of all ages and have the ability to deliver and support a range of engaging public programs;

Demonstrate strong interpersonal skills with the ability to build and maintain effective working relationships.

Be responsive and flexible in meeting changing priorities;

There is no guarantee that an offer of employment will be made while your application remains on the register. You will only be contacted regarding your application if a vacancy arises that matches your skills and experience;

Applications will remain on our temporary register to **30 June 2021**

## Eligibility

Applicants who accept a position with MoAD must:

Be an Australian Citizen;

Be willing to undergo and maintain a security clearance process at the baseline level, and

Register and receive prior to commencement a Working with Vulnerable People card

## Notes

## About the Museum of Australian Democracy - Old Parliament House

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## To Apply

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|                                |  |
|--------------------------------|--|
| <b>Position Contact</b>        | Recruitment Officer, 02 6270 8297  |
| <b>Agency Recruitment Site</b> | <a href="http://moadoph.gov.au/about/employment/">moadoph.gov.au/about/employment/</a> |

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Vacancy VN-0682851

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## Museum of Australian Democracy - Old Parliament House

Closing Date: Thursday 22 October 2020

Heritage, Communications & Development  
Heritage & Collections

|                        |                                |
|------------------------|--------------------------------|
| <b>Job Title</b>       | Collections Management Officer |
| <b>Job Type</b>        | Full-Time, Non-Ongoing         |
| <b>Location</b>        | Parkes ACT                     |
| <b>Salary</b>          | \$71,488 - \$75,837            |
| <b>Classification</b>  | APS Level 5                    |
| <b>Position Number</b> | 31100                          |
| <b>Agency Website</b>  |                                |

## Job Description

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

Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

The role of Collections Management Officer is central to the ongoing care of, and access to MoAD's collections and loaned collection objects. The role has a critical part in MoAD's delivery and upkeep of core exhibitions, temporary exhibitions, and interpreted spaces, and is crucial to MoAD's ongoing program of inward and outward collection loans. This position has a key role in implementing the Collection Management Procedures, meeting MoAD's collection targets, legal obligations, and industry standards of collection care.

## Duties

- Implement heritage and museum best practice principles in collection management and conservation work programs
- Undertake tasks related to the management of the museum collections in accordance with the related policies and industry standards. In particular manage: loans for exhibition and interpretation, installations and de-installations; and collection conservation projects
- Management of information in the museum's collection management system (KE Emu) and digital asset management system (Picton)
- Prepare agreements, contracts, correspondence, approval documentation and compliance and risk management tasks as they relate to heritage and collection management projects
- Represent Heritage and Collections on project teams, supervise activities related to the collection and heritage

## Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- Applicants must be Australian Citizens.
- The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

## Notes

This position is non-ongoing for 12 months with the possibility of ongoing

## About the Museum of Australian Democracy - Old Parliament House

## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Emma Gwynn, 0419 610 446  |
| <b>Agency Recruitment Site</b> | <a href="https://www.moadoph.gov.au/about/employment/">https://www.moadoph.gov.au/about/employment/</a> |

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Vacancy VN-0682796

## Office of National Intelligence

Closing Date: Sunday 18 October 2020

Corporate  
Executive and Enabling ICT

|                        |                              |
|------------------------|------------------------------|
| <b>Job Title</b>       | IT Systems Engineer          |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing |
| <b>Location</b>        | Barton ACT                   |
| <b>Salary</b>          | \$108,300 - \$122,412        |
| <b>Classification</b>  | Executive Level 1            |
| <b>Position Number</b> | 968                          |
| <b>Agency Website</b>  |                              |

## Job Description

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

### The IT Team

The IT team is a small, dynamic and flexible team covering all facets of IT service delivery for ONI. Work occurs collaboratively but individuals have the space to work autonomously and to specialise or focus on elements that align with their individual strengths. Delivering wins that support ONI's mission areas is a key priority for the team. With a healthy organisational appetite to take advantage of cutting-edge technology (including cloud), the IT team is at the forefront of technological development, innovation and transformation.

### The role

This is a specialist technical role responsible for planning, leading and delivering complex technical programs and projects. The position does not currently have supervisory responsibilities but works with the IT Team.

The role will attract candidates who are innovative and proficient across contemporary and emerging business productivity capabilities and services. The successful candidate will be experienced in system architecture and administration, solution design, system engineering and project governance.

Internal and external interaction with senior officers is routine so there is a strong representational aspect to the role which is



business, customer, and relationship focused.

## Duties

### Key Responsibilities

As IT Systems Engineer you will:

- Provide leadership in the development and sustainment of ONI's IT architecture
- Assist with providing support to ONI's senior officers, user community and partners, with a particular focus on technically complex issues
- Create and maintain documentation, such as user guides, system security plans, procurement documentation
- Develop and mentor IT staff across a range of disciplines (both technical and non-technical skills)
- Participate in the IT on-call support roster.

## Eligibility

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

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | n/a, 02 6266 0909   |
| <b>Agency Recruitment Site</b> | <a href="https://www.oni.gov.au/vacancies">https://www.oni.gov.au/vacancies</a> |

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Vacancy VN-0682802

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**Office of National Intelligence**

Closing Date: Monday 26 October 2020

Enterprise Management  
Open Source Centre

|                        |                              |
|------------------------|------------------------------|
| <b>Job Title</b>       | China Linguists APS5-6       |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing |
| <b>Location</b>        | Barton ACT                   |
| <b>Salary</b>          | \$79,127 - \$99,871          |
| <b>Classification</b>  | APS Level 5;APS Level 6      |
| <b>Position Number</b> | TBC                          |
| <b>Agency Website</b>  |                              |

## Job Description

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

### The Office of National Intelligence

The Office of National Intelligence (ONI) is the lead intelligence agency of Australia's National Intelligence Community (NIC). Formed under the Office of National Intelligence Act 2018, ONI is tasked with three primary functions:

- enterprise level management of the National Intelligence Community (NIC);
- production of all-source intelligence assessments; and
- open source collection, analysis, tradecraft and training.

ONI is the principal advisory agency to the Prime Minister on intelligence collection and assessment priorities and the allocation of resources. ONI evaluates NIC performance, develops strategy, and co-ordinates and collaborates with stakeholders to develop joint capabilities and shared services across the NIC. ONI's assessment teams provide a wide range of intelligence product to inform government and its decision-making. ONI's Open Source Centre is a centre of excellence for open source collection, analysis and tradecraft and is a key resource for NIC agencies.

ONI is supported by a diverse range of highly talented people who are committed to ensuring Australia has an agile, integrated intelligence enterprise to meet the challenges of Australia's evolving security environment.

### The Open Source Centre

The Open Source Centre (OSC) collects, interprets and disseminates information relating to matters of political, strategic or economic significance to Australia to support the government's intelligence priorities, the work of the NIC and allied partner agencies.

Focussing on matters that affect Australia's national interests, the OSC is Australia's centre of excellence in open source collection and analysis.

Employees are linguistic, analytic and subject matter experts, and work closely with all-source analysts in ONI, policy agencies and counterparts across the NIC to support and complement their work.

## The Role

We are looking for Mandarin linguists to fill current and potential forthcoming vacancies at the APS 5 and 6 levels.

## Duties

### Key Responsibilities

As part of a small team, you will:

- collect material from publically accessible sources, including foreign news media, social media and online multimedia, to address intelligence priorities
- produce innovative analysis and research on diverse issues, drawing on foreign-language sources
- develop and maintain productive networks in ONI and with other government agencies, including through representing ONI at meetings as required
- support the OSC as a centre of excellence **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

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Human Resources, 02 6144 0721   |
| <b>Agency Recruitment Site</b> | <a href="https://www.oni.gov.au/vacancies">https://www.oni.gov.au/vacancies</a> |

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Vacancy VN-0682850

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**Office of National Intelligence**

Closing Date: Sunday 18 October 2020

Governance & Capability  
Digital Enterprise Management

|                        |                              |
|------------------------|------------------------------|
| <b>Job Title</b>       | Director Data Strategy       |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing |
| <b>Location</b>        | Barton ACT                   |
| <b>Salary</b>          | \$124,791 - \$148,734        |
| <b>Classification</b>  | Executive Level 2            |
| <b>Position Number</b> | 1280                         |
| <b>Agency Website</b>  |                              |

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**Job Description**

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

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**The Office of National Intelligence**

The Office of National Intelligence (ONI) is the lead intelligence agency of Australia's National Intelligence Community (NIC). Formed under the Office of National Intelligence Act 2018, ONI is tasked with three primary functions:

- enterprise level management of the National Intelligence Community (NIC);
- production of all-source intelligence assessments; and
- Open source collection, analysis, tradecraft and training.

ONI is the principal advisory agency to the Prime Minister on intelligence collection and assessment priorities and the allocation of resources. ONI evaluates NIC performance, develops strategy, and co-ordinates and collaborates with stakeholders to develop joint capabilities and shared services across the NIC. ONI's assessment teams provide a wide range of intelligence product to inform government and its decision-making. ONI's Open Source Centre is a centre of excellence for open source collection, analysis and tradecraft and is a key resource for NIC agencies.

ONI is supported by a diverse range of highly talented people who are committed to ensuring Australia has an agile, integrated intelligence enterprise to meet the challenges of Australia's evolving security environment.

**The Branch**

Digital Enterprise Management (DEM) Branch leads and coordinates initiatives across ten NIC agencies to build a shared analytic framework, supported by robust data sharing, in a collaborative cloud environment.

**The Role**

DEM are looking for high-performing individuals with exceptional interpersonal, written and oral communication skills. The ability to bring communities of people together and drive outcomes in a manner that is collegiate and responsive is essential. Experience in: data governance data management and data-related fields is preferred.

## Duties

### Key Responsibilities

As Director Data Strategy you will be responsible for:

- Developing and maintaining a comprehensive understanding of data governance, management and sharing across the NIC to identify opportunities for collaboration.
- Chairing and provide secretariat support to the NIC Data Governance Working Group (DGWG).
- Consulting with NIC representatives to drive the strategic agenda and posture the NIC for robust data sharing – through the development of governance, standards, and provenance practices.
- Providing secretariat support to the NIC Digital Enterprise Committees (NDEC), a Band 2/1 forum comprising NIC Chief Data Officer and Chief Information Officers, focussed on NIC digital transformation activities.
- Developing a community-wide Data Sharing Framework which proposes a new paradigm to minimise barriers to data sharing and establish it as a default.
- Developing an approach to establishing a community data-sharing catalogue to enable information sharing in a cloud environment.

## Eligibility

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

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Human Resources, 02 6144 0759   |
| <b>Agency Recruitment Site</b> | <a href="https://www.oni.gov.au/vacancies">https://www.oni.gov.au/vacancies</a> |

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Vacancy VN-0682939

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Policy Adviser  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing  |
| <b>Location</b>        | Sydney NSW  |
| <b>Salary</b>          | \$82,219 - \$90,539   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | N/A   |
| <b>Agency Website</b>  | <a href="https://www.oaic.gov.au/about-us/">https://www.oaic.gov.au/about-us/</a> |

## Job Description

[www.oaic.gov.au/about-us/join-our-team/](https://www.oaic.gov.au/about-us/join-our-team/)

The Office of the Australian Information Commissioner (OAIC) is a statutory agency within the Attorney-General Department's portfolio with responsibility for:

- privacy functions under the Privacy Act 1988 and other legislation
- freedom of information functions under the Freedom of Information Act 1982
- government information policy functions, conferred on the Australian Information Commissioner under the Australian Information Commissioner Act 2010

The Regulation and Strategy Branch is a unique environment in which the OAIC provides strategic policy advice on privacy and information management issues and undertakes proactive regulatory activities.

Based in Sydney CBD, we are looking for several highly motivated individuals at the APS 6 level, full time or part time and who enjoy working both independently and in a team.

The OAIC's Policy Advisers are either engaged in advice and research focused roles, or focused on delivering the OAIC's assessment program. We are looking to fill both types of roles. Please advise of your preference in your application.

## Duties

The Policy Adviser works on a variety of issues and are responsible for:

1. Delivering high quality strategic policy and regulatory services to the OAIC, government agencies and private sector organisations on privacy and information management issues.
2. Preparing guidance on privacy directed at the private sector, public sector, and individuals.
3. Analysing proposed regulatory initiatives and enactments to minimise any adverse effects on the privacy of individuals.
4. Engaging with stakeholders and manage consultations across government agencies, with the private sector and community.
5. Preparing submissions in response to regulatory initiatives and enactments.

6. Undertaking complex policy and regulatory analysis and research, external and internal consultation and employ sound project management.
7. Promoting awareness and understanding of privacy legislative requirements and assist agencies and organisations with their legislative obligations
8. Building sustainable and productive professional relationships with key stakeholders in the public and private sectors.
9. Other duties, consistent with above, as directed.

## Selection Criteria

### General criteria

1. Supports strategic direction
2. Achieves results
3. Supports productive working relationships
4. Displays personal drive and integrity
5. Communicates with influence

### Job specific criteria

6. A sound understanding of privacy legislation and of the role of statutory institutions, such as the OAIC, or the ability to quickly acquire this
7. Superior written communication skills
8. Strong analytical skills

### Highly desirable criteria

9. Tertiary qualifications or experience in privacy related auditing, public policy, law, proactive regulation, information management or technology.

## Eligibility

### **Eligibility**

- Section 22 of the Public Service Act 1999 requires that APS employees must be Australian citizens
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance.

## Notes

### **How to Apply:**

Please complete an Application sheet as part of your application.

You are asked to provide a covering letter of up to two pages explaining your interest, motivation and fit for the role, including the skills and experience you will bring to the organisation and the position.

All items should be sent as one document, including your full resume, to: **jobs@oaic.gov.au**  
Please include your name and the position titled in the subject line of your email.

**Closing Date: 5pm, Thursday 22 October 2020.**

For more information on the role and application process please visit: [www.oaic.gov.au/about-us/join-our-team/](http://www.oaic.gov.au/about-us/join-our-team/)

The OAIC is committed to diversity and inclusion. 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.

## About the Office of the Australian Information Commissioner

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### To Apply

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|                                |  |
|--------------------------------|--|
| <b>Position Contact</b>        | Stephanie Otorepec, 02 9284 9709   |
| <b>Agency Recruitment Site</b> | <a href="http://www.oaic.gov.au/about-us/join-our-team/">www.oaic.gov.au/about-us/join-our-team/</a> |

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Vacancy VN-0682925

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### Sport Integrity Australia

Closing Date: Thursday 15 October 2020

Education, Legal and Engagement  
Sports Engagement and Communications

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Director Sports Engagement and Communications                            |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Fyshwick ACT   |
| <b>Salary</b>          | \$121,410 - \$146,504  |
| <b>Classification</b>  | Executive Level 2  |
| <b>Position Number</b> | 20030626   |
| <b>Agency Website</b>  | <a href="http://www.sportintegrity.gov.au">www.sportintegrity.gov.au</a> |

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### Job Description

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

This key leadership position is responsible for the agency's communication and sports engagement strategies ensuring that Sport Integrity Australia effectively and coherently manages key stakeholder relationships with sports and providing strategic advice to the Executive on engagement with sports and athletes. The position is also responsible for Sport Integrity Australia's communications and media functions, which includes developing proactive and reactive communication strategies to support Sport Integrity Australia's objectives, providing strategic advice to the Executive on sensitive media issues, and leading a team to produce engaging and informative communication materials such as social media content, videos, podcasts and corporate documents.



## Duties

The duties of the Director Sports Engagement and Communications include, but are not limited to:

- Developing and maintaining high level stakeholder relationships and strategic alliances to enhance the delivery of Sport Integrity Australia's strategic and operational objectives.
- Developing and leading Sport Integrity Australia's Sports engagement strategy based on organisational priorities and risk assessments.
- Driving cohesive and consistent engagement and delivery across Sport Integrity Australia. The role is also responsible for developing and leading Sport Integrity Australia's compliance framework for NSOs and associated reporting.
- Developing Sport Integrity Australia's overall communications strategy in order to ensure the agency has a strategic approach to communicating with stakeholders, managing media issues, enhancing awareness and preventing integrity threats.
- Leading Sport Integrity Australia's communication team, delivering communication solutions both internally and externally. This role is responsible for the Sport Integrity Australia website and its compliance with government accessibility standards, Sport Integrity Australia's social media platforms, the Sport Integrity Australia brand and the execution of communication campaigns.
- Providing advice to Sport Integrity Australia's Executive and other line areas on internal and external communications, media matters, and engagement strategies with sports and athletes.
- Developing and managing the Sports Engagement and Communications budget, prioritising resources as required, and overseeing procurement and contract management.
- Maintaining a high level of knowledge of relevant sport integrity threats including doping, match fixing, corruption, safeguarding and illicit drug use in sport.
- Providing coaching and mentoring to Sports Engagement and Communications team members, as well as performance management, conflict resolution, and identifying training needs for staff.
- Working collaboratively with other members of the Sport Integrity Australia's Senior Leadership Group to ensure consistent communication across the agency, and drive cross-agency collaborations where required.

## Eligibility

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

The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance. The successful applicant may also be required to undergo a medical assessment.

## 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 Sport Integrity Australia

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Sport Integrity Australia is a new agency bringing the Commonwealth's sports integrity workforce together to provide national coordination and streamlined support to sports. Led by David Sharpe APM OAM, Sport Integrity Australia is the cornerstone of the Government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport. Our role is to provide advice and assistance to counter the: • use of prohibited substances and methods in sport • abuse of children and other persons in a sporting environment • manipulation of sporting competitions • failure to protect members of sporting organisations and other persons in a sporting environment from bullying, intimidation, discrimination or harassment. Our focus is policy development, intelligence, investigations (primarily of doping cases), and education, outreach and capability building. The agency will continue to function as

Australia's National Anti-Doping Organisation. The role and functions of Sport Integrity Australia are set out in the Sport Integrity Australia Act 2020, the Sport Integrity Australia Regulations 2020 and the National Anti-Doping scheme. Sport Integrity Australia is a non-corporate Commonwealth Entity under the Public Governance, Performance and Accountability Act 2013.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Emma Johnson, 02 6222 4279  |
| <b>Agency Recruitment Site</b> | <a href="https://www.sportintegrity.gov.au/about-us/employment">https://www.sportintegrity.gov.au/about-us/employment</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0682867

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### Bureau of Meteorology

Closing Date: Tuesday 20 October 2020

National Security  
National Security Nation Security Services

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Project Manager - National Security Services |
| <b>Job Type</b>        | Full-Time, Ongoing                           |
| <b>Location</b>        | Docklands VIC, Canberra ACT                  |
| <b>Salary</b>          | \$98,209 - \$110,623                         |
| <b>Classification</b>  | Executive Level 1                            |
| <b>Position Number</b> | 3122   |
| <b>Agency Website</b>  |  |

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### Job Description

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

The Bureau of Meteorology is seeking a dedicated, highly talented Project Manager to fill the role of the Project Manager National Security Services. The ideal candidate would relish the challenge of working in an environment which is focused on providing the best support to the national security agenda and agencies. Coordinating the work of the Bureau's National Security Program, the role takes concepts from our national security end users and works those concepts into deliverables as products and services for the Bureau. The Project Manager National Security Services reports to the National Manager National Security Services (EL2).

The National Security Program sits within the Bureau's Business Solutions Group and is the primary provider of environmental

intelligence to national security agencies, specifically supporting the Department of Defence and the ADF, but also Home Affairs and the Department of Foreign Affairs and Trade. Services provided by this Program enhance national security agencies' ability to make timely decisions through the provision of accurate, timely and relevant environmental intelligence including space weather, meteorological, oceanographic services and climate data.

## Duties

- 1) Plan and drive the delivery of multiple concurrent projects, managing all delivery aspects including financial and resource forecasts, supporting and encouraging team performance.
- 2) Maintain project artefacts following prescribed standards and contribute to the improvement of project management governance standards, processes and templates.
- 3) Coordinate cross-program activities and dependencies and liaise effectively with stakeholders to enable engagement and elicit subject matter expert and client contributions to the project/s.
- 4) Implement projects in alignment with the Bureau of Meteorology's Project Management Framework and Delivery Model, interfacing with MS Dynamics (CRM) and MS Project.
- 5) Be aware of, and apply as necessary, principles and practices in line with the 'Bureau Way'. Understand our purpose, values and behaviours we expect you to embed in your everyday life, in and out of the workplace.
- 6) Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

## Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties

Successful candidate will be required to obtain and maintain a Negative Vetting Level 1 Security Clearance from the Australian Government Security Vetting Agency (AGSVA)

## Notes

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

## About the Bureau of Meteorology

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Victoria Pit, 0402 008 674  |
| <b>Agency Recruitment Site</b> | <a href="https://bomcareers.nga.net.au/">https://bomcareers.nga.net.au/</a> |

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## Bureau of Meteorology

Closing Date: Wednesday 21 October 2020

Enterprise Services  
Finance

|                        |                          |
|------------------------|--------------------------|
| <b>Job Title</b>       | Finance Business Partner |
| <b>Job Type</b>        | Full-Time, Ongoing       |
| <b>Location</b>        | Docklands VIC            |
| <b>Salary</b>          | \$73,151 - \$79,725      |
| <b>Classification</b>  | APS Level 5              |
| <b>Position Number</b> | 16192                    |
| <b>Agency Website</b>  |                          |

### Job Description

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

The Bureau has adopted a new strategy and wishes to align its financial management with our objectives to provide a value added strategic financial management function that will ensure decision making to support the long-term financial sustainability of the Bureau.

The Finance programme will enhance its capability, systems, processes, and frameworks to better serve this objective.

We are seeking a dynamic person to support the Finance Manager, Business Partner/Analytics and Performance. This role will also provide support in business partnering and/or analytics, business case delivery and new policy proposals and the reshaping of the finance function.

### Duties

1. Responsible to the Finance Managers, Business Partner/Analytics and Performance in providing support for the delivery of business partnering and/or analytics output charges, business case delivery, new policy proposals and maintenance of the ABC costing process, policy and tool across the Bureau.
2. Provide analytical support and guidance on financial and resource management matters, including internal budget development and maintenance, analysis of funding allocations and performance, financial reporting including forecasting, and development of financial recommendations.
3. Support groups in the reporting of the asset investment and capital program including asset management and capital works in progress (CWIP) settlements, employee expenses, operating and revenue funding in line with Bureau policy and procedures.
4. Support the delivery of key advice to Groups on financial forecasting, plan and development of budgets, financial plans and reports of a high order and contribute to the overall planning process of Group resourcing activities.
5. Provide support in the preparation of the monthly management report that monitors the Group, linking to the Bureau's framework, and provide analysis and suggested actions for improvements.
6. Support the manager in the delivery of specialist advice and service to the Group stakeholders including regular briefings and meetings on all aspects of the financial management policies and procedures.
7. Provide subject matter expertise or policy advice relating to financial accounting standards as well as investigate, interpret, and evaluate legislation, directives and policy to assist and guide staff.
8. Provide input to and undertake tasks of a specialised and technical nature including the preparation of papers and reports, financial modelling, annual financial statements and liaising with auditors.
9. Develop and improve work processes and activities, ensuring compliance with public sector legislative, policy and regulatory frameworks relating to financial management.
10. Negotiate effectively with stakeholders on financial matters to achieve desired outcomes.
11. Further undertake any duties as directed by the Finance Leadership Team.
12. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

## Eligibility Notes

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

## About the Bureau of Meteorology

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Marina Perri, 03 9669 4959  |
| <b>Agency Recruitment Site</b> | <a href="https://bomcareers.nga.net.au/">https://bomcareers.nga.net.au/</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0682727

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### Department of Agriculture, Water and the Environment

Closing Date: Sunday 18 October 2020

Heritage, Reef & Wildlife Trade  
Supervising Scientist Science Facilitation

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assistant Director  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Darwin NT   |
| <b>Salary</b>          | \$107,933 - \$116,090   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | 2020/2880   |
| <b>Agency Website</b>  | <a href="https://www.awe.gov.au/">https://www.awe.gov.au/</a> |

## Job Description

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

The Heritage, Reef and Marine Division works to conserve, protect and sustainably manage Australia's biodiversity and heritage.

The Supervising Scientist Branch (SSB) ensures the protection of the Alligator Rivers Region, including Kakadu National Park, and the local communities from the effects of uranium mining by undertaking environmental research and monitoring, participating in and overseeing the regulatory process and developing standards and practices for environmental protection.

The Science Facilitation Section provides strategic business services and operational support to the branch.

## Duties

In this role you will be required to:

- Manage the branch's finance, procurement and contract management activities including:
  - o Developing and coordinating budgets and forecasts and overseeing financial administration processes
  - o Preparing and presenting financial reports with meaningful analysis to cost centre managers
  - o Providing high-level advice on large and complex procurement and contract activities
- Provide high level financial and workforce planning for the branch to support long term strategic objectives including:
  - o Preparing long term staffing and budget forecasts
  - o Developing contracts and agreements to support cost recovery and commercial opportunities
  - o Providing input into the development of new policy proposals
- Maximise opportunities to improve business processes and create efficiencies for the Branch, ensuring compliance and integration with Departmental and Commonwealth policies and processes.
- Contribute to Branch corporate reporting, including project management reporting, the production of technical and statutory reports and other communication material.
- Oversee the Branch's governance and policy functions, including oversight of high-level coordination tasks and ministerial and executive briefings.
- Oversee the coordination of the statutory Alligator Rivers Region Advisory Committee and the Alligator Rivers Region Technical Committee.

## Eligibility

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

## Notes

## About the Department of Agriculture, Water and the Environment

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Sean Fagan, 08 8920 1102  |
| <b>Agency Recruitment Site</b> | <a href="https://awejobs.nga.net.au">https://awejobs.nga.net.au</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0682813

### Department of Agriculture, Water and the Environment

Closing Date: Sunday 18 October 2020

Finance, Parks Australia  
Various

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Procurement Officer                                    |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$82,500 - \$93,670   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 2020/2049   |
| <b>Agency Website</b>  | <a href="https://www.awe.gov.au/">https://www.awe.gov.au/</a> |

### Job Description

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

#### Who we are

The Finance and Parks Australia Divisions within the Department of Agriculture, Water and the Environment are looking to fill a number of Senior Procurement Officer vacancies. Both of the procurement teams are dynamic, motivated teams that support and nurture team members to produce the best client experience for staff across the department. We offer rewarding careers that include professional development, work-life balance, recognition, a supportive work environment and a diverse workforce.

You will be provided with exposure to a raft of interesting and diverse procurements across a range of environmental and agricultural interests, while also working with knowledgeable staff across the department. We are looking for people who can work in a busy team and provide a positive, supportive environment and a high level of service to our clients. Come join one of our teams as we focus on making positive impacts in the area of our expertise.

#### Duties

##### The Jobs

The main duties of the positions include, but are not limited to:

- contributing to, and advising on, complex open tender procurements, including the development and review of tender documentation
- reviewing and providing guidance on contract negotiations and ongoing contract management and advising on probity matters, including conflicts of interest
- providing guidance to business areas on the best procurement method for their needs
- providing quality and timely customer service to stakeholders via the Procurement Helpdesk phone line and email inbox, displaying clear verbal advice/guidance as well as quality written information to support decision making
- managing and approving workflow using the internal procurement system

- maintaining an in-depth understanding of the Procurement Policy Framework and related policies, procedures and guidelines
- actively participating in continuous business improvement activities
- representing the department at external government forums including the Senior Procurement Officers Reference Group, Centre for procurement Excellence and Indigenous Procurement forums
- delivering procurement policy and systems training for departmental staff, including group training sessions and communities of practice
- coordinating and administering mandatory procurement reporting, including AusTender, Senate Order and Indigenous Procurement Policy reporting.

**Please note** that this recruitment process will be used to fill a number of current vacancies in both of the procurement teams within the **Finance Division** and the **Parks Australia Division**. The merit pool established through this selection process, which is valid for a period of 12 months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in both teams where the duties are of a similar nature.

## Eligibility

### What we are looking for

#### **Knowledge and experience**

- Demonstrated in-depth knowledge of relevant legislation (PGPA Act) and the Commonwealth Procurement Framework and procurement connected policies.
- Experience in a procurement policy role and the provision of policy advice on a range of procurement methods and topics.
- Experience in navigating procurement related aspects of a Financial Management System.
- A demonstrated understanding of the issues affecting Aboriginal and/or Torres Strait Islander People.

## Notes

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

## About the Department of Agriculture, Water and the Environment

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The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

## To Apply

---

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Leanne Sharp, (02) 6274 2605  |
| <b>Agency Recruitment Site</b> | <a href="https://awejobs.nga.net.au">https://awejobs.nga.net.au</a> |

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**Department of Agriculture, Water and the Environment**

Closing Date: Sunday 18 October 2020

Information Services  
ICT Infrastructure ICT Infrastructure Governance

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assistant Director - ICT Change Management                    |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$107,933 - \$116,090   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | 2020/2578   |
| <b>Agency Website</b>  | <a href="https://www.awe.gov.au/">https://www.awe.gov.au/</a> |

**Job Description**

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

**Who we are**

The ICT Infrastructure Governance Branch ensures the stability, integrity and capacity of our ICT infrastructure and services. We manage a range of platform services, telephony systems and data centres. We monitor and report on the performance of services, servers and networks. We are responsible for the governance and integration of the department's cloud-based services.

The ICT Infrastructure Governance Section is responsible for change management for all information and communication technology functions and activities within the department.

**Duties**

**The Job**

The main duties of the position include, but are not limited to:

- overseeing the change and implementation policies and processes to ensure strict compliance by change participants
- leading the change management modernisation and Machinery of Government program of work, including ongoing improvements to change related policies and processes
- building close partnerships with departmental and third party service provider stakeholders to understand the details related to ICT change activity so as to minimise risk and ensure changes are successfully implemented
- fostering and maintaining a culture of delivery within agreed timeframes, budgets and quality constraints managed against agreed and endorsed plans
- overseeing the teams delivery of ICT operational change services
- managing processing and quality assurance initiatives
- consistently demonstrating a high standard of professional behaviour and ensuring that the section operates in line with the APS Values.

**Eligibility**

**What we are looking for**

**Knowledge and experience**

- Demonstrated experience working in operational ICT Change Management roles.
- Experience with ServiceNow or Service Manager 9.4 would be highly regarded.

**Notes**

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

## About the Department of Agriculture, Water and the Environment

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The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Wayne Bennett, (02) 6272 3062                                       |
| <b>Agency Recruitment Site</b> | <a href="https://awejobs.nga.net.au">https://awejobs.nga.net.au</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0682819

### Department of Agriculture, Water and the Environment

Closing Date: Sunday 11 October 2020

Exports and Veterinary Services  
Meat Exports Certification Management Group

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assistant Director - Export Systems                           |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$107,933 - \$116,090   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | 2020/2728   |
| <b>Agency Website</b>  | <a href="https://www.awe.gov.au/">https://www.awe.gov.au/</a> |

## Job Description

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

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### Who we are

The Certification Management Group is responsible for export documentation, including registration and licensing of export establishments and meat exporters and manages the export certification system, EXDOC.

### Duties

#### The Job

The Assistant Director, Export Systems, has responsibility for various exports systems including Export Documentation (EXDOC), Export Establishment Register, Audit Management System (AMS), Meat Data Collection System (MEDC) and other supporting electronic systems which are managed and maintained in collaboration with the food and plant export programs. Duties of the position include, but are not limited to:

- providing management to a team with multiple and changing deadlines
- delivering outcomes and technical projects as required and identifying, engaging and informing stakeholders to facilitate the delivery of programs and projects
- providing detailed advice and technical assistance relating to the departments' export systems that is timely, effective and accurate
- undertaking complex analysis, particularly in the area of systems generated export certification
- preparing high quality briefings and correspondence
- management of various IT related projects.

**Please note** that this recruitment process will be used to fill a current vacancy in the Certification Management Group but may also be used to fill **other vacancies in the Trade Reform Division and the Plant and Live Animal Exports Division** where the duties are of a similar nature. The merit pool established through this selection process, which is valid for a period of 12 months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the same areas where the duties are of a similar nature.

### Eligibility

#### What we are looking for

##### Knowledge and experience

- Previous experience in leading and managing a small team in a high-pressure environment.
- An existing understanding, or knowledge of, export certification is highly desirable.
- An understanding of EXDOC and AMS is also highly desirable.

### Notes

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

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## About the Department of Agriculture, Water and the Environment

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The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

### To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Ian Cattle, (02) 6272 4010  |
| <b>Agency Recruitment Site</b> | <a href="https://awejobs.nga.net.au">https://awejobs.nga.net.au</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0682849

### Department of Agriculture, Water and the Environment

Closing Date: Tuesday 20 October 2020

Exports and Veterinary Services, Plant and Live Animal Export, Trade Reform  
Various

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Policy and Technical Officer                           |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$82,500 - \$93,670   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 2020/2887   |
| <b>Agency Website</b>  | <a href="https://www.awe.gov.au/">https://www.awe.gov.au/</a> |

### Job Description

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

#### Who we are

The **Exports and Veterinary Services Division** provides export inspection and certification services and develops strategies to gain, improve or maintain market access for a wide range of food, inedible products of animal origin, live animal and reproductive materials. It provides residue monitoring services to Australian primary industries and administers 40 tariff rate quotas for products to the European Union, United States of America, Indonesia and Japan. The division also includes the Codex contact point which coordinates technical input from both industry and government to develop Australia's position on international food standards. This division is looking to fill positions in the **Residues and Food Branch**.

The **Plant and Live Animal Export Division** is responsible for regulating the export of live animals and genetic material from Australia, and for developing applicable animal welfare standards relevant to the trade. The division develops legislation, operational policy and guidelines, instructional material and technical training and engages with industry and government stakeholders. The current focus of the Principal Regulatory Officer is primarily implementing the recommendations from the Review of the Regulatory Capability and Culture of the Department of Agriculture and Water Resources in the Regulation of Live Animal Exports by Mr Philip Moss AM (The Moss Review). This division is looking to fill positions across all branches - **Animal Welfare Branch, Live Animal Exports Branch** and the **Principal Regulatory Office**.

The **Trade Reform Division** is responsible for the vision and strategy for agricultural exports and coordinating a range of export reform programs that are underway. This newly created division will include the **Biosecurity Integrated Information System Branch** and the **Export Reform and Traceability Branch** and is looking to fill positions across both branches.

## Duties

### The Jobs

Duties of the positions include, but are not limited to:

- providing and verifying technical advice on legislation, policies, technical material and administrative processes
- providing technical/professional advice relating to export operations and supporting decisions to fulfil the department's regulatory oversight
- monitoring and verifying operational systems used by the applicable programs to meet Australia's export obligations
- providing support with analysing, interpreting, evaluating and reporting on matters related to the respective branch, for example compliance with regulatory requirements
- engaging and collaborating across the department and with other agencies and stakeholders to inform policy development and achieve outcomes
- preparing ministerial and departmental correspondence, written reports and briefing as required
- representing the department on committees and in negotiations/discussions with stakeholders including industry, other agencies and overseas authorities
- leading a team.

**Please note** that this recruitment process will be used to fill **current vacancies across the Divisions listed above and that successful applicants may be placed in any of the branches in those divisions**. The merit pool established through this selection process, which is valid for a period of 12 months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the same Divisions where the duties are of a similar nature.

## Eligibility

### What we are looking for

#### Knowledge and experience

- An existing understanding or knowledge and experience related to regulation/animal health/disease control/food safety/animal production systems is highly desirable for these roles.
- Demonstrated program experience in an operational context.
- Previous experience in a policy role is desirable but not essential.
- Previous experience leading a team is desirable but not essential.

## Notes

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

## About the Department of Agriculture, Water and the Environment

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The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Nick Vazenios, (02) 6272 2189                                       |
| <b>Agency Recruitment Site</b> | <a href="https://awejobs.nga.net.au">https://awejobs.nga.net.au</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0682904

### Department of Agriculture, Water and the Environment

Closing Date: Wednesday 21 October 2020

Exports and Veterinary Services, Plant and Live Animal Export, Trade Reform  
Various

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Policy/Technical Officers                                     |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$73,299 - \$80,410   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 2020/2814   |
| <b>Agency Website</b>  | <a href="https://www.awe.gov.au/">https://www.awe.gov.au/</a> |

### Job Description

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

#### Who we are

The **Exports and Veterinary Services Division** provides export inspection and certification services and develops strategies to gain, improve or maintain market access for a wide range of food, inedible products of animal origin, live animal and reproductive materials. It provides residue monitoring services to Australian primary industries and administers 40 tariff rate quotas for products to the European Union, United States of America, Indonesia and Japan. The division also includes the Codex contact point which coordinates technical input from both industry and government to develop Australia's position on international food standards. This division is looking to fill positions in the **Meat Exports Branch**.

The **Plant and Live Animal Export Division** is responsible for regulating the export of live animals and genetic material from Australia, and for developing applicable animal welfare standards relevant to the trade. The division develops legislation, operational policy and guidelines, instructional material and technical training and engages with industry and government stakeholders. The current focus of the Principal Regulatory Officer is primarily implementing the recommendations from the Review of the Regulatory Capability and Culture of the Department of Agriculture and Water Resources in the Regulation of Live Animal Exports by Mr Philip Moss AM (The Moss Review). This division is looking to fill positions across all branches - **Animal Welfare Branch, Live Animal Exports Branch** and the **Principal Regulatory Office**.

The **Trade Reform Division** is responsible for the vision and strategy for agricultural exports and coordinating a range of export reform programs that are underway. This newly created division will include the **Biosecurity Integrated Information System Branch** and the **Export Reform and Traceability Branch** and is looking to fill positions across both branches.

#### Duties

##### The Jobs

Duties of the positions include, but are not limited to:

- providing administrative and secretariat support, including assisting with the coordination of regular stakeholder meetings
- undertaking research and analysis, including data analysis, to inform, develop and support evidence-based policy
- preparing briefs and other written and verbal advice for managers
- providing help desk support for various export IT systems
- maintaining productive relationships with internal and external stakeholders on policy and operational matters
- preparing ministerial correspondence
- representing the branch at high level meetings and minuting outcomes.

**Please note** that this recruitment process will be used to fill **current vacancies across the Divisions listed above and that successful applicants may be placed in any of the branches in those divisions**. The merit pool established through this selection process, which is valid for a period of 12 months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the same divisions where the duties are of a similar nature.

## Eligibility

### What we are looking for

#### **Knowledge and experience**

- An existing understanding or qualifications and experience related to regulation/animal health/disease control/food safety/public health/animal production systems are highly desirable for these roles.
- Previous experience in a policy or program role is desirable but not essential.

## Notes

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

## About the Department of Agriculture, Water and the Environment

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The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Salindra Rasmy, (02) 6272 3317                                      |
| <b>Agency Recruitment Site</b> | <a href="https://awejobs.nga.net.au">https://awejobs.nga.net.au</a> |

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**Department of Agriculture, Water and the Environment**

Closing Date: Wednesday 21 October 2020

Exports and Veterinary Services, Plant and Live Animal Export, Trade Reform  
Various

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Administration/Technical Officers                             |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$67,190 - \$73,148   |
| <b>Classification</b>  | APS Level 4   |
| <b>Position Number</b> | 2020/2789   |
| <b>Agency Website</b>  | <a href="https://www.awe.gov.au/">https://www.awe.gov.au/</a> |

**Job Description**

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

**Who we are**

The **Exports and Veterinary Services Division** provides export inspection and certification services and develops strategies to gain, improve or maintain market access for a wide range of food, inedible products of animal origin, live animal and reproductive materials. It provides residue monitoring services to Australian primary industries and administers 40 tariff rate quotas for products to the European Union, United States of America, Indonesia and Japan. The division also includes the Codex contact point which coordinates technical input from both industry and government to develop Australia's position on international food standards. This division is looking to fill positions in the **Meat Exports Branch** and the **Residues and Food Branch**.

The **Plant and Live Animal Export Division** is responsible for regulating the export of live animals and genetic material from Australia, and for developing applicable animal welfare standards relevant to the trade. The division develops legislation, operational policy and guidelines, instructional material and technical training and engages with industry and government stakeholders. The current focus of the Principal Regulatory Officer is primarily implementing the recommendations from the Review of the Regulatory Capability and Culture of the Department of Agriculture and Water Resources in the Regulation of Live Animal Exports by Mr Philip Moss AM (The Moss Review). This division is looking to fill positions across all branches - **Animal Welfare Branch, Live Animal Exports Branch** and the **Principal Regulatory Office**.

The **Trade Reform Division** is responsible for the vision and strategy for agricultural exports and coordinating a range of export reform programs that are underway. This newly created division will include the **Biosecurity Integrated Information System Branch** and the **Export Reform and Traceability Branch** and is looking to fill positions across both branches.

**Duties**

**The Jobs**

Duties of the positions include, but are not limited to:

- providing governance support and advice to the branch and stakeholders
- assisting in the creation of essential policy documentation and instructional material
- management of numerous departmental mailboxes
- attending a helpline to provide advice to stakeholders
- assisting with processing and managing applications for accreditation to various programs
- managing updates to various export IT systems
- providing administration assistance as required.

**Note** that the position(s) may include attendance of a telephone helpline and attendance is required between the hours of 8.00 am and 4.00 pm.

**Please note** that this recruitment process will be used to fill **current vacancies across the Divisions listed above and that successful applicants may be placed in any of the branches in those divisions**. The merit pool established through this



selection process, which is valid for a period of 12 months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the same divisions where the duties are of a similar nature.

## Eligibility

### What we are looking for

#### Knowledge and experience

- An existing understanding or qualifications and experience related to regulation/animal health/disease control/food safety/public health/animal production systems are desirable.

## Notes

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

## About the Department of Agriculture, Water and the Environment

---

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Sam Gason, (02) 6272 3514   |
| <b>Agency Recruitment Site</b> | <a href="https://awejobs.nga.net.au">https://awejobs.nga.net.au</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0682910

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### Department of Agriculture, Water and the Environment

Closing Date: Sunday 18 October 2020

Parks Australia  
Uluru & Island Parks Business Support

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Administration Officer  |
| <b>Job Type</b>        | Full-Time, Non-Ongoing  |
| <b>Location</b>        | Uluru NT  |
| <b>Salary</b>          | \$45,680 - \$48,421   |
| <b>Classification</b>  | APS Level 1   |
| <b>Position Number</b> | 2020/2535   |
| <b>Agency Website</b>  | <a href="https://www.awe.gov.au/">https://www.awe.gov.au/</a> |

## Job Description

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

\*Please note this position was originally advertised on 18 September 2020 and is being re-advertised to extend the closing date to Sunday 18 October 2020. If you have already submitted a completed application for this position then you do not need to do so again\*

Beyond the spinifex sand plains of arid central Australia lies Uluru-Kata Tjuta National Park, one of three national parks leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. This branch also manages a rich and fascinating range of island ecosystems and habitats, including oceanic Pulu Keeling, Norfolk and Christmas Island National Parks.

This role sits within the Business Support and Joint Management Teams. We are looking for someone to contribute to the smooth operation of the iconic Uluru-Kata Tjuta National Park with your administration skills.

## Duties

Provide administrative assistance including reception, phone, mail, emails, stationery supplies, data entry and word processing, manage uniform supplies, assist Joint Management Team with Board meeting preparation, assist park manager and Senior Management Team when needed.

We are looking for a team player, friendly attitude, willing to help out, strong work ethic, confident with Outlook emails, Word documents, answering phones and general reception duties. Previous reception experience is preferred.

## Eligibility

Affirmative measure - Indigenous employment – 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 Islander people.

## Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

## About the Department of Agriculture, Water and the Environment

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team. What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure

our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Melissa Hargraves, 08 8956 1108                                     |
| <b>Agency Recruitment Site</b> | <a href="https://awejobs.nga.net.au">https://awejobs.nga.net.au</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0682949

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### Department of Agriculture, Water and the Environment

Closing Date:Thursday 22 October 2020

Exports and Veterinary Services, Plant and Live Animal Export, Trade Reform  
Various

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assistant Director  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$107,933 - \$116,090   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | 2020/2889   |
| <b>Agency Website</b>  | <a href="https://www.awe.gov.au/">https://www.awe.gov.au/</a> |

### Job Description

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

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#### Who we are

The **Exports and Veterinary Services Division** provides export inspection and certification services and develops strategies to gain, improve or maintain market access for a wide range of food, inedible products of animal origin, live animal and reproductive materials. It provides residue monitoring services to Australian primary industries and administers 40 tariff rate quotas for products to the European Union, United States of America, Indonesia and Japan. The division also includes the Codex contact point which coordinates technical input from both industry and government to develop Australia's position on international food standards. This

division is looking to fill positions in the **Meat Exports Branch** and the **Residues and Food Branch**.

The **Plant and Live Animal Export Division** is responsible for regulating the export of live animals and genetic material from Australia, and for developing applicable animal welfare standards relevant to the trade. The division develops legislation, operational policy and guidelines, instructional material and technical training and engages with industry and government stakeholders. The current focus of the Principal Regulatory Officer is primarily implementing the recommendations from the Review of the Regulatory Capability and Culture of the Department of Agriculture and Water Resources in the Regulation of Live Animal Exports by Mr Philip Moss AM (The Moss Review). This division is looking to fill positions across all branches - **Animal Welfare Branch**, **Live Animal Exports Branch** and the **Principal Regulatory Office**.

The **Trade Reform Division** is responsible for the vision and strategy for agricultural exports and coordinating a range of export reform programs that are underway. This newly created division will include the **Biosecurity Integrated Information System Branch** and the **Export Reform and Traceability Branch** and is looking to fill positions across both branches.

## Duties

### The Jobs

Duties of the positions include, but are not limited to:

- maintaining an in-depth understanding of relevant legislative, policy and procedural frameworks and ensuring that team members are aware of and operate within these frameworks
- assisting in setting strategic priorities for the team to achieve department outcomes
- monitoring and verifying operational systems used by the applicable program to meet Australia's export obligations
- providing support with analysing, interpreting, evaluating and reporting on matters related to the branch
- engaging and collaborating across the department and with other agencies and stakeholders to inform policy development and achieve outcomes
- preparing ministerial and departmental correspondence, written reports and briefing as required
- providing high-level strategic support to the Director and Senior Executive
- representing the department on committees and in negotiations/discussions with stakeholders including industry, other agencies and overseas authorities
- managing a team and recognising and following through on development needs of individuals
- managing/supporting teams through the project management life cycle, including project initiation, planning, execution, control, closing and benefits realisation.

**Please note** that this recruitment process will be used to fill **current vacancies across the divisions listed above and that successful applicants may be placed in any of the branches in those divisions**. The merit pool established through this selection process, which is valid for a period of 12 months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the same divisions where the duties are of a similar nature.

## Eligibility

### What we are looking for

#### **Knowledge and experience**

- An existing understanding or knowledge and experience related to regulation/animal health/disease control/food safety/animal production systems is highly desirable for these roles.
- Previous experience in a policy or project role is desirable.
- Demonstrated experience in managing a team.

## Notes

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

## About the Department of Agriculture, Water and the Environment

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Jason Lucas, (02) 6272 5761   |
| <b>Agency Recruitment Site</b> | <a href="https://awejobs.nga.net.au">https://awejobs.nga.net.au</a> |

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## Attorney-General's

Vacancy VN-0682800

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### Administrative Appeals Tribunal

Closing Date: Sunday 18 October 2020

Corporate Services  
Principal Registry Finance Section

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Finance Manager   |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                             |
| <b>Location</b>        | Sydney NSW  |
| <b>Salary</b>          | \$78,730 - \$90,167   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 7001860   |
| <b>Agency Website</b>  | <a href="http://www.aat.gov.au/">http://www.aat.gov.au/</a> |

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### Job Description

<https://www.aat.gov.au>

The Administrative Appeals Tribunal (AAT) is seeking an experienced Finance Manager to provide quality services to AAT business areas through timely payment processing, receivable management and maintenance of operational guidance/procedures.

The role works within the Financial Accounting and Reporting team and manages the AAT's financial accounting operations and reporting as well as the day-to-day transaction processing. The Finance Manager is responsible for developing an integrated business operations team and working collaboratively with other teams within the Financial Services section to support effective financial and management reporting.

### Duties

Our ideal candidate should demonstrate an ability to develop positive and professional relationships with key stakeholders, be able to engage and motivate staff through periods of change and be able to manage a demanding workload with competing priorities.

More information about this position, the scope of the role, duties and selection criteria, is contained within the position description for this role, available from the Working at the AAT page of our website, [www.aat.gov.au](http://www.aat.gov.au).

## Eligibility

The AAT generally requires Australian citizenship as a condition of engagement. All employees who are engaged are required to undertake an Australian Federal Police Check. Employees who are engaged on an ongoing basis may be required to undertake a health assessment.

## Notes

Non-ongoing opportunities may be offered for a period of up to 12 months with a possibility of extension.

An order of merit established through this selection process may be used to fill this or future vacancies on an ongoing or non-ongoing basis.

## About the Administrative Appeals Tribunal

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The Administrative Appeals Tribunal (AAT) has offices located in all states of Australia and the Australian Capital Territory and provides independent review of a wide range of administrative decisions made by the Australian Government, some non-government bodies and the Norfolk Island Government. On 1 July 2015 the Migration Review Tribunal, Refugee Review Tribunal and Social Security Appeals Tribunal were merged with the AAT. The amalgamated AAT comprises a number of Divisions: Social Services and Child Support, Migration and Refugee, and General and Other. The AAT is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. For more information about the AAT, click on 'learn more' to visit our website.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Les Cox, 02 9276 5678                                       |
| <b>Agency Recruitment Site</b> | <a href="https://www.aat.gov.au">https://www.aat.gov.au</a> |

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## Attorney-General's

Vacancy VN-0682921

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### Administrative Appeals Tribunal

Closing Date: Monday 19 October 2020

Registry Operations  
Sydney Registry

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Tribunal Officer  |
| <b>Job Type</b>        | Full-Time, Non-Ongoing                                      |
| <b>Location</b>        | Sydney NSW  |
| <b>Salary</b>          | \$65,161 - \$70,749   |
| <b>Classification</b>  | APS Level 4   |
| <b>Position Number</b> | 7001782; 7002446  |
| <b>Agency Website</b>  | <a href="http://www.aat.gov.au/">http://www.aat.gov.au/</a> |

## Job Description

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

### Duties

Tribunal Officers provide information to parties, their representatives and the general public on the operation and procedures of the AAT. Staff process applications and facilitate the listing processes for conferences and hearings. Tribunal Officers are also responsible for providing administrative and other support services to the AAT members and case assessment staff.

The review and dispute resolution processes in each division are led by members with the assistance of case assessment staff attached to each Registry, including Conference Registrars in the General and Other Divisions. Tribunal Officers work across all divisions within the AAT and play an integral role in those processes.

Staff in these positions are expected to be flexible in meeting changing priorities and workloads, exhibit a 'can do' attitude, use strong communication skills, and enthusiastically contribute ideas to best practice. They are also expected to support change initiatives in a fast paced work environment, and work efficiently and effectively on their own or as part of a team, as directed.

More information about this position, the scope of the role, duties and selection criteria, is contained within the position description for this role, available from the [Working at the AAT](http://www.aat.gov.au) page of our website, [www.aat.gov.au](http://www.aat.gov.au).

### Eligibility

### Notes

We currently have several non-ongoing positions available, and an order of merit may be established through this selection process.

## About the Administrative Appeals Tribunal

The Administrative Appeals Tribunal (AAT) has offices located in all states of Australia and the Australian Capital Territory and provides independent review of a wide range of administrative decisions made by the Australian Government, some non-government bodies and the Norfolk Island Government. On 1 July 2015 the Migration Review Tribunal, Refugee Review Tribunal and Social Security Appeals Tribunal were merged with the AAT. The amalgamated AAT comprises a number of Divisions: Social Services and Child Support, Migration and Refugee, and General and Other. The AAT is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. For more information about the AAT, click on 'learn more' to visit our website.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Jenni Lee, 02 9276 5296   |
| <b>Agency Recruitment Site</b> | <a href="https://www.aat.gov.au/about-the-aat/working-at-the-aat">https://www.aat.gov.au/about-the-aat/working-at-the-aat</a> |

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## Attorney-General's

Vacancy VN-0682843

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### Attorney-General's Department

Closing Date: Sunday 18 October 2020

Information  
Production Cluster

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | End User Compute (Desktop) Team Leader  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing  |
| <b>Location</b>        | Barton ACT  |
| <b>Salary</b>          | \$102,989 - \$125,312   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | 494723/ID   |
| <b>Agency Website</b>  | <a href="https://www.ag.gov.au/Pages/default.aspx">https://www.ag.gov.au/Pages/default.aspx</a> |

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### 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 Online' button to the left of this advertisement.



## Duties

### Our Opportunity

Role and expectations of the successful candidate:

The position leads a team of Engineers delivering end user compute support and services to the Attorney-General's Department (AGD), including the Australian Government Solicitor (AGS) Group within the department. The role is responsible for the day-to-day operations in delivery of technical systems, quality service and support, staff management, and workload management including projects, reporting, and performance and promoting a positive culture.

The Team Leader is a senior representative of the Information Division and ensures that all service level standards are met, work complies with the AGD and wider commonwealth technology and security guidelines, and applying best practice at all times to deliver a stable and functional end user compute experience.

### 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:

- ensure core systems are meeting business needs and continually improving
- leads by example, a team of technical staff and provides day-to-day supervision, with a focus on motivation, culture, and performance
- responsible and accountable for delivering professional, effective and efficient technical support to the department
- exceptional communication, negotiation and interpersonal skills, both written and verbal
- structured time management skills to achieve deadlines
- provide timely and effective advice, information and expert technical interpretation on complex support matters
- develop, plan and manage projects, working collaboratively with project managers
- actively engaging in meetings, seminars and forums
- collaborate and maintain a sound rapport with a broader team, including but not limited to senior management, project managers, engineers, architects, analysts and developers
- work cohesively and collaboratively with the Incident & Problem Manager, and Change Manager to maintain support quality and urgency for all IT matters. Including resolution of escalated matters
- act as the escalation point for the team
- documentation is completed and maintained for End User Compute IT systems and services
- ensure all support service expectations are being met and investigate when they are not
- liaise and consult with clients and other areas of the department on technical support issues, problem resolution and assistance
- work with the leadership team for continuous service improvement and keeping them informed
- ensure that decision-making and advice are outward looking and based on critical analysis and evidence
- keep abreast of changes in the standards, technologies or methodologies
- provide End User Compute advice and input into the assessment of proposed new technologies for AGD
- identify opportunities to expand own knowledge and technical skill, seek out others' expertise and assist in the transfer of knowledge to others
- contributes to a positive culture that values innovation and ideas
- manage and Coordinate the End User Compute on-call roster.

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.

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

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

## About the Attorney-General's Department

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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Dominik Fabjanowski, 02 6141 2611   |
| <b>Agency Recruitment Site</b> | <a href="https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx">https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx</a> |

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## Attorney-General's

Vacancy VN-0682754

### Australian Financial Security Authority

Closing Date: Thursday 15 October 2020

Internal Client Services  
Business Partnering

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | HRIS System Administrator                                       |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                 |
| <b>Location</b>        | Canberra ACT, Melbourne VIC                                     |
| <b>Salary</b>          | \$76,251 - \$82,352   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 30598   |
| <b>Agency Website</b>  | <a href="https://www.afsa.gov.au/">https://www.afsa.gov.au/</a> |

### 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.

- Agile team, with focus on integrated business processes
- Dynamic organisation serving the community
- Flexible working conditions

### Duties

The HRIS Systems Administrator coordinates and carries out day to day activities to ensure high quality support to the HRIS Product Manager including:

- HRIS systems administration such as application configuration, incident and service request ticket management and training;
- ensuring accurate interpretation and application of legislation, Enterprise Resource Planning (ERP) systems policies and procedures;
- development and review of relevant work instructions;
- contribution to the continuous improvement of payroll and HR policies and processes;
- engaging with internal and external stakeholders with high quality ERP systems support.

### About you

To be successful in this role, you will have:

- a strong sense of self-awareness with an ability to manage yourself and relate to others to achieve the best outcomes;
- effective communication skills and the ability to convey complex information clearly and concisely;
- the ability to prioritise your workload and operate flexibly to meet changing circumstances;
- experience as a Systems Administrator in Aurion
- a qualification in Accounting/Human Resources or equivalent, or working towards this (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 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 cover letter 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 ongoing position in either our Canberra or Melbourne 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

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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Michelle Stangret, (07) 3360 5940   |
| <b>Agency Recruitment Site</b> | <a href="https://www.afsa.gov.au/about/careers/current-vacancies">https://www.afsa.gov.au/about/careers/current-vacancies</a> |

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## Attorney-General's

Vacancy VN-0682815

**Comcare**

Closing Date: Sunday 25 October 2020

Corporate Group  
Technology and Information Management Team Client Services Unit

|                        |                                 |
|------------------------|---------------------------------|
| <b>Job Title</b>       | Service Desk Analyst            |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing |
| <b>Location</b>        | Darwin NT                       |
| <b>Salary</b>          | \$68,836 - \$75,283             |
| <b>Classification</b>  | APS Level 4                     |
| <b>Position Number</b> | 0000                            |
| <b>Agency Website</b>  |                                 |

### Job Description

[https://www.comcare.gov.au/careers/current\\_vacancies](https://www.comcare.gov.au/careers/current_vacancies)

The Technology and Information Management (TAIM) team maintains Comcare's Information, Communication and Technology (ICT) infrastructure and provides strategic leadership, governance, solutions and advice for the effective management of information.

Client Services team within TAIM provides a responsive and respectful frontline function for desktop and end user support within Comcare's ICT environment. This team provides guidance and assistance in the management of service requests, incidents and ICT asset management.

### Duties

The Service Desk Analyst will provide responsible, reliable and respectful service desk support to users of Comcare's ICT systems within the service level agreement timeframes and as directed. This role is the first point of contact for all ICT enquiries.

The Service Desk Analyst will maintain and promote a strong client focussed technology service culture to support Comcare's business operations.

### Eligibility

- Demonstrated ICT problem solving and resolution skills including experience in Information Technology Infrastructure Library (ITIL)
- Demonstrated experience in service desk support and desktop support

### 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 Comcare

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Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Paul Boehme and Nicole Dodson, 02 6276 0917 and 02 6112 9677  |
| <b>Agency Recruitment Site</b> | <a href="https://www.comcare.gov.au/careers/current_vacancies">https://www.comcare.gov.au/careers/current_vacancies</a> |

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## Attorney-General's

Vacancy VN-0682821

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### Comcare

Closing Date: Sunday 25 October 2020

Corporate Group  
Technology and Information Management Team Client Services Unit

|                        |                             |
|------------------------|-----------------------------|
| <b>Job Title</b>       | Client Services Team Leader |
| <b>Job Type</b>        | Full-Time, Ongoing          |
| <b>Location</b>        | Darwin NT                   |
| <b>Salary</b>          | \$86,514 - \$96,000         |
| <b>Classification</b>  | APS Level 6                 |
| <b>Position Number</b> | 00828                       |
| <b>Agency Website</b>  |                             |

## Job Description

[https://www.comcare.gov.au/careers/current\\_vacancies](https://www.comcare.gov.au/careers/current_vacancies)

The Technology and Information Management team maintains Comcare's Information, Communication and Technology (ICT) infrastructure and provides strategic leadership, governance, solutions and advice for the effective management of information.

The Client Services team within Technology and Information Management provides a responsive and respectful frontline function for desktop and end user support within Comcare's ICT environment. This team provides guidance and assistance in the management of service requests, incidents and ICT asset management.

## Duties

The Client Services Team Leader will provide team leadership and technical guidance to the Service Desk function and ensure the delivery of responsive, reliable, and respectful ICT support and service to Comcare workers, within timeframes. The Team Leader will be responsible for managing a regionally dispersed team of Service Desk Analysts.

## Eligibility

A strong knowledge and understanding of the ITIL Framework is required, with preference of having ITIL v4 qualification.

## 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 Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Paul Boeheme and Nicole Dobson, 02 62760917 and 02 61129677   |
| <b>Agency Recruitment Site</b> | <a href="https://www.comcare.gov.au/careers/current_vacancies">https://www.comcare.gov.au/careers/current_vacancies</a> |

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## Attorney-General's

Vacancy VN-0682877

### Comcare

Closing Date: Wednesday 21 October 2020

Corporate Group  
People, Property and Security Team

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | People Adviser, Recruitment Team Leader |
| <b>Job Type</b>        | Full-Time, Ongoing                      |
| <b>Location</b>        | Canberra ACT                            |
| <b>Salary</b>          | \$86,514 - \$96,000                     |
| <b>Classification</b>  | APS Level 6                             |
| <b>Position Number</b> | 01043                                   |
| <b>Agency Website</b>  |   |

### Job Description

[https://www.comcare.gov.au/careers/current\\_vacancies](https://www.comcare.gov.au/careers/current_vacancies)

The People, Property and Security team is responsible for supporting the strategic direction of Comcare by enabling, through strategic and effective frameworks, advice and processes, to respond effectively to current and future business needs.

### Duties

The People Adviser, Recruitment Team Leader will manage the administration of recruitment activities across Comcare. The People Adviser, Recruitment Team Leader will lead and coordinate a small team to deliver timely, professional and accurate recruitment services. As a team leader you will guide and develop the team.

The People Adviser, Recruitment Team Leader will provide high level support and advice to Comcare to managers, employees and stakeholders on recruitment activities in accordance with legislation, policies and procedures.

### Eligibility



Qualifications/Experience

- Qualification in HR or relevant experience

## 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 Comcare

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Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Jenny Cooke, 02 6276 0981   |
| <b>Agency Recruitment Site</b> | <a href="https://www.comcare.gov.au/careers/current_vacancies">https://www.comcare.gov.au/careers/current_vacancies</a> |

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## Attorney-General's

Vacancy VN-0682890

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### Commonwealth Ombudsman

Closing Date: Wednesday 21 October 2020

Complaints Management & Education Branch  
Complaints Resolution Team

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Complaints Resolution Officer - Affirmative Measures - Indigenous            |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW, Perth WA |
| <b>Salary</b>          | \$65,988 - \$71,645  |
| <b>Classification</b>  | APS Level 4  |
| <b>Position Number</b> | Several  |
| <b>Agency Website</b>  | <a href="https://www.ombudsman.gov.au/">https://www.ombudsman.gov.au/</a>    |

## Job Description

<https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies>

### Overview

Complaints Resolution Officers assess and impartially resolve complaints about Commonwealth agencies received by the Office of the Commonwealth Ombudsman (the Office).

To be successful in this position you will draw on your experience considering complex circumstances in an administrative decision making context. You will also draw on your experience dealing directly with clients and/or complainants using a wide range of communications channels.

The role includes:

- dealing with members of the public over the phone, in person and in writing. This includes members of the public who present to our office with vulnerabilities
- utilising IT systems and your research skills to assess complaints and make decisions and/or recommendations on how to resolve the complaint
- utilising caseload management strategies to proactively manage your complaint workload.

Strong communication skills and a strong team work ethic are essential qualities required for this position. You are expected to be an active member of the wider team and branch, as well as managing your complaint workload. This means you may be required to contribute to reports, projects, presentations and other administrative work of the Office as required and contribute to the development, achievement and continuous improvement of team objectives and plans.

### Duties

#### Duties

Duties are to be performed under broad direction from an Assistant Director, Complaints Resolution Team with support from an APS6 Team Leader, and in accordance with the APS Code of Conduct, upholding the APS Values and upholding the office values of independence, impartiality, integrity, accessibility and professionalism. In doing this you will support the office through:

- assessing and analysing complaints received with a view to deciding the appropriate resolution actions
- providing, both verbally and in writing, clear and accurate advice to complainants, and internal and external stakeholders
- communicating effectively with people from a wide range of backgrounds
- managing own work responsibilities, including exercising judgment in a timely and efficient manner, seeking advice, escalating complex matters appropriately and proactively managing your complaint workload
- working effectively and cooperatively as a member of a team, including assisting with quality assurance, and participating in corporate activities and project work.

#### Our ideal candidate

The successful candidate will have experience in an administrative decision making, complaints management, complex customer service or legal work.

You should:

- have a strong analytical skills in assessing complex information

- have experience in working with clients or complainants in the direct delivery of services
- be a confident and highly effective verbal and written communicator
- have experience making decisions on claims, applications, resolving complaints or similar regulatory decision work
- have experience managing an independent workload and adhering to timeframes
- at all times demonstrate professionalism and impartiality.

A qualification and/or experience in law, complex customer service, undertaking assessments/ administrative decision making or resolving complaints would be highly regarded.

## Eligibility

### Eligibility

#### Affirmative measure

The filling of these vacancies is intended to constitute an affirmative measure under subsection 8(1) of the Racial Discrimination Act 1975. Eligible applicants are persons:

- of Aboriginal and/or Torres Strait Islander descent
- who identify as Aboriginal and/or Torres Strait Islander
- who are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Applicants who are shortlisted for interview will be required to provide evidence to confirm that they are Aboriginal and/or Torres Strait Islander.

#### Acceptable evidence includes:

- a letter signed and executed by the Chairperson of an incorporated Aboriginal or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal or Torres Strait Islander person
- a confirmation of Aboriginal or Torres Strait Islander descent form executed by an Aboriginal or Torres Strait Islander organisation.

#### Security clearance

- The successful candidate must have the ability to obtain and maintain, as a minimum, a Baseline security clearance.

## Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

## About the Commonwealth Ombudsman

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About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • Provide assurance that the Australian Government entities and prescribed private sector organisations that the Office oversees, act with integrity and treat people fairly. • Influence enduring systematic improvement in public administration in Australia and the region. The Office delivers on our purpose through complaint-handling, conducting investigations, performing audits and inspections, encouraging good public administration practices, and discharging specialist oversight tasks. The Office influences improvement in public administration in the Pacific region and Indonesia through collaboration with partner entities. The Commonwealth Ombudsman performs the following specialist roles: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Dana Nipperess, 02 6276 0120  |
| <b>Agency Recruitment Site</b> | <a href="https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies">https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies</a> |

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## Attorney-General's

Vacancy VN-0682891

### Commonwealth Ombudsman

Closing Date: Wednesday 21 October 2020

Complaints Management and Education Branch  
Complaints Resolution Team

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Complaints Resolution Officer - Affirmative Measures - Disability            |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Sydney NSW, Melbourne VIC, Canberra ACT, Adelaide SA, Brisbane QLD, Perth WA |
| <b>Salary</b>          | \$65,988 - \$71,645  |
| <b>Classification</b>  | APS Level 4  |
| <b>Position Number</b> | Several  |
| <b>Agency Website</b>  | <a href="https://www.ombudsman.gov.au/">https://www.ombudsman.gov.au/</a>    |

### Job Description

<https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies>

#### Overview

Complaints Resolution Officers assess and impartially resolve complaints about Commonwealth agencies received by the Office of the Commonwealth Ombudsman (the Office).

To be successful in this position you will draw on your experience considering complex circumstances in an administrative decision making context. You will also draw on your experience dealing directly with clients and/or complainants using a wide range of communications channels.

The role includes:

- dealing with members of the public over the phone, in person and in writing. This includes members of the public who present to our office with vulnerabilities
- utilising IT systems and your research skills to assess complaints and make decisions and/or recommendations on how to resolve the complaint
- utilising caseload management strategies to proactively manage your complaint workload.

Strong communication skills and a strong team work ethic are essential qualities required for this position. You are expected to be an active member of the wider team and branch, as well as managing your complaint workload. This means you may be required to contribute to reports, projects, presentations and other administrative work of the Office as required and contribute to the development, achievement and continuous improvement of team objectives and plans.

#### Duties

##### Duties

Duties are to be performed under broad direction from an Assistant Director, Complaints Resolution Team with support from an APS6 Team Leader, and in accordance with the APS Code of Conduct, upholding the APS Values and upholding the office values of independence, impartiality, integrity, accessibility and professionalism. In doing this you will support the office through:

- assessing and analysing complaints received with a view to deciding the appropriate resolution actions
- providing, both verbally and in writing, clear and accurate advice to complainants, and internal and external stakeholders
- communicating effectively with people from a wide range of backgrounds
- managing own work responsibilities, including exercising judgment in a timely and efficient manner, seeking advice, escalating complex matters appropriately and proactively managing your complaint workload
- working effectively and cooperatively as a member of a team, including assisting with quality assurance, and participating in corporate activities and project work.

### **Our ideal candidate**

The successful candidate will have experience in an administrative decision making, complaints management, complex customer service or legal work.

You should:

- have a strong analytical skills in assessing complex information
- have experience in working with clients or complainants in the direct delivery of services
- be a confident and highly effective verbal and written communicator
- have experience making decisions on claims, applications, resolving complaints or similar regulatory decision work
- have experience managing an independent workload and adhering to timeframes
- at all times demonstrate professionalism and impartiality.

A qualification and/or experience in law, complex customer service, undertaking assessments/ administrative decision making or resolving complaints would be highly regarded.

## **Eligibility**

### **Eligibility**

#### *Affirmative measure vacancy - disability employment*

The filling of these vacancies is intended to constitute an affirmative measure under Section 27 of the Australian Public Service Commissioner's Directions 2016. These vacancies are open only to people with disability.

Applicants who are shortlisted for interview will be required to provide evidence they have a disability. Suitable evidence would be a certificate or letter from a registered medical practitioner. The following documents would also be acceptable:

- letter from a Disability Employment Service or jobactive provider
- letter from a secondary or tertiary institution disability services unit in relation to a recent student.

Other

The successful candidate must:

- be an Australian citizen; and
- have the ability to obtain and maintain, as a minimum, a Baseline security clearance.

## **Notes**

The filling of this vacancy is intended to constitute an affirmative measure under Section 27 of the Australian Public Service Commissioner's Direction 2016. This vacancy is open only to people with disability.

## **About the Commonwealth Ombudsman**

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About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • Provide assurance that the Australian Government entities and prescribed private sector organisations that the Office oversees, act with integrity and treat people fairly. • Influence enduring systematic improvement in public administration in Australia and the region. The Office delivers on our purpose through complaint-handling, conducting investigations, performing audits and inspections, encouraging good public administration practices, and discharging specialist oversight tasks. The Office influences improvement in public administration in the Pacific region and Indonesia through collaboration with partner entities. The Commonwealth Ombudsman performs the following specialist roles: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

## **To Apply**

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Dana Nipperess, 02 6276 0120  |
| <b>Agency Recruitment Site</b> | <a href="https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies">https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies</a> |

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## Attorney-General's

Vacancy VN-0682893

### Commonwealth Ombudsman

Closing Date: Wednesday 21 October 2020

Complaints Management and Education Branch  
Complaints Resolution Team

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Complaints Resolution Officer  |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Sydney NSW, Melbourne VIC, Canberra ACT, Adelaide SA, Brisbane QLD, Perth WA |
| <b>Salary</b>          | \$65,988 - \$71,645  |
| <b>Classification</b>  | APS Level 4  |
| <b>Position Number</b> | Several  |
| <b>Agency Website</b>  | <a href="https://www.ombudsman.gov.au/">https://www.ombudsman.gov.au/</a>    |

### Job Description

<https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies>

#### Overview

Complaints Resolution Officers assess and impartially resolve complaints about Commonwealth agencies received by the Office of the Commonwealth Ombudsman (the Office).

To be successful in this position you will draw on your experience considering complex circumstances in an administrative decision making context. You will also draw on your experience dealing directly with clients and/or complainants using a wide range of communications channels.

The role includes:

- dealing with members of the public over the phone, in person and in writing. This includes members of the public who present to our office with vulnerabilities
- utilising IT systems and your research skills to assess complaints and make decisions and/or recommendations on how to resolve the complaint
- utilising caseload management strategies to proactively manage your complaint workload.

Strong communication skills and a strong team work ethic are essential qualities required for this position. You are expected to be an active member of the wider team and branch, as well as managing your complaint workload. This means you may be required to contribute to reports, projects, presentations and other administrative work of the Office as required and contribute to the development, achievement and continuous improvement of team objectives and plans.

## Duties

### Duties

Duties are to be performed under broad direction from an Assistant Director, Complaints Resolution Team with support from an APS6 Team Leader, and in accordance with the APS Code of Conduct, upholding the APS Values and upholding the office values of independence, impartiality, integrity, accessibility and professionalism. In doing this you will support the Office through:

- assessing and analysing complaints received with a view to deciding the appropriate resolution actions
- providing, both verbally and in writing, clear and accurate advice to complainants, and internal and external stakeholders
- communicating effectively with people from a wide range of backgrounds
- managing own work responsibilities, including exercising judgment in a timely and efficient manner, seeking advice, escalating complex matters appropriately and proactively managing your complaint workload
- working effectively and cooperatively as a member of a team, including assisting with quality assurance, and participating in corporate activities and project work.

### Our ideal candidate

The successful candidate will have experience in an administrative decision making, complaints management, complex customer service or legal work.

You should:

- have a strong analytical skills in assessing complex information
- have experience in working with clients or complainants in the direct delivery of services
- be a confident and highly effective verbal and written communicator
- have experience making decisions on claims, applications, resolving complaints or similar regulatory decision work
- have experience managing an independent workload and adhering to timeframes
- at all times demonstrate professionalism and impartiality.

A qualification and/or experience in law, complex customer service, undertaking assessments/ administrative decision making or resolving complaints would be highly regarded.

## Eligibility

### Eligibility

The successful candidate must:

- be an Australian citizen; and
- have the ability to obtain and maintain, as a minimum, a Baseline security clearance.

## Notes

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

## About the Commonwealth Ombudsman

---

About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • Provide assurance that the Australian Government entities and prescribed private sector organisations that the Office oversees, act with integrity and treat people fairly. • Influence enduring systematic improvement in public administration in Australia and the region. The Office delivers on our purpose through complaint-handling, conducting investigations, performing audits and inspections, encouraging good public administration practices, and discharging specialist oversight tasks. The Office influences improvement in public administration in the Pacific region and Indonesia through collaboration with partner entities. The Commonwealth Ombudsman performs the following specialist roles: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Dana Nipperess, 02 6276 0120  |
| <b>Agency Recruitment Site</b> | <a href="https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies">https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies</a> |

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## Attorney-General's

Vacancy VN-0682934

### National Archives of Australia

Closing Date: Thursday 22 October 2020

-  
Information and Technology Information Governance (CIGO)

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Governance Officer  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Parkes ACT, Chester Hill NSW, North Melbourne VIC   |
| <b>Salary</b>          | \$81,650 - \$90,594   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 32856   |
| <b>Agency Website</b>  | <a href="https://www.naa.gov.au/about-us/our-organisation">https://www.naa.gov.au/about-us/our-organisation</a> |

### Job Description

<http://careers.naa.gov.au/cw/en/job/495747?|ApplicationSubSourceID=>

The Information Governance section works to ensure business areas get maximum benefit from National Archives' data and information. Our goal is to continuously improve the Archives' agency-wide governance processes and foster a culture that values well managed data and information as we transform our practices to maximise the benefit of digital technology. The work of this position includes contributing to frameworks, policies, processes and projects with the end goal of improving the management of National Archives information.

To be successful in this position you need to understand and drive the benefits of good information governance and be interested in innovation, emerging technologies and future focus.

### Duties

Under general direction the main duties of the role are to:



- Assist in the strategic planning of the governance and management of the National Archives' information assets.
- Apply in depth knowledge and understanding of information and data management principles, legislation, and standards.
- Develop and manage relationships with team members and stakeholders to achieve business outcomes.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in The Archives Way.

## Eligibility

**Eligibility:** You must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and have the ability to obtain and maintain a Baseline security clearance.

## Notes

**How to apply:** Applications must be submitted via our online e-recruitment system. Applicants must in 1000 words or less outline the skills and relevant experience you would bring to this role. Please refer to the position description for this role.

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

## About the National Archives of Australia

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The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. The Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. The Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Christine Johnston, (02) 6212 3732  |
| <b>Agency Recruitment Site</b> | <a href="http://careers.naa.gov.au/cw/en/job/495747?IAApplicationSubSourceID=">http://careers.naa.gov.au/cw/en/job/495747?IAApplicationSubSourceID=</a> |

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## Department of Defence

Closing Date: Thursday 22 October 2020

Defence People Group  
Head People Capability

|                        |                       |
|------------------------|-----------------------|
| <b>Job Title</b>       | Area Manager WA       |
| <b>Job Type</b>        | Full-Time, Ongoing    |
| <b>Location</b>        | Rockingham WA         |
| <b>Salary</b>          | \$101,955 - \$115,005 |
| <b>Classification</b>  | Executive Level 1     |
| <b>Position Number</b> | DPG/03896/20          |
| <b>Agency Website</b>  |                       |

### Job Description

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

### Duties

#### The Role

Our Area Managers lead multidisciplinary teams to deliver individual and program-related support to families and a range of critical assessments to assist Commanders in making decisions that impact Defence families and to enhance the families' self-reliance. Multidisciplinary teams comprise social workers and education specialists to support the children of military families, administration staff and military officers.

The Area Manager is based at Rockingham and is accountable for the delivery of DCO's suite of national programs, social work assessments, critical incident management, community development and brief intervention services to members and families.

Travel to remote bases is required on occasion.

#### About our Team

Defence Community Organisation (DCO) offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military way of life. DCO supports Defence families' self-reliance and increases the capacity of the wider community to support the needs of Defence families.

#### Our Ideal Candidate

The successful applicant will have strong interpersonal skills, the ability to think strategically and to make evidence-based decisions under pressure. You will be accountable for providing strong leadership and direction, planning the activities and managing the resources of the team, providing professional supervision, and managing the workflow and work quality according to Commonwealth and Defence policy. DCO is an organisation where professionalism, innovation and the ability to find creative solutions to challenges is highly regarded.

### Eligibility

Mandatory

- Demonstrated experience in the management of staff
- Current Australian Driver's Licence

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

### Notes

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

## About the Department of Defence

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Kate Ambler, 0428 681 074   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682428

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**Department of Defence**

Closing Date: Wednesday 04 November 2020

Defence Science and Technology Group  
Joint and Operations Analysis Division

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Senior Emerging Technologies Analysts          |
| <b>Job Type</b>        | Full-Time, Ongoing                             |
| <b>Location</b>        | Adelaide SA, Canberra ACT, Fishermans Bend VIC |
| <b>Salary</b>          | \$118,376 - \$142,087                          |
| <b>Classification</b>  | Executive Level 2                              |
| <b>Position Number</b> | DSTG/04295/20                                  |
| <b>Agency Website</b>  |  |

## Job Description

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

## Duties

### The Role:

We are offering a long standing career working with the existing technology foresight teams in the Strategic and Joint Force (SJF), Major Science and Technology Capability (MSTC) and with subject matter experts from across Defence Science and Technology Group (DSTG), other Government Agencies, academia and industry, analysts will have a key role in supporting the expanding technology foresight work program.

The successful applicants will join a multidisciplinary team of researchers that conducts horizon scanning and technology-watch activities to identify emerging and potentially disruptive technologies in the 2 to 10+ year timeframe. In addition, the team conducts research on: horizon scanning methods, tools and analysis techniques, to better understand future contexts and to enable the development of operating concepts.

Positions are available in the following areas: (please click the link to the position description(s) you are interested in):

- Technology Foresight Methods and Impacts – Advanced Technologies Discipline Lead
- Critical Technologies Applied Research Specialist
- Technology Foresight Tools and Analysis Discipline Lead
- Social Cohesion and Economic Impacts Discipline Lead

### About our team:

Strategy and Joint Force (SJF) Major Science and Technology Capability (MSTC) is within the Joint and Operations Analysis Division of Defence Science and Technology Group (DSTG). This diverse and inclusive team is looking for several Senior Emerging Technologies Analysts to join the existing team leading research into emerging and disruptive technologies foresight relevant to Defence and the national interest.

These positions have largely resulted from the establishment of the whole of government Critical Technology Policy Coordination Office (CTPCO), for which DST is leading the technology foresight function. DST will be setting up a new Critical Technology Foresight Science and Technology Capability (STC) to support this activity, which will work closely with the existing Concepts and Futures STC. Between them, the two teams will provide technology foresight support to Defence, national security agencies and advice on potential critical technologies for whole of government.

### Our ideal candidate:

These positions require a demonstrated understanding of the factors influencing S&T research

and development, and its strategic relevance to the national interest. A successful candidate will have the ability to: recognise technology opportunities for the long term benefit of Australia – including whole-of-government, Defence and National Security – and use scientific judgment to analyse options, make decisions and prioritise research areas to maximise stakeholder outcomes.

These positions also require advanced analytical skills applied to the analysis of emerging technologies, and an ability to clearly communicate the relevance of those technologies. As senior members of the technology foresight team good leadership skills and the ability to build high performing teams is expected.

Please note that the positions are categorised at the S&T6 level, which is considered broadly equivalent to EL2. As S&T positions there are some differences to normal APS however, so applicants may wish to address the following:

- An S&T6 is an experienced researcher, operating under broad direction. An experienced researcher, who is recognised as a national authority in their area, will be able to demonstrate significant contribution to their field through the application of knowledge, skills and experience. As such, S&T 6 is not suited for someone who has recently graduated from their PhD or with limited post-doctoral experience.

## Eligibility

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

## Notes

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

## About the Department of Defence

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Dale Quinn, 02 61271467   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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# Defence

Vacancy VN-0682726

## Department of Defence

Closing Date: Friday 16 October 2020

NAVY  
Fleet Command

|                        |                                |
|------------------------|--------------------------------|
| <b>Job Title</b>       | Signature Ranges Engineer      |
| <b>Job Type</b>        | Full-Time, Ongoing             |
| <b>Location</b>        | Potts Point NSW, Rockingham WA |
| <b>Salary</b>          | \$80,669 - \$92,150            |
| <b>Classification</b>  | APS Level 6                    |
| <b>Position Number</b> | NAVY/04150/20                  |
| <b>Agency Website</b>  |                                |

## Job Description

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

## Duties

### The Role

As an engineer in the RAN Maritime Warfare Centre (MWC) you will apply and develop your engineering knowledge to analyse and evaluate complex systems in the fields of signature analysis and weapons performance.

Through analysis of weapon firings and ship signatures, MWC support current and future Navy platform and munitions programs throughout the capability life cycle. This analytic function is essential to improve warfighting effectiveness, provide decision makers assurance of warfighting capability and drive improvements through identifying gaps and opportunities.

These roles will require your work in small teams with a reasonable level of autonomy and independence, subject to limited direction against established priorities and methodologies to deliver quality outcomes. Your excellent verbal and written communication skills will enable you to collaborate with Navy personnel, academia and industry with clarity and influence. You will be supported to develop the skills necessary to achieve required outcomes.

### About our Team

The MWC mission is to optimise and improve the warfighting effectiveness and lethality of Australia's maritime capability. This is achieved through the delivery of highly effective warfare products that support both the Fleet Commander and Head Navy Capability in the context of risk based decision making

The teams you will be working in directly support this mission through test and evaluation activities including:

- Minimisation of platform vulnerability through effective signature management.
- Maximising warfighting effectiveness through measurement and analysis.

Come join a team which works collaboratively with Engineers from different disciplines, industry and Government, civilian and military, to understand, shape and improve warfighting capabilities across Navy.

## Our Ideal Candidate

As the ideal candidate you have the motivation and ability to apply your strong analytical skills to

the field of Naval Signatures and Weapons Performance evaluation.

You will contribute to a culture of cooperation for development and sharing of knowledge whilst exercising initiative and judgement.

You will be required to undertake occasional work overseas, interstate and in remote locations as well as participating in trials on military platforms.

Candidates are sought with experience or interest in the following areas:

- Platform underwater signatures
- Data acquisition and communication systems (including telemetry)
- Development of analytic systems for performance evaluation (software and hardware)
- Guided and non-guided munitions
- Modelling and simulation

The successful candidate will have professional engineering qualifications in disciplines such as:

- Electrical engineering
- Mechatronics
- Mechanical engineering
- Software engineering.

## Eligibility

### Mandatory:

- This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.
- Technical positions require individuals to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

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

### Notes

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

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Mark Fernandez, 02 9359 3800  |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682741

### Department of Defence

Closing Date: Friday 16 October 2020

Chief Information Officer Group  
Defence ERP Program

|                        |                             |
|------------------------|-----------------------------|
| <b>Job Title</b>       | Benefits Manager            |
| <b>Job Type</b>        | Full-Time, Ongoing          |
| <b>Location</b>        | Fyshwick ACT, Melbourne VIC |
| <b>Salary</b>          | \$118,376 - \$142,087       |
| <b>Classification</b>  | Executive Level 2           |
| <b>Position Number</b> | CIOG/04471/20               |
| <b>Agency Website</b>  |                             |

### Job Description

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

### Duties

#### The Role

This is a rare opportunity for a talented and highly motivated leader to work within the Enterprise Resource Planning (ERP) Program. The Benefits Manager plays a critical role in delivering ERP Program Benefits to Defence.

Within the ERP Business Transformation function, the Benefits Manager works with considerable independence and is accountable to perform complex planning and management within an integrated workforce. As a highly collaborative leader you will enlist Defence Group and Service support and expertise to build and lead an effective, whole of Defence, cross-functional team to create, deliver and govern an effective benefits realisation strategy and plans. The Benefit Manager will exercise a significant degree of independence and perform an important leadership role. You will be responsible for influencing and developing strategies, priorities and organisational practices in support of Defence objectives based on high level decision making and judgement. You will provide strategic advice to senior management and stakeholders as well as leading and assuming accountability for very complex work programs that have strategic, political and operational significance.

Working with experts in the field, and applying world best practice standards, you will drive ERP Program Benefits Management activities in line with our approved business case to:



- Implement and improve the ERP Program Benefits Management Strategy in alignment with Defence requirements.
- Build Defence Group and Service ownership of ERP benefits.
- Lead Defence Group and Service development and implementation of Benefit Realisation Plans.
- Advise and report on Program Benefits activities to our senior leadership.
- Critically analyse Benefits plans and achievement to ensure ongoing alignment to Defence requirements.
- Provide leadership, guidance and coaching to your team.

### **About our Team**

ERP is a key enabler of the One Defence reform agenda. ERP will standardise and integrate critical functions needed to run the Department of Defence: finance, human resources, logistics, engineering, maintenance, procurement, estate and program planning and management into a single SAP platform. The Program will eliminate hundreds of complicated and unnecessary processes, ICT systems and tools, and replace them with a new ICT solution. Critical to this is the delivery of anticipated benefits. The ERP team consists of military members, public servants and contractors all working as a single, integrated team towards delivering the ERP through a phase approach over several years.

### **Our Ideal Candidate**

We are looking for a collaborator with demonstrated Program Management experience, preferably in a business transformation or benefit realisation context. You will have extensive knowledge relating to program and benefits management methodology, systems and procedures and have demonstrated ability to translate this into strategy. You will provide a strategic level of specialist, professional and technical expertise, potentially relating to the work of different function areas. The right person will have excellent communication skills and leadership behaviours in accordance with One Defence Leadership Behaviours. A demonstrated ability in stakeholder engagement and liaison with stakeholders in relation to complex issues is essential, as is a strong program delivery and organisational change background. You will be accountable to lead a diverse, geographically distributed team, set work priorities, communicate effectively, and manage work and resources, whilst having flexibility to respond to the changing ERP context and priorities of our customers and the agility to realign strategy to meet that new demand in a high tempo work environment.

### **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>

## **About the Department of Defence**

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

## **To Apply**

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Wayne Threlfall, 0447 524 565   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682751

### Department of Defence

Closing Date: Friday 16 October 2020

Defence Science and Technology Group  
Aerospace Division

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Government Special Access Program (SAP) Security Officer (GSSO) |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Fishermans Bend VIC   |
| <b>Salary</b>          | \$101,955 - \$115,005   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | DSTG/04204/20   |
| <b>Agency Website</b>  |   |

### Job Description

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

### Duties

#### The Role

The Government SAP Security Officer (GSSO):

- provides direction and management of security processes, procedures and governance supporting CASG, RAAF and DSTG personnel, in a facility involving both domestic and foreign national security equities,
- designs new security procedures and processes to meet facility security requirements,
- performs the role of GSSO for a Special Access Program Facility (SAPF),
- maintains a secure environment suitable for protecting SAP information; compliant in accordance with Special Access Programs Manual (SAPMAN), DoD 5205.07 Vol 1-4 and ASIO Tech Note 5/12,

- provides day-to-day security administration and management for their SAPF information, equipment and facility,
- provides sound security advice to facility users,
- provides support to security team members at other JSF and DST Group SAPFs,
- provides stakeholder liaison both domestic and international,
- provides initial, event driven and refresher training for all facility accessed personnel, and
- conducts annual compliance self-inspections and undertake corrective actions.

This role is responsible for the management and ongoing accreditation of the highly complex Special Access Program (SAP) facility, and holds all associated authorities related to upholding those duties.

The global JSF Program Office (JPO) and Special Programs Co-Ordination Office (SPCO) require Special Access Programs to be established and maintained in accordance with SAPMAN, DoD 5205.07 Vol 1-4 and ASIO Tech Note 5/12 requiring a Government SAP Security Officer (GSSO) to be "appointed at a government program facility to provide security administration and management".

### **About our Team**

Aerospace Division provides support and innovative solutions to enhance the operational capability, survivability, availability and safety of the Australian Defence Force's (ADF's) aircraft platforms and reduce the cost of owning them. It also provides critical advice on the technical risks and readiness for the acquisition of such platforms.

The scientific expertise in the division includes propulsion systems, aircraft structures, flight dynamics, advanced aircraft materials, human factors, simulation and hypersonics.

Aerospace Division supports every aspect of the operation and maintenance of Australia's air combat fleet, including the airframes and engines, weapons and stores, electronic warfare, signature management and platform information systems.

The Aerospace Division supports the ADF's future air warfare capabilities in the following areas:

- Evaluation of future concepts, including investigations into replacement options for ageing platforms, evaluations of future warfare requirements, including Unmanned Aerial Vehicles (UAVs), assessments of different force-mix options and analyses of whole-of-life cost issues.
- Analysis of technical risk associated with specific technologies or particular aircraft designs and recommendations on measures to mitigate the risk.
- Experimentation, through laboratory testing or simulation to test and analyse emerging systems and operational concepts.
- Development and testing of new aerospace capabilities, such as high speed flight and unmanned aerial systems.
- Development of techniques to assess damage and defects in aircraft structures and engines; and techniques to repair them.
- Forensic examination of aircraft components after accident or incident with a view to understanding the mode of failure and means to repair or prevent repeat occurrences.
- Support to operational flying safety by assessing environmental issues which may affect the safety or well-being of air crew.

### **Our Ideal Candidate**

Within the Physical Security function an EL1 Security Manager is accountable under broad direction to perform and achieve complex to very complex protective security work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative

frameworks, government decision-making and Defence's mission and policy requirements.

An EL1 Security Manager will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the Physical Security function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

An EL1 Security Manager is accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes. They will manage one or more teams. They will develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement. They will set work that align with the strategic objectives and communicate expected outcomes.

An EL1 Security Manager will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development of their work area.

## Eligibility

Prior to commencement successful applicants will be required to undergo a psychological assessment and an extensive security clearance.

As a Positive Vetting clearance is required, applicants must be an Australian Citizen; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

For more information refer to the Information Pack.

## 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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Kristie Green, 0477 324 220   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682753

### Department of Defence

Closing Date: Monday 19 October 2020

Capability Acquisition and Sustainment Group  
Program Performance

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Technical Logistics and Preparedness Modelling<br>Functional Authority & Logistics Support Analyst<br>Functional Authority |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Canberra ACT, Melbourne VIC  |
| <b>Salary</b>          | \$101,955 - \$115,005  |
| <b>Classification</b>  | Executive Level 1  |
| <b>Position Number</b> | CASG/04486/20  |
| <b>Agency Website</b>  |  |

### Job Description

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

### Duties

#### The Role

Are you looking to apply your technical logistics skills to support the management and optimization of a portfolio of complex military equipment?

Do you value a diverse workforce that supports work life balance and offers flexible working arrangements?

An EL1 Subject Matter Expert (SME) will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the Logistics Management function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

1. The EL1 Logistics Support Analyst Functional Authority is a critical SME position that is responsible for managing the end-to-end Supportability Analysis process, which involves establishing supportability requirements during conceptual design through the evaluation of system operational requirements and specifying a cost-effective solution for system support. You will be required to support system development and sustainability by ensuring the required analysis has been performed. You will work closely with groups and services within Defence and Defence's Industry partners sharing maintenance engineering information to provide users with effective and efficient supply support.

Some of the tasks you will be responsible for are:

- Maintain professional knowledge and continue to develop knowledge and expertise in full supportability analysis; keep abreast of future trends in technology to apply to ML
- Review and standardise supportability analysis processes to support SPOs and Capability Manager across Domains. The service offerings consist of reviewing and providing coaching support of the following:
  - Perform supportability safety analysis
  - Perform Reliability, Affordability, Maintainability and Testability (RAMT) analysis and provide feedback
  - Perform LORA
  - Perform Diagnostics, Prognostics & Health Management (D&PHM) analysis
  - Perform MTA
  - Perform software maintenance analysis
  - Execute maintenance tasks
  - Develop and continuously improve preventative maintenance
  - Perform maintenance requirements determination
  - Maintain support equipment
  - Analyse Packaging, Handling, Storage and Transportation (PHS&T) requirements
  - Maintenance rundown and transition
- Collaborate with Policy and C&A Leads to ensure processes and procedures align with relevant policies and are continually updated as a result of continuous improvement
- Collaborate with Professionalisation Lead to ensure trainings needs are identified and training course are developed and made available

2. The EL1 Technical Logistics and Preparedness Modelling Functional Authority is also a critical SME position that is instrumental in the development and sustainment Technical Logistics Analysis and Logistics Modelling policy. This skill set has decreased within Defence and Defence industry and this position is critical in the establishing a plan to ensure the skill sets are sustainable in the future. Technical Logistics Management Functional Authority role is also responsible for determining and Skills, Knowledge and Experience required by SML members in this field within the CASG Projects and SPOs.

Some of the tasks you will be responsible for are:

- Technical Logistics and Logistics Modelling which enables maintenance engineering, financial and supply chain information to be modelled to determine the most effective and efficient supply plans are developed including the amount of repairable items required to be inducted to ensure Specialist Military Equipment availability is optimised.
- Maintains professional knowledge and continue to develop knowledge and expertise in full Technical Logistics Modelling Management and keep abreast of future trends in technology to apply to ML Services
- Provide Technical Logistics Support to CASG Projects & SPOs and provide Strategic direction, advice and guidance on Technical Logistics Policy, Procedures and Training.
- Review and provide coaching support in all aspects of ML Services including Technical Assessing, Logistics Support Analysis and Repairable Item Management.
- Collaborate with Policy and C&A Leads to ensure processes and procedures align with relevant policies and are continually updated as a result of continuous improvement
- Collaborate with Professionalisation Lead to ensure trainings needs are identified and training course are developed and made available

Secure your next role with us at Defence as an APS, EL1 Logistics Support Analyst Functional Authority or as an EL1 Technical Logistics and Preparedness Modelling Functional Authority.

## About the Team

The Materiel Logistics, Disposals and Sales (MLDS) branch of CASG delivers Logistics Support through each phase of the Capability Life Cycle to achieve the requirements of our Capability Managers. This branch scoped by Integrated Logistics Support (ILS) programs supports the planning, developing, acquisition, transitioning, sustainment and disposal of military equipment and supplies in a cost effective and affordable manner that is consistent with operational, regulatory, legislative and contractual requirements.

Logistics Support Analysis (LSA) is the principal analytical methodology underpinning any ILS Program. LSA is a highly structured process which includes activities to define, analyse and quantify supportability requirements throughout the Materiel System's life-cycle.

MLDS branch is committed to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are dedicated to achieving a workplace culture that is inclusive and diverse; one which directly reflects the need and scope of our varied operational requirements.

### **Our Ideal Candidate**

The right person for this role will be an experienced and committed Subject Matter Expert that is able to respond to the needs of their stakeholders and is adaptable and able to demonstrate the following skills:

- Results orientated: Set high standards of performance for self and others; assume responsibility and accountability for successfully completing assignments or tasks
- Continuous improvement: Originate action to improve existing conditions and processes; uses appropriate methods to identify opportunities, implement solutions, and measure impact
- Continuous learning: Actively identifies new areas of learning; regularly creates and takes advantage of learning opportunities; uses newly gained knowledge and skill on the job and learning through their application
- Teamwork: Listens to and fully involves others in team decisions and actions; value and use individual differences and talents
- Analytical thinking: Has the ability to breakdown complex issues/problems into simple and manageable components and derive conclusions and actions
- Conceptual thinking: Has the ability to identify connections between different pieces of data/information and understand the implications to service offerings; quickly grasp complex issues and communicate them effectively and confidently to both expert and non-technical audiences
- Problem solving: Identify source of problems and takes effective action to reach a solution; utilise a range of problem-solving tools to determine appropriate course of action
- Decision making: Relate and compare data; secure relevant information and identify key issues; commit to an action after developing alternative courses of action that take into consideration resources, constraints, and organisational values
- Negotiation and influence: Convince business/others of benefits associated with approach when appropriate; engage business/others into considering alternative courses of action; use a range of approaches to win active support and commitment from individuals
- Collaboration: Work closely with DML – Service and other Functional Leads to manage the end-to-end process of Service Delivery across the CLC.
- Communication: Strong and effective written and verbal communication skills; express ideas effectively in one on one and group settings, effective listening skills and understanding customer.

### **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>

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Mick Bradford, 0414 805 338   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682755

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### Department of Defence

Closing Date: Friday 16 October 2020

Capability Acquisition and Sustainment Group  
Helicopter Systems



|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Identification Friend or Foe Technical Centre - Certification Manager |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Adelaide SA   |
| <b>Salary</b>          | \$80,669 - \$92,150   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | CASG/03560/20   |
| <b>Agency Website</b>  |   |

## Job Description

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

### Your Role

This APS6 Certification Manager position will be responsible for the ongoing technical and certification function of Defence's Identification Friend or Foe Technical Centre (IFF TC). The Certification Manager will work in conjunction with the IFF TC Product and Asset Manager.

Activities will include, but not limited to, providing technical assurance to support compliance and engineering activities, ensuring quality and compliance with delegations, relevant legislation, policy and regulatory frameworks. This position will engage with stakeholders to provide guidance in relation to the IFF certification across various ADF platforms.

The successful incumbent is expected to engage with internal Defence groups and international allied partners on an ongoing basis.

### About our Team

The Identification Friend or Foe Technical Centre (IFF TC) is focused on supporting Defence platforms to obtain IFF certification and compliance. This position will be central placed within the Air Warfare Centre (AWC), Adelaide, commencing early 2021. The successful incumbent will be provided guidance and support by the Project AIR90 to ensure the opportunity to succeed in the new role.

The AWC exists within the Air Force's Air Command and is critical to establish the Air Force as a modern and fully integrated combat force that can deliver air and space power effects in the information age. The AWC is supported by diverse workforce which includes Air Force, Army, Navy, Public Service and Defence Industry personnel.

The future view is for the IFF TC to be a fully established function of the AWC. This presents a unique opportunity to develop further the IFF TC's ongoing delivery for the ADF. This role provides significant opportunity for the development of your career as a technically focussed leader with experience in diverse and fast-moving fields.

### Our Ideal Candidate

- Experience in undertaking technical assurance, configuration of certification baselines relevant to operations and/or project based environments.
- Experience in developing and implementing technical policies, processes, and practices.
- An ability to plan and achieve work area objectives, with a high level of initiative and motivation.
- Demonstrated high standard of oral and written communication, liaison and interpersonal skills.
- Thinks strategically, is proactive, anticipates risks and works to resolve them in a timely manner to meet business needs.
- Adaptability to support and manage the impacts of change, demonstrates flexibility and adaptability to shifting priorities in periods of uncertainty.

- Develops and maintains professional networks, collaborative working relationships and partnerships with internal and external stakeholders and clients and encourages others to do the same

## Duties

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

This technical position requires the individual to have obtained Australian Qualifications Framework Level 6 qualification, or demonstrated application of relevant skills and work experience in a relevant technical domain.

## Eligibility

### Notes

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

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Mr Marcus Dorey, (07) 3233 4388   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682758

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### Department of Defence

Closing Date: Monday 19 October 2020

Defence People Group  
People Services APS Recruitment

|                        |                     |
|------------------------|---------------------|
| <b>Job Title</b>       | Recruitment Officer |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Melbourne VIC       |
| <b>Salary</b>          | \$67,100 - \$73,256 |
| <b>Classification</b>  | APS Level 4         |
| <b>Position Number</b> | DPG/04502/20        |
| <b>Agency Website</b>  |                     |

## Job Description

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

## Duties

### The Role:

You will provide a customer focused service and engage with stakeholders, customers and candidates to deliver high quality end to end recruitment processing within benchmark time frames. The key responsibilities of this role are:

- Being the first point of contact for customer recruitment needs and responding to customer and candidate enquiries
- Processing customer advertising requests
- Supporting customers through the selection process
- Preparing documentation for candidate offers for movement types including Engagements, Promotions and Transfers
- Engaging with customers and candidates during the onboarding process
- Assisting customers with requests to access Merit Pools
- Contributing to process improvement initiatives

A Merit Pool of suitable candidates will be created for future job vacancies which may arise over the next 12 months in Melbourne.

### Our ideal candidate:

If your passion is providing superior customer service and creative recruitment solutions to customers and candidates, then this is the opportunity for you! We are looking for energetic, flexible and creative people who have a keen eye for detail, high level of accuracy, a strong customer focus and is passionate about process improvement.

### About the team:

Defence APS Recruitment aspires to provide an innovative, strategic and agile APS Recruitment service that is highly valued by its Defence customers and candidates.

You will be part of an energetic team responsible for directly supporting customers and candidates through their recruitment journey. Successful candidates will work as part of a team and contribute to a positive culture in a high tempo environment. **Eligibility**

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

## Notes

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

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Vanessa Molyneux, 0409 581 434  |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682770

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**Department of Defence**

Closing Date: Friday 16 October 2020

Capability Acquisition and Sustainment Group  
Helicopter Systems

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Identification Friend or Foe Technical Centre - Product and Asset Manager |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Adelaide SA   |
| <b>Salary</b>          | \$80,669 - \$92,150   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | CASG/02490/20   |
| <b>Agency Website</b>  |   |

## Job Description

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

### Duties

#### The Role:

This APS 6 Product and Asset Manager position will be responsible for the ongoing management of Defence's Identification Friend or Foe Technical Centre (IFF TC).

Activities will include, but not limited to operations, vendor, equipment and information management. Facilitating technical guidance to Defence stakeholder and delivering test and certification services in accordance with internal Standard Operating Procedures. The successful incumbent is expected to engage with internal Defence groups and international allied partners on an ongoing basis.

#### About our Team:

The Identification Friend or Foe Technical Centre (IFF TC) is focused on supporting Defence platforms to obtain IFF certification and compliance. The IFF TC is currently part of the Air & Space Surveillance Control Branch under Project AIR90 in Canberra. This position will be centrally placed within the Air Warfare Centre (AWC), Adelaide, commencing early 2021. The successful incumbent will be provided guidance and support by the Project AIR90 team to ensure the opportunity to succeed in the new role.

The AWC exists within the Air Force's Air Command and is critical to establish the Air Force as a modern and fully integrated combat force that can deliver air and space power effects in the information age. The AWC is supported by diverse workforce, which includes Air Force, Army, Navy, Public Service and Defence Industry personnel.

The future view is for the IFF TC to be a fully established function of the AWC. This presents a unique opportunity to develop further the IFF TC's ongoing delivery for the ADF.

This role provides significant opportunity for the development of your career as a technically focussed leader with experience in diverse and fast-moving fields.

#### Our Ideal Candidate:

- Experience in organisational and product management relevant to operations and/or project based environments.
- Experience in developing and implementing business policies, processes, and practices.
- An ability to plan and achieve work area objectives, with a high level of initiative and motivation.
- Demonstrated high standard of oral and written communication, liaison and interpersonal skills.
- Thinks strategically, is proactive, anticipates risks and works to resolve them in a timely manner to meet business needs.
- Adaptability to support and manage the impacts of change, demonstrates flexibility and adaptability to shifting priorities in periods of uncertainty.

- Develops and maintains professional networks, collaborative working relationships and partnerships with internal and external stakeholders and clients and encourages others to do the same.

## Eligibility

### Mandatory Qualifications:

Demonstrated experience in organisational management, successful coordination and/or facilitation in delivering event based outcomes requiring effective communications and planning within multi stakeholder and changing environments.

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

## Notes

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## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Mr Marcus Dorey, 07 3233 4388   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682773

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### Department of Defence

Closing Date: Friday 16 October 2020

Estate and Infrastructure Group  
Infrastructure Division

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Property Officer  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Darwin NT, Pialligo ACT, Melbourne VIC, Greenvale QLD, Townsville QLD |
| <b>Salary</b>          | \$80,669 - \$92,150   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | EIG/04314/20  |
| <b>Agency Website</b>  |   |

## Job Description

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

### Duties

#### The Role

Within the Property Management function an APS6 Estate Property Officer is accountable under limited direction to perform and achieve complex real property management work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS6 Estate Property Officer will be capable of working independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed estate property technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

An APS6 Estate Property Officer may be a team coach or lead a team and be accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They will exercise the associated people and financial responsibilities to achieve work unit outcomes.

An APS6 Estate Property Officer will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex or difficult issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

There are two ongoing opportunities available within Defence's Property Management (PM) Branch for enthusiastic, highly motivated self-starters to fill property officer roles in various locations. A merit pool may also be created and used to fill similar opportunities across Defence.

#### About our Team

Are you interested in working in a dynamic environment on property matters for Australia's largest landholder? Would you like a challenge and enjoy working in a small team to deliver diverse projects to achieve tangible outcomes? Do you have excellent interpersonal skills, strong project management and analytical skills, and a can do attitude?

PM Branch is responsible for the strategic management and future direction of Defence's real estate transactions in alignment with the Defence Estate Strategy 2016-36. The Branch undertakes the acquisition and divestment of properties, planning and managing the leasing of properties for Defence, the licensing of Defence properties to others, strategic contract management including public private partnerships, office and working accommodation policy, Indigenous land matters and access to the Defence estate – including mining traverse and exploration.

#### Our Ideal Candidate

You will be flexible, outcome-focused, have strong analytical skills and an appreciation of strategic organisational outcomes. You will also be able to think laterally and identify the key issues in complex property scenarios. You will demonstrate experience or an understanding of property management issues along with excellent interpersonal and relationship building skills.

You will also build and maintain positive relations between Traditional Owner groups and contractors linked to the broader community. You will be adept at (or have the ability to learn) training and employment strategies, business development and

contracting strategies, and be able to demonstrate a strong understanding of cultural heritage requirements.

Successful candidates will:

- Be responsive and proactive – deadlines are often short and are required to be met while managing across competing priorities;
- Be able to work autonomously, as part of a team and as a project leader;
- Be adaptable and able to work flexibly while maintaining attention to detail within a dynamic environment;
- Be resilient, have personal drive and a focus on enabling others in support of Defence capability; and current outcomes;
- Be able to negotiate and influence to achieve outcomes and have highly developed communication skills;
- Be required to demonstrate success in relationship management, including stakeholder engagement, procurement, project management and contract management.
- Be able to work in an ever changing and sometimes ambiguous environment, including adapting to the broader Defence reform agenda and initiatives; and
- Have a strong willingness to learn and be challenged.

## 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>

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Eloise Kenning, 0459 822 511  |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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# Defence

Vacancy VN-0682774

## Department of Defence

Closing Date: Monday 19 October 2020

Estate and Infrastructure Group  
Service Delivery Division Program Management & Governance

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Senior Program Governance Officer and Assistant Contract Manager |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Canberra ACT   |
| <b>Salary</b>          | \$80,669 - \$92,150  |
| <b>Classification</b>  | APS Level 6  |
| <b>Position Number</b> | EIG/04103/20   |
| <b>Agency Website</b>  |  |

## Job Description

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

## Duties

### The Role

The Senior Program Governance Officer is responsible, but not limited to: managing the branch coordination function; identifying risks and determining the appropriate course of action; manage stakeholder needs in accordance with Defence governance and policy requirements; develop and review correspondence and provide editing and quality assurance checks; provide advice and assistance to stakeholders on complex matters; and work collaboratively to build and sustain effective relationships and provide constructive feedback.

The Assistant Contract Manager, Services Agreement is responsible, but not limited to: managing the approvals process for dependants/members with special needs; interpret, provide advice and make decisions on housing policy and legislation; provide high-level accurate and timely advice and approvals for Directorate delegations; represent the contract management business line; managing and compiling reports and statistics; maintaining Directorate website; and guiding the Defence Relocation and Housing Manager network.

### About our Team

The Directorate of Program Governance and Insurance, within Program Management and Governance (PM&G) Branch provides oversight and coordination through the management and governance of the Service Delivery Division Program, including the provision of secretariat services to committees and the management of the Defence Insurance arrangements with Comcover. The Branch provides a central management and governance function for Service Delivery Division and Estate and Infrastructure Group as well as providing specific services.

The Directorate of Relocations and Housing, within PM&G Branch, is responsible for the provision and delivery of quality housing and related services to ADF members under national contracts and in accordance with Defence Policy. These services include provision of Service Residences, Member Choice Accommodation and Rental Assistance, the Living in Accommodation Booking and Allocation Service, Relocation Services and Defence Home Ownership Assistance Scheme.

### Our Ideal Candidate

The right person for these roles will be a team player with highly developed communication and stakeholder management skills; genuinely fosters a curiosity for innovative possibilities and an enthusiasm to learn and drive change in order to gain efficiencies; displays an ability to learn rapidly and adapt quickly to changing complex situations; and requires sound judgment, in complex, high volume environments, while maintaining a strong customer service ethos. These are desk based positions involving computer use and working with others towards shared goals in a collaborative team environment.

## Eligibility

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

## Notes

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## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Rachel Gannis, 0419 284 549   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682792

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### Department of Defence

Closing Date: Monday 19 October 2020

Capability Acquisition and Sustainment Group  
Aerospace Systems

|                        |                                |
|------------------------|--------------------------------|
| <b>Job Title</b>       | Contracts Procurement Officer  |
| <b>Job Type</b>        | Part-Time, Ongoing;Non-Ongoing |
| <b>Location</b>        | Richmond NSW                   |
| <b>Salary</b>          | \$67,100 - \$73,256            |
| <b>Classification</b>  | APS Level 4                    |
| <b>Position Number</b> | CASG/04490/20                  |
| <b>Agency Website</b>  |                                |

## Job Description

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

## Duties

### The Role

We are seeking a part-time member, working 3 days per week – that may reduce to 2 days per week in the future to become an integral member of Air Lift Systems Program Office (ALSPO) Spartan Asset Management Unit (SAMU) Supplier Performance Team. You will work under limited direction to manage multiple contracts and continuously identifying opportunities for improvement. You will be required to participate and contribute to contract performance reviews and liaise regularly with colleagues across ALSPO and work closely with our enterprise partners. You will be a key member of the SAMU team, dedicated to reliably supporting the sustainment of the C-27J Spartan fleet. You will manage all aspects of contracting and procurements including planning, contract formation and management; while ensuring compliance with appropriate legislation and policies.

### About our Team

The Air Lift Systems Program Office (ALSPO) at RAAF Base Richmond is a Business Unit within the Airlift and Tanker Systems (ATS) branch of the Aerospace Systems Division (ASD) within the Capability Acquisition and Sustainment Group (CASG). ALSPO is the in-service support agency responsible for sustaining and enhancing the RAAF's C-130J Hercules and C-27J Spartan aircraft. ALSPO, in partnership with industry, exists to support Air Mobility Group achieve its mission by providing effective sustainment support solutions.

The C-27J Spartan Asset Management Unit (SAMU) within ALSPO is a highly capable and professional team operating in a dynamic and challenging work environment supporting the C-27J Spartan fleet. The SAMU is an integrated workforce consisting of ADF, APS and Industry personnel. Given the integrated nature of our business, building and maintaining cooperative and collaborative relationships are fundamental to our success.

### Our Ideal Candidate

As our ideal candidate, you will have a number of years' experience in procurement and contracting, managing the end-to-end procurement process, and managing contracts in a corporate system (such as Roman); and you will be able to demonstrate:

- Effective communication skills
- Strong teamwork skills and an commitment to being an active member of high performing agile team
- Relationship management skills
- Problem solving and data analysis skills
- Have strong organisational skills
- Strong focus on achieving outcomes
- Ability to interpret and apply legislation and policies
- Adaptability to changing priorities and complex work environments

## 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>

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Lisa Halliday, 02 4587 2348   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682811

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**Department of Defence**

Closing Date: Friday 16 October 2020

Chief Information Officer Group  
ICT Operations Division

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assistant Director Multinational Engagement |
| <b>Job Type</b>        | Full-Time, Ongoing                          |
| <b>Location</b>        | Canberra ACT                                |
| <b>Salary</b>          | \$80,669 - \$92,150                         |
| <b>Classification</b>  | APS Level 6                                 |
| <b>Position Number</b> | CIOG/03563/20                               |
| <b>Agency Website</b>  |   |

## Job Description

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

## Duties

### The Role

The Assistant Director Allied and Coalition Interoperability is a key APS 6 role within DMRI responsible for the coordination and management of allocated allied and coalition information sharing services operated by CIO Group including gateways, special purpose networks and network enclaves.

The successful candidate will support technical and system level compliance with international agreements for secure information networks connected to and/or owned by international partners.

The position will develop response options to information sharing capability requirements to ensure Australia fulfils its international system governance obligations and effectively supports operational and enabling Defence business users.

The successful applicant will develop the domain knowledge and experience to plan and coordinate allocated information sharing initiatives that support the Combined Communications-Electronics Board (CCEB) and its Pegasus program, the Defence CIO's Forum (DCIOF), and a range of bilateral work programs with partner nations including the USA, New Zealand, Japan, the Republic of Korea, and Singapore.

### About our Team

The Directorate of Multinational Relations and Interoperability (DMRI) is a small team within CIO Group responsible for management of international relationships and enabling secure information sharing capabilities. A key feature of the team's effort is to work closely with national stakeholders and international counterparts to ensure information sharing polices, frameworks and services are developed and sustained in order to support the ADF and Defence business users.

We offer you a clear set of expectations on your contribution to the team, CIOG, and Defence. You will integrate into the team with the autonomy and support needed to get on with the job well. We will need you to be able to think strategically, be outcome focused, and possess strong communication skills.

You will have ability establish and maintain productive national and international working relationships. You will be able to grow your professional knowledge and competencies in a dynamic and interesting environment.

### Our Ideal Candidate

- Relevant experience in ICT systems and enabling service management.
- Will have the proven capacity to learn, adapt and contribute to the coordination of complex work programs.
- The demonstrated ability to take responsibility and manage information sharing capability initiatives and tasks to completion.
- Will have the proven ability to engage and work effectively with national and international stakeholders to deliver shared business outcomes.
- Will be able to work effectively with team members and learn, grow and contribute to team outcomes.

- Possesses or have the ability to gain excellent interpersonal, technical writing and oral communication skills that enable effective performance in the Defence environment.
- Is comfortable integrating into a small team working in a dynamic international engagement business environment that may require occasional international travel and some early meeting timings to support international video teleconferences.
- The successful candidate will hold or be required to obtain a Negative Vetting 1 clearance.

## 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>

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Matthew Cowan, 02 6144 4610   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682817

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### Department of Defence

Closing Date: Thursday 22 October 2020

Capability Acquisition and Sustainment Group  
Helicopter Systems

|                        |                          |
|------------------------|--------------------------|
| <b>Job Title</b>       | Product Planning Officer |
| <b>Job Type</b>        | Full-Time, Ongoing       |
| <b>Location</b>        | Melbourne VIC            |
| <b>Salary</b>          | \$73,636 - \$78,873      |
| <b>Classification</b>  | APS Level 5              |
| <b>Position Number</b> | CASG/04480/20            |
| <b>Agency Website</b>  |                          |

## Job Description

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

### Duties

#### The Role

As part of the Product Planning Officer role within the Aviation Commons Management Unit of the Air Training and Aviation Commons Systems Program Office (ATACSPO) you will provide support to decision making in regards to Product Management across Ground Support Equipment (GSE) assets and Test and Measurement equipment (T&ME) assets in support of Defence Capability and Operations. You will work within and across multi-functional teams calling for sound communication and stakeholder management skills.

You will be required to participate in the development and review of annual portfolio plans and product schedules. Regular reporting and analysis of performance trends will be required to assess the quality and veracity of contract deliverables. Investigating the integration of new business requirements will support the platform manager's decision making regarding capability including; coordinating costings, quotes as well as administering and reconciling purchase orders. The Product Planning Officer will be part of a small team reporting to the Product Planning Manager.

#### About our Team

As part of the Helicopter Systems Division within Capability Acquisition and Sustainment Group (CASG), the Air Training and Aviation Commons Systems Program Office (ATACSPO) is located in Regional Victoria at the RAAF Base East Sale with an office also located within the Melbourne CBD.

The Product Planning Officer Position is located within the Melbourne office, supporting Aviation Commons for the Australian Defence Force.

ATACSPO offers a work environment with a unity of purpose which recognises and utilises individual's key skills in order to achieve outcomes. You will enjoy working in a complex, fast paced environment as part of a diverse, inclusive team that encompasses a variety of knowledge, skills and experience with a supportive strategic Executive Team. ATACSPO supports career development through a comprehensive professional development program and harnesses continuous improvement ideas and innovations.

#### Our Ideal Candidate

The successful candidate will ideally have demonstrated experience in Asset, Project, or Contract management. Additionally the candidate will have experience working in teams and have well developed communication and issue resolution skills. The successful candidate will be able to follow policy and processes enabling them to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

Reporting to the Product Planning Manager you will be accountable for organising your workflow and making independent decisions relating to your area of responsibility. You will be required to interpret and provide advice within the Product Management Cell as well as conduct reviews, perform procedural tasks and administrative support work to achieve results.

### 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>

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Rebecca Trewin, 0415 146 564  |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682830

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**Department of Defence**

Closing Date: Monday 19 October 2020

Capability Acquisition and Sustainment Group  
Program Performance



|                        |                       |
|------------------------|-----------------------|
| <b>Job Title</b>       | Engineering Manager   |
| <b>Job Type</b>        | Full-Time, Ongoing    |
| <b>Location</b>        | Canberra ACT          |
| <b>Salary</b>          | \$101,955 - \$115,005 |
| <b>Classification</b>  | Executive Level 1     |
| <b>Position Number</b> | CASG/04528/20         |
| <b>Agency Website</b>  |                       |

## Job Description

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

## Duties

### The Role

The work of the Engineering Management in Defence: understand engineering disciplines, implement engineering processes and procedures to ensure technical compliance and integrity. Communicate and engage with stakeholders, plan, develop, integrate, manage and evaluate projects and engineering management systems to deliver the engineering aspects within the Defence material capability life cycle. Investigate and expose risk, analyse and report on engineering issues, requirements, develop and implement recommendations and advice.

Other duties include, but are not limited to:

- Perform and achieve complex engineering and project work with an integrated workforce.
- Perform duties independently.
- Exercise sound decision making and judgement to provide expert policy advice.
- Plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities.
- Actively managing key stakeholder relationships, actively managing key stakeholder expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.

## About our Team

The Engineering and Technical (E&T) Function provides the engineering and technical services required to support delivery of capability. The Function is made up of the engineering and technical people in CASG, most of whom work within the projects and SPOs.

E&T Function members are involved in the development and control of the requirements, design, construction, configuration, performance, verification, validation, maintenance and modification of a product; including activities such as the conduct of technical investigations, reviews, and assessment of designs, materiel, incidents and organisations.

## Our Ideal Candidate

Chief Systems Engineering branch is seeking a qualified engineering professional with demonstrated experience in Systems Engineering, preferably in a Defence environment. The applicant possess abilities in learning new knowledge in both the engineering space, as well as

Defence as an organisation. The applicant provides skills in managing a range of stakeholders including but not limited to ADF, APS and industry.

The applicant is required to have excellent skills in both written and verbal communications. Employment will be offered on an ongoing (permanent) basis. **Eligibility**

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

Mandatory Qualifications

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

**Notes**

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

**About the Department of Defence**

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**To Apply**

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Charles Guscott, 02 6265 1435   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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**Defence**

Vacancy VN-0682832

**Department of Defence**

Closing Date: Thursday 22 October 2020

Capability Acquisition and Sustainment Group  
Joint Systems

|                        |                       |
|------------------------|-----------------------|
| <b>Job Title</b>       | Materiel Data Officer |
| <b>Job Type</b>        | Full-Time, Ongoing    |
| <b>Location</b>        | Fyshwick ACT          |
| <b>Salary</b>          | \$73,636 - \$78,873   |
| <b>Classification</b>  | APS Level 5           |
| <b>Position Number</b> | CASG/04370/20         |
| <b>Agency Website</b>  |                       |

## Job Description

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

## Duties

### The Role

- Do you have experience and skills in supply chain management?
- Are you interested in exciting, world-leading technology?
- Would you like to join a great workplace and work in an interesting new role?

The Department of Defence ISREW-Active Electronically Scanned Array Systems Program Office (AESAs SPO) is looking for a suitably skilled individual to take on the new role of Materiel Data Officer. The Materiel Data Officer will contribute to the goals of the AESAs SPO by helping to administer and maintain supply chain data management, materiel logistics plans, processes and procedures that support cataloguing, asset management and inventory analysis in accordance with Defence requirements. The Materiel Data Officer may also provide assistance in inventory management such as cataloguing and codification.

## About our Team

The AESAs SPO is part of the Intelligence, Surveillance, Reconnaissance and Electronic Warfare (ISREW) Branch, within the Department of Defence Capability Acquisition and Sustainment Group. Charged with the responsibility of acquiring and sustaining a broad range of electronic warfare and signals intelligence systems in both tactical and strategic domains, the ISREW Branch provides its team with a wide range of exciting career opportunities. Within the ISREW Branch, the AESAs SPO manages engagements between the Department of Defence and CEA Technologies – a supplier of world-leading radar technologies that are designed, developed and manufactured in Australia.

## Our Ideal Candidate

The Materiel Data Officer must be able to:

- Work autonomously to produce results;
- Interpret and apply legislation;
- Effectively engage with and manage stakeholders;
- Demonstrate well-developed organisational skills;
- Work enthusiastically as part of a team in a fast-paced environment; and
- Obtain and maintain a Negative Vetting level 2 (NV2) security clearance

## Skills & Experience

The Materiel Data Officer will possess:

- Developed skills and demonstrated experience in supply chain management; and
- Excellent written and verbal communication skills.

## 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>

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Raymond Fowke, 0412 326 571   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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**Defence**

Vacancy VN-0682848

**Department of Defence**

Closing Date: Wednesday 21 October 2020

Joint Operations Command  
Headquarters Joint Operations Command

|                        |                                   |
|------------------------|-----------------------------------|
| <b>Job Title</b>       | Standards & Configuration Manager |
| <b>Job Type</b>        | Full-Time, Ongoing                |
| <b>Location</b>        | Fyshwick ACT                      |
| <b>Salary</b>          | \$80,669 - \$92,150               |
| <b>Classification</b>  | APS Level 6                       |
| <b>Position Number</b> | JOC/03590/20                      |
| <b>Agency Website</b>  |                                   |

## Job Description

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

### Duties

#### The Role

The Joint Collective Training Branch (JCTB) is looking for a self-motivated individual, looking to expand their knowledge and further advance Simulation within Defence. As an APS6, you will be working in a multi-disciplinary team that provides subject matter expertise in a thriving joint environment in the Modelling and Simulation (M&S) domain.

As the Standards and Configuration manager, your duties will include:

- Engagement with the M&S standards community at a Defence Services, National and International level.
- Providing advice and guidance to the current and future simulation environments for interoperability within Defence and aligning JCTB practices to accepted standards
- Working in conjunction with Defence Services and international bodies to align Order of Battle Services (ORBATS) and M&S entities
- Review and update policies and procedure documents.
- Assess relevant standards documentation to establish configuration baselines to achieve interoperability in the ADF Simulation Environment.

#### About the team

The Joint Collective Training Branch (JCTB) trains the Joint force for warfighting.

The Simulation Governance team manages key aspects of the current and future state of the ADF joint simulation environment. This is achieved by creating and maintaining simulation policy, forging and sustaining relationships with international partners in simulation, encouraging industry engagement, and working closely with the Single services and groups within Defence.

This assists JCTB to deliver efficient and effective Joint Collective Training that is provided in concert with the services and groups. JCTB delivers simulation services to make the training environment as real and accessible as possible. Simulations that enables the Joint Force and Defence to conduct high end multi-domain warfare.

#### Our Ideal Candidate

Skillssets required include stakeholder engagement and working as part of a small team to make beneficial changes. An understanding of standards and configuration, specifically around ORBATS, interoperability and M&S is essential. You will need to be able to demonstrate how you have previously worked to build

relationships on a national and international stage, as well as contribute towards Standards implementation either via agreed bodies or within a service.

Candidates will also need to showcase an adequate understanding of:

- Excellent verbal and written communication skills
- Document writing as per Defence writing principles
- Strong interpersonal, negotiation and stakeholder management skills.
- Ability to adapt to new and emerging tasks.
- Demonstrated experience with risk management
- Integration of new services into existing practices.

## Eligibility

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

## Notes

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## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Matthew Wong, (02) 6266 1670  |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682866

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## Department of Defence

Closing Date: Thursday 22 October 2020

Defence Science and Technology Group  
Research Services Division

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Manager Industry and Academic Engagement |
| <b>Job Type</b>        | Full-Time, Ongoing                       |
| <b>Location</b>        | Fishermans Bend VIC                      |
| <b>Salary</b>          | \$118,376 - \$142,087                    |
| <b>Classification</b>  | Executive Level 2                        |
| <b>Position Number</b> | DSTG/04119/20                            |
| <b>Agency Website</b>  |  |

## Job Description

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

## Duties

### The Role

The S&T Manager Industry and Academic Engagement (STMIAE) is responsible for integrating Industry and Academia with the Research Engineering workforce, to deliver an advanced and holistic Research Engineering capability to Defence.

STMIAE will manage the significant, long term Engineering Support Services Contract (ESSC) within a complex multifaceted budgetary environment. This will involve: oversight of compliance against administrative and commercial elements of the contract, the ongoing assurance of value for money of the contract, and the legislative and reporting requirements. They are responsible for the ongoing assessment of the technical performance of the contract by undertaking regular and routine technical benchmarking exercises, as well as analysing and actioning client feedback, and resolving problems with expertise, tact and strategic outlook.

## A b o u t o u r T e a m

Research Services Division (RSD) has a workforce of engineers, technicians, computer scientists and other professional staff who deliver a wide range of highly specialised research services and innovative solutions which underpin the operational capability of DST. RSD's work areas undertake a broad, on demand and dynamic array of functions to keep DST at the forefront of research and development. RSD's work areas include:

- scientific computing and DST's eResearch strategy;
  - development and acquisition of a world-class secure High Performance Computing (HPC) capability for advanced modelling and simulation;
  - nationally recognised and unique research engineering capabilities;
  - specialised research safety, resource management and security services to assure sovereign S&T capabilities for Defence; and,
  - development and implementation of DST's research infrastructure strategy.
- Research Engineering (RE)

Research Engineering provide professional and advanced manufacturing to DST to enable delivery of products, prototypes and models for research, development and experimentation. RE fuses talented professional engineering and technical staff with world's best design software and cutting edge fabrication capabilities. Through design, fabrication and prototyping, RE facilitates the transition of applied research to industry for production of military capability.

## **O u r I d e a l C a n d i d a t e**

The STMIAE will manage highly complex activities including the transition to industry of RE products to enhance Defence capability, and to build local industry capability. They will build and sustain strong relationships enabling the integration of personnel provided by the ESSC and wider industry into Research Engineering at DST sites across Australia. They will also be responsible for RE's engagement and collaboration with academia, drawing on expertise from the Principal Engineers to identify, translate and coordinate research and development collaboration opportunities.

### **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>

## **About the Department of Defence**

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## **To Apply**

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Ben Barona, 08 7389 5639  |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## **Defence**

Vacancy VN-0682871

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**Department of Defence**

Closing Date: Thursday 22 October 2020

NAVY  
Fleet Command



|                        |                                   |
|------------------------|-----------------------------------|
| <b>Job Title</b>       | Senior Engineer Exercise Analysis |
| <b>Job Type</b>        | Full-Time, Ongoing                |
| <b>Location</b>        | Potts Point NSW                   |
| <b>Salary</b>          | \$101,955 - \$115,005             |
| <b>Classification</b>  | Executive Level 1                 |
| <b>Position Number</b> | NAVY/04157/20                     |
| <b>Agency Website</b>  |                                   |

## Job Description

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

### Duties

#### The Role

As an engineer in the RAN Maritime Warfare Centre (MWC) you will apply and develop your engineering knowledge to analyse and evaluate complex systems in the fields of signature analysis and weapons performance.

Through analysis of weapon firings and ship signatures, MWC support current and future Navy platform and munitions programs throughout the capability life cycle. This analytic function is essential to improve warfighting effectiveness, provide decision makers assurance of warfighting capability and drive improvements through identifying gaps and opportunities.

These roles will require your work in small teams with a reasonable level of autonomy and independence, subject to limited direction against established priorities and methodologies to deliver quality outcomes. Your excellent verbal and written communication skills will enable you to collaborate with Navy personnel, academia and industry with clarity and influence. You will be supported to develop the skills necessary to achieve required outcomes.

#### About our Team

The MWC mission is to optimise and improve the warfighting effectiveness and lethality of Australia's maritime capability. This is achieved through the delivery of highly effective warfare products that support both the Fleet Commander and Head Navy Capability in the context of risk based decision making

The teams you will be working in directly support this mission through test and evaluation activities including:

- Minimisation of platform vulnerability through effective signature management.
- Maximising warfighting effectiveness through measurement and analysis.

Come join a team which works collaboratively with Engineers from different disciplines, industry and Government, civilian and military, to understand, shape and improve warfighting capabilities across Navy.

#### Our Ideal Candidate

As the ideal candidate you have the motivation and ability to apply your strong analytical skills to the field of Naval Signatures and Weapons Performance evaluation.

You will contribute to a culture of cooperation for development and sharing of knowledge whilst exercising initiative and judgement.

You will be required to undertake occasional work overseas, interstate and in remote locations as well as participating in trials on military platforms.

Candidates are sought with experience or interest in the following areas:

- Platform underwater signatures
- Data acquisition and communication systems (including telemetry)
- Development of analytic systems for performance evaluation (software and hardware)
- Guided and non-guided munitions
- Modelling and simulation

The successful candidate will have professional engineering qualifications in disciplines such as: Electrical engineering, Mechatronics, Mechanical engineering or Software engineering. **Eligibility Notes**

**Mandatory:**

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

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>

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Mark Fernandez, 02 9359 3800  |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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**Defence**

Vacancy VN-0682880

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**Department of Defence**

Closing Date: Wednesday 21 October 2020

NAVY  
ADFHQ - Office of Chief of Navy

|                        |                                  |
|------------------------|----------------------------------|
| <b>Job Title</b>       | Director Regulation and Advocacy |
| <b>Job Type</b>        | Full-Time, Ongoing               |
| <b>Location</b>        | Campbell ACT                     |
| <b>Salary</b>          | \$118,376 - \$142,087            |
| <b>Classification</b>  | Executive Level 2                |
| <b>Position Number</b> | NAVY/03416/20                    |
| <b>Agency Website</b>  |                                  |

## Job Description

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

## Duties

### The Role

The Director of Regulation and Advocacy is responsible for the end to end regulatory framework, for determining and implementing a regulatory solutions. They are internally accountable for ensuring regulatory controls for hazards and risks to the Seaworthiness outcome are defined and managed. They lead the directorate in activities to:

- scan for external, internal or legislative events and developments that may impact the Defence Maritime enterprise
- conduct complex analysis to determine possible impacts and requirements to respond
- where necessary, amend or create compliance regulations, directives and guidance, or liaise and advocate with legislators to align and achieve the intended outcome.

As a leader in the ODSwR Governance team there is external accountability as the face of the Regulator at legislative and regulatory forums.

This position has people management responsibility and as such will be required to exercise people management skills and knowledge to lead high performing and cohesive teams.

This includes planning and managing a range of human and physical resources and exercising the associated people and financial responsibilities. The Director will provide strategic direction to the work unit, including developing strategies, prioritising and monitoring workflow and performance, driving change and continuous improvement. The position is accountable for developing, coaching and reviewing individual, team and business performance, and will identify opportunities for building team capability. This position will set work aligned with strategic objectives and communicate expected outcomes.

The Director of Regulation and Advocacy will maintain a high level of knowledge of relevant legislation, reporting requirements and Australian and International standards. They will lead and promote quality risk based decision making with ODSwR. This position is responsible for risk assessment and risk management activities within the directorate.

## About our Team

The Office of the Defence Seaworthiness Regulator (ODSwR) is an independent Defence Regulator.

The ODSwR is tasked with managing the Defence Seaworthiness Management System (DSwMS), a Defence-wide maritime risk management system. It does this through:

- Scanning the maritime environment and advocating on behalf of Defence
- Providing a regulatory framework to manage maritime risks
- Assuring maritime risks are proactively considered and controlled
- Monitoring trends across the Defence Enterprise
- Providing support to the Defence maritime community through education and advice

### Our Ideal Candidate

To be effective in this role the successful candidate will think strategically, work interdependently with senior Defence and external stakeholders, and have highly developed communication and relationship management skills. The Director will manage a large regulatory team and as such, requires strong leadership skills. **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>

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Katherine Davis, 0429 223 964   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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**Department of Defence**

Closing Date: Thursday 22 October 2020

Chief Information Officer Group  
ICT Operations Division

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Alternate Communications Security Account Manager |
| <b>Job Type</b>        | Full-Time, Ongoing                                |
| <b>Location</b>        | Richmond NSW                                      |
| <b>Salary</b>          | \$67,100 - \$73,256                               |
| <b>Classification</b>  | APS Level 4                                       |
| <b>Position Number</b> | CIOG/04496/20                                     |
| <b>Agency Website</b>  |   |

**Job Description**

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

**Duties**

**The Role**

Communications Security (COMSEC) staff are responsible for the receipt, custody, handling, accounting, distribution, safeguarding and destruction of all COMSEC material held on charge. All COMSEC accounts are required to be maintained in accordance with policy issued by Defence Cryptographic Controlling Authority (DCCA) and Australian Signals Directorate (ASD). COMSEC staff are required to engage with relevant stakeholders to identify expectations and concerns and develop a clear understanding of the issues to achieve outcomes.

The position is responsible for such activities as:

- Defence Top Secret Network support services;
- Support CIOG High Assurance Cryptographic infrastructure;
- Equipment installation, maintenance, repair and removal;
- Perform cryptographic accounting; re-key duties, checks and destructions;
- Manage material & equipment spares and future holdings;
- Conduct Annual Audits, inspections, and group activities;
- Provide Support to Cyber Security Investigations;
- Perform accounting processes, procedures and audits associated with COMSEC devices and material;
- Administer an Accountable Non-Cryptographic Publication account.

**About our Team**

The Directorate of Regional ICT Services (DRICTS) acts as the Chief Information Officer Group (CIOG) representative for all products and services delivered to Defence regional bases and sites across Australia and internationally. The Directorate is specifically responsible for Deskside Support Services, Audio Visual Support Services, End User Advocacy and Relationships, Regional Project Support, Communications Security Services (COMSEC) and Regional Assurance and Governance Services.

Our team comprises a mix of Australian Public Service (APS), Australian Defence Force (ADF) and Contracted personnel located across approximately 56 major Defence bases Australia wide. We also have an Overseas Region where opportunity exists for APS to rotate through the United States of America and France.

Our Culture is one that is driven by a "One Team" approach "To be the most dedicated, trusted and proven Directorate to Customer Success in CIOG".

Our Mission is to advocate on behalf of our customers the efficient and effective delivery of Enabler Services with specific emphasis on CIOG provided services across all regions both nationally and internationally with the intent on improving the customer experience.

**Our Ideal Candidate**

Ideal candidates will have:

- Initiative and experience to analyse, plan, review and adjust priorities and work activities to meet business outcomes;

- Ability to undertake objective, systematic analysis and draw accurate conclusions based on evidence providing detailed technical, operational, professional and procedural advice in relation to complex service level agreement and supplier management activities;
- High-level stakeholder engagement and will be required to support the delivery of services in an outsourced environment to achieve outcomes;
- Continually improving the delivery of CIOG Services to the end user through changing and adapting processes;
- Ensuring that the delivery of services by CIOG meets agreed service quality levels Building and sustaining relationships, liaise with a range of stakeholders including other teams, peers and colleagues across Defence and other organisation;
- They will be accountable to contribute towards ongoing self-improvement and professional development, in alignment with DRICTS commitment to empower and enable the workforce through mutual learning opportunities.

## 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>

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Mick Howles, 0411 245 053   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682884

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## Department of Defence

Closing Date: Thursday 22 October 2020

Capability Acquisition and Sustainment Group  
Maritime Systems

|                        |                             |
|------------------------|-----------------------------|
| <b>Job Title</b>       | Contract Management Officer |
| <b>Job Type</b>        | Full-Time, Ongoing          |
| <b>Location</b>        | Henderson WA                |
| <b>Salary</b>          | \$80,669 - \$92,150         |
| <b>Classification</b>  | APS Level 6                 |
| <b>Position Number</b> | CASG/04546/20               |
| <b>Agency Website</b>  |                             |

## Job Description

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

## Duties

### The Role

As the Offshore Patrol Vessel Systems Program Office (OPVSPO) Contracting Officer you will initially support the Commercial Director in establishing contract management processes and instructions for the newly established business unit. You will be accountable under broad direction to perform and achieve complex contracting (management and procurement) work in a collaborative manner within an integrated workforce in support of the OPV enterprise. You will have knowledge of and ensure compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

The OPVSPO is being established within an organisational and commercial framework which supports future maritime sustainment reform initiatives and you would be expected to demonstrate the skills to support engagement and communication with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. You will be willing to contribute towards ongoing self-improvement and professional development in meeting organisational goals.

### About our Team

The Australian Government is laying the foundations for a nationwide naval shipbuilding and sustainment enterprise to support implementation of the Naval Shipbuilding Plan. The Team will work collaboratively with Defence and industry partners to establish the new OPVSPO business unit to transition of the OPVs into service and provide through-life sustainment.

In addition to being involved in building and sustaining Australia's future naval fleet, at OPVSPO you will also have access to attractive working conditions as an Australian Public Servant in Defence. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that aren't always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the 'Employment Agreement' section of this information pack.

If you require further information please email [build.the.future@defence.gov.au](mailto:build.the.future@defence.gov.au)

### Our Ideal Candidate

We are seeking a candidate with demonstrated Contract Management experience, preferably in a maritime environment. You will provide detailed technical, professional and policy advice in relation to complex contract management activities, in accordance with the One Defence Leadership Behaviours.

Our ideal candidate will:

- be accountable for planning, tendering and contract formation and contract management activities, ensuring compliance with legislation, procurement policies, processes and procedures;
- engage and negotiate with clients and stakeholders, responding to complex enquiries and contract management issues;
- take initiative to identify and resolve issues, recommending alternative courses of action where necessary;
- seek, interpret and provide advice and assistance on complex procurement and contract management issues;

- build and sustain productive relationships with supervisors, staff and team members and actively participate in team activities; and
- monitor and manage contract administration, performance and risks against the contract and contribute to appropriate action.

## 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>

## About the Department of Defence

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Naval Shipbuilding Enterprise, <a href="mailto:Build.the.future@defence.gov.au">Build.the.future@defence.gov.au</a>                               |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682896

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### Department of Defence

Closing Date: Thursday 22 October 2020

Defence Science and Technology Group  
Science Engagement & Impact Division



|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Group Leader Science Program Development              |
| <b>Job Type</b>        | Full-Time, Ongoing                                    |
| <b>Location</b>        | Edinburgh SA, Fairbairn Raaf ACT, Fishermans Bend VIC |
| <b>Salary</b>          | \$142,470 - \$160,330                                 |
| <b>Classification</b>  | Executive Level 2                                     |
| <b>Position Number</b> | DSTG/04512/20   |
| <b>Agency Website</b>  |   |

## Job Description

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

## Duties

### The Role

The Group Leader Science Program Development works under broad guidelines to utilise S&T knowledge and program management skills and experience to meet the needs of key internal and external stakeholders.

They will be able to understand the strategic context and stakeholder priorities, transpose these into a well-planned set of work activities and ensure that the work group's resources are applied to agreed priority activities as well as demonstrating flexibility to adjust the work plan as circumstances change. The Group Leader will also assist with the development of policy, processes and procedures to meet stakeholder needs and effectively represent DST to external stakeholders. The Group Leader will facilitate the creation of cross-Divisional teams to aid the development and implementation of tools and process that support investment decisions and portfolio and program management. They will also develop and maintain positive and trusted relationships with DST staff involved in the planning and delivery of the S&T portfolio and programs.

The Group Leader will:

- 1) Develop, implement and manage continuous improvements to planning and delivery assurance;
- 2) Develop and implement innovative tools and processes that support management and assurance;
- 3) Support S&T Managers, to improve program and project management skills and practice;
- 4) Engage across Defence, industry and academia to understand and shape best practice in S&T portfolio and program management;
- 5) Build and maintain a high-performing (and geographically dispersed) team;
- 6) Develop high-quality briefings, communications materials and business intelligence reports that support S&T portfolio and program delivery, assurance and management.

### About our Team

The Science Engagement & Impact Division is responsible for leading the development of science policy, engagement with Defence and the national and international S&T enterprise, and shaping and assuring the Defence S&T portfolio and capabilities and their alignment to the research priorities of Defence and National Security. The S&T Portfolio Office focuses on assuring S&T investment, portfolio and program planning, benefits realisation and the DST Group's technical risk advice to Defence and Government.

### Our Ideal Candidate

Our ideal candidate will have a national or international reputation in a field of science, considerable experience and knowledge across a range of S&T applied to Defence, and will have the ability to influence and shape strategy, policy and process. They will also have significant experience as a manager of S&T, with demonstrated knowledge of portfolio, program and project management approaches and their use to plan and prioritise investment. They will be able to lead a team that provides: business intelligence for senior officials; development, continuous improvement and implementation of DST's S&T Investment Process; and innovative tools and processes to enable business decisions. They must lead a complex area by providing effective supervision of staff and by creating a motivating and collaborative culture to ensure that the capability of staff can be effectively harnessed. They will manage resources to achieve agreed milestones, and will report work outcomes to stakeholders on a regular basis.

## Eligibility

### Mandatory qualifications

Degree in Science or Engineering, experience or training in managing and delivering projects,

programs and portfolios.

### Security Clearance

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>

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Richard Bartholomeusz, 02 6128 6307   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencecode=defenceext</a> |

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## Defence

Vacancy VN-0682899

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### Department of Defence

Closing Date: Thursday 22 October 2020

Defence People Group  
Head People Capability

|                        |                     |
|------------------------|---------------------|
| <b>Job Title</b>       | Research Officer    |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Pialligo ACT        |
| <b>Salary</b>          | \$80,699 - \$92,150 |
| <b>Classification</b>  | APS Level 6         |
| <b>Position Number</b> | DPG/04463/20        |
| <b>Agency Website</b>  |                     |

## Job Description

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

## Duties

### The Role

We are offering a research focused role at the APS 6 level in a varied and dynamic workplace. The Sexual Misconduct Prevention and Response Office wants you to help us develop, evolve, and evaluate education programs and services to influence cultural reform in Defence.

Expand your experience designing research projects, evaluating programs, or undertaking qualitative research and analysis within a unique environment. This is an opportunity to use innovative data collection tools to solve challenging research questions, to meet some personnel doing amazing jobs around Australia, and generate an evidence base for tracking cultural and behaviour change.

The role also offers periodic opportunities for education delivery in face to face and virtual classroom settings.

### About our Team

We are a small team who develop and deliver education products aimed at reducing harm from sexual misconduct, and provide support services, for Defence personnel. Our colleagues are research, education, communications, and mental health support specialists who work collaboratively to achieve results for Defence.

### Our Ideal Candidate

We are looking for an experienced social science researcher to design and deliver applied qualitative projects. Skills in quantitative social science research techniques would be highly desirable. Experience delivering education material would also be an advantage to anyone in the position.

## 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>

## About the Department of Defence

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range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a supportive work environment and a diverse workforce.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Julie Walters, 02 6127 2912   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Defence

Vacancy VN-0682908

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### Department of Defence

Closing Date: Thursday 22 October 2020

Air Force  
Air Command Australia

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Mission Support Officer/Programme Scheduler |
| <b>Job Type</b>        | Full-Time, Ongoing                          |
| <b>Location</b>        | East Sale VIC                               |
| <b>Salary</b>          | \$73,636 - \$78,873                         |
| <b>Classification</b>  | APS Level 5                                 |
| <b>Position Number</b> | AF/4565/20                                  |
| <b>Agency Website</b>  |   |

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### Job Description

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

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### Duties

The Role

Air Mission Training School is looking for high performing, experienced Mission Support Officer to be a part of their small but dynamic Operations Support Team. This is a well skilled and diverse team dedicated to the training and delivery of Officer Aviation specialists to Air Force. Collectively we rely on each other's knowledge and strengths to achieve our KPIs.

In this role you will:

- Generate the weekly training flying and ground based classroom schedule and associated reports for Air Mission Training School.
- Work within scheduling constraints to find optimised solutions whilst maintaining a focus on achieving Air Mission Training School deliverables.
- Provide synchronisation of Air Mission Training School Training through optimising staff resources.
- Contribute to the Executive team by providing advice on schedule events, identifying peaks and troughs in training and provide solutions to rub-points using reporting and analysis tools.
- Build relationships and collaborate with stakeholders responsible for training delivery to Air Mission Training School students. The depth and breadth of skill sets, training and experiences, ensures the workplace is inclusive, challenging and rewarding.

## About our Team

Air Mission Training School is RAAF leading training unit responsible for graduating first-class military Officer Aviation specialists. We deliver essential, effective and efficient training to Air Combat Officers and Operations Officers for the RAAF and RNZAF, Aviation Warfare Officers for RAN and post-graduate Weapons Employment courses for the ADF.

The Operations Support Team is a small but dynamic and well skilled team which values our people and respects their contribution. Collectively we rely on each other's knowledge and strengths to achieve the end result. Our values drive every action, outcome and endeavour. We have the courage to act when we see behaviours inconsistent with our values. We embrace diversity and provide a range of family friendly entitlements to allow a work-life balance.

## Our Ideal Candidate

Air Mission Training School is looking for high performing, experienced Mission Support Officer to be a part of their small but dynamic Operations Support Team. We are looking for a confident, hardworking and enthusiastic team player who is able to follow direction and provide mission support to the staff and students of Air Mission Training School. Your ability to analyse information and recommend/implement appropriate solutions will ensure a high level of Operational support is provided. You will be reporting to a Team Leader who will mentor and guide you through not only your transition into this role but throughout your time at Air Mission Training School. You will be required to be reactive to a wide range of scheduling and planning tasks and research the requisite policy and procedures in order to provide accurate advice and guidance to students and management.

To be successful in this role you will:

- have a keen eye for detail;
- have excellent organisational skills;
- have flair for achieving high quality service delivery outcomes;
- be capable of working with a wide variety of customers and stakeholders;
- manage the priorities and needs of the customers to meet and exceed their expectations;
- be able to work in a fluid environment by remaining flexible, agile and adaptable;
- have a good level of computer literacy and willingness to learn Defence specific systems software;
- have experience in scheduling and planning;
- preferably have experience in the aviation training environment.

## 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>

## About the Department of Defence

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Derek Strydom, 03 5146 6410   |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext">https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext</a> |

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## Education, Skills and Employment

Vacancy VN-0682766

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### Department of Education, Skills and Employment

Closing Date: Friday 16 October 2020

Quality, Integrity and Evidence  
Providers and Purchasing National Customer Service Line

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Team Manager, National Customer Service Line                    |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Adelaide SA, Brisbane QLD                                       |
| <b>Salary</b>          | \$88,114 - \$96,895   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 20/0679   |
| <b>Agency Website</b>  | <a href="https://www.dese.gov.au/">https://www.dese.gov.au/</a> |

## Job Description

<https://www.dese.gov.au/about-us/work-with-us>

The National Customer Service Line (NCSL) is a call centre environment which provides a mechanism for job seekers, employers and interested members of the public to ask questions and provide feedback about employment services.

## Duties

As a Team Manager in the NCSL you will be responsible for undertaking a range of tasks.

- Lead and motivate around 30 Customer Service Officers to optimum performance levels.
- Act as a role model to others whilst striving to achieve high standards of performance and customer service.
- Provide clear and concise direction, support and guidance to the team through effective coaching, leadership and setting of objectives.
- Manage performance proactively and transparently, coaching and mentoring, developing work plans and rosters, preparing and delivering training, monitoring and allocating workloads and providing quality assurance.
- Challenge processes and procedures, identify and implement improvements to enhance the customer experience or improve operational efficiency.
- Work with the WFM scheduler to ensure the most effective resource plans are developed and achieved.
- Prepare correspondence and documentation including responding to approaches from the Office of the Commonwealth Ombudsman.
- Work closely with the Director and other Assistant Directors (in Adelaide and Brisbane) and other business areas to respond to change and provide strategic directions for the NCSL Team.
- Build and sustain relationships with key stakeholders both internal and external to the department including the South Australia State Manager and Leadership Team.

## Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This selection process may be used to establish a merit pool. The pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

## Notes

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

The Department of Education, Skills and Employment works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provides. Department of Education, Skills and Employment's primary focus is to equip Australians — at all life and career stages — with knowledge, skills and attributes to live well, thrive at work and contribute to community life. Strategic priorities include:

- Ensuring quality, affordable and accessible early education and care for families
- Improving schooling outcomes for children
- Preparing our future workforce through globally competitive tertiary education, training and research sectors
- Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers

Developing a strong evidence base for effective policy that reflects and understands varied needs of the Australian population, business and industry. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity. The Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Donna Wood, 07 3223 1611  |
| <b>Agency Recruitment Site</b> | <a href="https://www.dese.gov.au/about-us/work-with-us">https://www.dese.gov.au/about-us/work-with-us</a> |

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## Education, Skills and Employment

Vacancy VN-0682772

### Department of Education, Skills and Employment

Closing Date: Friday 16 October 2020

Quality, Integrity and Evidence  
Providers and Purchasing National Customer Service Line

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Team Supervisor, National Customer Service Line                 |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Brisbane QLD, Adelaide SA                                       |
| <b>Salary</b>          | \$78,377 - \$83,793   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 20/0680   |
| <b>Agency Website</b>  | <a href="https://www.dese.gov.au/">https://www.dese.gov.au/</a> |

### Job Description

<https://www.dese.gov.au/about-us/work-with-us>



The National Customer Service Line (NCSL) is a call centre environment which provides a mechanism for job seekers, employers and interested members of the public to ask questions and provide feedback about employment services.

## Duties

As a Team Supervisor in the NCSL you will be responsible for undertaking a range of tasks including, but not limited to:

- Lead the way in displaying and portraying quality customer service.
- Act as a role model to others whilst striving to achieve high standards of performance and customer service.
- Provide clear and concise direction, support and guidance to the team through effective coaching and mentoring, preparing and delivering training, monitoring and allocating workloads and providing quality assurance.
- Challenge processes and procedures, identify and implement improvements to enhance the customer experience or improve operational efficiency.
- Provide supervision and expert program and policy interpretation to staff members to assist in resolving complex customer enquiries.
- Undertake real time monitoring of call flows and CSO activity to achieve and maintain Key Performance Indicators
- Work closely with the Team Manager and Assistant Directors (in Adelaide and Brisbane) and other business areas to respond to change and provide strategic directions for the NCSL Team.
- Build and sustain relationships with key stakeholders both internal and external to the department including the South Australian and Queensland State Managers and Leadership Team.

## Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This selection process may be used to establish a merit pool. The pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

## 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 Education, Skills and Employment

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The Department of Education, Skills and Employment works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provides. Department of Education, Skills and Employment's primary focus is to equip Australians — at all life and career stages — with knowledge, skills and attributes to live well, thrive at work and contribute to community life. Strategic priorities include: • Ensuring quality, affordable and accessible early education and care for families • Improving schooling outcomes for children • Preparing our future workforce through globally competitive tertiary education, training and research sectors • Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers Developing a strong evidence base for effective policy that reflects and understands varied needs of the Australian population, business and industry. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity. The Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Donna Wood, (07) 3223 1611  |
| <b>Agency Recruitment Site</b> | <a href="https://www.dese.gov.au/about-us/work-with-us">https://www.dese.gov.au/about-us/work-with-us</a> |

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## Education, Skills and Employment

Vacancy VN-0682791

### Department of Education, Skills and Employment

Closing Date: Friday 09 October 2020

USI Registrar  
USI Customer Experience

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Customer Service Officer                                 |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Adelaide SA   |
| <b>Salary</b>          | \$70,988 - \$75,918   |
| <b>Classification</b>  | APS Level 4   |
| <b>Position Number</b> | 20/0682   |
| <b>Agency Website</b>  | <a href="https://www.dese.gov.au/">https://www.dese.gov.au/</a> |

### Job Description

<https://www.dese.gov.au/about-us/work-with-us>

The Unique Student Identifier (USI) is a Council of Australian Government initiative delivered by the Australian Government. It links the training records of over 11 million Australians and international students collected from over 4500 Registered Training Organisations. The USI underpins the modernisation of the National VET Data collection giving individuals access to their own consolidated training records via a secure online system which supports improvements to consumer information, regulation, policy and research. The USI has been designed to enable its extension to other education sectors over time. Over 4 million individuals use the USI Registry system each year to create, retrieve or update their USI information and view and download their USI Transcript.

### Duties

As a Senior Customer Service Officer, you will be part of the helpdesk/contact centre which involves both inbound and outbound phone calls, preparing emails correspondence to assist students and Registered Training Organisations with their enquires and interacting with a range of IT systems. Applicants should therefore be able to work as part of a team contributing to an integrated service culture in a flexible working environment. In this position, applicants should have a strong background in customer service with the ability to problem solve and adapt to changing work priorities with a friendly positive attitude and the ability to motivate and support team members to achieve business goals.

Within the functions of the role, you will be accountable to working within a framework of legislation, established principles, work practices and procedures in accordance with the USI business objectives and dealing with more complex and protracted stakeholder issues. As a Senior Customer Service Officer, you will be required to have a demonstrated capacity for coaching and mentoring the Customer Service Officers within the Customer Experience team. All staff in the USI Customer Experience team will be required to contribute towards ongoing self-improvement and professional development.

### Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

## Notes

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## About the Department of Education, Skills and Employment

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- Ensuring quality, affordable and accessible early education and care for families
- Improving schooling outcomes for children
- Preparing our future workforce through globally competitive tertiary education, training and research sectors
- Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Alex Zivic, (08) 8402 9230  |
| <b>Agency Recruitment Site</b> | <a href="https://www.dese.gov.au/about-us/work-with-us">https://www.dese.gov.au/about-us/work-with-us</a> |

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## Education, Skills and Employment

Vacancy VN-0682798

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### Department of Education, Skills and Employment

Closing Date: Monday 19 October 2020

National System and Performance  
Assessment, Research and Reporting National and International  
Assessments

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Policy Officers   |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                    |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$78,377 - \$83,793   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 20/0684   |
| <b>Agency Website</b>  | <a href="https://www.dese.gov.au/">https://www.dese.gov.au/</a> |

## Job Description

<https://www.dese.gov.au/about-us/work-with-us>

The National and International Assessment team provides strategic policy advice on the National Assessment Program (NAP) for schools, including domestic assessments such as NAPLAN and international assessments such as the Programme for International Student Assessment (PISA). The team supports Australia's participation in international student assessments, including engagement with contractors and liaison with jurisdictional and international stakeholders. The team also supports the International Assessments Joint National Advisory Committee and the Australian Government representative at the PISA Governing Board and Chair of the PISA Strategic Development Group.

## Duties

The successful applicants will be enthusiastic and have an interest in schooling and assessment policy. They will have good writing and an ability to successfully liaise with internal and external stakeholders. Responsibilities and skills include (but are not limited to):

- Proven ability to communicate effectively with internal and external stakeholders at varying levels of the organisation.
- Ability to prepare routine documents for various audiences including external stakeholders, executive level staff and ministers.
- Provide secretariat and program support including scheduling meetings, coordinating team responses to requests for information, and management of the team mailbox and calendar.
- Adaptability and willingness to drive work outcomes while managing own workload and working in a team environment.
- Undertake and manage moderately complex research and reporting tasks to support evidence-based conclusions.

## Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a baseline security clearance.

This selection process may be used to establish a merit pool. The pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

## 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 Education, Skills and Employment

The Department of Education, Skills and Employment works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provides. Department of Education, Skills and Employment's primary focus is to equip Australians — at all life and career stages — with knowledge, skills and attributes to live well, thrive at work and contribute to community life. Strategic priorities include:

- Ensuring quality, affordable and accessible early education and care for families
- Improving schooling outcomes for children
- Preparing our future workforce through globally competitive tertiary education, training and research sectors
- Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers

Developing a strong evidence base for effective policy that reflects and understands varied needs of the Australian population, business and industry. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity. The Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Timothy Thicknesse, 02 6240 8597  |
| <b>Agency Recruitment Site</b> | <a href="https://www.dese.gov.au/about-us/work-with-us">https://www.dese.gov.au/about-us/work-with-us</a> |

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## Education, Skills and Employment

Vacancy VN-0682805

### Department of Education, Skills and Employment

Closing Date: Monday 19 October 2020

National System and Performance  
Assessment, Research and Reporting National and International  
Assessments

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Policy Officer  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                    |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$88,114 - \$96,895   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 20/0685   |
| <b>Agency Website</b>  | <a href="https://www.dese.gov.au/">https://www.dese.gov.au/</a> |

### Job Description

<https://www.dese.gov.au/about-us/work-with-us>

The National and International Assessment team provides strategic policy advice on the National Assessment Program (NAP) for schools, including domestic assessments such as NAPLAN and international assessments such as the Programme for International Student Assessment (PISA). The team supports Australia's participation in international student assessments, including engagement with contractors and liaison with jurisdictional and international stakeholders. The team also supports the International Assessments Joint National Advisory Committee and the Australian Government representative at the PISA Governing Board and Chair of the PISA Strategic Development Group.

## Duties

The successful applicant will have a keen interest in schooling and assessment policy. They will also have excellent writing, stakeholder engagement and organisational skills. Responsibilities and skills required may include (but not be limited to):

- Ability to prepare documents for varying audiences including external stakeholders, executive level staff and ministers.
- Demonstrated strong interpersonal skills and the ability to establish and maintain positive and effective relationships with internal and external stakeholders.
- Capacity to undertake policy research and analysis and provide evidence-based advice.
- Demonstrated organisational and coordination skills in a corporate environment.
- Adaptability, willingness to take the initiative and the ability to prioritise own workload and to drive work outcomes independently and as part of a team.

## Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a baseline security clearance.

This selection process may be used to establish a merit pool. The pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

## Notes

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## About the Department of Education, Skills and Employment

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Annie Cheng, 02 6240 6868   |
| <b>Agency Recruitment Site</b> | <a href="https://www.dese.gov.au/about-us/work-with-us">https://www.dese.gov.au/about-us/work-with-us</a> |

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## Education, Skills and Employment

Vacancy VN-0682837

### Department of Education, Skills and Employment

Closing Date: Wednesday 21 October 2020

Delivery and Employer Engagement  
Western Australia State Office Employment and Skills

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Delivery and Engagement Officer                          |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                    |
| <b>Location</b>        | Perth WA  |
| <b>Salary</b>          | \$88,114 - \$96,895   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 20/0687   |
| <b>Agency Website</b>  | <a href="https://www.dese.gov.au/">https://www.dese.gov.au/</a> |

### Job Description

<https://www.dese.gov.au/about-us/work-with-us>

The Western Australia State Office is located in the Perth CBD. Our primary functions include stakeholder engagement, program/contract management, and local labour market intelligence gathering. We are also involved with activities such as jobs fairs and intergovernmental projects that assist people to find employment, gain new skills, and transition successfully into the jobs of the future.

### Duties

To be successful in this role, you will perform a range of strategic and operational functions under the direction of an EL1 Assistant Director, and in collaboration with your State, Division and National Office colleagues. You will perform a variety of tasks that support the Western Australian State Office's Skills and Employment Teams and programs.

As an APS 6 Senior Delivery and Engagement officer, you will:

- Implement measures and programs that maximise the effectiveness of the VET sector and labour markets across Western Australia. This includes engaging with stakeholders across the State to facilitate skills and employment projects, linking them with contracted service providers and other labour market intermediaries.
- Manage the performance and compliance of contracted service providers for various programs (such as jobactive, Australian Apprenticeship Support Network, Transition to Work, ParentsNext and Skills for Education & Employment (SEE)) in accordance with contractual and legislative frameworks.
- Investigate and manage complex issues regarding frontline service delivery and provider operations.
- Supervise a small team and build individual's capacity through coaching and performance feedback.
- Actively contribute to the WA State Office's business objectives through participation in planning, project management, decision-making and solution brokering.
- Provide support to our Ministers, and the department's National Office teams, as required.

Applications are invited from people with the following skills and capabilities:

- Capacity to represent the department and manage relationships with stakeholders, including negotiating place-based skills and employment projects.
- Ability to analyse data and harness information that drives the performance, compliance and quality of program delivery by contracted providers.
- Capacity to undertake complex work, and use sound judgement to support good decision making.
- Robust written and verbal communication skills, and the ability to tailor messages to sensitive situations.
- Leadership and supervisory skills to inspire a sense of purpose, manage workflow, prioritise tasks and proactively manage individual's performance.
- Demonstrated capacity to think strategically, innovate, implement change, be resilient and agile.
- Cultural competence in relation to Aboriginal and Torres Strait Islander culture and history.

## Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

## 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 Education, Skills and Employment

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The Department of Education, Skills and Employment works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provides. Department of Education, Skills and Employment's primary focus is to equip Australians — at all life and career stages — with knowledge, skills and attributes to live well, thrive at work and contribute to community life. Strategic priorities include: • Ensuring quality, affordable and accessible early education and care for families • Improving schooling outcomes for children • Preparing our future workforce through globally competitive tertiary education, training and research sectors • Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers Developing a strong evidence base for effective policy that reflects and understands varied needs of the Australian population, business and industry. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity. The Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Wayne Murray, (08) 9464 4207  |
| <b>Agency Recruitment Site</b> | <a href="https://www.dese.gov.au/about-us/work-with-us">https://www.dese.gov.au/about-us/work-with-us</a> |

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## Home Affairs

Vacancy VN-0682739

### Australian Criminal Intelligence Commission (ACIC)

Closing Date: Thursday 15 October 2020

Chief Executive Office  
Australian Institute of Criminology

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Research Analyst   |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                 |
| <b>Location</b>        | Barton ACT  |
| <b>Salary</b>          | \$80,675 - \$91,295   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 50003978  |
| <b>Agency Website</b>  | <a href="https://www.acic.gov.au/">https://www.acic.gov.au/</a> |

### Job Description

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

The Australian Institute of Criminology (AIC) is Australia's national research and knowledge centre on crime and justice, compiling trend data and disseminating research and policy advice. The AIC informs crime and justice policy and practice in Australia by undertaking, funding and disseminating policy-relevant research of national significance, by generating a crime and justice evidence base, and by establishing a national knowledge centre.

The AIC is closely aligned with the Australian Criminal Intelligence Commission (ACIC). Employees of the AIC are also employees of the ACIC. The AIC currently operates under separate legislation and remains a separate entity within the ACIC. This position will primarily be responsible for a program of work associated with violence against women and children research in Australia.

The Senior Research Analyst is required to:

- Undertake and manage research projects
- Produce and supervise research output
- Demonstrate expertise in particular areas
- Provide leadership across the Australian Institute of Criminology (AIC)

### Duties

The principal accountabilities and responsibilities include:

- Undertaking research projects using quantitative or qualitative research methods.
- Developing and/or maintaining specialist expertise in one or more areas of crime and criminal justice relevant to the AIC's Research priorities and providing specialist advice to Research Managers, the Executive and the wider sector, as required.
- Preparing and presenting research results (and proposals) in a range of forums (including academic conferences, seminars, interdepartmental and government committees, stakeholder meetings and media) for a wide range of policy, academic, practitioner and other stakeholder audiences.

- Assisting the Principal Research Analyst and/or Research Manager to provide leadership and direction, mentoring, coaching and performance management and to develop junior Research staff.
- Fostering good working relationships with key stakeholders, and liaising with stakeholders to disseminate AIC research analysis and with respect to existing and potential research projects, including negotiating access to data.

## Eligibility

Applicants for this position are expected to have postgraduate qualifications in criminology or a relevant social science field. A doctoral qualification in an area relevant to the AIC's research program is desirable, as is knowledge and expertise in an area relevant to violence against women and children (eg domestic and family violence, sexual violence against women and children, human trafficking and slavery)

**This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain an NV1 clearance. In assessing suitability for employment the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.**

## Notes

*The ACIC is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.*

## About the Australian Criminal Intelligence Commission (ACIC)

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The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is for a safer Australia that is better connected, informed and capable of responding to crime. We work with our state and territory, national and international partners on investigations and to collect intelligence to improve the national ability to respond to crime impacting Australia. Our coercive powers give us a unique intelligence collection capability and allow us to inform and provide critical contributions to national strategies to combat serious and organised crime, cybercrime and national security threats. We are the conduit for sharing criminal information and intelligence between all state, territory and Commonwealth law enforcement agencies. We provide national criminal information and intelligence services to more than 70,000 police officers and other accredited users on a daily basis to keep them, and the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our role includes reducing serious and organised crime threats of most harm to Australians and the national interest, and providing national policing information systems and services.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Hayley, 02 6268 7491  |
| <b>Agency Recruitment Site</b> | <a href="https://www.acic.gov.au/about-us/careers">https://www.acic.gov.au/about-us/careers</a> |

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# Home Affairs

Vacancy VN-0682740

## Australian Criminal Intelligence Commission (ACIC)

Closing Date: Thursday 15 October 2020

Various  
Various

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Executive Assistant   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Barton ACT  |
| <b>Salary</b>          | \$66,778 - \$72,507   |
| <b>Classification</b>  | APS Level 4   |
| <b>Position Number</b> | Various   |
| <b>Agency Website</b>  | <a href="https://www.acic.gov.au/">https://www.acic.gov.au/</a> |

### Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group.

The role of the Executive Assistant is to provide quality administrative support services to a member of the Senior Executive team under general direction.

As an Executive Assistant you are responsible for managing the Senior Executive's diary and appointments, inbox and a broad range of other support activities, including providing support for meetings, preparation of meeting papers, organising venues, managing travel arrangements, and assisting the Senior Executive in fulfilling their responsibilities.

The Executive Assistant will liaise with a broad range of internal and external stakeholders, have the ability to anticipate the needs of the Senior Executive and demonstrate flexibility and resilience.

### Duties

The principal accountabilities and responsibilities include:

- Provide active support to a branch or work area by undertaking 'front of office' functions, including greeting visitors, receiving and responding to phone calls, emails and correspondence, directing enquiries to the most appropriate service channel and assisting in resolving more complex customer issues that arise.
- Communicate with employees at all levels of the ACIC, ministerial offices, external government departments and members of the public on behalf of the SES Officer.
- Apply sound judgment in providing executive and administrative assistance to senior executives, managing diaries, organising conferences and meetings and collating required documentation.

- Provide advice, organise, schedule and coordinate all travel arrangements and supporting documentation for the SES Officer and/or staff in a branch or work area.
- Build and sustain relationships and obtain cooperation and assistance within the work area and other areas of the ACIC.
- Take personal responsibility for own development and training and assist with training less experienced employees within the work area.
- Understand and support the principles of the legislative, regulatory, and corporate policy and procedures as they apply in the ACIC.
- Be responsive to changes and use common sense to solve problems that may be complex yet broadly similar to previous situations and research solutions which generally can be found in documented precedents or procedures.
- Apply sufficient expertise and experience to perform a range a range of procedural, operational, administrative, analytical and problem solving activities.

## Eligibility

This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain an Negative Vetting 1 clearance. In assessing suitability for employment the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.

## Notes

*The ACIC is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.*

## About the Australian Criminal Intelligence Commission (ACIC)

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The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is for a safer Australia that is better connected, informed and capable of responding to crime. We work with our state and territory, national and international partners on investigations and to collect intelligence to improve the national ability to respond to crime impacting Australia. Our coercive powers give us a unique intelligence collection capability and allow us to inform and provide critical contributions to national strategies to combat serious and organised crime, cybercrime and national security threats. We are the conduit for sharing criminal information and intelligence between all state, territory and Commonwealth law enforcement agencies. We provide national criminal information and intelligence services to more than 70,000 police officers and other accredited users on a daily basis to keep them, and the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our role includes reducing serious and organised crime threats of most harm to Australians and the national interest, and providing national policing information systems and services.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Leigh, 02 6268 7661   |
| <b>Agency Recruitment Site</b> | <a href="https://www.acic.gov.au/about-us/careers">https://www.acic.gov.au/about-us/careers</a> |

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## Home Affairs

Vacancy VN-0682742

### Australian Criminal Intelligence Commission (ACIC)

Closing Date: Thursday 15 October 2020

Chief Executive Officer  
Executive Branch

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Advisor  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Barton ACT  |
| <b>Salary</b>          | \$101,711 - \$122,623   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | 50002495  |
| <b>Agency Website</b>  | <a href="https://www.acic.gov.au/">https://www.acic.gov.au/</a> |

### Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia.

The Ministerial and Executive Support Team supports the agency executive in relation to matters of strategic importance that require broad agency consideration through policy, legislative and parliamentary interactions. We draw on various sources of information to develop high-level material to inform the ACIC's position on a range of matters and subsequent attendance at inter-agency forums. We proactively articulate the agency's posture on matters of strategic interest including whole-of-government strategies, government policy, legislative reforms and Cabinet matters. This is achieved through interactions and insights obtained by our operational, information sharing and intelligence functions.

Work at the ACIC offers unique policy experience in an operational agency, contributing to discovering, understanding and responding to serious and organised crime.

Core deliverables:

- support agency interactions with Portfolio Ministers' offices and refine ministerial processes and support for parliamentary processes
- establish a framework for supporting senior executive attendance at high level meetings and forums to effectively position the agency
- drafting of briefs, papers and other correspondence that brings clarity to complex issues and gives advice on actionable options for ACIC leadership

- consider the effects and implications for the agency of new policy and legislative changes proposed by other agencies and identify opportunities to strengthen Australia's response to serious and organised
- ensure high-quality, accurate and well-argued funding proposals are submitted to Government through new policy proposals (NPPs) and Proceeds of Crime Act 2002 (POCA) bids.

## Duties

The principal accountabilities and responsibilities include:

- Contributing to the identification, analysis and development of opportunities for the ACIC to pursue policy initiatives in a range of areas.
- Establishing and maintaining a working knowledge of a number of policy areas relevant to the work of the ACIC (for example financial crime, illicit drugs, cyber-enabled crime, money laundering).
- Establishing and maintaining effective internal and external networks to facilitate an appreciation of policy issues.
- Contributing to the development of briefings, papers, submissions, correspondence and general position papers for use in internal and external decision making forums.
- Undertaking a range of activities which support the achievement of the ACIC's overall policy programs and the section's objectives.
- Mentor, develop and manage individual performance of team members.

## Eligibility

**This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain an NV1 clearance. In assessing suitability for employment, the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.**

## Notes

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## About the Australian Criminal Intelligence Commission (ACIC)

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Caitlin, 02 6268 7202   |
| <b>Agency Recruitment Site</b> | <a href="https://www.acic.gov.au/about-us/careers">https://www.acic.gov.au/about-us/careers</a> |

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## Home Affairs

Vacancy VN-0682748

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### Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 18 October 2020

Technology  
Business System Delivery Engineering Services

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Test Analyst   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$73,939 - \$78,404   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 50004686  |
| <b>Agency Website</b>  | <a href="https://www.acic.gov.au/">https://www.acic.gov.au/</a> |

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### Job Description

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

#### Technology Division

The Mission for the ACIC Technology Division is:

To provide nationally-focused, information and technology services for the ACIC and its partners to make a safer Australia. The Technology Division supports the ACIC to be the supplier of choice for national criminal intelligence and policing information.

#### Business Systems Delivery Branch

Solutions and services are delivered by customer-facing, multidisciplinary digital information delivery teams which are supported by centres of excellence and a central coordination team. The Agency's operating model aligns closely with the models designed by the Digital Transformation Agency (DTA) and the Australian Public Service Commission (APSC) to build digital capability across the public service and support agencies to deliver services that meet the Australian Government's Digital Service Standard.

#### Engineering Services Section

This section uplifts the capability of ACIC to deliver, assure and support quality software systems. The section is also responsible for planning, designing, coordinating and resourcing of testing activities for the division's development activities. The section achieves these objectives by:

- establishing, communicating, supporting and improving frameworks, methods, guidelines & tools, with a focus on increased automation and collaboration through communities practice
- providing assurance that engineering work and products against the frameworks, methods and guidelines
- ensuring we have the best engineering professionals available
- ensuring engineering professionals are supported in their area of expertise and have appropriate guidance, tools and training

Working in a small team, the Senior Test Analyst supports the Quality Assurance Team Leader and Test Lead in the planning, design, execution and reporting associated with system testing activities for the Agency's business systems. Testing responsibilities vary across projects and involve the application of strong analytical skills and attention to detail to ensure quality outcomes for the ACIC's solution development projects and activities.

### **Duties**

The principal accountabilities and responsibilities include:

- Design, review and execute manual and automated tests across multiple projects, often concurrently.
- Assist in test planning and reporting activities.
- Participate in the review of requirements and specifications documentation.
- Conduct detailed analysis of system and business requirements, using these products to create test cases that will satisfy relevant objectives.
- Conduct reviews of test cases, test plans, test completion reports and other relevant documentation.
- Identify and support capability development and process improvement opportunities for the Quality Assurance function.
- Contribute to knowledge transfer among team members.
- Develop and maintain productive working relationships with internal and external stakeholders.
- Assist and support team members with other tasks and activities as required.
- Certification in ISTQB is highly desirable.

### **Eligibility**

This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain a NV1 security clearance. In assessing suitability for employment, the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.

### **Notes**

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## **About the Australian Criminal Intelligence Commission (ACIC)**

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The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is for a safer Australia that is better connected, informed and capable of responding to crime. We work with our state and territory, national and international partners on investigations and to collect intelligence to improve the national ability to respond to crime impacting Australia. Our coercive powers give us a unique intelligence collection capability and allow us to inform and provide critical



contributions to national strategies to combat serious and organised crime, cybercrime and national security threats. We are the conduit for sharing criminal information and intelligence between all state, territory and Commonwealth law enforcement agencies. We provide national criminal information and intelligence services to more than 70,000 police officers and other accredited users on a daily basis to keep them, and the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our role includes reducing serious and organised crime threats of most harm to Australians and the national interest, and providing national policing information systems and services.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Lakshmi, 02 6268 7759   |
| <b>Agency Recruitment Site</b> | <a href="https://www.acic.gov.au/about-us/careers">https://www.acic.gov.au/about-us/careers</a> |

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## Home Affairs

Vacancy VN-0682793

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### Australian Criminal Intelligence Commission (ACIC)

Closing Date: Monday 19 October 2020

Capability  
Human Intelligence Capability Intelligence and Specialist Capability  
Development

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Team Leader Intelligence Capability                             |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Barton ACT  |
| <b>Salary</b>          | \$101,711 - \$122,623   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | 50006947  |
| <b>Agency Website</b>  | <a href="https://www.acic.gov.au/">https://www.acic.gov.au/</a> |

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### Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the

National Intelligence Community, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group.

The Team Leader Intelligence Capability is responsible for leading a team of learning and training specialists to deliver training programs which build core intelligence capabilities across the ACIC. They are responsible for preparing and delivering nationally accredited training and development programs, including nationally recognised qualifications, which support the objectives of the ACIC Criminal Intelligence Training and Development Continuum.

Fostering a high-performing culture within the team, the Team Leader Intelligence Capability ensures all criminal intelligence training programs are contemporary, best practice and aligned to adult education principles. They use their subject matter expertise and professional networks to promote ongoing professional development and consistency of practice within the agency.

The Team Leader Intelligence Capability will work collaboratively with partner agencies in the delivery of joint intelligence training opportunities, and will support the implementation of a formal continuous professional development opportunities across the agency. They will use their strong liaison and negotiation skills to manage relationships at all levels, lead continuous improvement and contribute to program design reflective of the needs of the workplace.

## Duties

The principal accountabilities and responsibilities include:

- Lead the Intelligence Capability team in the design, development and delivery of criminal intelligence collection, analytical and operational training programs for ACIC and partner agencies.
- Ensure ACIC is a leader in the development and delivery of best-practice training, as the centre of excellence for criminal intelligence.
- Regularly review and validate training programs to ensure alignment with current and emerging workplace requirements.
- Work with internal and external stakeholders to identify solutions which address skill gaps or contribute to skill enhancement.
- Research, develop and implement bespoke professional development opportunities for staff to ensure currency and consistency.
- Evaluate feedback, identify drivers for change and implement solutions to ensure training programs continuously improve.
- Manage resources within allocated budget.
- Represent the ACIC at various working groups or forums.
- Support team members in managing issues as they arise on various training courses which may include participant underperformance, welfare or personal issues.
- Mentor, develop and manage the individual performance of team members.

## Eligibility

### *Essential qualifications:*

- Minimum diploma-level qualification in adult education, training design or development
- Diploma of Police Intelligence Practice (or the ability to obtain within 12 months)

**This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain a Negative Vetting 2 security clearance. In assessing suitability for employment the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.**

## Notes

*The ACIC is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.*

## About the Australian Criminal Intelligence Commission (ACIC)

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Chelsea, 02 6268 7162   |
| <b>Agency Recruitment Site</b> | <a href="https://www.acic.gov.au/about-us/careers">https://www.acic.gov.au/about-us/careers</a> |

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## Home Affairs

Vacancy VN-0682807

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### Australian Criminal Intelligence Commission (ACIC)

Closing Date: Monday 19 October 2020

Intelligence Operations  
State Manager NSW NSW Operations

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Intelligence Analyst  |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                                  |
| <b>Location</b>        | Sydney NSW  |
| <b>Salary</b>          | \$73,939 - \$78,404   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 50006709  |
| <b>Agency Website</b>  | <a href="https://www.acic.gov.au/">https://www.acic.gov.au/</a> |

## Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group.

The Intelligence Analyst produces impartial insights and advice for criminal intelligence projects, outputs and services which reduce uncertainty and inform decisions by the ACIC and its clients.

The Intelligence Analyst makes a leading contribution to the development, planning and production of intelligence outputs and outcomes. Intelligence Analysts are primarily concerned with the production of value-added product from the collection, evaluation and analysis of information, including ACIC bulk datasets and special collections. Analysts work closely with other intelligence professionals, operational teams and external partner agencies to ensure that intelligence outputs are supporting the operational needs of the ACIC and its clients.

## Duties

The principal accountabilities and responsibilities include:

- Initiate and produce a range of high quality tactical, operational and strategic intelligence products that inform and impact decision-making for internal and external stakeholders.
- Maintain a high level awareness of the contemporary criminal environment including new and emerging threats and nationally significant criminal activity to identify priorities including targeting opportunities for law enforcement.
- Contribute to the capture of information from intelligence operations and investigations and participates in ACIC intelligence collection processes.
- Support inter-disciplinary and inter-agency liaison to maintain productive networks and to promote information sharing, partnerships and common understanding.
- Contribute to a collegiate approach within the team that promotes a culture of flexibility and improvement.
- Apply advanced knowledge of information technologies, data interrogation, research capabilities and threat assessment methodologies, including the ability to use information technology to undertake analysis

## Eligibility

### *Mandatory Qualifications:*

- Ability to successfully complete the Criminal Intelligence Development Program Level 1

- Ability to successfully complete the Criminal Intelligence Development Program Level 2
- Currently holds Diploma of Police Intelligence Practice, or the ability to successfully complete within 12 months
- Ability to successfully complete the Intelligence Analysis Course

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### Notes

Non-Ongoing vacancy to be offered for an initial period of 18 months with possibility of extension. The selection process will also establish a merit list to be utilised for Ongoing/ Non-Ongoing vacancies that may arise over the next 12 months.

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## About the Australian Criminal Intelligence Commission (ACIC)

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Michael, 02 9373 2203   |
| <b>Agency Recruitment Site</b> | <a href="https://www.acic.gov.au/about-us/careers">https://www.acic.gov.au/about-us/careers</a> |

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## Australian Criminal Intelligence Commission (ACIC)

Closing Date: Wednesday 21 October 2020

Chief Executive Officer  
Executive Branch

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Project Officer - Operational Committees                        |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Barton ACT  |
| <b>Salary</b>          | \$73,939 - \$78,404   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 50007300  |
| <b>Agency Website</b>  | <a href="https://www.acic.gov.au/">https://www.acic.gov.au/</a> |

### Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group.

The Board and Strategic Engagement team is responsible for providing Secretariat services for the ACIC Board and external advisory committees including the:

- Serious and Organised Crime Coordination Committee
- National Criminal Intelligence Capability Committee
- Technology Capability Committee
- Law Enforcement Information Services Capability Committee

### Duties

The principal accountabilities and responsibilities include:

- Assisting in facilitating the working groups for the ACIC's key external governance committees.
- Engaging with stakeholders in law enforcement bodies and other Commonwealth agencies to support the working groups.
- Assisting with the efficient and effective coordination of meetings through booking meetings, and coordinating agendas, papers and minutes, delivered within set timeframes and to high quality standards.
- Coordinating and assisting with the preparation of working group papers on a range of law enforcement topics, as required.
- Reviewing, developing, and implementing administrative processes and systems, and monitoring and maintaining relevant databases and records, in accordance with approved processes.
- Demonstrating strong attention to detail in the coordination and review of meeting papers.
- Ensuring planning and direct follow-up actions are completed on decisions and recommendations made by governance bodies.

- Providing advice and guidance to ensure consistency, continuity, and timeliness of the process as well as a robust mechanism for effective agency decision making.

Note: role will involve occasional interstate travel **Eligibility**

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#### Notes

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### About the Australian Criminal Intelligence Commission (ACIC)

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### To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Amelia, 02 6268 7191  |
| <b>Agency Recruitment Site</b> | <a href="https://www.acic.gov.au/about-us/careers">https://www.acic.gov.au/about-us/careers</a> |

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**Australian Criminal Intelligence Commission (ACIC)**

Closing Date: Wednesday 21 October 2020

Chief Executive Officer  
Executive Branch

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Coordinator – Operational Committees                            |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Barton ACT  |
| <b>Salary</b>          | \$80,675 - \$91,295   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 50007301  |
| <b>Agency Website</b>  | <a href="https://www.acic.gov.au/">https://www.acic.gov.au/</a> |

**Job Description**

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

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The Board and Strategic Engagement team is responsible for providing Secretariat services for the ACIC Board and external advisory committees including the:

- Serious and Organised Crime Coordination Committee
- National Criminal Intelligence Capability Committee
- Technology Capability Committee
- Law Enforcement Information Services Capability Committee

The Coordinator, Operational Committees, is responsible for co-ordinating support for, and advice to, the working groups that sit under the ACIC's external operational committees. The position supports the Senior Executive and senior external stakeholders.

The Coordinator liaises with internal and external stakeholders to develop, influence and communicate briefing material to support the effective operation of the working groups. The position identifies opportunities to coordinate and collaborate across the working groups to achieve identified outcomes.

The Coordinators are expected to work across the team to help manage the team's collective workload. **Duties**

The principal accountabilities and responsibilities include:

- Co-ordinating the support for the working groups under the agency's external operational committees. This includes co-ordinating meetings, preparing and co-ordinating papers, taking minutes and managing action items.



- Supporting the strategic co-ordination of the working groups and committees, including identifying opportunities to support collaboration and strengthen engagement across working groups and committees.
- Engaging with the agency's law enforcement and Commonwealth stakeholders, and representing the views of the agency.
- Developing and maintaining effective networks with internal business areas to support the work of the section and the goals of the agency.
- Understanding and translating complex information to produce high quality briefings, discussion papers and reports.
- Working flexibly across the team to ensure that the highest priority tasks are delivered on time and to a high standard.
- Supervising and providing support to staff in the team, when and if required.
- Assisting with the coordination of logistics associated with committee meetings.

Note: role will involve occasional interstate travel **Eligibility**

**This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain a NV2 security clearance. In assessing suitability for employment, the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.**

## Notes

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## About the Australian Criminal Intelligence Commission (ACIC)

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Amelia, 02 6268 7191  |
| <b>Agency Recruitment Site</b> | <a href="https://www.acic.gov.au/about-us/careers">https://www.acic.gov.au/about-us/careers</a> |

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## Home Affairs

Vacancy VN-0682914

### Australian Federal Police

Closing Date: Thursday 22 October 2020

Commissioner of the AFP  
Various

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Police Superintendent (AFP Executive Level)   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC, Darwin NT, Hobart TAS, Perth WA |
| <b>Salary</b>          | \$150,339 - \$198,377   |
| <b>Classification</b>  |   |
| <b>Position Number</b> | Job Vacancy Reference 4700  |
| <b>Agency Website</b>  | <a href="https://www.afp.gov.au/careers">https://www.afp.gov.au/careers</a>                         |

### Job Description

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

The Australian Federal Police (AFP) is looking for the brightest minds to protect Australians by outsmarting serious, complex, international and organised crime. You will play a critical role in protecting Australia and Australians from serious crime.

Crime is smart, so we need to be smarter. To be one of the most adaptive, effective and advanced police forces in the world, the AFP is seeking qualified candidates for sworn Executive Level, Police Superintendent Roles across the organisation.

We break new ground every day and a career as a member of the AFP requires a diversity of skills and knowledge, as well as an ability to combine innovation with policing to create intelligent action.

Our ideal candidates are driven by an intelligent, problem-solving approach to tackling serious crime. We are looking for qualified and experienced police officers who are willing to constantly adapt and learn to overcome problems put in their way.

### Duties

Police Superintendents perform leadership roles and are key influencer's in the AFP. Successful applicants for this role will be able to demonstrate significant tactical, operational and strategic leadership skills and experience. The ability to contribute to and influence the AFP's strategic direction, together with the ability to initiate, drive and manage change, is critical in this Executive Level role.

The Police Superintendent role is responsible for leading and managing the resources, outcomes and performance of their business area; building capability in line with corporate objectives and strategies, actively seeking ways to improve the work of the business area and to drive strategic priorities and organisational change. They make effective and efficient use of all available financial and human resources to achieve outcomes.

The Police Superintendent role is required to build strong and diverse internal and external relationships, create a cooperative and collaborative team environment and create a culture based on acceptance and respect to encourage diversity and inclusion. They are responsible for building and encouraging the capabilities of the business area and creating clear expectations of an ethical and

professional environment. They are expected to mentor and guide members within their business area, encouraging and supporting them to develop and grow.

The Police Superintendent role is also expected to represent their business area at a range of committees and forums.

## Eligibility

### **Minimum Requirements:**

- Policing roles are classified in the AFP as 'Restricted Roles' and require the execution of police powers (Reference Commissioner's Order 7 Section 3);
- Currently hold the rank of Sergeant or Inspector, or has contemporary policing experience within the last three years at this level; and
- Use of Force (UoF) qualification; or ability to obtain full UoF qualification.

### **Essential requirements:**

- A NV 2 (Top Secret) security clearance; or the ability to obtain one;
- Demonstrate the core elements of the AFP Leadership Philosophy;
- Proven ability to lead and manage major incidents / events involving partner agencies, utilising command and control methodologies including Incident Command and Control System (ICCS)+ together with an extensive working knowledge of Australian-New Zealand Counter Terrorism Committee (ANZCTC);
- Extensive working knowledge of relevant law, legislation and procedures;
- Demonstrated knowledge of managing financial and human resources; and
- Policing roles are classified in the AFP as 'Restricted Roles' and require the execution of police powers (Reference Commissioner's Order 7 Section 3).

### **Applicants will be required to successfully complete the below gateways (STAGES) before selection:**

- Assessment of application against requirements;
- Employment Suitability Questionnaire (ESQ) including traffic history;
- Medical and Psychological assessments;
- Security Vetting Process and integrity check; and
- Drug testing.

This recruitment process will be used to create a pool for future vacancies that may arise over the next 12 months.

## Notes

### **What do we offer?**

We provide our people with many benefits appropriate to the level of the position including, but not limited to:

- An attractive remuneration package as per our Executive Level Enterprise Agreement
- Five weeks annual leave
- Flexible working arrangements
- 15.4% Superannuation

### **How to apply:**

Applications must be submitted through the AFP recruitment system, MyCareer.

Please use this link, and refer to the candidate information pack which contains the full details.

General enquires may be made to AFP Recruitment Team on (02) 5127 2555 or via email: [afprecruitment@afp.gov.au](mailto:afprecruitment@afp.gov.au)

**Applications close: 11.59pm (AEDST) on 22 October 2020.**

## About the Australian Federal Police

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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Sarah Jennings, (02) 6229 1555 or (02) 6229 1540  |
| <b>Agency Recruitment Site</b> | <a href="https://www.afp.gov.au/careers/vacancies">https://www.afp.gov.au/careers/vacancies</a> |

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## Home Affairs

Vacancy VN-0682916

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### Australian Federal Police

Closing Date: Thursday 22 October 2020

Crime Command  
Covert and Technical Operations

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Data Scientist - Digital Surveillance Collection (Specialist Level 2)       |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Melbourne VIC, Canberra ACT   |
| <b>Salary</b>          | \$130,296 - \$145,643   |
| <b>Classification</b>  |   |
| <b>Position Number</b> | Job Vacancy 3687  |
| <b>Agency Website</b>  | <a href="https://www.afp.gov.au/careers">https://www.afp.gov.au/careers</a> |

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### Job Description

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

Applications are sought from suitably qualified individuals wishing to be considered for the position of TSF 2 Data Scientist Digital Surveillance Collection.

The AFP's Digital Surveillance Collection (DSC) unit provides technical support and capability to AFP operations through the development and delivery of the AFP's Digital Exploitation Capability set.

DSC is currently recruiting experienced Data Scientists for current and future vacancies. Positions will be substantively based in our Canberra or Melbourne offices.

The panel will assess applications against the available role scope and selection criteria. As technical specialist roles, applicants are encouraged to highlight in their applications and CV their technical experience and successes.

## Duties

This work may include:

- Analysis of complex data sets to support investigative processes and strategic decisions.
- Development and integration of machine learning analytics and cognitive services.
- Collaboration with industry and other agencies to develop bespoke analytic solutions to law enforcement challenges.
- Undertaking and overseeing project or research work to support AFP business.
- Management and coordination of short and long term technical development and maintenance projects.
- Mentoring junior team members in software engineering, development, data science and machine learning processes and technology.
- Maintaining currency in subject matter expertise through ongoing professional development and learning opportunities outside the formal education process.

## Eligibility

### Essential

- A security clearance of Negative Vetting 2 (Top Secret) or the ability to obtain one is required for this position.
- Ability to work effectively in a small team environment.
- Provide knowledge/skills transfer to other team members.
- Extensive ability and experience in complex data analysis.
- Post graduate qualifications in data science or statistics.
- Extensive experience in the analysis and exploration of data to support decision-making processes.

### Desirable

- Experience with software development in R and Python.
- Experience with Machine Learning processes and techniques.
- Specialised knowledge in analytical areas such as data mining, statistics, social network analysis, telecommunications, network, financial or geospatial analysis.
- Experience in the fields of intelligence, security or law enforcement.

## Notes

This advertisement is to create a merit pool for future vacancies arising over the next 12 months.

Positions are based in Melbourne and Canberra.

## About the Australian Federal Police

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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Scott Robson, (02) 5126 4467  |
| <b>Agency Recruitment Site</b> | <a href="https://www.afp.gov.au/careers/vacancies">https://www.afp.gov.au/careers/vacancies</a> |

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## Home Affairs

Vacancy VN-0682917

### Australian Federal Police

Closing Date: Thursday 22 October 2020

Crime Command  
Covert and Technical Operations

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Data Analyst, Digital Surveillance Collection (Specialist Level 1)   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Melbourne VIC, Canberra ACT   |
| <b>Salary</b>          | \$112,786 - \$128,545   |
| <b>Classification</b>  |   |
| <b>Position Number</b> | Job Vacancy 3700  |
| <b>Agency Website</b>  | <a href="https://www.afp.gov.au/careers">https://www.afp.gov.au/careers</a> |

### Job Description

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

Applications are sought from suitably qualified individuals wishing to be considered for the position of Senior Data Analysts Digital Surveillance Collection.

The AFP's Digital Surveillance Collection (DSC) unit provides technical support and capability to AFP operations through the development and delivery of the AFP's Digital Exploitation Capability set.

DSC is currently recruiting experienced Senior Data Analysts for current and future vacancies. Positions will be substantively based in our Canberra or Melbourne offices.

The panel will assess applications against the available role scope and selection criteria. As technical specialist roles, applicants are encouraged to highlight in their applications and CV their technical experience and successes.

## Duties

This work may include:

- Analysis of complex data sets to support investigative processes
- Integration of machine learning analytics and cognitive services
- Collaboration with industry and other agencies to develop bespoke analytic solutions to law enforcement challenges
- Undertaking and overseeing project or research work to support AFP business
- Contributing to short and long term technical development and maintenance projects
- Mentoring junior team members in data analysis processes and technology
- Maintaining currency in subject matter expertise through ongoing professional development and learning opportunities outside the formal education process.

## Eligibility

### Essential

- A security clearance of Negative Vetting 2 (Top Secret) or the ability to obtain one is required for this position.
- Ability to work effectively in a small team environment.
- Provide knowledge/skills transfer to other team members.
- Extensive ability and experience in complex data analysis.
- Experience in the analysis and exploration of data to support decision-making processes.

### Desirable

- Experience with software development in R and Python.
- Experience with or a strong interest in machine learning concepts and techniques.
- Specialised knowledge in analytical areas such as data mining, statistics, social network analysis, telecommunications, network, financial or geospatial analysis.
- Experience in the fields of intelligence, security or law enforcement.

## Notes

This advertisement is to create a merit pool for future vacancies arising over the next 12 months.

Positions are based in Canberra and Melbourne.

## About the Australian Federal Police

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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Scott Robson, (02) 5126 4467  |
| <b>Agency Recruitment Site</b> | <a href="https://www.afp.gov.au/careers/vacancies">https://www.afp.gov.au/careers/vacancies</a> |

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## Home Affairs

Vacancy VN-0682938

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### Australian Federal Police

Closing Date: Thursday 22 October 2020

Asia Pacific Group (APG)  
APG - Research and Implementation Team

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Policy Officer Asia Pacific Group (APG)                                     |
| <b>Job Type</b>        | Full-Time, Non-Ongoing  |
| <b>Location</b>        | Sydney NSW  |
| <b>Salary</b>          | \$88,661 - \$96,049   |
| <b>Classification</b>  |   |
| <b>Position Number</b> | Job Vacancy 4605  |
| <b>Agency Website</b>  | <a href="https://www.afp.gov.au/careers">https://www.afp.gov.au/careers</a> |

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### Job Description

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

The strategic objective of the APG is to reduce serious crime in the Asia/Pacific region by ensuring member jurisdictions combat money laundering and terrorist financing through:

- 1) Effective participation in the Financial Action Task Force's (FATF's) standard setting process, and
- 2) Full and effective implementation of those standards in APG members.

To achieve these goals, the APG works collaboratively with the FATF and other organisations (both domestic and international) to formulate policy responses to emerging money laundering and terrorist financing risks. Together with similar regional bodies, the APG forms part of a global network to address the threats posed by money laundering and terrorist financing to the international financial system. Core APG functions include a mutual peer review system; technical assistance and training coordination; and education, research and analysis of money laundering and financing of terrorism environments, and the effectiveness of domestic and global AML/CFT efforts.



The APG Secretariat is located in Sydney, Australia and has 21 staff members (including the Policy Officer). The primary role of the Secretariat is to provide secretariat services to the APG Co-Chairs and membership and in doing so serves as a focal point for APG activities.

## Duties

The Policy Officer for Research & Implementation, reports to the Director, Research and Implementation to ensure that the APG actively supports its members under review by the FATF International Cooperative Review Group (ICRG).

The Policy Officer duties include:

- Provides support to the Research & Implementation team in work associated with the APG's participation in the Asia Pacific Joint Group of the ICRG.
- Assists the Director, Research & Implementation with long term projects aimed at supporting APG members, in particular those under ICRG review, through research and analysis.
- Assists with the team's Typologies workload as required.

## Eligibility

### Essential Requirements

- Research and/or policy experience, preferably in AML/CFT (or related areas such as proceeds of crime or international cooperation) or in technical assistance and training/capacity building.
- A degree relevant to the field of international politics and development or related to aspects of AML/CFT, such as law, finance/commerce/economics, or law enforcement, would be an advantage. Relevant experience may be accepted in lieu of a degree.

### Additional Requirements

- Advanced written communication skills.
- Ability to quickly acquire, analyse and apply knowledge.
- Ability to present technical material to targeted audiences in writing, presentations and small group or one-on-one discussions.
- Professionalism demonstrated through adaptability, respect and a result-oriented outlook.
- An understanding of stakeholders in the context of national and international policy implementation.
- Experience in working with a wide range of computer-based applications, MS Office and document management systems.
- Experience in communicating effectively with individuals and groups, including in situations which can be culturally and politically sensitive in an international context.

## Notes

The position is based in Sydney, NSW.

## About the Australian Federal Police

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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Mitali Tyagi, (02) 5126 9110  |
| <b>Agency Recruitment Site</b> | <a href="https://www.afp.gov.au/careers/vacancies">https://www.afp.gov.au/careers/vacancies</a> |

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## Industry, Science, Energy and Resources

Vacancy VN-0682794

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### Department of Industry, Science, Energy and Resources

Closing Date: Sunday 18 October 2020

Corporate & Digital  
People

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assistant Managers (Various Opportunities)                            |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$105,664 - \$112,214   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | 506386  |
| <b>Agency Website</b>  | <a href="http://www.industry.gov.au/">http://www.industry.gov.au/</a> |

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### Job Description

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

Are you passionate about Human Resources (HR) and keen to make a real impact? We are looking for innovative and forward thinking HR professionals to support the delivery of strategic and operational HR functions for the department. The People Branch sits within the department's Corporate and Digital Division and is responsible for providing strategic and operational focussed HR services and advice to support business areas in meeting their workforce needs.

### Duties

### Work Health and Safety

As the Assistant Manager, Work Health and Safety you will be responsible for leading a small team contributing to raising the profile of Work Health and Safety (WHS) across the department. The role will primarily be responsible for the implementation of the Health, Safety and Wellbeing Strategy and the delivery of WHS services.

Previous experience in work health and safety is highly desirable.

### Case Management

As the Assistant Manager, Case Management you will be responsible for leading a small team that manage matters relating to case management of early intervention and return to work cases for both work and non-work related injuries and illness.

Previous experience in case management is highly desirable.

### Human Resource Policy

As the Assistant Manager, Human Resource Policy you will be responsible for leading a small team contributing to the implementation of HR policy and conditions and the provision of supporting guidance and procedures. You will also be responsible for the function of the Senior Executive Service (SES) unit that supports the department's SES cohort on all matters pertaining to recruitment, entitlements, capacity and capability development and reporting.

We are establishing a talent pool across all HR functions that will be used to fill immediate vacancies as well as other vacancies that may arise over the next 12 months. You may be selected for a role that contributes directly, or in support of, one of the above identified vacant positions.

### **Who you are**

- You are a team player with ideas and enthusiasm. You are agile, enjoy developing creative solutions and have a client focus.
- You possess strong written and verbal communication skills combined with superior representational and interpersonal skills. You should be able to influence and communicate effectively with people at all levels, including departmental executive.
- You have proven ability to deliver quality outcomes in a high intensity environment as well as experience in leading a team and providing direction.
- We encourage applications from candidates with government and/or private sector experience.

### **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**

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**

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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. We encourage applications from diverse backgrounds and experiences. 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**

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Chloe Taunton, (02) 6276 1866   |
| <b>Agency Recruitment Site</b> | <a href="http://careers.pageuppeople.com/771/cw/en/listing/">http://careers.pageuppeople.com/771/cw/en/listing/</a> |

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## Industry, Science, Energy and Resources

Vacancy VN-0682841

### Geoscience Australia

Closing Date: Monday 19 October 2020

Minerals, Energy and Groundwater Division  
Mineral Systems Geochronologist and Stratigraphy

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Geochronologist                                  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                     |
| <b>Location</b>        | Symonston ACT                                    |
| <b>Salary</b>          | \$101,717 - \$114,985                            |
| <b>Classification</b>  | Executive Level 1                                |
| <b>Position Number</b> | 18544  |
| <b>Agency Website</b>  | <a href="http://www.ga.gov.au">www.ga.gov.au</a> |

### Job Description

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

Australia's mineral and energy resources are a major contributor to the nation's wealth, economically and socially. Geoscience Australia supports the responsible development of a diverse resources sector in Australia's low-carbon economy. Over the coming decade, Geoscience Australia will provide geoscience information to stimulate mineral exploration investment and drive new discoveries, including of critical minerals, to open up new producing provinces with over \$100b worth of mineral endowment. As a geochronologist, you will lead the design, analysis and reporting of focussed geochronological, geochemical and isotopic studies in key areas of Australia to support Geoscience Australia's minerals- and energy-systems studies. This role will be expected to take a leading role in collaborating with internal colleagues and with external partners including State/Territory geological surveys and the National Drilling Initiative (NDI) of the MinEx CRC.

### Duties

Working with a level of independence, in this role you will:

- acquire and interpret geochronological data, primarily via the SHRIMP instrument, but also including complementary geochronological and isotopic methods where appropriate (e.g. CA-IDTIMS, O-Hf, Ar-Ar)
- synthesise and interpret new and existing geochemical data, including major and trace-element data at the whole-rock and mineral scale, to improve geological understanding and guide mineral prospectivity predictions

- provide high level specialist technical and professional advice on specific geochronology, geochemistry and isotope geoscience issues to support geological studies at a range of scales, and which contribute to minerals and energy prospectivity assessments
- coordinate scientific testing, analysis and evaluation, including analysis of complex data
- provide strategic advice in relation to geochemical and isotopic data and knowledge in support of Geoscience Australia projects and with collaborative partners
- report results in the form of presentations, project reports and peer-reviewed scientific publications to deliver pre-competitive information to stakeholders, including journal articles and other professional publications
- represent the agency at conferences and other stakeholder engagements in a professional and specialist context
- provide significant contributions to innovation and work-flow improvements
- provide coaching and mentorship to Geoscience Australia staff to develop expertise in applications of geochemical and isotopic data to regional and continental-scale geological problems
- engage strategically with key internal and external stakeholders to leverage best outcomes for the organisation in terms of building Australia's resource wealth through precompetitive geoscience information
- maintain professional knowledge and continue to develop knowledge and expertise in various aspects of geochronology, geochemistry, isotope science and resource prospectivity studies
- support the Director, Geochronology and Stratigraphy and contribute as a proactive member of the Mineral Systems Branch, and the Minerals, Energy and Groundwater Division.

## Eligibility

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

## Notes

Further information and application can be found on our website: <http://www.ga.gov.au/about/careers>

Referencing the role profile, please provide a brief statement (less than 700 words) outlining the value you would bring to Geoscience Australia, and how your skills, knowledge, experience and qualifications make you the best person for the job.

If you have any questions regarding the role, please contact Geoff Fraser (02 6249 9063, [Geoff.Fraser@ga.gov.au](mailto:Geoff.Fraser@ga.gov.au)). If you require technical assistance, call Human Resources on (02) 6249 9777 or email [hr@ga.gov.au](mailto:hr@ga.gov.au).

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

We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

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 Geoscience Australia

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Geoff Fraser, 02 6249 9063  |
| <b>Agency Recruitment Site</b> | <a href="https://www.ga.gov.au/about/careers/current-vacancies">https://www.ga.gov.au/about/careers/current-vacancies</a> |

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## Industry, Science, Energy and Resources

Vacancy VN-0682852

### Geoscience Australia

Closing Date: Monday 19 October 2020

Corporate Division  
Communications Communications

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Digital Communications Officer                   |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing         |
| <b>Location</b>        | Symonston ACT                                    |
| <b>Salary</b>          | \$72,860 - \$80,897                              |
| <b>Classification</b>  | APS Level 5                                      |
| <b>Position Number</b> | 18397  |
| <b>Agency Website</b>  | <a href="http://www.ga.gov.au">www.ga.gov.au</a> |

### Job Description

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

Geoscience Australia provides value to Australia across a range of areas, helping to: build resource wealth, ensure community safety, secure water resources, manage marine jurisdictions, provide fundamental geographic information and maintain geoscience knowledge and capability. Effective communication with stakeholders is vital to the success of Geoscience Australia's work across all these areas.

Geoscience Australia promotes its activities via multiple communications channels. To support this work, Geoscience Australia is seeking a professional Digital Communications Officer to work closely with subject matter experts and other communication professionals to coordinate digital communications and projects for the organisation. This will include liaison with a range of internal and external stakeholders.

### Duties

Working under limited direction, in this role you will:

- Work with subject matter experts and other communications professionals to support Geoscience Australia's external communications channels:
- Coordinate and publish content across multiple channels including websites, email newsletters and social media.
- Provide administration and support for the delivery of projects to enhance the user experience of Geoscience Australia's digital channels.
- Monitor and respond to internal and external client inquiries in a timely, efficient manner.

- Analyse and report on analytics to facilitate ongoing improvements to communications and identify the most effective means of engaging with stakeholders.
  - Support for internal communications using the Geoscience Australia intranet and other internal communication tools.
  - Contribute to the organisation's broader communication activities as required.
- To perform this role you will work in cooperation with Geoscience Australia's science, enabling services, ICT and communication staff. **Eligibility**

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

## Notes

Further information and application: <http://www.ga.gov.au/about/careers>

Referencing the role profile, please provide a brief statement (less than 700 words) outlining the value you would bring to Geoscience Australia, and how your skills, knowledge, experience and qualifications make you the best person for the job. If you have any questions regarding the role, please contact Alan Maskell (02 6249 9245, [alan.maskell@ga.gov.au](mailto:alan.maskell@ga.gov.au)). If you require technical assistance, call Human Resources on (02) 6249 9777 or email [hr@ga.gov.au](mailto:hr@ga.gov.au).

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

We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

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 Geoscience Australia

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Alan Maskell, 02 6249 9245  |
| <b>Agency Recruitment Site</b> | <a href="https://www.ga.gov.au/about/careers/current-vacancies">https://www.ga.gov.au/about/careers/current-vacancies</a> |

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# Industry, Science, Energy and Resources

Vacancy VN-0682927

## Geoscience Australia

Closing Date: Thursday 15 October 2020

Minerals, Energy and Groundwater Division  
Advice, Investment, Attraction and Analysis Branch Energy Resources Advice  
and Promotion Section

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Energy Resources Geoscientist                    |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing         |
| <b>Location</b>        | Symonston ACT                                    |
| <b>Salary</b>          | \$84,503 - \$97,816                              |
| <b>Classification</b>  | APS Level 6                                      |
| <b>Position Number</b> | 17075  |
| <b>Agency Website</b>  | <a href="http://www.ga.gov.au">www.ga.gov.au</a> |

## Job Description

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

Geoscience Australia is Australia's pre-eminent public sector geoscience organization. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

## Duties

The Energy Resources Advice and Promotion section of the Minerals, Energy and Groundwater Branch is responsible for three key result areas:

- Independent advice to stakeholders (government, industry, academia, public) regarding energy commodities in onshore and offshore Australia
- Preparation and publication of geoscientific documents that inform government energy policy frameworks and support business investments with respect to the exploration and development of Australia's energy resources
- The domestic and international promotion of investment opportunities in the Australian energy sector

The role involves gathering, compiling and reviewing a range of publically available ("open file") and confidential energy resources data, with a particular focus on conventional and unconventional oil and gas resources.

This data will be incorporated into the annual Australian Energy Resources Commodity assessment and loaded into the Hydrocarbon database to develop a national prospectus on energy commodity resources.



You will work within the Energy Resources and Advice Team to undertake quality assurance on and provide input to publications, reports, briefs and internal government advice on petroleum resources and emerging developments within the industry.

Such activities will require engaging with external government and industry stakeholders to develop professional networks enhancing the gathering and exchange of information on petroleum resources.

### Eligibility

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

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

### Notes

Further information and applications can be found on our website: <http://www.ga.gov.au/about/careers>

### Equality Statement

**Diversity:** Geoscience Australia values diversity in gender, age, disability, religion, sexual orientation and cultural background. We know that our work has the greatest impact when it is informed by diverse experiences and perspectives. We are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

**Health and Wellbeing:** We value the health, safety and wellbeing of our employees and offer flexible work arrangements for our staff.

**Accessible recruitment:** We are committed to creating an inclusive and accessible workplace for all our staff, especially those who have a disability. If you require adjustments to the recruitment and selection process, or require an alternative format to any of the application material, please don't hesitate to get in touch with the contact person listed.

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 Geoscience Australia

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Barry Bradshaw, (02) 6249 9857  |
| <b>Agency Recruitment Site</b> | <a href="https://www.ga.gov.au/about/careers/current-vacancies">https://www.ga.gov.au/about/careers/current-vacancies</a> |

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## Industry, Science, Energy and Resources

Vacancy VN-0682736

### IP Australia

Closing Date: Sunday 25 October 2020

IP Rights  
Trade Marks & Designs Group

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Trade Mark Examiner   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$66,483 - \$75,796   |
| <b>Classification</b>  |   |
| <b>Position Number</b> | 5288  |
| <b>Agency Website</b>  | <a href="https://www.ipaustralia.gov.au/about-us">https://www.ipaustralia.gov.au/about-us</a> |

### Job Description

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

**Do you want to be amongst the first to see new developments in brands and marketing?  
Why not consider a career as a Trade Mark Examiner?  
Quality facilities in a great Canberra location!**

### About the Agency

IP Australia is an Australian Government Agency that's a little bit different. We work with Australians to help them protect their Intellectual Property. We have a strong sense of purpose, ensuring Australians benefit from great ideas.

### About the Group

Trade mark examiners assess trade mark applications to make sure they meet the requirements for registration under the Trade Marks Act 1995. Trade mark examiners conduct research using online resources, analyse and interpret information, and apply legal tests and principles to ensure trade marks are registrable. Examination research tools are primarily electronic and include internal, external databases and

procedural manuals. Trade mark examiners are required to apply and interpret relevant legislation and court decisions.

## Duties

### About the role

As an Examiner, you will liaise closely with businesses, lawyers and the general public, working to resolve issues with clients and helping them to protect their intellectual property rights. You will have exceptional time management skills, as well as clear, concise and logical written and oral communication skills.

### About you

To be successful you must have strong communication skills as well as having the ability to make sound judgements and the intellectual capacity to make decisions. You need to be focused, well organised with a high level of attention to detail. You will also possess the ability to develop and maintain positive working relationships in a cohesive collaborative environment.

Most importantly you want to learn and apply that learning. You will be supported by a workplace coach through a competency-based training program to build your expertise. After completing training, you will work independently but as part of a team, you will also be able to identify work group priorities and achieve team goals.

**Interested? We'd love to hear from you.**

### Eligibility

You will need:

- Australian Citizenship to be engaged in the APS and to meet IP Australia's security clearance requirements.

### Notes

## About the IP Australia

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

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Barnaby Smith, (02) 6225 6194   |
| <b>Agency Recruitment Site</b> | <a href="https://www.ipaustralia.gov.au/about-us/careers/vacancies">https://www.ipaustralia.gov.au/about-us/careers/vacancies</a> |

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## Industry, Science, Energy and Resources

Vacancy VN-0682771

### IP Australia

Closing Date: Sunday 01 November 2020

Policy and Corporate  
Innovation & Technology Group Innovation and New Products Platform

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | IT Subject Matter Expert – Specialisation: Business Process Improvement                       |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing   |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$80,846 - \$91,838   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 6857  |
| <b>Agency Website</b>  | <a href="https://www.ipaustralia.gov.au/about-us">https://www.ipaustralia.gov.au/about-us</a> |

### Job Description

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

**Do you often look at existing business processes and think ‘there must be a better way of doing things’?**

**If the answer is ‘Yes’, we have just the role for you!**

**Your chance to drive business process improvement using emerging technologies!**

### IP Australia

IP Australia is a unique and innovative Australian Government Agency that works with Australians to help them protect their inventions, brands, designs, and plant varieties through the administration of patents, trade marks, designs, and plant breeder’s rights: their Intellectual Property (IP). We have a strong sense of purpose, ensuring Australians benefit from great ideas.

### Duties

#### About our Innovation and Technology Group

As an enabler to the Agency, The Innovation and Technology Group (ITG) is responsible for supporting the IT Strategy 2022 and establishing the key technology platforms and supporting capabilities to increase business

alignment, uplift delivery maturity and position IT for scalability. ITG will achieve this by embracing contemporary and innovative technologies to deliver smart solutions and new approaches that cement IP Australia as a powerhouse in the Intellectual Property ecosystem.

### **About our Innovation and New Products Platform Section**

Our section leads innovation and undertakes business transformation initiatives using emerging technologies to deliver strategic improvements across the intellectual property ecosystem. We drive internal business transformation and innovation through the implementation of cognitive computing, automation and process re-engineering supported by a data driven culture. Externally, the section is developing innovative products and services through collaboration with wider IP ecosystem including global IP offices.

### **The Position**

As the Business Process Improvement Subject Matter Expert (SME), you will be responsible for managing and driving business process change. You will deliver this by engaging with stakeholders to identify business improvement initiatives and then continue your involvement throughout the project lifecycle. Our SME position sits within a small dedicated high performing cohesive team focused on delivering business process improvement outcomes.

### **The Person**

We are seeking a highly motivated SME who is interested in driving innovation, and delivery in a fast paced agile environment. You will be adept at communicating and presenting to stakeholders, project sponsors and the executive. Your expertise in drafting briefs, project proposal and business cases will be extremely beneficial.

To ensure you are successful in this role, you must have:

- Qualifications and experience in either Business Analysis, Project Management, Information Technology, or other related fields
- Experienced in implementing Business Process Improvement or user-led technology projects
- A willingness to continue your professional learning and development

The following experience or skills would be well regarded:

- Experience in Data Analytics, Agile software development methodology, and user centred design
- Knowledge of Intellectual Property Rights

To discuss the position in more detail please contact John Grehan on (02) 6283 2972. **Eligibility**

**Please note:** you MUST be an Australian Citizen to be engaged in the APS and to meet IP Australia's security clearance requirements.

### **Notes**

## **About the IP Australia**

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

## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | John Grehan, (02) 6283 2972   |
| <b>Agency Recruitment Site</b> | <a href="https://www.ipaustralia.gov.au/about-us/careers/vacancies">https://www.ipaustralia.gov.au/about-us/careers/vacancies</a> |

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## Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0682809

### Australian Maritime Safety Authority

Closing Date: Thursday 15 October 2020

Corporate Services  
Information Technology Services

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Applications Administrator  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Braddon ACT   |
| <b>Salary</b>          | \$105,831 - \$123,426   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | 1405  |
| <b>Agency Website</b>  | <a href="https://www.amsa.gov.au/about">https://www.amsa.gov.au/about</a> |

### Job Description

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

**\$105,831 - 123,426 + superannuation (15.4%)**  
**Canberra based**  
**Ongoing**

### Duties

#### ABOUT THE ROLE

The Applications Administrator is responsible for designing and developing software systems to meet AMSA business requirements. You will provide high level specialist technical expertise and advice in relation to CRM and the Office 365 suite, including the coordination of other team members and teams to ensure that incidents for CRM, Sharepoint and other MS .NET

applications are resolved promptly and according to Service Level standards.

Reporting to the Senior Advisor Applications Development, the Applications Administrator will install, configure, administer and develop environments and the applications that run in each environment and supervise change management requests through AMSA incident management application. You will monitor and address system health issues, including analysis of complex log data to identify trends and determine CRM changes. Additionally you will support software products built or maintained in-house and lead development initiatives as required.

## Eligibility

### ABOUT THE PERSON

The successful applicant will have a minimum 3 years experience in maintaining, installation and configuring MS Dynamics, SharePoint and TFS/Azure Devops. You will have demonstrated experience with administering, configuration and installing CRM and an advanced knowledge of various software applications including, SQL Service, Team Foundation serve, Visual Studio and IIS.

In addition to experience with administering, configuration and installing Project Server 2013, you will have an advanced understanding of Windows Server, including AD, DNS, Load balancing, networking. Sharepoint experience administering, configuration and installation would also be highly regarded.

You will have a high level of attention to detail and have the ability to work autonomously, managing a variety of tasks concurrently. You will be self-motivated with a high level of attention with ability to find solutions to simple and complex issues.

For a full list of prerequisites and required capabilities for this role, please refer to the position description available from our website.

## Notes

### HOW TO APPLY

Please complete your application on our website via the Careers at AMSA page on our website by 11:30pm (AEST) Thursday 15 October 2020. You will need to provide:

- your resume
- a one page pitch (maximum 800 words) outlining how your skills and experience meet the requirements of the role – please see link to the position description for full details.

If you are having difficulties or have questions about our online recruitment system, please contact Human Resources on 02 6279 5520.

*Note: AMSA levels are different to Australian Public Service (APS) levels. An AMSA Level 6 is recognised as more equivalent to an EL1 - in role, responsibilities and remuneration.*

*Under the AMSA Enterprise Agreement 2016-2019, an appointee's commencement salary will normally be based on the minimum salary point for each classification level.*

## About the Australian Maritime Safety Authority

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At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Josh Nixon, 02 6279 5749  |
| <b>Agency Recruitment Site</b> | <a href="https://www.amsa.gov.au/about/careers-us">https://www.amsa.gov.au/about/careers-us</a> |

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## Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0682947

### Civil Aviation Safety Authority Australia

Closing Date: Thursday 22 October 2020

Corporate Services Division  
Training Branch

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Learning and Development Advisor  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Brisbane QLD, Woden ACT   |
| <b>Salary</b>          | \$89,853 - \$98,577   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 2041  |
| <b>Agency Website</b>  | <a href="https://www.casa.gov.au/about-us/careers-casa">https://www.casa.gov.au/about-us/careers-casa</a> |

### Job Description

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

Working within an agile team environment, the L&D Advisor will collaborate to develop innovative and effective learning solutions for CASA. This includes developing strategies and the design, development and maintenance of blending learning programs and producing work requiring little or no revision before finalisation.

The L&D Advisor is required to work under limited direction, exercising reasonable autonomy and accountability in the undertaking of work that is complex in nature in order to deliver on section, branch and CASA outcomes.



## Duties

The L&D Advisor under broad direction, is responsible for but not limited to:

- working closely with CASA business areas to determine specific training needs, requirements and skill gaps and support the ongoing development of capabilities in CASA
- providing professional advice on the suitability and effectiveness of learning solutions and evaluation strategies to meet identified training needs
- manage relationships with stakeholders to achieve work area goals or anticipate and respond to stakeholder needs and expectations
- review, evaluate and report on the effectiveness of learning and development programs
- develop effective and engaging face to face, blended and eLearning products to achieve training outcomes
- supervise and manage a team during the conduct of projects in support of branch activities, with responsibility for all aspects of allocating work priorities to ensure project requirements are met in a timely manner
- conducting quality assurance reviews of learning solutions developed by Training Branch staff and interfacing business units
- analysing existing content and review learning products on a regular basis as part of the continuous improvement process
- propose and facilitate innovative initiatives, and contribute to business improvement strategies and change in workplace practices
- provide inputs into the planning and prioritisation of team and branch work activities
- motivate, guide and develop peers, supporting Branch outcomes
- empower and provide direction to support CASA's employees
- collaborating to design new, innovative and relevant learning solutions
- promoting workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

## Eligibility

A merit pool established through this selection process may be used to fill this or future vacancies on an ongoing or non-ongoing basis. Non-ongoing opportunities will be offered for a specified term of up to 12 months with a possibility of extension.

This position may be filled in Brisbane or Canberra.

## Notes

Our ideal candidate will have well developed analytical and decision-making skills to support completion of activities and to deliver defined outcomes. In addition, will have demonstrated ability to foster strong working relationships with stakeholders and will have the following skills and experience:

- Certificate IV in Training and Assessment or recognised equivalent
- experience in the design, development, implementation, and evaluation of learning and development programs, preferably in a technically complex environment
- demonstrated understanding of adult learning theory and practice, including experience developing both face to face and blended learning solutions
- excellent (written and oral) communication skills, including the ability to collaborate with and influence internal and external stakeholders
- experience in using Articulate 360 suite or ability to adapt to new learning technologies
- experience in delivering face to face training

## About the Civil Aviation Safety Authority Australia

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"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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Martin Janett, 02 6217 1070   |
| <b>Agency Recruitment Site</b> | <a href="https://www.casa.gov.au/about-us/careers-casa">https://www.casa.gov.au/about-us/careers-casa</a> |

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## Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0682853

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### Department of Infrastructure, Transport, Regional Development and Communications

Closing Date: Sunday 18 October 2020

People, Governance, Parliamentary and Communication Division  
Human Resources and Property Branch

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assistant Director - Human Resources  |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$106,141 - \$111,989   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | 31697   |
| <b>Agency Website</b>  | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a> |

## Job Description

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

### A little bit about us

The Department of Infrastructure, Transport, Regional Development and Communications (the Department) is responsible for the design and implementation of the Australian Government's infrastructure, transport and regional development policies and programs, and is the lead agency for communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences.

The Human Resources and Property Branch, part of the People, Governance, Parliamentary and Communication Division in the Department of Infrastructure, Transport, Regional Development and Communications, is responsible for the delivery of a broad range of innovative human resource services and practices to ensure staff are equipped to meet immediate and emerging challenges, and work collaboratively with the branches to coordinate and deliver professional centralised services to the Department.

### The opportunity we have available

The Human Resources and Property Branch is looking to fill several HR professional roles at the Executive Level 1 classification. Opportunities are available for both ongoing and non-ongoing roles. These roles cover a range of disciplines including entry level and graduate recruitment and program management, diversity and inclusion, reward and recognition, capability development and workforce planning.

### Duties

#### What will you do?

In these roles you will enjoy working as part of a small and collaborative team, and will also have the opportunity to work on HR projects and implement new initiatives.

A summary of key duties in each of the roles include:

**Graduate and entry level recruitment** – managing a small team focussed on the design, planning and ongoing management and coordination of our Entry Level and Graduate Programs. This includes the management of the marketing campaigns, selection and assessment methodology, designing and management of capability development and contract management.

**Diversity and inclusion, and reward and recognition** – managing a small team focussed on the design, development and implementation of strategies and plans that support a culture of diversity and inclusion including overseeing secretariat support for the Diversity and Inclusion Committee. This role is also responsible for managing the design and implementation of the reward and recognition framework to support the achievement of performance and cultural expectations, including oversight of formal elements of the Reward and Recognition Program including event coordination, and reviewing project performance to identify impact and opportunities for improvement.

**Learning and development (non-ongoing)** – managing a small team focussed on scoping, designing and procuring capability development programs on priority core and organisational skills. Contributing to implementing a blended learning approach to capability development, leveraging online resources and innovative approaches, including overseeing the management of the Departments Learning Management System. This role will lead the development and implementation of departmental learning and talent strategies.

### Who are we looking for?

We are looking for candidates that can show good judgement, strong communication skills and be able to build effective and productive relationships with stakeholders, clients and team members. Excellent communication skills including both verbal and written communication skills are essential along with attention to detail, numeracy and analytical skills. We work in a changing environment with competing priorities therefore excellent organisational and project management skills and a strong focus on achieving results is critical.

### Our ideal candidate:

- Works with a high level of independence under broad direction to deliver quality outcomes within allocated timeframes.
- Develops and implements work plans that provide strategic direction for the work area and takes responsibility for the achievements of own and team outcomes.
- Provides expert advice on policy, complex problem solving and issues management for internal and external stakeholders applying sound judgement and decision making skills.
- Communicates and makes decisions with a high level of impact on the functional area with the potential to impact more broadly on agency operations and externally.
- Provides a significant contribution to innovation and business improvement strategies.
- Engages and collaborates with key stakeholders to identify opportunities achieve outcomes and facilitate cooperation.
- Demonstrates excellent communications skills and the ability to adapt communication styles to situational circumstances.

## Eligibility

### Eligibility requirements

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at **Baseline** vetting level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the

preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

## Notes

### How to apply

Applications for this opportunity close at **11:59pm, Sunday 18 October 2020 AEDT**.

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of no more than two pages stating your positions of interest outlining your background, capabilities and experiences, and how these align with the advertised role. You should also provide a CV, to a maximum of three pages. The capabilities and behaviours required to be successful for this role are identified in the 'Who are we looking for' section.

Your application should be received through the department's online recruitment system. **Applications via Indeed will not be accepted.**

If you experience any issues with the system please contact the Recruitment Team on 02 6274 6161 or via email to [recruitment@infrastructure.gov.au](mailto:recruitment@infrastructure.gov.au) to discuss an alternative way to submit your application.

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

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

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The Department is responsible for the design and implementation of the Australian Government's infrastructure, transport and regional development policies and programs, and is the lead agency for communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences. We do this by:

- Building stronger communities through major infrastructure planning, investment advice and delivery, and strategic development of policies and programs.
- Supporting a thriving aviation industry, connecting even our most remote residents with the rest of the country and the world.
- Making sure that all transport users benefit from a safe and secure transport system.
- Managing some of Australia's most significant infrastructure projects which affect the wider community, including regulating airports, implementing the Smart Cities Plan and the development of the Western Sydney Airport and the delivery of Melbourne to Brisbane Inland Rail.
- Enabling all Australians to connect to effective communications services and technologies, including through the rollout of the National Broadband Network and the Mobile Black Spot Program.
- Supporting inclusiveness and growth in Australia's creative sector, and protecting and promoting Australian content and culture.

We seek people with a wide variety of skills and competencies, and look for applicants who demonstrate they will strive to support the behaviours we seek to foster in our workforce. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Indigenous Australians, people from culturally and linguistically diverse backgrounds, carers, LGBTQI+ and people with disability.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Erin Murphy, (02) 6271 7024   |
| <b>Agency Recruitment Site</b> | <a href="https://www.infrastructure.gov.au/department/careers/index.aspx">https://www.infrastructure.gov.au/department/careers/index.aspx</a> |

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## Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0682855

### Department of Infrastructure, Transport, Regional Development and Communications

Closing Date: Sunday 18 October 2020

People, Governance, Parliamentary and Communication Division  
Human Resources and Property Branch

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | HR Advisors and Senior HR Advisors  |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing   |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$74,667 - \$92,620   |
| <b>Classification</b>  | APS Level 5; APS Level 6  |
| <b>Position Number</b> | 31701   |
| <b>Agency Website</b>  | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a> |

### Job Description

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

#### A little bit about us

The Department of Infrastructure, Transport, Regional Development and Communications (the Department) is responsible for the design and implementation of the Australian Government's infrastructure, transport and regional development policies and programs, and is the lead agency for communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences.

The Human Resources and Property Branch, part of the People, Governance, Parliamentary and Communication Division in the Department of Infrastructure, Transport, Regional Development and Communications, is responsible for the delivery of a broad range of innovative human resource services and practices to ensure staff are equipped to meet immediate and emerging challenges, and work collaboratively with the branches to coordinate and deliver professional centralised services to the Department.

#### The opportunity we have available

The Human Resources and Property Branch is looking to fill up to seven HR professional roles at the APS6 and APS5 levels. Opportunities are available for both ongoing and non-ongoing roles. These roles cover a range of disciplines including payroll, workplace relations, entry level and graduate recruitment and program management, rehabilitation and case management, capability development and diversity and

inclusion.

## Duties

### What will you do?

In these roles you will enjoy working as part of a small and collaborative team, and will also have the opportunity to work on HR projects and implement new initiatives.

A summary of key duties in each of the roles include:

**Payroll (APS6)** – manage the payroll team responsible for the processing of employee benefits in SAP (SAP ECC6). This role includes the day-to-day management of the Team's work allocation; the provision of advice on conditions of service; assisting with determining team priorities, staffing and workflow to meet tight deadlines. Provide quality assurance and oversight of the team's work ensuring that payroll processing is accurate. Undertake more complex calculations and processing of payroll transactions. Strive for continuous business improvement to maintain an efficient and effective payroll service.

**Workplace Relations (APS6 non-ongoing)** – undertake a review of the department's Overseas Conditions of Service Manual. Provide strategic advice on departmental employment matters in compliance with relevant legislation, APS policy and departmental practices relating to, enterprise bargaining, enterprise agreements and related policies and procedures. Assist with the management of the Departmental Consultative Committee Secretariat function. Assist with the review and evaluation of HR policies and procedures supporting the enterprise agreement. Provide strategic advice to business areas on absence management, change management and other conditions matters.

**Graduate and entry level recruitment (APS5)** - development and implementation of strategies, plans and initiatives to support our Entry Level and Graduate Programs. Promoting the program, engaging with potential applicants, contributing to the selection and assessment methodology and coordinating contract management with the external recruitment provider. Coordinating the placement and rotation of the interns/graduates, provide advice and support to the individual interns/graduates and supervisors, supporting the implementation of the capability development program for the participants.

**Rehabilitation and case management (APS 6)** - responsible for contributing to the development of and driving the Department's work health and safety responsibilities, including compliance with legislation requirements, enhancing workplace health and wellbeing and case management. This role is also responsible for providing prompt and effective rehabilitation to injured employees by providing adequate and timely support in accordance with Comcare's Guidelines for Rehabilitation Authorities 2012. It is essential the Senior Adviser, Rehabilitation and Case Management has the knowledge, experience, and skills to achieve effective return to work outcomes through leadership, coaching and counselling.

**Learning and development (APS6 – non-ongoing)** - provide professional guidance and advice to staff on learning and talent opportunities. Contribute to the design, development and implementation of the Department's Learning Strategy. Design, develop, implement, curate and evaluate a range of talent and capability development initiatives. Maintain, optimise and undertake reporting from the Learning Management System, Learnhub – including managing relationships between the department and providers for this platform. Contribute to the implementation of the Performance Framework, including development of support resources and training for managers and staff.

**Learning and development (APS5)** - provide professional guidance and advice to staff on learning and talent opportunities, including responding to adhoc queries through the central inbox; support the design, development, procurement, implementation, curation and evaluation of a range of talent and capability development initiatives. Maintain, optimise and undertake reporting from the Learning Management System, Learnhub – including managing relationships between the department and providers for this platform.

**Diversity and inclusion (APS5 non-ongoing)** – development and implementation of strategies, plans and initiatives that support a culture of diversity and inclusion, including engaging staff in cultural learning and supporting staff diversity networks.

## Who are we looking for?

In addition to the discipline-specific skills and experience, the successful candidates can demonstrate good judgement, strong communication skills and be able to build effective and productive relationships with stakeholders, clients and team members. Excellent verbal and written communication skills are essential along with attention to detail, numeracy and analytical skills. We work in a changing environment with competing priorities therefore excellent organisational and project management skills and a strong focus on achieving results is critical.

Our ideal candidate has:

- The ability to work independently with limited direction to deliver quality outcomes within allocated timeframes.
- The ability to provide quality advice and support to clients using an honest, open and flexible approach and apply sound judgement and decision making skills.
- Demonstrated skills, knowledge and experience in developing and implementing end to end programs/projects.
- The ability to identify and solve problems, make decisions and deal effectively with day to day operational issues.
- The ability to innovate and seek continuous improvement in relation to initiatives, systems and processes, and to think strategically.
- The ability to operate effectively in an environment of competing priorities and tight deadlines, including the capacity to respond quickly to changes in requirements.
- The ability to be self-directed, able to work in a busy team, take personal responsibility for deliverables, and be given autonomy to take action and achieve results.
- Excellent communications skills and the ability to adapt communication styles to situational circumstances.

## Eligibility

### Eligibility requirements

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

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

## Notes

### How to apply

Applications for this opportunity close at **11:59pm AEDT, Sunday 18 October 2020**.

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of no more than two pages stating your positions of interest outlining your background, capabilities and experiences, and how these align with the advertised role. You should also provide a CV, to a maximum of three pages. The capabilities and behaviours required to be successful for this role are identified in the 'Who are we looking for' section.



Your application should be received through the department's online recruitment system. **Applications via Indeed will not be accepted.**

If you experience any issues with the system please contact the Recruitment Team on 02 6274 6161 or via email to [recruitment@infrastructure.gov.au](mailto:recruitment@infrastructure.gov.au) to discuss an alternative way to submit your application.

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

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

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- Managing some of Australia's most significant infrastructure projects which affect the wider community, including regulating airports, implementing the Smart Cities Plan and the development of the Western Sydney Airport and the delivery of Melbourne to Brisbane Inland Rail.
- Enabling all Australians to connect to effective communications services and technologies, including through the rollout of the National Broadband Network and the Mobile Black Spot Program.
- Supporting inclusiveness and growth in Australia's creative sector, and protecting and promoting Australian content and culture. We seek people with a wide variety of skills and competencies, and look for applicants who demonstrate they will strive to support the behaviours we seek to foster in our workforce. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Indigenous Australians, people from culturally and linguistically diverse backgrounds, carers, LGBTQI+ and people with disability.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Lauren Purcell, (02) 6271 1041  |
| <b>Agency Recruitment Site</b> | <a href="https://www.infrastructure.gov.au/department/careers/index.aspx">https://www.infrastructure.gov.au/department/careers/index.aspx</a> |

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## Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0682861

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

Closing Date: Monday 19 October 2020

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assistant Director, Transport Market Reform and Technology Branch                   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$106,141 - \$111,989   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | 31695   |
| <b>Agency Website</b>  | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a> |

## Job Description

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

### A little bit about us

The Data, Analytics and Policy Division strives to strengthen the Department's research, evidence and analytical capacity to inform, influence and shape policy thinking and decision making.

The Transport Market Reform and Technology Branch (TMRT) undertakes a variety of work, including leading on long term policy reforms for road markets and transport technology, targeted policy projects to address emerging and priority issues, and research and analysis to underpin decision-making across the department.

The branch leads the development of the following work streams:

- preparing for the deployment of connected and automated vehicles in Australia
- considering the revenue implications of the increased uptake of electric vehicles
- leading microeconomic reform through its work on heavy vehicle road reform
- leading the development and delivery of the National Heavy Vehicle Charging Pilot
- leading the Department's work to develop a National Freight Data Hub.

TMRT is a friendly, collegiate, and supportive branch. We work collaboratively and share information openly.

### The opportunities we have available

We have two current vacancies in the following sections:

- the strategic policy and coordination section leads the Department's work on the revenue implications of electric vehicles and supports our senior executive with branch-wide coordination and briefing
- the connected and automated vehicle policy and regulation section leads the Department's works on a range of transport technology policy issues to prepare for the arrival of connected and automated vehicles and other transport innovations in Australia.

This recruitment process will also be used to establish a merit list for future EL1 opportunities in the Division and the department, both ongoing and non-ongoing.

### Duties

## What will you do?

Assistant directors in the Transport Market Reform and Technology Branch are expected to lead complex work to develop and deliver transport policy outcomes and/or to lead complex research that informs decision making by Government. Our assistant directors lead analysis and stakeholder engagement to shape policy and work collaboratively across the department.

## What else can we offer?

The Department actively supports:

- exposure to high profile and exciting projects
- networking opportunities across the Department and wider APS
- capability development opportunities focused on your individual career goals
- mentoring and access to the department's Professional Coaching Scheme
- flexible working arrangements where appropriate, including part time hours, home based work and job sharing.

## Who are we looking for?

We are looking for people who are quick learners and strong communicators who can influence outcomes and contribute to high performing teams drawing on their strategic thinking and strong analytical skills.

To be successful you will be able to demonstrate your:

- written and oral communication skills including influencing outcomes
- ability to build effective working relationships with stakeholders
- judgement, strategic thinking and ability to analyse and advise on policy development
- program/project management and delivery skills
- ability to work collaboratively and demonstrate leadership within the section.

As we are looking to establish a merit list for other roles, a variety of skills and experience are sought.

## Eligibility

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.
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## Notes

### How to apply

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looking for' section.

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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>

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

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Ross Lum, 02 6274 7484  |
| <b>Agency Recruitment Site</b> | <a href="https://www.infrastructure.gov.au/department/careers/index.aspx">https://www.infrastructure.gov.au/department/careers/index.aspx</a> |

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**Infrastructure, Transport, Regional  
Development and Communications**

Vacancy VN-0682912

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

Closing Date: Friday 16 October 2020

Infrastructure and Surface Transport Group  
Various

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Directors (Various Positions), Infrastructure and Surface Transport Group           |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$125,220 - \$140,718   |
| <b>Classification</b>  | Executive Level 2   |
| <b>Position Number</b> | 31725   |
| <b>Agency Website</b>  | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a> |

**Job Description**

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

**A little bit about us**

The Infrastructure and Surface Transport Group is made up of four divisions, Cities, COVID Surface Transport, Infrastructure Investment and Major Transport and Infrastructure Projects.

The four divisions in the Infrastructure and Surface Transport Group work closely to ensure the Government's objectives for cities, infrastructure investment and infrastructure policy are met through briefing, collaboration on working groups and steering committees and in communicating with our stakeholders.

**About the Divisions:**

The Cities Division is responsible for implementing the Australian Government's Cities agenda through:

- bringing together three levels of government, the community and private enterprise to create place based partnerships called City Deals. Focusing on aligning planning, investment and governance to accelerate growth and job creation, stimulate urban renewal and drive economic reforms the delivery of the Australian Government's Smart Cities and Suburbs Program.
- providing informed, consistent and influential advice to key stakeholders, including ministers, on the Australian Government's cities agenda, through consultation and strategy for future City Deals, including the provision of advice to the Government.

The Surface Transport Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. It is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation, road safety, disability standards for transport and vehicle standards.

The Infrastructure Investment Division plays a key role in the planning, management and delivery of major road and rail infrastructure projects funded through the Australian Government's Infrastructure Investment

Program (IIP). The Division develops policy advice to Government on infrastructure investment, and works closely with agencies in the Australian, state and territory governments on issues such as infrastructure planning, funding and delivery and financing.

The Major Transport and Infrastructure Projects Division is responsible for inland rail and Western Sydney Airport (WSA).

- Inland Rail is a once-in-a-generation infrastructure project connecting regional Australia to national and international markets – transforming the way freight is moved around the country – as part of a broader network of roads, rail, air and sea working together as an integrated whole. This 1,700km line is the largest freight rail infrastructure project in Australia, is based on the 10-year delivery schedule developed in 2015 and the first train is expected to operate in 2024-25.
- WSA will be one of the most significant infrastructure projects to be delivered in Australia's history and the first international airport to be built in Australia for several decades. WSA will be completed in time to begin flights in 2026.

## **Duties**

### **The opportunity we have available**

ITSG are seeking highly motivated Directors to lead in the disciplines of Policy, Program Management and Stakeholder Engagement. You will work in a fast-paced dynamic team environment, whilst demonstrating exceptional attention to detail and a high level of judgement.

Through our policy role, we pride ourselves on being trusted advisors to the Australian Government on cities and infrastructure policy issues. Through our program and project management roles, we develop strong, collaborative relationships with state, territory and local governments to deliver high-profile transport and social and infrastructure projects across Australia.

There are currently various vacancies that exist at this level, in the group and we will be looking to fill future vacancies as they arise over a 12-month period.

### **What will you do?**

You will:

- Undertake work with a high level of complexity or sensitivity and operate under broad direction. Exercise a significant degree of independence and perform an important leadership role.
- Be responsible for influencing and developing strategy, policies, priorities and operational practices in support of agency objectives based on high level decision-making and judgement.
- Provide a high level of advice to senior management and Ministers as well as coordinating and assuming responsibility for highly complex or sensitive projects or work programs that have strategic, political and/or operational significance.
- Be responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders and lead a work team.

### **Who are we looking for?**

*Leadership and Accountability* – Provide a strategic level of specialist, professional and/or technical expertise, potentially relating to the work of different program or discipline areas. Anticipate and establish priorities, monitor progress and work to deliver required corporate outcomes, specific agency functions or a program within an area of responsibility.

*Make evidence-based decisions* – gather and investigate information and alternative viewpoints from a variety of sources, identify the evidence required to inform decisions and interpret data to draw the right conclusions, check and clarify information and understand own biases and assumptions, and research and analyse information and make recommendations based on relevant evidence.

*Stakeholder Management* – Communicate the strategic direction and vision of the agency to stakeholders. Develop and manage key strategic relationships with a broad range of stakeholders, promoting the agency's business objectives.

*Job Context and Environment*– Work within the context of possible strategic, political and/or operational impact for the agency. Apply and maintain an extensive understanding of the role and responsibilities of the agency, incorporating a comprehensive understanding of the agency’s impact on the wider political and community context in which it operates.

*Independence and Decision-making* - Communicate and make decisions that may have significant impact on the day-to-day operation of the work area and other parts of the agency; and/or a direct and significant impact on the outcome of a program or major project for the agency. Undertake complex analysis and interpretation and apply significant judgement in choosing a course of action to manage highly complex and/or sensitive issues.

Please refer to the Australian Public Service Commission’s Work Level Standards information, available at <https://www.apsc.gov.au/work-level-standard-executive-level-2>

## Eligibility

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## Notes

### How to apply

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## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Adam Stankevicius, 02 6274 6228   |
| <b>Agency Recruitment Site</b> | <a href="https://www.infrastructure.gov.au/department/careers/index.aspx">https://www.infrastructure.gov.au/department/careers/index.aspx</a> |

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## Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0682922

### National Film and Sound Archive of Australia

Closing Date: Sunday 18 October 2020

ICT  
Digital

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Service Desk Analyst  |
| <b>Job Type</b>        | Full-Time, Non-Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$72,155 - \$76,338   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 88925   |
| <b>Agency Website</b>  | <a href="https://www.nfsa.gov.au/">https://www.nfsa.gov.au/</a> |



## Job Description

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

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As part of a small team, assist in the provision of desktop computer and software application support. This includes responding to help desk requests on both a network environment and escalating requests to the Systems administrators or Service Desk Manager, Technology Services where appropriate.

This is a non-ongoing role until December 2020, with the possibility to become ongoing.

### Duties

The Service Desk Analyst is responsible for delivering first and second level technical support to system users.

The position holder will be required to work in conjunction with System Admins and to assist the Service Desk Manager, Technology Services with project work, ad-hoc requests and other duties as directed.

This includes:

- Responding to help desk requests on network environment, escalating requests to the Service Desk Manager or Systems Administrator where appropriate after appropriate troubleshooting has occurred without solution obtained.
- Set up and support of network devices (e.g. printers, scanners, etc), video conferencing and teleconferencing equipment.
- Install and upgrade software applications as requested by ICT managers.
- Research computer, software application and printer support issues to identify solutions.
- Assist users with computer connectivity to the office, both locally and remotely.
- Assist the Service Desk Manager, Technology Services to maintain records of computer hardware and software assets.
- Support of NFSA's telephone system.
- Participate in Technology Services projects as required.
- Training as required to users either 1:1 or more formally in classroom environment

### Eligibility

#### Selection Criteria

1. A strong customer-focus, excellent client-liaison, communication and interpersonal skills.
2. Demonstrated organisational skills and the ability to work in a team environment.
3. Hands on experience supporting Windows 10 workstations in a mixed Windows Server 2012/ 2016 (File/Print/Directory and application servers) together with laptop and remote connectivity would be an advantage.
4. Office application end user support including MS Office 2016 / O365 or the ability to acquire such skills quickly.
5. Familiarity with telecommunication equipment including PABX systems and telephony.

### Qualifications and Experience

Any of the following qualifications are desirable:

1. At least a year experience in a helpdesk role within a medium corporate environment or Managed Service Desk.
2. Microsoft accreditation for Windows Operating Systems
3. Qualifications relating to desktop applications such as Microsoft Office.

## Eligibility

To be eligible for this position you must:

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

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

- Obtain and maintain a Working with Vulnerable People registration.

## Assessment Process

The assessment process for this position will include:

- A written application addressing the selection criteria;
- Resume; and
- Referee checking.

The assessment process for this position may also include [delete irrelevant criteria]:

- An interview;

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

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

## Notes

### About the National Film and Sound Archive of Australia

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

## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Anthony Aloschi   Service Desk Manager / Systems Admin, (02) 6248 2011                                    |
| <b>Agency Recruitment Site</b> | <a href="https://nfsa.elmogov.com.au/careers/nfsa/jobs">https://nfsa.elmogov.com.au/careers/nfsa/jobs</a> |

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## Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0682928

### National Film and Sound Archive of Australia

Closing Date: Wednesday 21 October 2020

Digital Engagement  
Engagement

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Digital Content Producer  |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                 |
| <b>Location</b>        | Acton ACT, Pyrmont NSW  |
| <b>Salary</b>          | \$72,155 - \$76,338   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 89473 + 89589   |
| <b>Agency Website</b>  | <a href="https://www.nfsa.gov.au/">https://www.nfsa.gov.au/</a> |

### Job Description

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

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve and share the national audio-visual collection for others to learn, experience and create with it. Digital transformation is at the centre of the NFSA's strategic vision, and engagement has been identified as a strategic priority in the corporate plan: sharing the collection on-site, off-site and online, including, increasingly, through digital initiatives.

The Digital Engagement Team is responsible for delivering high quality web, media and exhibition content developed from the Archive as part of the NFSA's ongoing commitment to share the

collection with the public. These projects run the gamut from pop culture, nostalgia, biographies and critical examinations of Australia through the lens of film and sound.

The Digital Content Producer will work in this team and across teams in complex multi group projects, researching and producing high quality content for various projects, creating and refining workflows and processes along the way.

They will report to the Digital Content, Team Leader, and work closely with the Collections & Access, Licensing & Rights, and Digital Projects teams during project development. They will have access to a collection of over 3 million items and the opportunity to develop compelling narratives and experiences from them.

We are seeking two Digital Content Producers to join the NFSA. One position is ongoing and the other is non-ongoing for six month.

## **Duties**

Under general direction undertake the following duties:

- Produce curated content to be published on the NFSA website - includes sourcing, auditioning, researching, writing and editing, plus coordinating digitisation of materials from the NFSA collection.
- Assist the development of digital engagement projects as required
- Assist in the development of digital web projects
- Assist with the proofreading and editing of content to be published on the NFSA website.
- Research, track, analyse and manage statistics on website usage in order to produce required reports - including regular team reporting, monthly KPI tracking, Board reports and annual reports, plus respond to any ad hoc web analytics requests.
- As required, provide high level support with requests including website changes, content uploads and updates, in line with the web publishing schedule.
- Liaise with internal and external stakeholders - including curators, video and audio services, copyright holders, production companies, TV networks and others - to ensure the timely delivery of work for online publication.
- Support managers and team members in the delivery of other Engagement Team projects as required.

## **Eligibility**

### **Selection Criteria**

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

1. Demonstrated skill in writing and editing copy for a variety of media
1. Demonstrated ability to curate, audition and process audio-visual content for a variety of creative and arts-based projects including for web, education and exhibitions
1. Proven ability to liaise with internal and external stakeholders in complex multi-team environments to build good working relationships and deliver projects of high quality
1. The ability to be self-motivated and work under limited direction
1. Experience with copyright, collections and the role of archives

1. Experience in providing business and administrative support in creative project-driven environments

### **Qualifications and/or equivalent experience required:**

- Understanding of the Galleries, Libraries, Archives & Museums (GLAM) sector
- Experience with content management systems, adobe suite and other software desirable
- A tertiary degree in a relevant field and/or experience in the cultural environment is desirable

### **Eligibility**

To be eligible for this position you must:

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

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

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

### **Assessment Process**

The assessment process for this position will include:

- A written application addressing the selection criteria;
- Resume; and
- Referee checking.

The assessment process for this position may also include:

- An interview.

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

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

### **Notes**

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

## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | NFSA Recruitment, (02) 6248 2235  |
| <b>Agency Recruitment Site</b> | <a href="https://nfsa.elmogov.com.au/careers/nfsa/jobs">https://nfsa.elmogov.com.au/careers/nfsa/jobs</a> |

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## Prime Minister and Cabinet

Vacancy VN-0682825

### Aboriginal Hostels Limited

Closing Date: Sunday 01 November 2020

Western Australia  
Trilby Cooper Hostel

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Hostel Manager/Assistant Hostel Manager - Affirmative Measure |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                               |
| <b>Location</b>        | Kalgoorlie WA   |
| <b>Salary</b>          | \$56,932 - \$61,717   |
| <b>Classification</b>  | APS Level 3   |
| <b>Position Number</b> | Several   |
| <b>Agency Website</b>  |   |

### Job Description

<https://www.ahl.gov.au/employment>

Aboriginal Hostels Limited's (AHL) purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for Indigenous Australians who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

A Hostel management opportunity is available for a motivated and experienced individual to join AHL in a fast paced, operational environment. Reporting to an Operations Manager, Hostel Managers and Assistant Hostel Managers are critical positions, overseeing the operations of a hostel to ensure appropriate and efficient services are delivered to our residents, as well providing supervision support to staff. Success in this role requires strong management experience, commitment and passion for servicing the Indigenous community and a willingness to work "on the ground". Successful candidates will have previous accommodation management experience, outstanding relationship management skills and experience in managing property issues. This is a busy role with constantly changing priorities, requiring excellent organisational skills.

## Duties

The duties and responsibilities of the role will involve:

- guest services
- hostel operations
- management
- community engagement
- Work, Health and Safety

Based on the skills and experience of the successful applicant, the role will be offered as either the Hostel Manager (\$58,159 - \$61,717 pa) or Assistant Hostel Manager (\$56,932 - \$57,018 pa).

In addition, the successful applicant will also receive a Hostel Managers Allowance of \$1500 pa, District Allowance of \$1,004 pa without dependants or \$1,996 pa with dependants, generous shift penalties apply for weekends and public holidays and 15.4% superannuation.

For more information about the role go to: <https://ahl.gov.au/employment>

## Eligibility

To be eligible for this role you will need to:

- be of Aboriginal and/or Torres Strait Islander descent, and
- identify as an Aboriginal and/or Torres Strait Islander, and
- be accepted by your community as being Aboriginal and/or Torres Strait Islander.
- hold Australian citizenship
- hold a current valid driver's licence
- undergo a satisfactory National Criminal History Check (prior to engagement)
- meet fitness for duty requirements (prior to engagement)
- hold current CPR training and First Aid certification or willingness to obtain

In addition, the following are highly desirable:

- Certificate III in Community Services or equivalent
- Previous management experience in a residential environment

## Notes

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

## About the Aboriginal Hostels Limited

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Lucinda Mirthil, 0474 982 944   |
| <b>Agency Recruitment Site</b> | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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## Prime Minister and Cabinet

Vacancy VN-0682826

### Aboriginal Hostels Limited

Closing Date: Sunday 01 November 2020

Western Australia  
Trilby Cooper Hostel

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Hostel Manager/Assistant Hostel Manager - Identified Position |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                               |
| <b>Location</b>        | Kalgoorlie WA   |
| <b>Salary</b>          | \$56,932 - \$61,717   |
| <b>Classification</b>  | APS Level 3   |
| <b>Position Number</b> | Several   |
| <b>Agency Website</b>  |   |

### Job Description

<https://www.ahl.gov.au/employment>

Aboriginal Hostels Limited's (AHL) purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for Indigenous Australians who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

A Hostel management opportunity is available for a motivated and experienced individual to join AHL in a fast paced, operational environment. Reporting to an Operations Manager, Hostel Managers and Assistant Hostel Managers are critical positions, overseeing the operations of a hostel to ensure appropriate and efficient services are delivered to our residents, as well providing supervision support to staff. Success in this role requires strong management experience, commitment and passion for servicing the Indigenous community and a willingness to work "on the ground". Successful candidates will have previous accommodation management experience, outstanding relationship management skills and experience in managing property issues. This is a busy role with constantly changing priorities, requiring excellent organisational skills.

### Duties



The duties and responsibilities of the role will involve:

- guest services
- hostel operations
- management
- community engagement
- Work, Health and Safety

Based on the skills and experience of the successful applicant, the role will be offered as either the Hostel Manager (\$58,159 - \$61,717 pa) or Assistant Hostel Manager (\$56,932 - \$57,018 pa).

In addition, the successful applicant will also receive a Hostel Managers Allowance of \$1500 pa, District Allowance of \$1,004 pa without dependants or \$1,996 pa with dependants, generous shift penalties apply for weekends and public holidays and 15.4% superannuation.

For more information about the role go to: <https://ahl.gov.au/employment>

## Eligibility

To be eligible for this role you will need to:

- hold Australian citizenship
- hold a current valid driver's licence
- undergo a satisfactory National Criminal History Check (prior to engagement)
- meet fitness for duty requirements (prior to engagement)
- hold current CPR training and First Aid certification or willingness to obtain

In addition, the following are highly desirable:

- Certificate III in Community Services or equivalent
- Previous management experience in a residential environment

This is an Identified Position and Indigenous jobseekers are encouraged to apply. Non-Indigenous jobseekers with a demonstrated commitment to working with Aboriginal and Torres Strait Islander peoples may also apply. The successful applicant will need to demonstrate a knowledge and understanding of Aboriginal and Torres Strait Islander Peoples and display respect at all times towards hostel residents and staff.

## Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

## About the Aboriginal Hostels Limited

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Lucinda Mirthil, 0474 982 944   |
| <b>Agency Recruitment Site</b> | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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## Prime Minister and Cabinet

Vacancy VN-0682857

### Aboriginal Hostels Limited

Closing Date: Sunday 01 November 2020

Western Australia  
Broome & South Hedland

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Assistant Hostel Manager - Identified Position |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                |
| <b>Location</b>        | Broome WA, South Hedland WA                    |
| <b>Salary</b>          | \$56,932 - \$57,018                            |
| <b>Classification</b>  | APS Level 3                                    |
| <b>Position Number</b> | Several  |
| <b>Agency Website</b>  |  |

### Job Description

<https://www.ahl.gov.au/employment>

Aboriginal Hostels Limited's (AHL) purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for Indigenous Australians who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

A Hostel management opportunity is available for a motivated and experienced individual to join AHL in a fast paced, operational environment. Reporting to an Operations Manager, Assistant Hostel Managers are critical positions, overseeing the operations of a hostel to ensure appropriate and efficient services are delivered to our residents, as well providing supervision support to staff. Success in this role requires strong management experience, commitment and passion for servicing the Indigenous community and a willingness to work "on the ground". Successful candidates will have previous accommodation management experience, outstanding relationship management skills and experience in managing property issues. This is a busy role with constantly changing priorities, requiring excellent organisational skills.

### Duties

The duties and responsibilities of the role will involve:

- guest services
- hostel operations
- management
- community engagement
- Work, Health and Safety

In addition, the successful applicant will also receive a Hostel Managers Allowance of \$1500 pa, District Allowance of \$2,622 pa without dependants or \$4,796 pa with dependants, generous shift penalties apply for weekends and public holidays and 15.4% superannuation.

For more information about the role go to: <https://ahl.gov.au/employment>

## Eligibility

To be eligible for this role you will need to:

- hold Australian citizenship
- hold a current valid driver's licence
- undergo a satisfactory National Criminal History Check (prior to engagement)
- meet fitness for duty requirements (prior to engagement)
- hold current CPR training and First Aid certification or willingness to obtain

In addition, the following are highly desirable:

- Certificate III in Community Services or equivalent
- Previous management experience in a residential environment

This is an Identified Position and Indigenous jobseekers are encouraged to apply. Non-Indigenous jobseekers with a demonstrated commitment to working with Aboriginal and Torres Strait Islander peoples may also apply. The successful applicant will need to demonstrate a knowledge and understanding of Aboriginal and Torres Strait Islander Peoples and display respect at all times towards hostel residents and staff.

## Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

## About the Aboriginal Hostels Limited

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Lucinda Mirthil, 0474 982 944   |
| <b>Agency Recruitment Site</b> | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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## Aboriginal Hostels Limited

Closing Date: Sunday 01 November 2020

Western Australia  
Broome & South Hedland

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Assistant Hostel Manager - Affirmative Measure |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                |
| <b>Location</b>        | Broome WA, South Hedland WA                    |
| <b>Salary</b>          | \$56,932 - \$57,018                            |
| <b>Classification</b>  | APS Level 3                                    |
| <b>Position Number</b> | Several  |
| <b>Agency Website</b>  |  |

### Job Description

<https://www.ahl.gov.au/employment>

Aboriginal Hostels Limited's (AHL) purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for Indigenous Australians who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

A Hostel management opportunity is available for a motivated and experienced individual to join AHL in a fast paced, operational environment. Reporting to an Operations Manager, Assistant Hostel Managers are critical positions, overseeing the operations of a hostel to ensure appropriate and efficient services are delivered to our residents, as well providing supervision support to staff. Success in this role requires strong management experience, commitment and passion for servicing the Indigenous community and a willingness to work "on the ground". Successful candidates will have previous accommodation management experience, outstanding relationship management skills and experience in managing property issues. This is a busy role with constantly changing priorities, requiring excellent organisational skills.

### Duties

The duties and responsibilities of the role will involve:

- guest services
- hostel operations
- management
- community engagement
- Work, Health and Safety

In addition, the successful applicant will also receive a Hostel Managers Allowance of \$1500 pa, District Allowance of \$2,622 pa without dependants or \$4,796 pa with dependants, generous shift penalties apply for weekends and public holidays and 15.4% superannuation.

For more information about the role go to: <https://ahl.gov.au/employment>

### Eligibility

To be eligible for this role you will need to:

- be of Aboriginal and/or Torres Strait Islander descent, and

- identify as an Aboriginal and/or Torres Strait Islander, and
- be accepted by your community as being Aboriginal and/or Torres Strait Islander.
- hold Australian citizenship
- hold a current valid driver's licence
- undergo a satisfactory National Criminal History Check (prior to engagement)
- meet fitness for duty requirements (prior to engagement)
- hold current CPR training and First Aid certification or willingness to obtain

In addition, the following are highly desirable:

- Certificate III in Community Services or equivalent
- Previous management experience in a residential environment

## Notes

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

## About the Aboriginal Hostels Limited

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Lucinda Mirthil, 0474 982 944   |
| <b>Agency Recruitment Site</b> | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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## Prime Minister and Cabinet

Vacancy VN-0682913

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## Aboriginal Hostels Limited

Closing Date: Wednesday 14 October 2020

National Office  
Finance Procurement & Payables | Financial Accounting

|                        |                      |
|------------------------|----------------------|
| <b>Job Title</b>       | Assistant Director   |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Phillip ACT          |
| <b>Salary</b>          | \$99,717 - \$102,959 |
| <b>Classification</b>  | Executive Level 1    |
| <b>Position Number</b> | Various              |
| <b>Agency Website</b>  |                      |

## Job Description

<https://www.ahl.gov.au/employment>

Aboriginal Hostels Limited's (AHL) purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for Indigenous Australians who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

AHL is seeking outstanding Finance professionals to fill two vacant EL1 positions, as the Assistant Directors for:

- Procurement & Payables
- Financial Accounting

## Duties

### Procurement & Payables

1. Lead and manage the Procurement and Accounts Payable Team to meet tight deadlines and achieve results through high level organisational 2. task management skills.
2. Provide procurement and contract management advice and support in managing procurement and contracting activities to ensure value for money, goods and services meet the required standards and are implemented into service on time, within budget and in an efficient manner
3. Undertake the following procurement and contract activities:
  - Identify opportunities to establish national contracts with preferred suppliers, including those of existing panel arrangements where allowable under a whole of Government contract
  - Ensure procurement and contract management activities are undertaken in accordance with AHL's Procurement Framework, including Procurement Policy and Procurement Procedures
  - Review and update Procurement Policies, Procurement Procedures and Procurement Framework
  - Maintain an accurate contracts register
  - Prepare briefing material and correspondence in relation to procurement and contract management
4. Manage Accounts Payable activities including:
  - Invoice processing and invoice downloads from external systems
  - Trade creditor reconciliations and management
  - Bank reconciliations
  - Corporate credit card management
  - Travel Management
  - Corporate vehicle fleet management

- Vendor management
- Invoice batch filing

5. Prepare and manage staff performance management plans and identify and facilitate staff training and development.
6. Exercise financial delegations.

## Financial Accounting

1. Preparation of month-end, year-end and annual financial reports and financial statements.
2. Preparation of month-end, year-end and annual financial reports and financial statements for Whole of government reporting (CBMS Monthly and Annual Actuals – Final Budget Outcome).
3. Enhance financial management practices by encouraging a focus on continuous improvement in finance procedures and digitisation of records.
4. Ensure integrity of financial information with effective internal control mechanisms.
5. Provide leadership in the development of financial performance indicators and reports.
6. Liaison with other divisions within AHL regarding financial management, internal budgeting and forecasting.
7. Prepare, manage staff performance management plan and identify and facilitate staff training and development needs.
8. Exercise financial delegations.

## Eligibility

To be eligible for this role you will need to:

- hold Australian citizenship
- undergo a satisfactory National Criminal History Check (prior to engagement)
- meet fitness for duty requirements (prior to engagement)

This is an Identified Position and Indigenous Peoples are encouraged to apply. Non-Indigenous jobseekers with a commitment to working with Aboriginal and Torres Strait Islander Peoples may also apply. The successful applicant will need to show an understanding of Aboriginal and Torres Strait Islander Peoples and display respect at all times towards hostel residents and staff.

## Notes

For the full position description and application form, please visit our website <https://www.ahl.gov.au/employment>

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

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

## About the Aboriginal Hostels Limited

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Vrishal Raj, 02 6212 2051   |
| <b>Agency Recruitment Site</b> | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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## Prime Minister and Cabinet

Vacancy VN-0682557

### Department of the Prime Minister and Cabinet

Closing Date: Sunday 18 October 2020

Office for Women  
Office for Women

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Director, Office for Women               |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing |
| <b>Location</b>        | Barton ACT                               |
| <b>Salary</b>          | \$125,115 - \$148,907                    |
| <b>Classification</b>  | Executive Level 2                        |
| <b>Position Number</b> | PMC/2020/102                             |
| <b>Agency Website</b>  |  |

### Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

#### The Opportunity

The Office for Women is seeking experienced EL2 policy officers with an interest in delivering the Prime Minister and Minister for Women's gender equality priorities including advancing women's economic security and ensuring women's safety.

The Office for Women delivers high quality advice, briefing and support, including during sitting periods, to progress gender priorities for the Prime Minister and Minister for Women. These priorities include driving government efforts to prevent and address violence against women, strengthening women's economic security including increasing women's workforce participation and improving women's leadership choices. The Office for Women also works on targeted international matters relating to gender equality.

The Office for Women has a number of EL2 positions to fill, including:

- Women's Safety team
- Women's Economic Security team

This process will also be used to create a merit list for future vacancies.

#### What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions.
- Exciting and fulfilling work at the heart of government with career development and networking opportunities difficult to find elsewhere.



- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- We support flexible working practices including working from home and our offices are designed to enable flexible working approaches through spaces that have been designed to accommodate a range of working styles (while at all times adhering to social distancing principles and appropriate hygiene practices). This type of working supports increased communication and collaboration, and encourages agility and innovation. PM&C staff have the flexibility to make use of activity-based working principles, allowing them to choose where and how they work in an open space, while using integrated technological solutions.

## Duties

### Our Ideal Candidate

We are seeking talented and experienced EL2s to join the Office for Women.

Successful candidates will have very good judgement and productive stakeholder skills. We are seeking EL2s who are able to lead policy development and complex problem solving with minimal supervision.

You will be part of a dynamic team environment contributing to deliver government objectives. You will be adept at balancing competing priorities and managing activities through to conclusion, often within tight time frames.

Our preferred candidate will have the following skills and attributes, at the EL2 level:

- experience delivering major policy and project outcomes, including coordinating policy development across a number of agencies, and driving implementation of key government priorities.
- experience providing high quality, evidenced based advice to ministers, ministerial offices and senior management.
- excellent communication skills and capacity to prepare complex briefing documents for a range of audiences and purposes (ministerial briefs, ministerial correspondence).
- the ability to successfully lead and manage a team to achieve results, with a strong commitment to inclusion, diversity and well-being.
- strong stakeholder engagement skills, including capacity to influence and collaborate with a range of stakeholders to achieve government priorities, including other Commonwealth departments and agencies, state and territory governments and sector representatives.
- Experience and/or formal qualifications in one or more of the following are desirable: women's safety, social policy, economic policy. For some roles, grants experience is highly desirable.

## Eligibility

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

## Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur with 12 months from the opening date of this advertisement.

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

## About the Department of the Prime Minister and Cabinet

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### To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Catherine Hawkins, 02 6271 5652   |
| <b>Agency Recruitment Site</b> | <a href="https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT">https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT</a> |

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## Prime Minister and Cabinet

Vacancy VN-0682820

### Department of the Prime Minister and Cabinet

Closing Date: Wednesday 21 October 2020

Corporate and Ministerial Support Division  
ISB Branch

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Cyber Security Manager, Corporate and Ministerial Support Division |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                       |
| <b>Location</b>        | Canberra ACT   |
| <b>Salary</b>          | \$83,647 - \$122,513   |
| <b>Classification</b>  | APS Level 6;Executive Level 1                                      |
| <b>Position Number</b> | PMC/2020/112   |
| <b>Agency Website</b>  |  |

### Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

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#### The Opportunity

The occupant of this position will be responsible in assisting the PM&C Director, Cyber Security (ITSA) in a wide range of cyber

security tasks throughout the Department and its supported networks and agencies.

The duties include, but are not limited to:

- Deliver and maintain ICT security policies, plans and procedures.
- Deliver, maintain and present ICT security training for staff members.
- Provide technical security advice in the planning and implementation of new hardware and software solutions, allowing for both client requirements and Australian Government security guidelines.
- Maintain currency and expertise in security related technologies, standards, trends, issues and solutions.
- Assist in security investigations and review system audit trails and logs.
- Apply innovative secure solutions to customer-centric ICT projects.
- Assist in cryptographic key management tasks.
- Assist in developing and improving disaster recovery and business continuity plans for ICT systems managed by PM&C.
- Develop security risk assessments and system security plans.
- Maintain and monitor network security systems.

## Duties

### Our Ideal Candidate

The candidate must have an ICT background, preferably with the application of cyber security services in Australian Government or enterprise, and have experience in the security standards of Government networks.

The candidate must be able to write and maintain security documentation, such as security policy and security risk assessments, in accordance with Australian Government, Departmental and international standards. The occupant must be able to work independently, have an eye for detail and be able to prioritise multiple tasks. The ability to foster working relationships with internal and external stakeholders is a must. Experience with SIEM or other security-focused products is highly desirable, as is a technical background of some kind.

To be eligible for this position you must be an Australian Citizen and the occupant must be able to obtain and maintain a Baseline Level Australian Government Security Clearance at a minimum or hold a current security clearance of an appropriate level.

### What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions.
- Exciting and fulfilling work at the heart of government with career development and networking opportunities difficult to find elsewhere.
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- We support flexible working practices including working from home and our offices are designed to enable flexible working approaches through spaces that have been designed to accommodate a range of working styles (whilst at all times adhering to social distancing principles and appropriate hygiene practices). This type of working supports increased communication and collaboration, and encourages agility and innovation. PM&C staff have the flexibility to make use of activity-based working principles, allowing them to choose where and how they work in an open space, while using integrated technological solutions.

## Eligibility

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate 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 the Prime Minister and Cabinet

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### To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Scott Goldsworthy, 02 6271 5809   |
| <b>Agency Recruitment Site</b> | <a href="https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT">https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT</a> |

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## Prime Minister and Cabinet

Vacancy VN-0682888

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### Department of the Prime Minister and Cabinet

Closing Date: Thursday 22 October 2020

Domestic Policy, Social Policy Division  
Various Branches

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Policy Advisers, Social Policy Division  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing |
| <b>Location</b>        | Canberra ACT                             |
| <b>Salary</b>          | \$68,495 - \$94,000                      |
| <b>Classification</b>  | APS Level 4;APS Level 5;APS Level 6      |
| <b>Position Number</b> | PMC/2020/104                             |
| <b>Agency Website</b>  |  |

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### Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

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## The Opportunity

Social Policy Division's mission is to improve the lives of all Australians by supporting individuals, families and communities to thrive. We provide advice to the Prime Minister, Cabinet and Portfolio Ministers on issues related to education, health, aged care, disability, immigration, sports as well as social and human services. We also support the Prime Minister to increase the focus on service delivery, citizen engagement and customer service across the range of Australian Government funded services.

Social Policy Division is seeking positive, motivated, resilient and experienced Policy Advisers for multiple APS4, APS 5 and APS 6 positions. The roles are fast-paced, varied and present exciting opportunities to help shape and implement the Government's social policy agenda.

As an Adviser within the Social Policy Division, you will support the development and implementation of social policy and advise the Prime Minister and Cabinet on social policy issues affecting all Australians. You will have the opportunity to work with a team of highly skilled and experienced colleagues and leaders in a supportive and collaborative work environment to achieve meaningful change in a challenging and high-priority policy area.

## Duties

- Providing considered and timely advice and preparing briefings on social policy matters for the Prime Minister, Assistant Minister and senior executives, taking account of broader social and economic goals and constraints.
- Drafting guidance and advice to agencies and advocating for a whole-of-government approach to issues
- Undertaking evidence-based policy work within a flexible, diverse and inclusive workplace.
- Supporting the decision-making of Commonwealth Cabinet and its committees, the National Cabinet, and parliamentary processes.
- Contributing to the Commonwealth Budget process.
- Establishing and building collaborative relationships with internal and external stakeholders to inform policy advice and support delivery of government's agenda. Acting arrangements will be considered.

## Our Ideal Candidate

We are seeking highly motivated candidates who thrive in busy, dynamic environments. Working in small teams with broad responsibilities, you will be able to quickly get across new material and provide considered and succinct policy advice.

You will have excellent communication skills, strong research and analysis skills, and be able to communicate clearly with a wide range of stakeholders, building strong and friendly working relationships.

Candidates should be able to draft high quality briefs, submissions, correspondence and other written material. Candidates should have the judgement, flexibility and resilience to manage competing priorities.

You will have strong interpersonal skills, working well in a team environment and be able to liaise effectively across the division, department and broader Australian Government.

To be successful at the APS level, candidates will need to demonstrate independent problem solving skills, have the ability to deliver complex tasks to a high standards, and be able to work with limited direction.

Some roles may at times relate to challenging subject matter; the ideal candidate would therefore be able to demonstrate personal resilience and/or awareness of self-care.

Candidates should be able to demonstrate a commitment to diversity and the capacity to identify the needs of all Australians, including Aboriginal and Torres Strait Islanders, people with disability, people from culturally and linguistically diverse backgrounds, and LGBTI+ people, in advice.

## What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions.
- Exciting and fulfilling work at the heart of government with career development and networking opportunities difficult to find elsewhere.
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- We support flexible working practices including working from home and our offices are designed to enable flexible working approaches through spaces that have been designed to accommodate a range of working styles (whilst at all times adhering to social distancing principles and appropriate hygiene practices). This type of working supports increased communication and collaboration, and encourages agility and innovation. Staff have the flexibility to make use of activity-based working principles, allowing them to choose where and how they work in an open space, while using integrated technological solutions. **Eligibility**

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

## Notes

This recruitment process may be used to fill both ongoing and non-ongoing positions.

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 the Prime Minister and Cabinet

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Bryan Johnson, 02 6228 6975   |
| <b>Agency Recruitment Site</b> | <a href="https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT">https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT</a> |

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**Department of the Prime Minister and Cabinet**

Closing Date: Thursday 22 October 2020

Social Policy Division  
Various Branches

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Adviser, Social Policy Group             |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing |
| <b>Location</b>        | Canberra ACT                             |
| <b>Salary</b>          | \$107,494 - \$122,513                    |
| <b>Classification</b>  | Executive Level 1                        |
| <b>Position Number</b> | PMC/2020/105                             |
| <b>Agency Website</b>  |  |

**Job Description**

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

**The Opportunity**

Social Policy Division's mission is to improve the lives of all Australians by supporting individuals, families and communities to thrive. We provide advice to the Prime Minister, Cabinet and Portfolio Ministers on issues related to education, health, aged care, disability, immigration, sports as well as social and human services. We also support the Prime Minister to increase the focus on service delivery, citizen engagement and customer service across the range of Australian Government funded services.

Social Policy Division is seeking positive, motivated, resilient and experienced Policy Advisers for multiple EL1 positions. The roles are fast-paced, varied and present exciting opportunities to help shape and implement the Government's social policy agenda.

As an Adviser within the Social Policy Division, you will support the development and implementation of social policy and advise the Prime Minister and Cabinet on social policy issues affecting all Australians. You will have the opportunity to work with a team of highly skilled and experienced colleagues and leaders in a supportive and collaborative work environment to achieve meaningful change in a challenging and high-priority policy area.

**Duties**

- Providing considered and timely advice and preparing briefings on social policy matters for the Prime Minister, Assistant Minister and senior executives, taking account of broader social and economic goals and constraints.
- Drafting guidance and advice to agencies and advocating for a whole-of-government approach to issues
- Undertake evidence-based policy work within a flexible, diverse and inclusive workplace.
- Supporting the decision-making Commonwealth Cabinet and its committees, the National Cabinet, and parliamentary processes.
- Contributing to the Commonwealth Budget process.
- Establishing and building collaborative relationships with internal and external stakeholders to inform policy advice and support delivery of government's agenda.
- Supervising and developing APS level officers.
- Proactively contributing to the development of PMC's positive corporate culture.

**Our Ideal Candidate**

We are seeking highly motivated candidates who thrive in busy, dynamic environments. Working in small teams with broad responsibilities, you will be able to quickly get across new material and provide considered and succinct policy advice.

You will have excellent communication skills, strong research and analysis skills, and be able to communicate clearly with a wide range of stakeholders, building strong and friendly working relationships.

Candidates should be able to draft high quality briefs, submissions, correspondence and other written material. Candidates should have the judgement, flexibility and resilience to manage competing priorities.

You will have strong interpersonal skills, working well in a team environment and be able to liaise effectively across the division, department and broader Australian Government.

To be successful at the EL1 level, candidates will need to demonstrate independent problem solving skills, have a proven ability to deliver complex tasks to a high standards, and be able to work with limited direction.

To be successful at the EL1 level, candidates will need to demonstrate the capacity to proactively lead tasks with limited supervision, direct staff, and solve complex problems independently. Prior experience in policy, data and/or research fields is desirable but not essential.

Roles at the EL1 level will typically require the supervision of APS level staff. The ideal candidate will have excellent leadership skills, including a commitment to the development of their team members.

Some roles may at times relate to challenging subject matter; the ideal candidate would therefore be able to demonstrate personal resilience and/or awareness of self-care.

Candidates should be able to demonstrate a commitment to diversity and the capacity to identify the needs of all Australians, including Aboriginal and Torres Strait Islanders, people with disability, people from culturally and linguistically diverse backgrounds, and LGBTI+ people, in advice.

## **What We Offer**

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions.
- Exciting and fulfilling work at the heart of government with career development and networking opportunities difficult to find elsewhere.
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- We support flexible working practices including working from home and our offices are designed to enable flexible working approaches through spaces that have been designed to accommodate a range of working styles (whilst at all times adhering to social distancing principles and appropriate hygiene practices). This type of working supports increased communication and collaboration, and encourages agility and innovation. PM&C staff have the flexibility to make use of activity-based working principles, allowing them to choose where and how they work in an open space, while using integrated technological solutions.

## **Eligibility**



To be eligible for this position you must be an Australian Citizen at the closing date of application.

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

## Notes

This recruitment process may be used to fill both ongoing and non-ongoing positions.

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 the Prime Minister and Cabinet

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Susan Azmi, 02 6228 6909  |
| <b>Agency Recruitment Site</b> | <a href="https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT">https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT</a> |

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## Prime Minister and Cabinet

Vacancy VN-0682761

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## National Indigenous Australians Agency

Closing Date: Monday 19 October 2020

Corporate Group  
Corporate Branch Governance, Audit and Risk Section

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Governance Officer, Corporate Branch                            |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                        |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$83,647 - \$94,000   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | NIAA/2020/113   |
| <b>Agency Website</b>  | <a href="https://www.niaa.gov.au/">https://www.niaa.gov.au/</a> |

## Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NIAA>

### The Opportunity

The Governance, Audit and Risk Section supports the Chief Operating Officer (COO) and drives delivery across a number of key internal governance mechanisms in the National Indigenous Australians Agency (NIAA), including:

- NIAA's governance framework
- Risk management
- Integrated Business planning
- Annual Report
- Corporate Plan
- Audit

The work of the section is complex and challenging and ensures the Agency has in place fit-for-purpose and better practice frameworks, processes and policies so it can achieve its strategic objectives and be accountable for its operations. The section is responsible for developing and embedding NIAA's business planning (including Performance, Corporate Plan and Annual Report) risk frameworks, and supporting the audit function. It does this through engagement, consultation and providing a high level of support to groups throughout the business planning cycle, together with managing governance arrangements.

On behalf of the agency, the section supports the COO in developing and maintaining strong relationships with the Chief Executive Officer and external clients, including the Head of Internal Audit in the Department of the Prime Minister and Cabinet. As a Governance Officer you will be working within a small and fast-paced team, whose focus is to provide whole of agency governance liaison and coordination in partnership with our shared service provider.

### What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions,
- Exciting and fulfilling work including career development and networking opportunities,
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

## Duties

### Our Ideal Candidate

To succeed in this position the candidate will need to demonstrate:

- Knowledge and understanding of the Public Governance, Performance and Accountability (PGPA) Act 2013 mandatory requirements;
- Experience in, and a sound understanding of, risk, performance, audit and governance in the commonwealth;
- An ability to prepare draft policy documents and planning documents for publication and draft reports and briefing papers for discussion and review by Senior Executive level employees;
- Research and analysis skills to review or develop new policies;
- An ability to use initiative to ensure outcomes are met within the required timeframes;
- Sound interpersonal skills, with the ability to communicate effectively, collaborate and work well with others.

Relevant qualifications or certifications in risk, performance and governance related disciplines are also highly desirable including previous experience co-ordinating and developing a Corporate Plan and/or Annual Report.

## Eligibility

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

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

This vacancy advertised is open to all eligible applicants and is not restricted to Aboriginal and/or Torres Strait Islander applicants.

## Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 12 months (from the opening date of this advertisement).

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

## About the National Indigenous Australians Agency

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The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Cathy Stokes, 0436 384 785  |
| <b>Agency Recruitment Site</b> | <a href="https://dpmc.nga.net.au/?AudienceTypeCode=NIAA">https://dpmc.nga.net.au/?AudienceTypeCode=NIAA</a> |

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## National Indigenous Australians Agency

Closing Date: Wednesday 21 October 2020

NIAA - Corporate  
Corporate Group Compliance Operations

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Adviser, Program Compliance & Fraud Branch                      |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                        |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$107,494 - \$122,513   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | NIAA/2020/116   |
| <b>Agency Website</b>  | <a href="https://www.niaa.gov.au/">https://www.niaa.gov.au/</a> |

### Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NIAA>

#### The Opportunity

The Program Compliance and Fraud Branch (the Branch) is responsible for delivering program compliance and fraud control and investigation activities for the National Indigenous Australians Agency (NIAA). The Branch is made up of two sections, and is responsible for the receipt and assessment of all allegations of fraud and non-compliance and manages complaints received by the NIAA.

The Compliance Operations Section works closely with internal and external stakeholders to provide program assurance and support service provider compliance with funding arrangements. The Section provides advice to agreement managers in dealing with matters of non-compliance by funded service providers and responds to identified cases of serious or complex non-compliance. Compliance Operations also manages the NIAA's Deeds Room, which handles all funded property records and provides title searches and related advice.

The Fraud Control and Investigations Section is responsible for the receipt and assessment of all allegations of fraud, for conducting investigations of suspected internal and external fraud and for managing the NIAA's fraud control initiatives. Fraud investigations are carried out in accordance with Australian Government Investigation Standards. The Section also manages the NIAA's complaints function which handles all complaints referred to the NIAA relating to NIAA staff, funded organisations and activities.

The Branch is seeking applicants to fill a number of current vacancies and create a merit pool for future vacancies, including in intelligence/assessment, program compliance and fraud investigations. The EL1 positions will supervise small teams to deliver assessment, investigation or compliance activities.

#### Duties

##### Our Ideal Candidate

As an EL1 in the Branch, tasks may include:

- Research, interpret and provide advice on compliance and fraud requirements based on professional judgement, evaluation of risks and in the context of a complex and changing environment.
- Seek, review and analyse relevant information to identify non-compliance and fraud, ensuring appropriate records are kept.
- Oversee the development of reports that clearly articulate relevant findings and recommendations for further action.
- Collaborate with internal and external stakeholders to progress matters referred to the Branch.
- Develop reports and briefings for a wide range of stakeholders, including Executive, Ministerial and NIAA staff.
- Oversee preparation of Senate Estimates briefs, responses to Questions on Notice, Ministerial Correspondence and internal reporting.
- Consider and effectively manage competing priorities and strategic directions when achieving outcomes and meeting task deadlines.

- Lead fraud and/or compliance-related projects from time to time.
- Attain and maintain an extensive understanding of NIAA-funded activities, funding arrangements and the role and responsibilities of the agency, including an understanding of the APS operating environment more broadly.

Depending on the role, tasks may include:

- Manage the assessment and receipt of complaints and allegations of non-compliance and fraud relating to program funding.
- Lead operational compliance activities involving allegations of serious non-compliance against NIAA funded programs, including engaging with internal stakeholders and NIAA-funded organisations as required.
- Lead fraud investigation cases from end-to-end (i.e. from referral for investigation through to submission of brief of evidence to the Commonwealth Director of Public Prosecutions). This includes undertaking operational activities such as collecting witness statements, reviewing financial and program records, conducting search warrants, undertaking forensic analysis of IT records, compiling briefs of evidence and supervising staff to assist in these tasks.
- Contribute to the development and oversight of compliance and fraud processes to ensure the integrity of NIAA-funded programs.

Our Ideal Candidate has:

- Demonstrated analytical, research and problem solving skills, particularly in an operational compliance or fraud control environment.
- Excellent oral and written communication skills.
- Demonstrated ability to collaborate with a wide range of internal and external stakeholders.
- Sound judgement and able to manage difficult situations and conversations.
- Demonstrated ability to write complex advice and compliance/investigation case reports.
- IT skills, including the ability to use (or learn to use) specialised software, including case management software and grant funding systems.
- High level of cultural acumen and understanding of the issues affecting Indigenous people.
- A demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
- Demonstrated awareness and personal commitment to the APS Values and Code of Conduct and NIAA Values and Behaviours.
- Availability to undertake work travel interstate as required, including remote locations.
- Drivers licence.

#### **Additional requirements for intelligence/assessment and fraud investigation roles**

- Qualifications or relevant experience in relation to conducting intelligence assessments, fraud investigations and/or compliance activities, including case management and assessment. For investigation roles, a minimum Certificate IV Investigations (or equivalent) is required.
- Demonstrated experience using investigation/compliance case management software. Experience using MYOB/XERO or related software will be highly regarded.

#### **What We Offer**

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions,
- Exciting and fulfilling work including career development and networking opportunities,
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

#### **Eligibility**

To be eligible for employment with NIAA, applicants must be an Australian Citizen at the time of the vacancy closing.

The occupant must be able to obtain and maintain a NV1 level security clearance, or hold a current security clearance of an appropriate level.

#### **Notes**

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur with 12 months (from the opening date of this advertisement).

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

## About the National Indigenous Australians Agency

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The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

## To Apply

---

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Belinda Vaughan, 02 6152 3512   |
| <b>Agency Recruitment Site</b> | <a href="https://dpmc.nga.net.au/?AudienceTypeCode=NIAA">https://dpmc.nga.net.au/?AudienceTypeCode=NIAA</a> |

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## Services Australia (part of the Social Services Portfolio)

Vacancy VN-0682872

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### Services Australia

Closing Date: Wednesday 21 October 2020

Experience and Data Services  
Connection, Delivery and Authentication Citizen Access

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Scrum Master   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$102,402 - \$113,471   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | EXT-EL-2020-1675  |
| <b>Agency Website</b>  | <a href="https://www.servicesaustralia.gov.au/organisations/about-us/">https://www.servicesaustralia.gov.au/organisations/about-us/</a> |

## Job Description

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

Services Australia supports the economic, health and social wellbeing of Australia by delivering high-quality services and payments for the community on behalf of Government. To effectively maintain or enhance our products and services requires delivery of business outcomes through better planning and prioritisation attributed to the use of human-centred design and agile techniques.

At Services Australia, scrum masters work with teams who operate with an agile mindset towards our vision of delivering contemporary and trusted services.

The Connection, Identity and Authentication Branch is responsible for providing ICT applications and services in support of myGov, Digital Identity, PRODA and Service Connect. The Branch is seeking a highly motivated and experienced person to be part of an agile release train building and supporting whole-of-government digital platforms. The Senior Scrum Master works with and influences across multi-disciplinary teams, coaching them to self-organise, structure, manage its work and achieve its delivery goals. As a key source of knowledge of agile values, principles and practices, the Senior Scrum Master provides guidance on agile operating models and strategies for newly formed teams or projects and existing delivery areas, taking into account the context, team maturity, focus, priority, flow and value.

The Senior Scrum Master removes impediments, and works with Product Owners to optimise the delivery of value through a correctly prioritised backlog, aligning to the end state vision. They coach and mentor the teams in agile values, principles, and practices, building a high performing dynamic and ensuring that the agreed agile process is correctly applied. They support the team to negotiate priorities and goals with the Product Owner and protect them from outside interruptions and distractions. They also support the team to establish and maintain velocity ensuring they remain on track to meet their agreed goals.

Senior Scrum Masters exercise a considerable degree of independence and undertake a leadership role, with work performed under the broad direction of senior management. They undertake complex problem solving and issues management and develop strategic relationships to identify opportunities, achieve outcomes and facilitate cooperation.

## Duties

- Coach teams in agile mindset methodologies, techniques, processes and tools and provide leadership and training in line with agile methodologies.
- Plan, set up and lead agile events including daily stand-ups, sprint planning, sprint reviews and retrospectives.
- Identify and analyse risks and opportunities in relation to goal achievement or performance, develop change strategies, monitor outcomes, and anticipate and address blockers.
- Help the team manage and resolve conflicts and challenges, and play a key role in improving team cohesion, motivation, dynamics and performance.
- Represent the teams in scrum of scrum meetings, and pass information from that meeting back to the team and partner with the release train engineer to coordinate program increment execution.
- Make significant contribution to innovation, changes in workplace practices and business improvement.

## Eligibility

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

Applicants may be required to be on-call or provide go-live support.

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

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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Marnix Zwankhuizen, (02) 6143 6638  |
| <b>Agency Recruitment Site</b> | <a href="https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext">https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext</a> |

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## National Disability Insurance Agency

Closing Date: Sunday 18 October 2020

Participant Experience Delivery  
Vic Service Delivery Branch National Delivery

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | APS 4 Planner   |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                                |
| <b>Location</b>        | Mildura VIC   |
| <b>Salary</b>          | \$66,335 - \$73,628   |
| <b>Classification</b>  | APS Level 4   |
| <b>Position Number</b> | 0560_09/20_EXT  |
| <b>Agency Website</b>  | <a href="https://www.ndis.gov.au">https://www.ndis.gov.au</a> |

### Job Description

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

As an APS 4 Planner you will gather information from participants and planning partners to make informed decisions within defined parameters within the NDIS Act 2013. Working with participants and planning partners to determine current and future supports that will support participants to achieve their goals and aspirations and enable better outcomes.

### Duties

As an APS 4 Planner you may be responsible for:

- Conducting planning conversations with participants over the phone or in person by utilising internal frameworks to guide the process.
- Gathering appropriate information from participants and planning partners to determine funded supports in accordance with the NDIS Act 2013.
- Responding to enquiries received by the Agency via email; phone or in person.
- Providing participants and representatives with information and support to identify their goals and aspirations.
- Working with participants and their representatives to identify informal, mainstream and community support options to achieve plan outcomes.
- Determining funded supports to be included in participant plans to complement informal and formal supports as per Agency planning processes.
- Determining the management of funded supports in accordance with the NDIS Act 2013 and relevant operational guidelines.
- Ensuring participant and plan information is reflects NDIA support packages.
- Applying critical analysis of system generated support packages to ensure funded supports are compliant with S34 of the NDIS Act 2013 and plans approved are within relevant delegated authority.
- Liaising and working cooperatively with planning partners and external providers to ensure successful implementation of the plan;
- Completing administrative adjustments to reflect a change in circumstances for participants and where plan remediation is required.
- Contacting participants / providers for information as required / relevant to the planning process / plan implementation.
- Contributing to the management of workflow into and out of the Agency in collaboration with ECEI / LAC partners.
- Complete general plan reviews.
- Implementing and communicating plan extensions (if required); and
- Ensuring high quality record keeping, including competency with IT systems.

### Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

## Notes

This position will be offered Non-ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

## About the National Disability Insurance Agency

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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Kellie Bennetts, 0436 862 919   |
| <b>Agency Recruitment Site</b> | <a href="https://www.ndis.gov.au/about-us/careers-ndia">https://www.ndis.gov.au/about-us/careers-ndia</a> |

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## Social Services

Vacancy VN-0682768

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## National Disability Insurance Agency

Closing Date: Sunday 18 October 2020

Participant Experience Delivery  
Vic Service Delivery Branch National Delivery

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | APS 4 Planner   |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                                |
| <b>Location</b>        | Swan Hill VIC   |
| <b>Salary</b>          | \$66,335 - \$73,628   |
| <b>Classification</b>  | APS Level 4   |
| <b>Position Number</b> | 0561_09/20_EXT  |
| <b>Agency Website</b>  | <a href="https://www.ndis.gov.au">https://www.ndis.gov.au</a> |

## Job Description

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

As an APS 4 Planner you will gather information from participants and planning partners to make informed decisions within defined parameters within the NDIS Act 2013. Working with participants and planning partners to determine current and future supports that will support participants to achieve their goals and aspirations and enable better outcomes.

## Duties

As an APS 4 Planner you may be responsible for:

- Conducting planning conversations with participants over the phone or in person by utilising internal frameworks to guide the process.
- Gathering appropriate information from participants and planning partners to determine funded supports in accordance with the NDIS Act 2013.
- Responding to enquiries received by the Agency via email; phone or in person.
- Providing participants and representatives with information and support to identify their goals and aspirations.
- Working with participants and their representatives to identify informal, mainstream and community support options to achieve plan outcomes.
- Determining funded supports to be included in participant plans to complement informal and formal supports as per Agency planning processes.
- Determining the management of funded supports in accordance with the NDIS Act 2013 and relevant operational guidelines.
- Ensuring participant and plan information is reflects NDIA support packages.
- Applying critical analysis of system generated support packages to ensure funded supports are compliant with S34 of the NDIS Act 2013 and plans approved are within relevant delegated authority.
- Liaising and working cooperatively with planning partners and external providers to ensure successful implementation of the plan;
- Completing administrative adjustments to reflect a change in circumstances for participants and where plan remediation is required.
- Contacting participants / providers for information as required / relevant to the planning process / plan implementation.
- Contributing to the management of workflow into and out of the Agency in collaboration with ECEI / LAC partners.
- Complete general plan reviews.
- Implementing and communicating plan extensions (if required); and
- Ensuring high quality record keeping, including competency with IT systems.

## Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

## Notes

This position will be offered Non-ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis

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

## About the National Disability Insurance Agency

---

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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Kellie Bennetts, 0436 862 919   |
| <b>Agency Recruitment Site</b> | <a href="https://www.ndis.gov.au/about-us/careers-ndia">https://www.ndis.gov.au/about-us/careers-ndia</a> |

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## Social Services

Vacancy VN-0682778

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### National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Friday 16 October 2020

Registrar  
Operations

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Complaints Handling Officer   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Adelaide SA   |
| <b>Salary</b>          | \$76,204 - \$81,381   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 072_10/20   |
| <b>Agency Website</b>  | <a href="https://www.ndiscommission.gov.au/">https://www.ndiscommission.gov.au/</a> |

## Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

## Duties

The successful candidate, as part of a state-based team, will undertake the following:

- Utilising statutory provisions under the NDIS Quality and Safeguarding Framework and the National Disability Insurance Scheme Act 2013, request relevant information necessary to process complaints and prepare complaints documentation to enable the decision maker to make robust decisions within legislated time frames.
- Manage and resolve a caseload of complaints about the provision of supports and services by NDIS providers, including assessing moderately complex complaints and contributing to complaints handling activities, including conciliations.
- Monitor incoming complaints and status to ensure high-risk complaints are escalated to be dealt with expeditiously, and escalate any delays or workflow obstacles with line managers and managers.
- Contribute to education and training in relation to the effective handling of complaints to inform and educate participants, providers, and the public about the Commission's complaint handling functions.
- Develop productive working relationships with a large and diverse range of external stakeholders, including state and territory counterparts, service providers, and regulatory bodies to facilitate the work of the complaints handling function, and the Commission more broadly.
- Contribute to a learning culture where expertise can be shared
- Behave in accordance with the values promoted by the Commission

The successful candidate may be required to undertake travel on a regular basis. A current drivers licence is essential. **Eligibility**

## Notes

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

## About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

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The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to:

- uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- promote the provision of advice, information, education and training to NDIS providers and people with disability
- secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation
- promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability
- develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability
- provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions
- engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and
- provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal.

The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission will commence operations in Western Australia on 1 December 2020.

### To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Renee Reid, 08 8318 2707  |
| <b>Agency Recruitment Site</b> | <a href="https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT">https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT</a> |

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## Social Services

Vacancy VN-0682779

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### National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Friday 16 October 2020

Registrar  
Operations

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Complaints Handling Officer  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Adelaide SA   |
| <b>Salary</b>          | \$83,468 - \$93,819   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 073_10/20   |
| <b>Agency Website</b>  | <a href="https://www.ndiscommission.gov.au/">https://www.ndiscommission.gov.au/</a> |

## Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

## Duties

Reporting to the Assistant Director of Complaints Handling, the successful candidate will be a part of a state-based team, will undertake the following:

- Support the implementation, operating and monitoring of the complaints handling functions, consistent with the National Disability Insurance Scheme Act 2013 and Rules.
- Manage and resolve a caseload of complaints about the provision of supports and services by NDIS providers, including assessing moderately complex complaints and contributing to complaints handling activities, including conciliations.
- Monitor incoming complaints and status to ensure high risk complaints are escalated to be dealt with expeditiously, and escalate any delays or workflow obstacles with line managers.
- Liaise regularly with managers as to the management of caseload.
- Contribute to education and training in relation to the effective handling of complaints to inform and educate participants, providers, and the public about the Commission's complaint handling functions.
- Provide expert advice to the Assistant Director and State Director about trends and issues through the assessment and analysis of information gathered through the complaints process.
- Develop productive working relationships with a large and diverse range of external stakeholders, including state and territory counterparts, service providers, and regulatory bodies to facilitate the work of the complaints handling function, and the Commission more broadly.
- Supervision, coaching, mentoring and guidance to others and contribute to a learning culture where expertise can be appropriately shared.
- Contribute to a learning culture where expertise can be shared
- Behave in accordance with the values promoted by the Commission.

The successful candidate may be required to undertake travel on a regular basis. A current drivers licence is essential.

## Eligibility

### Notes

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

## About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a

nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission will commence operations in Western Australia on 1 December 2020.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Renee Reid, 08 8318 2707  |
| <b>Agency Recruitment Site</b> | <a href="https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT">https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT</a> |

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## Social Services

Vacancy VN-0682822

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### National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Friday 16 October 2020

Registrar  
Operations



|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Compliance Officer (SA)  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Adelaide SA   |
| <b>Salary</b>          | \$83,468 - \$93,819   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 074_10/20   |
| <b>Agency Website</b>  | <a href="https://www.ndiscommission.gov.au/">https://www.ndiscommission.gov.au/</a> |

## Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

### Duties

- supervising a small team of compliance staff in an a rapidly changing environment.
- managing workflow, allocating resources and conducting regular quality assurance of work area processes to manage identified risks.
- coaching, mentoring and development of the team to support a culture of excellence, engagement and learning that is underpinned by the service values of the Commission.
- promoting workplace practices consistent with the NDIS Commission's policies, including the NDIS Commission Values, and in accordance with APS values and behaviour.
- identifying recurring issues, problems and questions, and working with colleagues to address. Where appropriate escalating issues requiring urgent attention or specialist expertise.
- working with individual providers to assist them in understanding their obligations, and where noncompliance may have occurred, guide them to address those issues and risks.
- where systemic issues are identified, working locally with groups of providers to promote quality improvement strategies, and across the organisation to develop education and other materials to improve compliance.
- undertaking research and analysis to plan and implement compliance responses that are risk-based and proportionate to the type of alleged or suspected non-compliance and consistent with the Commission Compliance and Enforcement Priorities.
- preparing complex and/or sensitive correspondence and corporate documentation, including reports, briefings and submissions.
- contributing to and participate in compliance promotion and education campaigns to inform and educate providers, participants and the public about the Commissioner's functions and the requirements of relevant legislation and rules.

As a Compliance Team Leader, you will provide input through the Assistant Director to support the development of operational protocols for the National Compliance Team. You will be an important contributor to the development, delivery and continuous improvement of the National Compliance Team function, consistent with the Commission's purpose and values.

### Eligibility

Certificate IV in Government (Investigations) and/or at least 5 years in an investigations role with a law enforcement agency or other government agency.

### 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 Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission will commence operations in Western Australia on 1 December 2020.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Jane Awwad, 08 8318 2713  |
| <b>Agency Recruitment Site</b> | <a href="https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT">https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT</a> |

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## Social Services

Vacancy VN-0682824

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### National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Friday 16 October 2020

Registrar  
Operations

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Investigator (SA)  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Adelaide SA   |
| <b>Salary</b>          | \$83,468 - \$93,819   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 075_10/20   |
| <b>Agency Website</b>  | <a href="https://www.ndiscommission.gov.au/">https://www.ndiscommission.gov.au/</a> |

## Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

### Duties

- supervising a small team of investigation staff in an a rapidly changing environment.
- managing workflow, allocating resources and conducting regular quality assurance of work area processes to manage identified risks and ensure quality outputs.
- coaching, mentoring and development of staff to support a culture of excellence, engagement and learning that is underpinned by the service values of the Commission.
- promoting workplace practices consistent with the NDIS Commission's policies, including the NDIS Commission Values, and in accordance with APS values and behaviour.
- plan, participate in and, lead investigations into alleged or suspected non-compliance with the National Disability Insurance Scheme Act 2013 (Cth), and the Rules under it in accordance with the Commission's policy and procedures, the Regulatory Powers (Standard Provisions) Act 2014 (Cth) and other relevant Commonwealth legislative requirements.
- conduct interviews, prepare statements and affidavits and use monitoring and investigation powers to identify and collect evidential material.
- collect, secure and manage evidential material and confidential information gathered during investigations and other compliance activities.
- produce high quality investigation reports and briefs of evidence to support administrative action, civil proceedings and criminal prosecutions.
- work collaboratively with the Commission's Legal Officers and other Commission staff in the development of compliance responses and briefs of evidence.
- give evidence in courts or tribunals.
- undertake research and analysis and develop investigation plans and other compliance and enforcement responses.
- make recommendations about further action and work collaboratively with other agencies.
- undertaking research and analysis to plan and implement compliance responses that are risk-based and proportionate to the type of alleged or suspected non-compliance and consistent with the Commission Compliance and Enforcement Priorities.
- developing and coordinating compliance projects, promotion and education campaigns to inform and educate providers, participants and the public about the Commissioner's functions and the requirements of relevant legislation and rules.

As an Investigations Team Leader, you will provide input through the Assistant Director to support the development of operational protocols for national consistency across investigations. You will be an important contributor to the development, delivery and continuous improvement of the national investigations function, consistent with the Commission's purpose and values.

### Eligibility

Certificate IV in Government (Investigations) and/or at least 5 years in an investigations role with a law enforcement agency or other government agency.

### 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 Scheme (NDIS) Quality and Safeguards Commission

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The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to:

- uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- promote the provision of advice, information, education and training to NDIS providers and people with disability
- secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation
- promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability
- develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability
- provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions
- engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and
- provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal.

The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission will commence operations in Western Australia on 1 December 2020.

### To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Tim Baker, 08 8318 2736   |
| <b>Agency Recruitment Site</b> | <a href="https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT">https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT</a> |

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## Social Services

Vacancy VN-0682930

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### National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 22 October 2020

Complaints Commissioner  
Policy & Strategy

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Policy Administration Officer   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Penrith NSW   |
| <b>Salary</b>          | \$69,388 - \$74,582   |
| <b>Classification</b>  | APS Level 4   |
| <b>Position Number</b> | 078_10/20   |
| <b>Agency Website</b>  | <a href="https://www.ndiscommission.gov.au/">https://www.ndiscommission.gov.au/</a> |

## Job Description

<https://ndiscommission.nqa.net.au/?AudienceTypeCode=EXT>

## Duties

Under the direction of senior staff, the Policy Administration Officer is instrumental in supporting the Policy and Strategy team in the development and delivery of policy related projects and activities.

The Policy Administration Officer will:

- Support and promote the NDIS Commission's vision, mission and business objectives.
- Confidently present written and oral communication in a clear and concise way.
- Contribute to and prepare reports and policy documents to a high standard.
- Have sound project coordination skills to assist in the delivery of the team's work priorities.
- Build and maintain relationships with a diverse range of internal and external stakeholders.
- Provide sound administrative support and operational tasks including some research, analysis and reporting activities under the direction of senior staff.
- Behave in accordance with the APS values.

## Eligibility

Relevant qualifications are an advantage.

## 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 Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to:

- uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- promote the provision of advice, information, education and training to NDIS providers and people with disability
- secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation
- promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability
- develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability
- provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions
- engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and

provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission will commence operations in Western Australia on 1 December 2020.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Miriam Williamson, (02) 9942 5714   |
| <b>Agency Recruitment Site</b> | <a href="https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT">https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT</a> |

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## Social Services

Vacancy VN-0682931

### National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 22 October 2020

Complaints Commissioner  
Policy & Strategy

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Policy Officer  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Penrith NSW   |
| <b>Salary</b>          | \$76,204 - \$81,381   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 079_10/20   |
| <b>Agency Website</b>  | <a href="https://www.ndiscommission.gov.au/">https://www.ndiscommission.gov.au/</a> |

### Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

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### Duties

Guided by the Assistant Director, the Policy Officer will participate in the development, coordination and delivery of policy projects and activities for the NDIS Commission.

The Policy Officer will:

- Support and promote the NDIS Commission's vision, mission and business objectives.
- Coordinate and contribute to the preparation of policy documents, briefing papers, Ministerial correspondence and reports to a high standard.
- Make decisions with some autonomy that relate to role.
- Perform research and analysis activities and report on findings.
- Confidently liaise and develop productive working relationships with other work streams, external agencies and stakeholders on policy, projects or operational issues.
- Behave in accordance with the APS values.

## Eligibility

Relevant qualifications are an advantage

## 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 Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission will commence operations in Western Australia on 1 December 2020.

## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Miriam Williamson, (02) 9942 5714   |
| <b>Agency Recruitment Site</b> | <a href="https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT">https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT</a> |

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## Social Services

Vacancy VN-0682932

### National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 22 October 2020

Complaints Commissioner  
Policy & Strategy

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Senior Policy Officer   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Penrith NSW   |
| <b>Salary</b>          | \$83,468 - \$93,819   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | 080_10/20   |
| <b>Agency Website</b>  | <a href="https://www.ndiscommission.gov.au/">https://www.ndiscommission.gov.au/</a> |

### Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

### Duties

Guided by the Assistant Director, the Senior Policy Officer will take a lead role on individual policy projects as they arise such as the formulation and evaluation of best practice policies, procedures, programs and activities for the NDIS Commission.

The Senior Policy Officer will:

- Support and promote the NDIS Commission's vision, mission and business objectives.
- Critically analyse information, make sound judgements and problem solve.
- Build and sustain positive working relationships with team members other work areas and external stakeholders
- Prepare high quality reports, briefing papers and Ministerial correspondence for presentation to senior staff and the Executive.
- Take personal responsibility for meeting objectives and commit energy and drive to see that goals are achieved.
- Sensitively respond to and manage complex or difficult issues relating to external stakeholders with the intent of achieving a positive outcome.
- Make decisions using good judgement, expertise and knowledge, under limited guidance.
- Represent the work area at internal and external meetings.
- Respond in a positive and flexible manner to change and uncertainty and help others to adapt.
- Persuasively communicate with influence and negotiate with a large and diverse range of internal and external stakeholders, including other work areas, Commonwealth, state and territory agencies.
- Behave in accordance with the APS values.

### Eligibility

Relevant qualifications are an advantage.

### 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 Scheme (NDIS) Quality and Safeguards Commission

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- promote the provision of advice, information, education and training to NDIS providers and people with disability
- secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation
- promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability
- develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability
- provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions
- engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and
- provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal.

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### To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Miriam Williamson, (02) 9942 5714   |
| <b>Agency Recruitment Site</b> | <a href="https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT">https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT</a> |

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## Treasury

Vacancy VN-0682929

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### Australian Bureau of Statistics

Closing Date: Wednesday 04 November 2020

Census  
Census

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Census Engagement Manager   |
| <b>Job Type</b>        | Casual, Non-Ongoing   |
| <b>Location</b>        | Canberra ACT, Central Coast Mc NSW, Orange NSW, Parkes NSW, Bland NSW, Forbes NSW, Lithgow NSW, Canowindra NSW, Cowra NSW, Moorbel NSW, Vittoria NSW, Neville NSW, Kings Plains NSW, Blayney NSW, Billimari NSW, Orange East NSW, Tichborne NSW, Ammerdown NSW, Grafton NSW, Coffs Harbour NSW, Orana Heights NSW, Orana WA, Bogan NSW, Dubbo NSW, Bourke NSW, Brewarrina NSW, Cobar NSW, Warren NSW, Coonamble NSW, Gilgandra NSW, Narromine NSW, Walgett NSW, Warrumbungle NSW, Newcastle NSW, Pokolbin NSW, Mount View NSW, Lovedale NSW, Maitland NSW, Tilligerry Creek NSW, Tanilba Bay NSW, Lemon Tree Passage NSW, Yarramalong NSW, Woongarra NSW, Jewells NSW, Murray Region Mc NSW, Port Macquarie NSW, Taree NSW, Kempsey NSW, Nambucca Heads NSW, Hastings Point NSW, Gunnedah NSW, Inverell NSW, Narrabri NSW, Tamworth NSW, Tenterfield NSW, Armidale NSW, Uralla NSW, Walcha NSW, Yarrowford NSW, Stonehenge NSW, Pinkett NSW |
| <b>Salary</b>          | -   |
| <b>Classification</b>  |   |
| <b>Position Number</b> | C21/CEM   |
| <b>Agency Website</b>  | <a href="https://www.abs.gov.au/">https://www.abs.gov.au/</a>   |

## Job Description

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

The Australian Bureau of Statistics (ABS) is seeking highly motivated individuals with strong communication and stakeholder engagement skills to join our team for the 2021 Census.

Several Census Engagement Manager vacancies currently exist across Australia in metropolitan and remote regions.

## Duties

The Census Engagement Manager (CEM) roles are critical for us to deliver on our commitment to improve the quality and relevance of Census data for all Australians, including diverse population groups.

You will engage with people, community groups and organisations in urban, regional and remote locations to raise awareness and generate support for the 2021 Census. Some of the groups you may engage with include, culturally and linguistically diverse people, people experiencing homelessness or rough sleepers, Aboriginal and Torres Strait Islander people, people with disability, youth, the elderly, or other hard to count population groups.

In your role you may be required to:

- train and manage a small team of field staff
- work remotely and/or travel to various work areas
- develop and review work plans for your area

- identify specific strategies to address any operational issues for when Census is taking place
- connect with different population groups and communities and maintain those relationships
- complete administration forms (such as timesheets) and other duties as directed

### How to apply

You will be required to complete an online application form via the ABS e-recruitment system. As part of your application you are required to:

- Upload a copy of your resume
- Provide the details of two referees (one should be your current line manager, or most recent if not currently working)
- Prepare your response to the statement of claims to the panel outlining your skills and experience.

### **Eligibility**

It is a general expectation that employees of the Australian Public Service (APS) are Australian citizens. In some circumstances this can be waived.

If you are identified as the preferred applicant for a job, you will be required to undergo a number of pre-employment checks, which may include a police records check and health clearance.

All candidates for the Census temporary roles must be over the age of eighteen at the time of employment.

### **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 Bureau of Statistics**

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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**

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Andrew Tyson, (03) 6222 5853  |
| <b>Agency Recruitment Site</b> | <a href="https://www.abs.gov.au/careers">https://www.abs.gov.au/careers</a> |

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## Treasury

Vacancy VN-0682943

### Australian Bureau of Statistics

Closing Date: Wednesday 04 November 2020

Census  
Census

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Census Engagement Manager (Affirmative Measures)   |
| <b>Job Type</b>        | Casual, Non-Ongoing  |
| <b>Location</b>        | Sydney NSW, Canberra ACT, Redfern NSW, Wilcannia NSW, Brewarrina NSW, La Perouse NSW, Darwin NT, Alice Springs NT, Katherine NT, Tennant Creek NT, Nhulunbuy NT, Litchfield Park NT, Tiwi Islands NT, Brisbane QLD, Ipswich QLD, Cairns Mc QLD, Townsville QLD, Mackay QLD, Clarke Creek QLD, Whitsundays QLD, Carmila QLD, Clairview QLD, Dysart TAS, Flaggy Rock QLD, Greenhill VIC, Ilbilbie QLD, Mackenzie River QLD, Adelaide SA, Elgin WA, Nebo QLD, Mount Isa QLD, Cherbourg QLD, Cloncurry QLD, Camooweal QLD, Cooktown QLD, Woorabinda QLD, Bamaga QLD, Exeter TAS, Normanton QLD, Ceduna SA, Coober Pedy SA, Wynyard TAS, Anangu Pitjantjatjara Yankunytjatjara SA, Hobart TAS, Launceston TAS, Perth WA, Beauty Point TAS, Gladstone TAS, Bridport TAS, Derby TAS, George Town TAS, Ben Lomond NSW, Avoca TAS, Evandale TAS, Geelong VIC, Longford TAS, Westbury TAS, Woolnorth TAS, Corinna TAS, Port Sorell TAS, Geraldton WA |
| <b>Salary</b>          | -  |
| <b>Classification</b>  |  |
| <b>Position Number</b> | C21/CEM_AM   |
| <b>Agency Website</b>  | <a href="https://www.abs.gov.au/">https://www.abs.gov.au/</a>  |

### Job Description

<https://abs.nga.net.au/cp/?audienceypcode=ext+>

The Australian Bureau of Statistics (ABS) is seeking highly motivated individuals with strong communication and stakeholder engagement skills to join our team for the 2021 Census.

The ABS expects to fill up to 35 Census Engagement Manager Affirmative Measures roles across Australia including capital cities, regional and remote areas.

*The filling of this employment opportunity is intended to constitute an affirmative measure under section 8 (1) of the Racial Discrimination Act 1975 and is restricted to Aboriginal and Torres Strait Islander*

*applicants*'.

## Duties

The Census Engagement Manager (CEM) roles are critical for us to deliver on our commitment to improve the quality and relevance of Census data for all Australians, including diverse population groups.

As a CEM, you will play a key role in maximizing participation in the Census through joining the ABS' existing engagement program and undertaking engagement activities with a range of stakeholders, community groups and members of the general public. These roles will join an established team of Aboriginal and Torres Strait Islander Engagement Managers and will work alongside a team of people who specialise in engagement with specific population groups and sectors (Homelessness and Culturally and Linguistically Diverse). All CEM roles will focus on connecting the ABS to members of the community and those in hard to count population groups and sectors.

In your role you may be required to:

- connect with different population groups and communities and maintain those relationships
- develop and review work plans for your area
- identify specific strategies to address any operational issues for when Census is taking place
- train and manage a small team of field staff
- work remotely and/or travel to various work areas
- complete administration forms (such as timesheets) and other duties as directed

## How to apply

You will be required to complete an online application form via the ABS e-recruitment system. As part of your application you are required to:

- Upload a copy of your resume
- Provide the details of two referees (one should be your current line manager, or most recent if not currently working)
- Prepare your response to the statement of claims to the panel outlining your skills and experience.

## Eligibility

It is a general expectation that employees of the Australian Public Service (APS) are Australian citizens. In some circumstances this can be waived.

Successful applicants will be required to confirm their Aboriginality or Torres Strait Islander Heritage.

If you are identified as the preferred applicant for a job, you will be required to undergo a number of pre-employment checks, which may include a police records check and health clearance.

All candidates for the Census temporary roles must be over the age of eighteen at the time of employment.

## Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

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

## About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Bud Walker, (08) 8943 2106  |
| <b>Agency Recruitment Site</b> | <a href="https://abs.nga.net.au/cp/?audienceypcode=ext+">https://abs.nga.net.au/cp/?audienceypcode=ext+</a> |

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## Treasury

Vacancy VN-0682643

### Australian Taxation Office

Closing Date: Monday 19 October 2020

Debt and Lodgment  
 Integrity

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Administration Officer  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                  |
| <b>Location</b>        | Moonee Ponds VIC  |
| <b>Salary</b>          | \$68,871 - \$74,748   |
| <b>Classification</b>  | APS Level 4   |
| <b>Position Number</b> | EXT_SD_760_20   |
| <b>Agency Website</b>  | <a href="http://www.ato.gov.au/careers">http://www.ato.gov.au/careers</a> |

## Job Description

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

### Duties

We are seeking talented individuals to join our Integrity team.

As an Administration Officer, in our Debt and Lodgment business area, you'll support and mentor others in resolving moderately complex client complaints. You'll undertake reporting activities to capture insights and intelligence from the complaints to improve the client experience and reduce overall complaint volumes.

You'll engage with key business partners to share intelligence, insights and solutions to improve the client experience. You will research, review and develop improvements to processes, procedures and systems to minimise complaint cause and achieve more efficient outcomes.

### 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

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

## To Apply

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Natalie Flajnik, (03) 9946 9495   |
| <b>Agency Recruitment Site</b> | <a href="https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext">https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext</a> |

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## Australian Taxation Office

Closing Date: Friday 16 October 2020

Enterprise Strategy and Corporate Operations  
Various teams

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Administration Officer  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                  |
| <b>Location</b>        | Canberra ACT  |
| <b>Salary</b>          | \$76,778 - \$81,394   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | EXT_ESCO_802_20   |
| <b>Agency Website</b>  | <a href="http://www.ato.gov.au/careers">http://www.ato.gov.au/careers</a> |

### Job Description

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

### Duties

We are seeking Administration Officers to join various teams in our Enterprise Strategy and Corporate Operations Group.

As an **Administration Officer**, you will work in a dynamic team environment, providing high-level support in a range of clerical and administrative tasks and activities. You will provide advice to key partners, as well as identify, influence and implement improvements. You will ensure that the business function is well-organised, supported effectively and that a fit-for-purpose and integrated approach is applied.

With a clear understanding of strategic direction in a contemporary organisation, you may undertake and assist with research on topical matters across Government and private sector bodies, and provide assurance on the efficiency of the organisation.

### 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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Tracey Backhouse / Luke Niederle, (02) 6216 6185 / (02) 6216 2511   |
| <b>Agency Recruitment Site</b> | <a href="https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext">https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext</a> |

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## Treasury

Vacancy VN-0682863

### Australian Taxation Office

Closing Date: Monday 19 October 2020

Service Delivery  
Client Account Services

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Service Delivery Manager  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing  |
| <b>Location</b>        | Chermside QLD, Hobart TAS, Melbourne VIC, Albury NSW, Adelaide SA, Moonee Ponds VIC, Upper Mount Gravatt QLD, Perth WA, Parramatta NSW, Penrith NSW |
| <b>Salary</b>          | \$106,183 - \$115,762   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | EXT_SD_759_20   |
| <b>Agency Website</b>  | <a href="http://www.ato.gov.au/careers">http://www.ato.gov.au/careers</a>   |

### Job Description

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

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### Duties

We are seeking passionate managers to join our Client Account Services business line.

As a Service Delivery Manager, you will lead our frontline team leaders and a diverse and large-scale operational workforce to deliver contemporary client experiences. You will champion and drive cultural change to build high performing teams who are client focused, demonstrate empathy and integrity.

You will have a strong focus on staff engagement to ensure our people have the support, tools and capability to reach their full potential. You will work closely with team leaders, teams and with our business partners to identify and implement improvement opportunities.

In collaboration with your director you will plan, implement and oversee all aspects of the priorities and strategies in your work area.

## 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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Patricia Anastasakis, (03) 9275 4372  |
| <b>Agency Recruitment Site</b> | <a href="https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext">https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext</a> |

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## Treasury

Vacancy VN-0682883

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### Australian Taxation Office

Closing Date: Thursday 22 October 2020

Enterprise Solutions and Technology  
Various teams

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | IT Architect  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                  |
| <b>Location</b>        | Adelaide SA, Melbourne VIC, Brisbane QLD, Canberra ACT                    |
| <b>Salary</b>          | \$82,898 - \$95,181   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | EXT_EST_814_20  |
| <b>Agency Website</b>  | <a href="http://www.ato.gov.au/careers">http://www.ato.gov.au/careers</a> |

## Job Description

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

## Duties

We are seeking motivated individuals who have an interest in developing their Architecture knowledge to join our teams.

As an IT Architect (Solution Architect, Enterprise Architect and Data Architect), in our Enterprise Solutions and Technology (EST) business area, you'll actively contribute to the design and documentation of architecture views and related documents such as solution roadmaps and designs.

You will also be responsible for the development, planning and administration of architecture governance forums and working groups. You will also run workshops, develop option papers, project briefs and build out proof of concept solutions.

You will work collaboratively with others and broker solutions that meet business outcomes and technology standards while ensuring your designs align with enterprise architecture practices and ATO policies, standards and principles.

## 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

|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Zane Zhao, (02) 6216 5931   |
| <b>Agency Recruitment Site</b> | <a href="https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext">https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext</a> |

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## Treasury

Vacancy VN-0682887

### Australian Taxation Office

Closing Date: Thursday 22 October 2020

Enterprise Solutions and Technology  
Various teams

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | IT Architect  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                  |
| <b>Location</b>        | Adelaide SA, Canberra ACT, Brisbane QLD, Melbourne VIC                    |
| <b>Salary</b>          | \$106,183 - \$115,762   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | EXT_EST_815_20  |
| <b>Agency Website</b>  | <a href="http://www.ato.gov.au/careers">http://www.ato.gov.au/careers</a> |

### Job Description

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

### Duties

We are seeking driven and experienced IT Architects to join our teams.

As an IT Architect (Solution Architect, Enterprise Architect and Data Architect), in our Enterprise Solutions and Technology (EST) business area, you'll lead the development and the implementation of the architectural capability roadmaps to support business outcomes within one or more domains of specialisation. Your areas of specialisation may be a business platform, technology platform, big data or an architecture domain.

You will lead research activities and provide strategic, expert advice on matters such as IT directions, candidate technologies and enterprise IT capabilities within ATO policies and priorities.

You will network with and educate key stakeholders on the enterprise architecture and influence them to agree on mutually beneficial solutions.

You will conduct assessments on solutions to ensure that they comply with the ATO's enterprise architecture and IT standards as well as maintaining a complete and version controlled set of business and technology information and models that underpin an end-to-end solution.

## 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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Heiko Siemers, (08) 8208 1567   |
| <b>Agency Recruitment Site</b> | <a href="https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext">https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext</a> |

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## Treasury

Vacancy VN-0682894

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### Australian Taxation Office

Closing Date: Thursday 22 October 2020

Enterprise Solutions and Technology  
Various teams

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | IT Architect  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                  |
| <b>Location</b>        | Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC                    |
| <b>Salary</b>          | \$127,787 - \$144,837   |
| <b>Classification</b>  | Executive Level 2   |
| <b>Position Number</b> | EXT_EST_816_20  |
| <b>Agency Website</b>  | <a href="http://www.ato.gov.au/careers">http://www.ato.gov.au/careers</a> |

## Job Description

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

### Duties

We are seeking highly driven and experienced IT Architects to join our teams.

As an IT Architect (Solution Architect, Enterprise Architect and Data Architect), in our Enterprise Solutions and Technology (EST) business area, you'll lead, coordinate and deliver complex, technical IT projects and activities that have strategic and operational significance to the ATO.

You will use your extensive experience in your specific architecture domain to create solution architectures and reference architectures that align to the applications or technology platform architecture strategies for the ATO.

You will use your up-to-date knowledge with the IT industry and market trends to deliver solutions across the enterprise architecture to support business needs.

You will foster productive working relationships with and educate key stakeholders on the enterprise architecture and influence them to agree on mutually beneficial solutions.

You will provide strategic, technical advice on improving business processes and the use of technology to deliver better business outcomes and lead the growth of the ATO's architecture capability.

### 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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## About the Australian Taxation Office

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reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Zane Zhao, (02) 6216 4760   |
| <b>Agency Recruitment Site</b> | <a href="https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext">https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext</a> |

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## Treasury

Vacancy VN-0682812

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### Royal Australian Mint

Closing Date: Sunday 18 October 2020

Royal Australian Mint  
NBL Operations

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Proof Room Supervisor   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Deakin ACT  |
| <b>Salary</b>          | \$75,034 - \$79,106   |
| <b>Classification</b>  | APS Level 5   |
| <b>Position Number</b> | 831   |
| <b>Agency Website</b>  | <a href="https://www.ramint.gov.au">https://www.ramint.gov.au</a> |

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### Job Description

<https://www.ramint.gov.au/employment-opportunities>

We are looking for a Proof Room Supervisor to work on a full time basis. This ongoing employment opportunity is available to all members of the community.

Numismatic Business Line (NBL) Branch

The NBL Branch is responsible for minting and packing of coins, medals, medallions and token products within the competing constraints of time, quality and cost. The NBL Branch delivers over 100 different numismatic products annually to the Australian public and play a major role in contributing to the organisation's revenue stream.

The Branch consists of various teams that are responsible for different numismatic production activities such as, blank preparation, die preparation, inventory control, coining, colour-printing and packing.

#### Proof Coin Section

As part of the NBL Branch, the key function of Proof Coin Section is utilising precision minting presses to produce premium quality numismatic coins, medals, tokens and medallions for Australia and some overseas countries.

#### Individual Role in the Team

Proof Coin Section requires a high level of attention to details which involves setting up and operational activities of a range of different coining presses, various manufacturing methods and also extensive knowledge of numismatic products. This role is responsible for daily localised planning of the Proof Coin Section activities taking into consideration of staff and coining materials availability as well as managing customers' expectations.

## Duties

Under limited direction:

- Co-ordinate the workflow and outcomes of the Proof Coining Section
- Liaise with internal stakeholders in regards to operational issues
- Contribute to the direction setting of work priorities and practices, monitoring work flow and identifying training needs for lower classification levels in the Proof Coining Section
- Identify problems or issues and resolve or take action to mitigate the risk
- Participate in performance management processes, including providing performance feedback for supervised employees
- Prepare correspondence and reports including emails and letters on routine and more complex matters
- Monitor the quality of products and processes and take remedial action as necessary
- Provide technical advice and data interpretation in specific areas of numismatic production
- Process analytical results and present data into formats suitable for interpretation
- Assist and draft with identification and implementation of systems improvement initiatives
- Support less experienced employees in achieving their goals through the provision of guidance and quality assurance
- Provide support and advice to Mint Engineering Services at a technical level when conducting research and analysis with an emphasis on automated coining systems
- Assist the Numismatic Team Leader for CAPEX and budgeting in all areas of numismatic production

## Eligibility

The successful applicant will need to have the following Knowledge, Skills and Experience:

- Experience supervising a multi - disciplinary team and a culturally diverse workforce
- Possess a Certificate IV in Engineering with trade qualification as a Fitter/Machinist or other relevant professional qualification
- Demonstrated experience and proven ability in a precision manufacturing environment including the preventative and breakdown maintenance of plant and equipment and the supervision of these activities
- Advanced level of knowledge of the production of Numismatic or equivalent collectable precious metal products is an advantage
- Experience in delivering training in technical skills
- Sound administrative and computer skills
- Experience in the use of an ERP (Enterprise Resource Planning) system

To apply for this position, please submit:

- A current resume including the contact details of two referees
- A personal details form (can be obtained on our website at [www.ramint.gov.au](http://www.ramint.gov.au) )
- A pitch of no more than 1000 words giving relevant examples of how knowledge, skills and experience meet the required capabilities of the role statement. In particular, please give details of:
  1. your understanding of how this role contributes to the Mint
  2. managing relationships with stakeholders taking into consideration competing priorities
  3. how you use your interpersonal skills to maintain strong working relationships
  4. utilising your relevant knowledge, skills and experience to achieve desired outcomes in a precision manufacturing organisation

## Notes

Please go to the Mint's website (see Agency Link) to find the Role Statement which gives the job description and selection criteria for this role.

This is a full time ongoing position working 37.5 hours per week with conditions of service are set out by the Royal Australian Mint Enterprise Agreement 2016-2019.

For more information on the role, please contact Mr To Trieu on (02) 6202 8777.

Applications for this position as detailed above should be forwarded to [mintrecruitment@ramint.gov.au](mailto:mintrecruitment@ramint.gov.au) by close of business on Sunday 18 October 2020.

Information on applying for a job in the Australian Public Service can also be found at the Employment page of our website.



Applicants must be Australian Citizens and be prepared to undergo and maintain a security clearance to the appropriate level.

## About the Royal Australian Mint

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Mr To Trieu, 02 6202 8777   |
| <b>Agency Recruitment Site</b> | <a href="https://www.ramint.gov.au/employment-opportunities">https://www.ramint.gov.au/employment-opportunities</a> |

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## Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0682677

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### Department of Veterans' Affairs

Closing Date: Thursday 15 October 2020

Client Engagement and Support Services Division  
Provider Engagement and Management Branch Defence Service Homes  
Insurance Section

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assistant Director - Claims                                   |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                               |
| <b>Location</b>        | Brisbane QLD  |
| <b>Salary</b>          | \$110,428 - \$121,264   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | Reference No: DVAO1220  |
| <b>Agency Website</b>  | <a href="https://www.dva.gov.au/">https://www.dva.gov.au/</a> |

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## Job Description

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

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Under the Defence Service Homes Act 1918 the Department provides subsidised housing loans and home building insurance to recognise the contribution of men and women who have served in the Australian defence forces, either during war or peacetime.

The Defence Service Homes (DSH) Insurance Scheme is a national scheme providing home building insurance to eligible veterans, war widows and Australian Defence Force (ADF) personnel. There are some 50,000 building policies across Australia. It also has an authorised representative arrangement with QBE (Australia) to provide home contents and other personal insurances to some 30,000 policyholders.

DSH Insurance is fully self-funded from premium income and operates very much like any other commercial general insurance provider. It is a member of the Insurance Council of Australia and adopt the General Insurance Code of Practice.

From 1 January 2020 the eligibility requirements to access the Defence Service Homes Insurance Scheme were expanded to include all current and former members of the ADF with at least one day of service. This includes Reservists, Peacekeepers, and widows / widowers of those ADF members. These changes to eligibility may result in changes to policy numbers and the composition of the portfolio.

The Assistant Director – Claims is responsible for planning and directing all aspects of DSH Insurance's claims functions. They are responsible for managing and implementing claims programs, directing the reviews and settlement of complex and/or high value claims as well as monitoring the effectiveness of all claim processes and decisions. They will be developing procedures and policies to enhance and improve processing, investigation, and settlement of claims as wells as ensuring legal examinations are made when appropriate.

They will have a demonstrated understanding of the claims management process with track record of success and/or significant contribution leading to improvement in processes of claims standards.

The successful candidate should have an understanding of the policies and products DSH Insurance offers, they must have a talent for claims and a commitment to learning new strategies. They should be proficient at educating others, foster a positive culture, and meet or exceed goals. They be a self-motivated, goal oriented individual with excellent organisational skills. Must exhibit excellent communication and listening skills with that ability to adapt to a fast-paced, ever-changing environments.

## **Duties**

Duties include:

- Independently develop and implement strategies to manage home building claims, KPIs or key analytical processes.
- Lead the coordination and management of day-to-day administrative responsibilities of the Claims Team such as claims intake, claims estimating, policy language review, and coverage verification.
- Responsibility could also include or focus exclusively on claims analyses or the management of one or more processes used to handle claimants.
- Identify product issues and opportunities within product language to assist the Product, Pricing & Underwriting Team on delivering a suitable product for the Australian Defence Force and veteran community
- Lead the Claims Team to track and manage all claims as well as all associated costs.
- Maintain professional relationship with adjusters, claims estimators and repairer providers regarding management of claims.
- Develop and manage the entire lifecycle for claims in order to provide best possible claims service for Australian Defence Force members and veterans
- Monitor all aspects of the claims metrics such as time to close rate, adherence to Code of Practice and value for money.
- Manage resources effectively to ensure service standards and business objectives are achieved in service delivery to the veteran and Australian Defence Force communities.

- Provide advice as required to the National Manager Defence Service Homes Insurance Scheme, Assistant Secretary Provider Engagement & Assurance Branch, the DSHIS Advisory Board and other stakeholders.

## Eligibility

Applicants must be an Australian citizen to apply.

## 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

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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Leona Hardman, 07 3223 8324   |
| <b>Agency Recruitment Site</b> | <a href="https://www.dva.gov.au/about-dva/jobs">https://www.dva.gov.au/about-dva/jobs</a> |

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## Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0682873

---

**Department of Veterans' Affairs**

Closing Date: Thursday 22 October 2020

Client Engagement and Support Services Division  
Provider Engagement and Management Branch Defence Services Homes  
Insurance Section

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Finance Manager   |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                               |
| <b>Location</b>        | Melbourne VIC, Canberra ACT, Brisbane QLD                     |
| <b>Salary</b>          | \$87,783 - \$99,680   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | Reference No. DVAO1222  |
| <b>Agency Website</b>  | <a href="https://www.dva.gov.au/">https://www.dva.gov.au/</a> |

**Job Description**

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

The successful applicant will lead, supervise and develop the Finance and Accounting Team reporting to the Assistant Director. The Finance and Accounting Team is responsible for all facets related to the financial management of Defence Service Homes Insurance. This person will be responsible for providing technical financial and/or management accounting knowledge to support DSH Insurance in meeting these financial and management accounting requirements.

The successful applicant will have accounting experience including annual financial statement and budget preparation, month end processing, treasury, cash management and external and internal reporting. Accounting qualifications and a current knowledge of the general insurance industry is highly desirable. Ideally they will have experience in the general insurance industry and/or the financial services sector.

**Duties**

**Duties include:**

- Lead, supervise and develop a small team
- Contribute to the establishment and implementation of management accounting processes and systems within DSH Insurance
- Preparation and approval of end of month processes including but not limited to:
  - reconciliations,
  - journals, and
  - executive and management reporting
- Complete financial reporting on a monthly basis and assist the Assistant Director with the annual financial statements, audit process & budget preparation
- Administration and testing of the Financial Management Information System
- Oversee the helpdesk support to users of DSHI's insurance operating systems
- Oversee the management of the investment portfolio including placing investments, reporting on investment activities and maintaining the investments register

- Cash management including monitoring the operating account to ensure sufficient funds for large payments
- Assist with the management of reinsurance arrangements and claims
- Prepare draft reports, briefing papers, talking points, Ministerial correspondence and discussion papers for review by Executive Level employees, internal and external stakeholders
- Provide expertise and technical knowledge in financial and/or management accounting for DSH Insurance
- Contribute to the development of team and wider-DSH Insurance objectives for short term tasks and strategic planning for longer-term initiatives
- Propose and facilitate innovation initiatives and contribute to business improvement strategies and change in workplace practices
- Evaluate the effectiveness of risk management and risk assessment activities within sphere of responsibility
- Assist the Assistant Director with ad hoc project work as required, including but not limited to: research and analysis on insurance industry and accounting changes; business strategies and development; preparing reporting for external and internal parties etc.

## Eligibility

Applicants must be an Australian citizen to apply.

## 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

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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

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Catherine Leach, 02 6120 8096   |
| <b>Agency Recruitment Site</b> | <a href="https://www.dva.gov.au/about-dva/jobs">https://www.dva.gov.au/about-dva/jobs</a> |

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## Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0682909

### Department of Veterans' Affairs

Closing Date: Thursday 22 October 2020

Chief Health Officer  
Open Arms – Veterans & Families Counselling Central West region

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Regional Director   |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                               |
| <b>Location</b>        | Mount Pleasant WA   |
| <b>Salary</b>          | \$133,176 - \$149,897   |
| <b>Classification</b>  | Executive Level 2   |
| <b>Position Number</b> | DVAO1223  |
| <b>Agency Website</b>  | <a href="https://www.dva.gov.au/">https://www.dva.gov.au/</a> |

### Job Description

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

An opportunity exists at Open Arms – Veterans & Families Counselling for an Executive Level 2, Regional Director located in Mount Pleasant WA.

The Regional Director performs the role of a professional manager. This is an opportunity for you to showcase your extensive experience in leadership, skills in service delivery to ensure positive client outcomes, contribute to continuous quality improvement while performing with limited direct professional guidance.

### Duties

Duties include:

- Provide effective leadership to ensure positive client outcomes and effective service delivery within region. Responsibilities include managing service delivery against professional standards of practice, national policies and objectives, and continuous quality improvement requirements.
- Administer local resources through responsibility for budget planning and expenditure management, holding financial and

personnel delegation, asset management, contractual arrangements, property management and security.

- Contribute to the development and implementation of national policies and procedures and be responsible for the development and achievement of the goals of DVA/Open Arms Strategic Plan within region of responsibility.
- Be responsible for the recruitment, selection, supervision, performance management, security and welfare of employees and partnerships with contracted service providers to ensure their ability to meet service delivery requirements.
- Responsible for Client and Stakeholder engagement.
- Maintain a strategic alliance with other business areas of the Department of Veterans' Affairs, Defence, ex-service organisations, government agencies and other service providers through regular reporting, negotiation, liaison and joint service delivery.
- Manage counselling services and participate in other clinical activities, subject to the size of the veteran population in the region and associated service management requirements.

## Eligibility

- Applicants must be an Australian citizen to apply.
- Qualifications must be that of an accredited health profession or social worker.
- Qualified health professionals must have current registration with the Australian Health Practitioners Registration Agency (AHPRA).
- Social workers must be registered with the Australian Association of Social Workers (AASW).
- Preference is for mental health professionals including Clinical Psychologists, Psychologists, Mental Health Social Workers or Mental Health Occupational Therapists.
- Working with Children (WWC) and/or Vulnerable People Checks/Clearance must be obtained prior to commencement.
- Health professionals and social workers must have extensive clinical and relevant management experience.

## Notes

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

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

Non-ongoing will be offered for a period of 18 months with the possibility of extension.

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

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

## About the Department of Veterans' Affairs

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Dr Anna Colwell, 02 6289 6105   |
| <b>Agency Recruitment Site</b> | <a href="https://www.dva.gov.au/about-dva/jobs">https://www.dva.gov.au/about-dva/jobs</a> |

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## Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0682920

### Department of Veterans' Affairs

Closing Date: Thursday 22 October 2020

Chief Health Officer  
Open Arms – Veterans & Families Counselling Client Assist Contact Centre

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | EL2 Director, Client Assist - Clinical                        |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                               |
| <b>Location</b>        | Brisbane QLD  |
| <b>Salary</b>          | \$133,176 - \$149,897   |
| <b>Classification</b>  | Executive Level 2   |
| <b>Position Number</b> | DVAO1224  |
| <b>Agency Website</b>  | <a href="https://www.dva.gov.au/">https://www.dva.gov.au/</a> |

### Job Description

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

An opportunity exists at Open Arms – Veterans & Families Counselling for an Executive Level 2, Director, Client Assist – Clinical located in Brisbane QLD.

The Director, Client Assist - Clinical performs the role of a professional manager. This is an opportunity for you to showcase your extensive experience in leadership, skills in service delivery to ensure positive client outcomes, contribute to continuous quality improvement while performing with limited direct professional guidance.

### Duties

Duties include :

- In partnership with the Director, Client Assist Operations, provide effective leadership to ensure positive client outcomes and effective service delivery within the Client Assist Contact Centre 24/7 call centre environment.
- Manager a centralised service delivery functions including: online service delivery: vulnerable and at risk client management, support and coordination; quality and training; as well as research and evaluation implementation.
- Administer local resources through responsibility for budget planning and expenditure management, holding financial and



personnel delegation, asset management, contractual arrangements, property management and security.

- Contribute to the development and implementation of national policies and procedures and be responsible for the development and achievement of the goals of DVA/Open Arms Strategic Plan within the Client Assist Contact Centre.
- Maintain a strategic alliance with other business areas of the Department of Veterans' Affairs, Defence, ex-service organisations, government agencies and other service providers through regular reporting, negotiation, liaison and joint service delivery.
- Manage the regional case escalation for the whole of Open Arms counselling services and participate in other clinical activities, subject to the size of the veteran population in the region and associated service management requirements.

## Eligibility

- Applicants must be an Australian citizen to apply.
- Qualifications must be that of a mental health professional.
- Qualified psychologists must have current registration with the Australian Health Practitioners Registration Agency (AHPRA).
- Mental health accredited social workers must be registered with the Australian Association of Social Workers (AASW).
- Working with Children (WWC) and/or Vulnerable People Checks/Clearance must be obtained prior to commencing in the position.
- Both psychologists and mental health social workers must have extensive clinical and relevant management experience.

## Notes

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

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

Non-ongoing will be offered for a period of 18 months with the possibility of extension.

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

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

## About the Department of Veterans' Affairs

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Stephanie Hodson, 02 6289 6740  |
| <b>Agency Recruitment Site</b> | <a href="https://www.dva.gov.au/about-dva/jobs">https://www.dva.gov.au/about-dva/jobs</a> |

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## Parliamentary Department

Vacancy VN-0682749

### Department of Parliamentary Services

Closing Date: Monday 19 October 2020

Information Services  
Cyber Security Risk and Compliance

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assistant Director - Cyber Risk and Assurance   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Capital Hill ACT  |
| <b>Salary</b>          | -   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | JR26552   |
| <b>Agency Website</b>  | <a href="https://www.aph.gov.au/About_Parliament/Parliamentary_Dej">https://www.aph.gov.au/About_Parliament/Parliamentary_Dej</a> |

### Job Description

[https://career10.successfactors.com/career?company=DPS&site=&lang=en\\_GB](https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB)

The Department of Parliamentary Services (DPS) is recruiting for an Assistant Director - Cyber Risk and Assurance vacancy within the Governance, Risk and Compliance Section, Cyber Security Branch.

The Parliament of Australia is the legislative branch of the government of Australia. DPS Information Services Division is responsible for the effective and secure operation of Parliament House's state-of-the-art digital network and computing environment, which underpins the operation of the Australian Parliament.

In support of the Australian Parliament, we regularly defend against, and prepare for, a range of cyber threats; including hacktivism, cybercrimes, cyber-attacks, cyber espionage and cyber warfare. To bolster our cyber capability we are seeking talented and motivated individuals to join our growing team to protect this critical national institution. As a member of a small team, you will work to uphold the integrity of Parliament House's digital network and computing environment, and collaborate with a range of domestic cyber agencies as well as international partners representing the parliaments of the Five-Eyes intelligence alliance, which comprise Canada, New Zealand, the United Kingdom, and the United States.

The successful applicant will have extensive experience in ICT Risk Management practices and the conduct of certification and accreditation processes in support of the Protective Security Policy Framework. You will also assist the Director, ICT Governance, Risk and Compliance (the DPS ITSA) to develop security assessment reports (otherwise referred to as Certification Reports) to assist in the secure on-boarding of ICT systems for DPS.

The ideal candidate will have an understanding of cyber security and risk management in a federal government agency and will have a demonstrated ability to develop and conduct certification and accreditation of ICT systems. The position will require communication and collaboration skills and the ability to work effectively with members of multi-disciplinary teams.

If you believe that you are a good fit for DPS, what we are looking for, and have the requisite skills, talent and aptitude to play a part in designing and delivering solutions to help in defending our national democracy against current and future cyber threats, we welcome an application from you.

## 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

Candidates should possess two or more of the following criteria:

- A comprehensive knowledge of the standards which govern the security of government ICT systems as detailed in the Australian Signals Directorate publication, the Australian Government Information Security Manual (ISM).
- A comprehensive knowledge of the Protective Security Policy Framework as developed by the Attorney-General's Department.
- Significant experience in technical assurance activities, particularly, in IRAP processes.
- A good degree of independent problem solving, sound judgement and critical thinking when working on complex skills.
- Highly developed written skills.
- Formal certifications such as such as CISA, CISSP or IRAP Assessor are highly desirable, but not required for the role.

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 disability.

## About the Department of Parliamentary Services

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The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Mitch Riley-Meijer, 02 6277 5461  |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DPS&amp;site=&amp;lang=">https://career10.successfactors.com/career?company=DPS&amp;site=&amp;lang=</a> |

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# Parliamentary Department

Vacancy VN-0682781

## Department of Parliamentary Services

Closing Date: Sunday 18 October 2020

Deputy Secretary  
N/A

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Executive Officer to the Deputy Secretary   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Capital Hill ACT  |
| <b>Salary</b>          | -   |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | JR26579   |
| <b>Agency Website</b>  | <a href="https://www.aph.gov.au/About_Parliament/Parliamentary_Dej">https://www.aph.gov.au/About_Parliament/Parliamentary_Dej</a> |

## Job Description

[https://career10.successfactors.com/career?company=DPS&site=&lang=en\\_GB](https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB)

### About the role:

The Department of Parliamentary Services (DPS) has a vacancy in the Deputy Secretary Office for a high performing Executive Officer.

The Executive Officer will provide high level executive and secretariat support services to the Deputy Secretary and more broadly the office. The Deputy Secretary's office is a fast paced work environment, with changing priorities and tight timeframes to achieve operational outcomes. Working within a small team, the role is exposed to a broad range of departmental activities and must at all times maintain confidentiality and exercise discretion.

The Executive Officer will represent the Office of the Deputy Secretary on official business and other stakeholder engagement activities. It is crucial that the Executive Officer build strong working relationships that help to deliver business efficiencies and identify any emerging issues or risks.

This recruitment process will be used to fill current vacancies across a range of areas. A merit pool will be established and candidates successfully placed on the merit pool may be offered future roles within 12 months of the Gazettal date.

### Who we are looking for:

To succeed in this role, you will be a high performing individual with demonstrated experience working in a fast-paced operational environment. You will have strong communication, governance and project management skills, as well as the ability to quickly adapt to changing priorities.

The role will support communication in and out of the office, as well as track tasks and information requests for the Deputy Secretary. To complete this effectively, the successful candidate will need to have strong verbal and written communication skills as well as the ability to research and prepare strategic advice.

Sound judgement, stakeholder management and the ability to anticipate emerging issues are all crucial to operating effectively in the role.

## 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

- Demonstrated experience leading and delivering responsive executive services.
- The successful applicant will be required to obtain and maintain a Negative Vetting 1 security clearance.

## Notes

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

## About the Department of Parliamentary Services

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Dani Morris, 02 6277 5643   |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DPS&amp;site=&amp;lang=">https://career10.successfactors.com/career?company=DPS&amp;site=&amp;lang=</a> |

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## Parliamentary Department

Vacancy VN-0682782

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## Department of Parliamentary Services

Closing Date: Sunday 18 October 2020

Deputy Secretary  
Security

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Director Security Service Delivery  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Capital Hill ACT  |
| <b>Salary</b>          | -   |
| <b>Classification</b>  | Executive Level 2   |
| <b>Position Number</b> | JR26577   |
| <b>Agency Website</b>  | <a href="https://www.aph.gov.au/About_Parliament/Parliamentary_Dej">https://www.aph.gov.au/About_Parliament/Parliamentary_Dej</a> |

## Job Description

[https://career10.successfactors.com/career?company=DPS&site=&lang=en\\_GB](https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB)

The Department of Parliamentary Services (DPS) is recruiting for PEL2 Director Security Service Delivery within Security Branch.

Security Branch is responsible for the provision of security services, including daily operational security, building security, parking services, visitor access, security risk management, resilience planning and emergency management. Security Branch works in partnership with the Australian Federal Police (AFP) to ensure the safety and security of Parliament House occupants and visitors.

The Director Security Service Delivery will work proactively with the Security leadership team to ensure the workforce is managed effectively and operational requirements are met. The role will assess and anticipate HR-related needs, and through collaborative partnerships deliver value-added improvements and services to the workforce that is in line with the departments strategic direction.

Our ideal applicant will have demonstrable experience and expert skills across multiple functions of human resources, with particular focus on workplace relations. The successful candidate will have an understanding of employment legislation, strong skills in influencing and leading cultural initiatives, as well as a high level of written skills to prepare formal documentation.

## 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

- Demonstrated knowledge and experience across multiple HR streams, including workplace relations
- Relevant qualifications in Human Resource Management (Desirable)
- 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 disability.

## About the Department of Parliamentary Services

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Catherine Zeman, 02 6277 2884   |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DPS&amp;site=&amp;lang=">https://career10.successfactors.com/career?company=DPS&amp;site=&amp;lang=</a> |

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## Parliamentary Department

Vacancy VN-0682783

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### Department of Parliamentary Services

Closing Date: Sunday 18 October 2020

Deputy Secretary  
Corporate Operations Organisational Capability

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Director Culture and Change Management  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Capital Hill ACT  |
| <b>Salary</b>          | -   |
| <b>Classification</b>  | Executive Level 2   |
| <b>Position Number</b> | JR26578   |
| <b>Agency Website</b>  | <a href="https://www.aph.gov.au/About_Parliament/Parliamentary_Dej">https://www.aph.gov.au/About_Parliament/Parliamentary_Dej</a> |

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### Job Description

[https://career10.successfactors.com/career?company=DPS&site=&lang=en\\_GB](https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB)

The Department of Parliamentary Services (DPS) is recruiting for a Director Culture and Change Management vacancy within the Organisational Capability Section, Corporate Operations Branch.

As the Director of Culture and Change Management, you will provide high level support to the Senior Executive across a range of culture, change and workforce transformation projects. You will work closely with line managers and departmental staff on the development and implementation of change projects, building workforce capability, and successfully aligning HR initiatives with

organisational needs and outcomes.

The operations of the department are diverse and we have been continually implementing a range of business and workforce projects in order to build organisational capability and strengthen organisational performance. The role will be responsible for initiating, leading multiple and concurrent organisational development strategies. Our ideal candidate will be:

- a values driven senior HR strategist with a demonstrated track record of implementing successful organisational transformation and change projects
- a skilled, multi-faceted communicator with high level conceptual thinking skills and proven ability to translate concepts into action
- an adaptable, resilient, values driven leader who can work collaboratively in a variety of contexts, and
- committed to public service and making an enduring contribution to the parliamentary service.

## 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

- Demonstrated experience leading and implementing HR change initiatives and projects.

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 disability.

## About the Department of Parliamentary Services

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Catherine Zeman, 02 6277 2884   |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DPS&amp;site=&amp;lang=">https://career10.successfactors.com/career?company=DPS&amp;site=&amp;lang=</a> |

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## Parliamentary Department

Vacancy VN-0682801

### Department of Parliamentary Services

Closing Date: Monday 19 October 2020

Information Services  
Digital Recording Services Parliamentary Broadcasting

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Director, Parliamentary Broadcasting  |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Capital Hill ACT  |
| <b>Salary</b>          | -   |
| <b>Classification</b>  | Executive Level 2   |
| <b>Position Number</b> | JR26567   |
| <b>Agency Website</b>  | <a href="https://www.aph.gov.au/About_Parliament/Parliamentary_De">https://www.aph.gov.au/About_Parliament/Parliamentary_De</a> |

### Job Description

[https://career10.successfactors.com/career?company=DPS&site=&lang=en\\_GB](https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB)

The Department of Parliamentary Services (DPS) is recruiting for a Director, Parliamentary Broadcasting vacancy within the Parliamentary Broadcasting Section, Digital Recording Services Branch.

As the Director, Parliamentary Broadcasting you will lead the section responsible for recording, broadcasting and archiving the audio-visual record of Parliament, parliamentary committee proceedings and special events held at the Australian Parliament House. In this position, the Director plays a key role in overseeing the delivery of broadcasting services while transitioning and positioning Parliamentary Broadcasting in terms of its people, processes and technology to meet stakeholder needs, future demand as well as advancements in technology.

To be successful in this role you will be a highly motivated, achievement oriented professional who is able to create a positive work environment for their team. You will have excellent judgement with strong stakeholder management and communication skills; and be someone who thrives in a high pressure, dynamic environment often with competing and changing priorities.

### 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 disability.

## About the Department of Parliamentary Services

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Christine White, 02 6277 2888   |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DPS&amp;site=&amp;lang=">https://career10.successfactors.com/career?company=DPS&amp;site=&amp;lang=</a> |

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## Parliamentary Department

Vacancy VN-0682818

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### Department of Parliamentary Services

Closing Date: Wednesday 21 October 2020

Corporate Services  
Corporate Operations Organisational Performance, Risk and Assurance

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assurance and Fraud Officer   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Capital Hill ACT  |
| <b>Salary</b>          | -   |
| <b>Classification</b>  | APS Level 6   |
| <b>Position Number</b> | JR26572   |
| <b>Agency Website</b>  | <a href="https://www.aph.gov.au/About_Parliament/Parliamentary_Dej">https://www.aph.gov.au/About_Parliament/Parliamentary_Dej</a> |

## Job Description

[https://career10.successfactors.com/career?company=DPS&site=&lang=en\\_GB](https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB)

The Department of Parliamentary Services (DPS) is recruiting for an Assurance and Fraud Officer vacancy within the Organisational Performance, Risk and Assurance (OPRA) Section, Corporate Operations Branch.

The OPRA Section is responsible for assisting the Secretary to fulfill their duties and obligations required by the Public Governance, Performance and Accountability Act 2013 (PGPA Act). As part of a small team, you will provide assistance and support the Assistant Director, Assurance and Fraud to manage the DPS internal audit function for the Head of Internal Audit, provide high quality secretariat and administrative support to the DPS Audit Committee and manage the DPS Fraud and Corruption Control Framework.

The successful candidate will enjoy a role that provides variety and opportunity. Ideally you will have experience in coordination or a similar role in a governance environment including assurance, audit, governance, fraud control and providing secretariat functions to boards or committees. We are seeking an individual who is well organised with strong planning and organisational skills and is an excellent communicator, both written and verbal, with confidence in engaging with senior stakeholders. Excellent interpersonal skills are essential, including the ability to establish and maintain relationships with people at different levels across the department. You will need to have a demonstrated ability to exercise sound judgement and prioritise as well as work in a dynamic and fast paced environment. Self-motivation and the ability to work to resolve issues and deliver quality outcomes will be highly regarded.

## 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

Currently hold or have a willingness to obtain the following qualifications, Certificate IV in Government (Investigation) and Certificate IV in Government Security.

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 disability.

## About the Department of Parliamentary Services

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## To Apply

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|                                |   |
|--------------------------------|---|
| <b>Position Contact</b>        | Ms Lisa-sondra Robinson, 02 6277 5023   |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DPS&amp;site=&amp;lang=">https://career10.successfactors.com/career?company=DPS&amp;site=&amp;lang=</a> |

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## Communications and the Arts

Vacancy VN-0682838

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### Australian Communications and Media Authority

Closing Date: Wednesday 21 October 2020

Communications Infrastructure  
Licensing and Infrastructure Safeguards

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | Assistant Manager   |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                    |
| <b>Location</b>        | Melbourne VIC   |
| <b>Salary</b>          | \$99,425 - \$112,122  |
| <b>Classification</b>  | Executive Level 1   |
| <b>Position Number</b> | A200122   |
| <b>Agency Website</b>  | <a href="http://www.acma.gov.au">http://www.acma.gov.au</a> |

## Job Description

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

We are looking to fill several roles which offer the opportunity to work within multidisciplinary teams in our Licensing and Infrastructure Safeguards Branch. The roles will be based in our Monitoring and Compliance and Technical Regulation and Carrier Infrastructure Sections.

Working in the Monitoring and Compliance section you will manage the risk of spectrum interference and other harms to the Australian community and work to support community safeguards.

We are also seeking Assistant Managers who will work in our Technical Regulation and Carrier Infrastructure Section on the regulation of devices and transmitters, customer cabling, telecommunications carrier licensing and submarine cables.

## Duties

Do you enjoy identifying, prioritising and managing risks? Are you someone who can undertake objective, systematic analysis and draw accurate conclusions based on evidence?

We are looking for candidates who are leaders, who influence positive behaviour and thrive within an agile team environment.

Our ideal candidates will be seeking the opportunity to fully utilise their expertise and develop their career within a dynamic and forward-thinking organisation. We are looking for candidates who will bring their regulatory and/or compliance knowledge and experience to undertake a range of stimulating work within the ACMA.

If you are someone who pursues opportunities to apply your regulatory and/or compliance knowledge and skills to understand, interpret and apply legislation using discretion and professional judgment, we want to hear from you.

## 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 Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

## Notes

This role will be offered on either an ongoing or non-ongoing basis for a period of up to 18 months with a possibility of extension up to three years. The role will be offered at the EL 1 level, 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 as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service agencies looking to fill similar roles.

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

## About the Australian Communications and Media Authority

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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](http://acma.gov.au) for more information on joining our team.

## To Apply

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|                                |  |
|--------------------------------|--|
| <b>Position Contact</b>        | Assistant Manager, Technical Regulation and Carrier Infrastructure - Dominic Byrne. Assistant Manager, Monitoring and Compliance - Melissa Moroney, Byrne 03 9963 6806. Moroney 03 9963 6782 |
| <b>Agency Recruitment Site</b> | <a href="https://www.acma.gov.au/careers">https://www.acma.gov.au/careers</a>  |

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## Promotion Notice

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Promotion Notice OC-034595

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### Australian Electoral Commission

**Tracy McKay**  
852-66835

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### Promotion Notice Details

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#### From

|                       |                                 |
|-----------------------|---------------------------------|
| <b>Agency</b>         | Australian Electoral Commission |
| <b>Classification</b> | APS Level 6                     |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Assistant Director, Service Management |
| <b>Location</b>         | Canberra                               |
| <b>Classification</b>   | Executive Level 1                      |
| <b>Position</b>         | 2020-123 10404                         |
| <b>Advertised</b>       | VN-0679899 :                           |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

This notice is part of the electronic PS39 Weekly Gazette Thursday - 08 October 2020 Published by Australian Public Service Commission.

Promotion Notice OC-034587

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## Australian Electoral Commission

**Jaime Eaton**  
786-28113

### Promotion Notice Details

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#### From

|                       |                                 |
|-----------------------|---------------------------------|
| <b>Agency</b>         | Australian Electoral Commission |
| <b>Classification</b> | APS Level 6                     |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Assistant Director, Performance and Wellbeing                |
| <b>Location</b>         | Canberra   |
| <b>Classification</b>   | Executive Level 1  |
| <b>Position</b>         | 2020-189 10124   |
| <b>Advertised</b>       | VN-0681981 : PS34 Daily Gazette Thursday - 03 September 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

This notice is part of the electronic PS39 Weekly Gazette Thursday - 08 October 2020 Published by Australian Public Service Commission.

Promotion Notice OC-034695

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## Department of Finance

**Richard Edwards**  
850-34372

### Promotion Notice Details

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#### From



|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Finance |
| <b>Classification</b> | APS Level 6           |

To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Budget Policy Officer                                 |
| <b>Location</b>         | Forrest   |
| <b>Classification</b>   | Executive Level 1                                     |
| <b>Position</b>         | 2020POLICY  |
| <b>Advertised</b>       | VN-0679851 : PS22 Daily Gazette Monday - 08 June 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

This notice is part of the electronic PS39 Weekly Gazette Thursday - 08 October 2020 Published by Australian Public Service Commission.

Promotion Notice OC-034704

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## Department of Health

**Michael Davidson**  
79473926

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## Promotion Notice Details

From

|                       |                      |
|-----------------------|----------------------|
| <b>Agency</b>         | Department of Health |
| <b>Classification</b> | APS Level 5          |

To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Senior Investigator                                     |
| <b>Location</b>         | Parramatta  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | 20-PBIDIV-5933  |
| <b>Advertised</b>       | VN-0679304 : PS19 Daily Gazette Wednesday - 20 May 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034626

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## Department of Health

Janet 76047905  
Lockwood

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## Promotion Notice Details

### From

|                       |                      |
|-----------------------|----------------------|
| <b>Agency</b>         | Department of Health |
| <b>Classification</b> | Executive Level 1    |

### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Director, Financial Management Division                 |
| <b>Location</b>         | Woden   |
| <b>Classification</b>   | Executive Level 2                                       |
| <b>Position</b>         | 20-FMDIV-5846   |
| <b>Advertised</b>       | VN-0679582 : PS21 Daily Gazette Thursday - 04 June 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034638

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## Department of Health

**Julia Atkinson**  
83838190

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## Promotion Notice Details

### From

|                       |   |
|-----------------------|---|
| <b>Agency</b>         | Department of Industry, Science, Energy and Resources |
| <b>Classification</b> | Executive Level 1                                     |

### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Director, In Home Aged Care Division                    |
| <b>Location</b>         | Woden   |
| <b>Classification</b>   | Executive Level 2                                       |
| <b>Position</b>         | 20-IHACDIV-6201   |
| <b>Advertised</b>       | VN-0680525 : PS26 Daily Gazette Thursday - 09 July 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034657

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**Department of Health**

**Jennifer Spooner**  
79533853

**Promotion Notice Details**

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**From**

|                       |                      |
|-----------------------|----------------------|
| <b>Agency</b>         | Department of Health |
| <b>Classification</b> | Executive Level 1    |

**To**

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Director, In Home Aged Care Division                    |
| <b>Location</b>         | Woden   |
| <b>Classification</b>   | Executive Level 2                                       |
| <b>Position</b>         | 20-IHACDIV-6201   |
| <b>Advertised</b>       | VN-0680525 : PS26 Daily Gazette Thursday - 09 July 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

This notice is part of the electronic PS39 Weekly Gazette Thursday - 08 October 2020 Published by Australian Public Service Commission.

Promotion Notice OC-034655

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**Department of Health**

**Kylie Sauer**  
78839826

**Promotion Notice Details**

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**From**

|                       |                      |
|-----------------------|----------------------|
| <b>Agency</b>         | Department of Health |
| <b>Classification</b> | Executive Level 1    |

**To**

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Director, In Home Aged Care Division                    |
| <b>Location</b>         | Woden   |
| <b>Classification</b>   | Executive Level 2                                       |
| <b>Position</b>         | 20-IHACDIV-6201   |
| <b>Advertised</b>       | VN-0680525 : PS26 Daily Gazette Thursday - 09 July 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034653

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**Department of Health**

**Jarrold Bowd**  
**79768900**

**Promotion Notice Details**

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**From**

|                       |                      |
|-----------------------|----------------------|
| <b>Agency</b>         | Department of Health |
| <b>Classification</b> | Executive Level 1    |

**To**

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Director, In Home Aged Care Division                    |
| <b>Location</b>         | Woden   |
| <b>Classification</b>   | Executive Level 2                                       |
| <b>Position</b>         | 20-IHACDIV-6201   |
| <b>Advertised</b>       | VN-0680525 : PS26 Daily Gazette Thursday - 09 July 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034641

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## Department of Health

**Jasmine Snow**  
81330529

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## Promotion Notice Details

### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of the Prime Minister and Cabinet |
| <b>Classification</b> | Executive Level 1                            |

### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Director, In Home Aged Care Division                    |
| <b>Location</b>         | Woden   |
| <b>Classification</b>   | Executive Level 2                                       |
| <b>Position</b>         | 20-IHACDIV-6201   |
| <b>Advertised</b>       | VN-0680525 : PS26 Daily Gazette Thursday - 09 July 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034689

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## Department of Health

**Maureen Hardy**  
79947925

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## Promotion Notice Details

### From

|                       |                      |
|-----------------------|----------------------|
| <b>Agency</b>         | Department of Health |
| <b>Classification</b> | APS Level 4          |

### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Compliance Officer                                       |
| <b>Location</b>         | Sydney   |
| <b>Classification</b>   | APS Level 5  |
| <b>Position</b>         | 20-NICNASDIV-6269  |
| <b>Advertised</b>       | VN-0680528 : PS27 Daily Gazette Wednesday - 15 July 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034631

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## Department of Health

**Sophia Roubeka**  
83904215

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## Promotion Notice Details

### From

|                       |                      |
|-----------------------|----------------------|
| <b>Agency</b>         | Department of Health |
| <b>Classification</b> | APS Level 3          |

### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Compliance Support Officer                               |
| <b>Location</b>         | Sydney   |
| <b>Classification</b>   | APS Level 4  |
| <b>Position</b>         | 20-NICNASDIV-6270  |
| <b>Advertised</b>       | VN-0680550 : PS27 Daily Gazette Wednesday - 15 July 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034468

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## Department of Home Affairs

**Michael BYRNE**  
86154966

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## Promotion Notice Details

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### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 3                |

### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Decision Maker - Student Visa Centre                      |
| <b>Location</b>         | Adelaide  |
| <b>Classification</b>   | APS Level 4   |
| <b>Position</b>         | JR 66998  |
| <b>Advertised</b>       | VN-0672942 : PS2 Daily Gazette Thursday - 23 January 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

This notice is part of the electronic PS39 Weekly Gazette Thursday - 08 October 2020 Published by Australian Public Service Commission.

Promotion Notice OC-034706

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**Department of Home Affairs**

**Benjamin MCLEAN**  
85287329

**Promotion Notice Details**

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**From**

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 3                |

**To**

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Senior Border Force Officer                              |
| <b>Location</b>         | Various locations - NSW                                  |
| <b>Classification</b>   | APS Level 5  |
| <b>Position</b>         | 63941  |
| <b>Advertised</b>       | VN-0673297 : PS4 Daily Gazette Monday - 03 February 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

This notice is part of the electronic PS39 Weekly Gazette Thursday - 08 October 2020 Published by Australian Public Service Commission.

Promotion Notice OC-034710

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**Department of Home Affairs**

**Kristen EGAN-LEIGH**  
76328344

**Promotion Notice Details**

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**From**

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 4                |

**To**

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Senior Border Force Officer                              |
| <b>Location</b>         | Various locations - NSW                                  |
| <b>Classification</b>   | APS Level 5  |
| <b>Position</b>         | 63941  |
| <b>Advertised</b>       | VN-0673297 : PS4 Daily Gazette Monday - 03 February 2020 |

---

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034628

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**Department of Home Affairs**

**Michael Lund**  
**79882957**

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**Promotion Notice Details**

**From**

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 6                |

**To**

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Border Force Inspector                                      |
| <b>Location</b>         | Various locations - ACT                                     |
| <b>Classification</b>   | Executive Level 1   |
| <b>Position</b>         | JR 70681  |
| <b>Advertised</b>       | VN-0677517 : PS7 Daily Gazette Wednesday - 26 February 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034629

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## Department of Home Affairs

**Mark Cosgrove**  
77190367

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## Promotion Notice Details

### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 6                |

### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Border Force Inspector                                      |
| <b>Location</b>         | Various locations - ACT                                     |
| <b>Classification</b>   | Executive Level 1   |
| <b>Position</b>         | JR 70681  |
| <b>Advertised</b>       | VN-0677517 : PS7 Daily Gazette Wednesday - 26 February 2020 |

---

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034580

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**Department of Home Affairs**

**Nadia Taggart**  
85441023

**Promotion Notice Details**

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**From**

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | Executive Level 1     |

**To**

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Cyber Engagement Manager                              |
| <b>Location</b>         | Various locations - ACT                               |
| <b>Classification</b>   | Executive Level 2                                     |
| <b>Position</b>         | JR 72958  |
| <b>Advertised</b>       | VN-0678004 : PS9 Daily Gazette Monday - 09 March 2020 |

---

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

This notice is part of the electronic PS39 Weekly Gazette Thursday - 08 October 2020 Published by Australian Public Service Commission.

Promotion Notice OC-034608

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**Department of Home Affairs**

**Luke CREDLIN**  
84839435

**Promotion Notice Details**

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**From**

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 4                |

**To**

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Senior Border Force Officer - Maritime Border Command   |
| <b>Location</b>         | Various locations - ACT                                 |
| <b>Classification</b>   | APS Level 5   |
| <b>Position</b>         | JR 81719  |
| <b>Advertised</b>       | VN-0679266 : PS19 Daily Gazette Wednesday - 20 May 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034609

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**Department of Home Affairs**

**Philip GREENE**  
**85286270**

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**Promotion Notice Details**

**From**

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 4                |

**To**

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Senior Border Force Officer - Maritime Border Command   |
| <b>Location</b>         | Various locations - ACT                                 |
| <b>Classification</b>   | APS Level 5   |
| <b>Position</b>         | JR 81719  |
| <b>Advertised</b>       | VN-0679266 : PS19 Daily Gazette Wednesday - 20 May 2020 |

---

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034564

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## Department of Home Affairs

**Rosalia Palombi**  
**79578218**

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## Promotion Notice Details

### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 5                |

### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Senior Protocols and Visits Officer                  |
| <b>Location</b>         | Canberra   |
| <b>Classification</b>   | APS Level 6  |
| <b>Position</b>         | 81198  |
| <b>Advertised</b>       | VN-0679283 : PS18 Daily Gazette Friday - 15 May 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034614

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## Department of Home Affairs

**Candice GREEN**  
86154640

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## Promotion Notice Details

### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 4                |

### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Service Desk Manager                                     |
| <b>Location</b>         | Various locations - ACT                                  |
| <b>Classification</b>   | APS Level 6  |
| <b>Position</b>         | JR 81978   |
| <b>Advertised</b>       | VN-0679761 : PS22 Daily Gazette Wednesday - 10 June 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034647

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## Department of Home Affairs

**Ramprakash RANJITKUMAR**  
84856892



### Promotion Notice Details

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#### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 3                |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Status Resolution Officer                               |
| <b>Location</b>         | Sydney  |
| <b>Classification</b>   | APS Level 4   |
| <b>Position</b>         | 84178   |
| <b>Advertised</b>       | VN-0679980 : PS23 Daily Gazette Thursday - 18 June 2020 |

---

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034651

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### Department of Home Affairs

**Shane PETERSON**  
82064891

### Promotion Notice Details

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#### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 3                |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Status Resolution Officer                               |
| <b>Location</b>         | Sydney  |
| <b>Classification</b>   | APS Level 4   |
| <b>Position</b>         | 84178   |
| <b>Advertised</b>       | VN-0679980 : PS23 Daily Gazette Thursday - 18 June 2020 |

---

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034648

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## Department of Home Affairs

**Md Sadiqur RAHAMAN**  
**84856374**

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## Promotion Notice Details

### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 3                |

### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Status Resolution Officer                               |
| <b>Location</b>         | Sydney  |
| <b>Classification</b>   | APS Level 4   |
| <b>Position</b>         | 84178   |
| <b>Advertised</b>       | VN-0679980 : PS23 Daily Gazette Thursday - 18 June 2020 |

---

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034625

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## Department of Home Affairs

**Craig CURNOW**  
84840380

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## Promotion Notice Details

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### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 4                |

### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | JR 84930  |
| <b>Location</b>         | Various locations - NT                                  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | JR 84930  |
| <b>Advertised</b>       | VN-0680166 : PS24 Daily Gazette Thursday - 25 June 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034667

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**Department of Home Affairs**

**Antoinette BEAUMONT**  
85935816

**Promotion Notice Details**

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**From**

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 5                |

**To**

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | JR88322   |
| <b>Location</b>         | Canberra  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | JR 85069  |
| <b>Advertised</b>       | VN-0680399 : PS25 Daily Gazette Friday - 03 July 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

This notice is part of the electronic PS39 Weekly Gazette Thursday - 08 October 2020 Published by Australian Public Service Commission.

Promotion Notice OC-034686

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**Department of Home Affairs**

**Rebecca Kaltoum**  
79790139

**Promotion Notice Details**

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**From**

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 5                |

To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Supervisor Safety Management Systems                   |
| <b>Location</b>         | Canberra   |
| <b>Classification</b>   | APS Level 6  |
| <b>Position</b>         | 81179  |
| <b>Advertised</b>       | VN-0680489 : PS26 Daily Gazette Tuesday - 07 July 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

This notice is part of the electronic PS39 Weekly Gazette Thursday - 08 October 2020 Published by Australian Public Service Commission.

Promotion Notice OC-034589

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## Department of Home Affairs

**Paul Sykes**  
70236609

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## Promotion Notice Details

From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 6                |

To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | ABF Inspector, Detention Operations                      |
| <b>Location</b>         | Melbourne  |
| <b>Classification</b>   | Executive Level 1  |
| <b>Position</b>         | JR 85009   |
| <b>Advertised</b>       | VN-0680545 : PS26 Daily Gazette Wednesday - 08 July 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034617

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## Department of Home Affairs

**Michael CAREY**  
79201090

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## Promotion Notice Details

### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 6                |

### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Inspector - Field and Removals Operation                 |
| <b>Location</b>         | Melbourne  |
| <b>Classification</b>   | Executive Level 1  |
| <b>Position</b>         | JR 85009   |
| <b>Advertised</b>       | VN-0680545 : PS26 Daily Gazette Wednesday - 08 July 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

This notice is part of the electronic PS39 Weekly Gazette Thursday - 08 October 2020 Published by Australian Public Service Commission.

Promotion Notice OC-034680

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## Department of Home Affairs

Duhpeng LIAN  
83088713

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## Promotion Notice Details

### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 4                |

### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Status Resolution Officer                             |
| <b>Location</b>         | Various locations - WA                                |
| <b>Classification</b>   | APS Level 5   |
| <b>Position</b>         | JR: 82698   |
| <b>Advertised</b>       | VN-0680590 : PS27 Daily Gazette Monday - 13 July 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034682

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## Department of Home Affairs

**Wei Xiong SU**  
**83402370**

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## Promotion Notice Details

### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 4                |

### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Status Resolution Officer                             |
| <b>Location</b>         | Various locations - WA                                |
| <b>Classification</b>   | APS Level 5   |
| <b>Position</b>         | JR: 82698   |
| <b>Advertised</b>       | VN-0680590 : PS27 Daily Gazette Monday - 13 July 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034660

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## Department of Home Affairs

**Sophie VARDOS**  
83621856

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## Promotion Notice Details

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### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of Home Affairs |
| <b>Classification</b> | APS Level 6                |

### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | EL1 - ACT - Assistant Director - Status Resolution Network |
| <b>Location</b>         | Various locations - ACT                                    |
| <b>Classification</b>   | Executive Level 1  |
| <b>Position</b>         | JR 85439 PN 60030022                                       |
| <b>Advertised</b>       | VN-0681051 : PS29 Daily Gazette Thursday - 30 July 2020    |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

This notice is part of the electronic PS39 Weekly Gazette Thursday - 08 October 2020 Published by Australian Public Service Commission.

Promotion Notice OC-034685

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## Department of the House of Representatives

**Rebeka Mills**  
82364798

### Promotion Notice Details

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#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of the House of Representatives |
| <b>Classification</b> | APS Level 6                                |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Inquiry Secretary                                     |
| <b>Location</b>         | Capital Hill  |
| <b>Classification</b>   | Executive Level 1                                     |
| <b>Position</b>         | VAC531  |
| <b>Advertised</b>       | VN-0679671 : PS21 Daily Gazette Monday - 01 June 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions page](http://Reviewing Promotion Decisions page) and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

This notice is part of the electronic PS39 Weekly Gazette Thursday - 08 October 2020 Published by Australian Public Service Commission.

Promotion Notice OC-034594

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## Digital Transformation Agency (DTA)

**Aloysia Cachia**  
74708669

### Promotion Notice Details

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#### From

|                       |                                     |
|-----------------------|-------------------------------------|
| <b>Agency</b>         | Digital Transformation Agency (DTA) |
| <b>Classification</b> | APS Level 5                         |

To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Career Liaison Lead                                       |
| <b>Location</b>         | Canberra  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | 20/033  |
| <b>Advertised</b>       | VN-0681349 : PS31 Daily Gazette Thursday - 13 August 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034603

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## Independent Hospital Pricing Authority

**Chereta Daylight**  
**82506768**

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## Promotion Notice Details

From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Independent Hospital Pricing Authority |
| <b>Classification</b> | Executive Level 1                      |

To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Director, Policy Development                            |
| <b>Location</b>         | Sydney  |
| <b>Classification</b>   | Executive Level 2                                       |
| <b>Position</b>         | 20-IHPADIV-6383   |
| <b>Advertised</b>       | VN-0681108 : PS30 Daily Gazette Friday - 07 August 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034573

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## National Portrait Gallery of Australia

**Jane Duong**  
**81666452**

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## Promotion Notice Details

### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | National Portrait Gallery of Australia |
| <b>Classification</b> | APS Level 4                            |

### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | APS 5 Bookings and CRM Coordinator                         |
| <b>Location</b>         | Canberra   |
| <b>Classification</b>   | APS Level 5  |
| <b>Position</b>         | 7413   |
| <b>Advertised</b>       | VN-0681902 : PS35 Daily Gazette Monday - 07 September 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034658

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## Parliamentary Budget Office

**Nicholas Ramirez**  
85637771

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## Promotion Notice Details

### From

|                       |                             |
|-----------------------|-----------------------------|
| <b>Agency</b>         | Parliamentary Budget Office |
| <b>Classification</b> |                             |

### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Senior Analyst  |
| <b>Location</b>         | Canberra  |
| <b>Classification</b>   |   |
| <b>Position</b>         | PBO066  |
| <b>Advertised</b>       | VN-0680815 : PS28 Daily Gazette Monday - 20 July 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Promotion Notice OC-034659

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## Parliamentary Budget Office

**Niall Peat**  
**854-56778**

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## Promotion Notice Details

### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Department of the Treasury |
| <b>Classification</b> | APS Level 5                |

### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Senior Analyst  |
| <b>Location</b>         | Canberra  |
| <b>Classification</b>   |   |
| <b>Position</b>         | PBO066  |
| <b>Advertised</b>       | VN-0680815 : PS28 Daily Gazette Monday - 20 July 2020 |

---

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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## Agriculture, Water and the Environment

Promotion Notice OC-034576

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### Bureau of Meteorology

**Agnieszka Imielska**  
81616260

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Bureau of Meteorology |
| <b>Classification</b> | Executive Level 1     |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Manager, Hazard Preparedness & Response - NSW/ACT       |
| <b>Location</b>         | Sydney  |
| <b>Classification</b>   | Executive Level 2                                       |
| <b>Position</b>         | 16042   |
| <b>Advertised</b>       | VN-0681038 : PS29 Daily Gazette Thursday - 30 July 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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## Agriculture, Water and the Environment

Promotion Notice OC-034579

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### Bureau of Meteorology

**Benjamin Dean**  
85148812

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Bureau of Meteorology |
| <b>Classification</b> | APS Level 6           |

#### To



|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Manager Surface Network Operations                         |
| <b>Location</b>         | Docklands  |
| <b>Classification</b>   | Executive Level 1  |
| <b>Position</b>         | 851  |
| <b>Advertised</b>       | VN-0681175 : PS30 Daily Gazette Wednesday - 05 August 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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## Agriculture, Water and the Environment

Promotion Notice OC-034681

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### Department of Agriculture, Water and the Environment

**Katherine Gregory**  
860-68072

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Agriculture, Water and the Environment |
| <b>Classification</b> | APS Level 6  |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Assistant Director                                    |
| <b>Location</b>         | Canberra  |
| <b>Classification</b>   | Executive Level 1                                     |
| <b>Position</b>         | 2020/1764   |
| <b>Advertised</b>       | VN-0680463 : PS26 Daily Gazette Monday - 06 July 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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## Agriculture, Water and the Environment

Promotion Notice OC-034683

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### Department of Agriculture, Water and the Environment

**Scott Mason**  
833-68862

### Promotion Notice Details

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#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Agriculture, Water and the Environment |
| <b>Classification</b> | APS Level 6  |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Assistant Director                                    |
| <b>Location</b>         | Canberra  |
| <b>Classification</b>   | Executive Level 1                                     |
| <b>Position</b>         | 2020/1764   |
| <b>Advertised</b>       | VN-0680463 : PS26 Daily Gazette Monday - 06 July 2020 |

---

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

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## Agriculture, Water and the Environment

Promotion Notice OC-034700

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### Department of Agriculture, Water and the Environment

Rebecca O'Brien  
818-07569

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Agriculture, Water and the Environment |
| <b>Classification</b> | Executive Level 1                                    |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Directors (EL2) - Corporate Services                  |
| <b>Location</b>         | Parkes  |
| <b>Classification</b>   | Executive Level 2                                     |
| <b>Position</b>         | 2020/1775   |
| <b>Advertised</b>       | VN-0680787 : PS27 Daily Gazette Friday - 17 July 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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## Agriculture, Water and the Environment

Promotion Notice OC-034707

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### Department of Agriculture, Water and the Environment

Catherine Hunt  
861-56355

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### Promotion Notice Details

#### From

|                       |                   |
|-----------------------|-------------------|
| <b>Agency</b>         | Austrade          |
| <b>Classification</b> | Executive Level 1 |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Directors (EL2) - Corporate Services                  |
| <b>Location</b>         | Parkes  |
| <b>Classification</b>   | Executive Level 2                                     |
| <b>Position</b>         | 2020/1775   |
| <b>Advertised</b>       | VN-0680787 : PS27 Daily Gazette Friday - 17 July 2020 |

---

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

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## Agriculture, Water and the Environment

Promotion Notice OC-034705

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### Department of Agriculture, Water and the Environment

Annette Perry  
774-67637

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Agriculture, Water and the Environment |
| <b>Classification</b> | Executive Level 1                                    |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Directors (EL2) - Corporate Services                  |
| <b>Location</b>         | Parkes  |
| <b>Classification</b>   | Executive Level 2                                     |
| <b>Position</b>         | 2020/1775   |
| <b>Advertised</b>       | VN-0680787 : PS27 Daily Gazette Friday - 17 July 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

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## Agriculture, Water and the Environment

Promotion Notice OC-034703

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### Department of Agriculture, Water and the Environment

Thomas Buckland  
838-43483

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Agriculture, Water and the Environment |
| <b>Classification</b> | Executive Level 1                                    |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Directors (EL2) - Corporate Services                  |
| <b>Location</b>         | Parkes  |
| <b>Classification</b>   | Executive Level 2                                     |
| <b>Position</b>         | 2020/1775   |
| <b>Advertised</b>       | VN-0680787 : PS27 Daily Gazette Friday - 17 July 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

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## Agriculture, Water and the Environment

Promotion Notice OC-034701

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### Department of Agriculture, Water and the Environment

Rikki Martin  
830-45385

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Agriculture, Water and the Environment |
| <b>Classification</b> | Executive Level 1                                    |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Directors (EL2) - Corporate Services                  |
| <b>Location</b>         | Parkes  |
| <b>Classification</b>   | Executive Level 2                                     |
| <b>Position</b>         | 2020/1775   |
| <b>Advertised</b>       | VN-0680787 : PS27 Daily Gazette Friday - 17 July 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

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## Attorney-General's

Promotion Notice OC-034664

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### Australian Financial Security Authority

**Simone Ball**  
82899346

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### Promotion Notice Details

#### From

|                       |   |
|-----------------------|---|
| <b>Agency</b>         | Australian Financial Security Authority |
| <b>Classification</b> | APS Level 5                             |

#### To



|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Senior Stakeholder Engagement & Communications Advisor     |
| <b>Location</b>         | Adelaide   |
| <b>Classification</b>   | APS Level 6  |
| <b>Position</b>         | 30873  |
| <b>Advertised</b>       | VN-0681362 : PS31 Daily Gazette Wednesday - 12 August 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Attorney-General's

Promotion Notice OC-034604

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### Comcare

Angel Frost  
607-57435

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### Promotion Notice Details

#### From

|                       |             |
|-----------------------|-------------|
| <b>Agency</b>         | Comcare     |
| <b>Classification</b> | APS Level 4 |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Assistant Account Manager                              |
| <b>Location</b>         | Canberra   |
| <b>Classification</b>   | APS Level 5  |
| <b>Position</b>         | 02185  |
| <b>Advertised</b>       | VN-0681010 : PS29 Daily Gazette Tuesday - 28 July 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Attorney-General's

Promotion Notice OC-034571

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### Comcare

Kaitlin Napier  
850-50620

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### Promotion Notice Details

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#### From

|                |             |
|----------------|-------------|
| Agency         | Comcare     |
| Classification | APS Level 3 |

#### To

|                  |   |
|------------------|---|
| Position Details | ICT Assurance Officer                                     |
| Location         | Canberra  |
| Classification   | APS Level 5   |
| Position         | 03122   |
| Advertised       | VN-0681812 : PS33 Daily Gazette Thursday - 27 August 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Attorney-General's

Promotion Notice OC-034546

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## Comcare

**Susannah Palmer**  
861-43474

### Promotion Notice Details

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#### From

|                       |                   |
|-----------------------|-------------------|
| <b>Agency</b>         | Comcare           |
| <b>Classification</b> | Executive Level 1 |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Director/Principal Legal Adviser                        |
| <b>Location</b>         | Melbourne   |
| <b>Classification</b>   | Executive Level 2                                       |
| <b>Position</b>         | 00317   |
| <b>Advertised</b>       | VN-0681815 : PS33 Daily Gazette Friday - 28 August 2020 |

---

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

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## Attorney-General's

Promotion Notice OC-034619

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### Fair Work Commission

**Mason Johnson**  
844-63810

### Promotion Notice Details

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**From**

|                       |                                 |
|-----------------------|---------------------------------|
| <b>Agency</b>         | Administrative Appeals Tribunal |
| <b>Classification</b> | APS Level 3                     |

**To**

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Client Services Representative                          |
| <b>Location</b>         | Perth   |
| <b>Classification</b>   | APS Level 4   |
| <b>Position</b>         | 4115, 4140, 4148, 4125                                  |
| <b>Advertised</b>       | VN-0680925 : PS28 Daily Gazette Thursday - 23 July 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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**Defence**

Promotion Notice OC-034665

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**Department of Defence**

**Victoria Murphy**  
**82344797**

**Promotion Notice Details**

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**From**

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 5           |

**To**

|                         |                                |
|-------------------------|--------------------------------|
| <b>Position Details</b> | Work Health and Safety Officer |
| <b>Location</b>         | Canberra                       |
| <b>Classification</b>   | APS Level 6                    |
| <b>Position</b>         | DPG/03508/19                   |
| <b>Advertised</b>       | VN-0587370 :                   |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034715

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### Department of Defence

**Leonie Cunningham**  
77835997

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 6           |

#### To

|                         |                         |
|-------------------------|-------------------------|
| <b>Position Details</b> | AGSVA Executive Leaders |
| <b>Location</b>         | Campbell                |
| <b>Classification</b>   | Executive Level 1       |
| <b>Position</b>         | DES/04049/19            |
| <b>Advertised</b>       | VN-0587590 :            |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034623

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### Department of Defence

**Shane Huxley**  
85308003

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Education, Skills and Employment |
| <b>Classification</b> | APS Level 5                                    |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | National Priority and Planning Engagement Officer |
| <b>Location</b>         | Campbell  |
| <b>Classification</b>   | APS Level 6                                       |
| <b>Position</b>         | JCG/05307/19                                      |
| <b>Advertised</b>       | VN-0639200 :                                      |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034649

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### Department of Defence

**Robert Hodson**  
773 92452

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 3           |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Material Inventory Officer                                 |
| <b>Location</b>         | Amberley   |
| <b>Classification</b>   | APS Level 5  |
| <b>Position</b>         | JCG/05749/19   |
| <b>Advertised</b>       | VN-0672904 : PS2 Daily Gazette Wednesday - 22 January 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034577

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### Department of Defence

**Kylie Maree Asanovski**  
81779668

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 4           |

#### To



|                         |  |
|-------------------------|--|
| <b>Position Details</b> | EIG/04252/20 - Assistant Service Delivery Manager - Defence Archives Centre - Queanbeyan |
| <b>Location</b>         | Queanbeyan   |
| <b>Classification</b>   | APS Level 5  |
| <b>Position</b>         | EIG/00722/20   |
| <b>Advertised</b>       | VN-0677875 : PS8 Daily Gazette Thursday - 05 March 2020                                  |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034656

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### Department of Defence

Name Withheld  
857 20022

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 5           |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | International Policy Officer                            |
| <b>Location</b>         | Russell   |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | SPI/01105/20  |
| <b>Advertised</b>       | VN-0678080 : PS9 Daily Gazette Thursday - 12 March 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-033203

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### Department of Defence

Casidhe Sternbeck-Rutter  
85270869

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 6           |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Contracting Manager                                    |
| <b>Location</b>         | Pialligo   |
| <b>Classification</b>   | Executive Level 1                                      |
| <b>Position</b>         | CASG/00964/20  |
| <b>Advertised</b>       | VN-0678255 : PS11 Daily Gazette Monday - 23 March 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034596

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### Department of Defence

**Emily Castrission**  
83298032

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Finance |
| <b>Classification</b> | APS Level 5           |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Communication Officer                                  |
| <b>Location</b>         | Russell  |
| <b>Classification</b>   | APS Level 6  |
| <b>Position</b>         | DES/01182/20   |
| <b>Advertised</b>       | VN-0678527 : PS12 Daily Gazette Monday - 30 March 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034697

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### Department of Defence

**Milan Budisavljevic**  
85680948

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 5           |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | ICT Project Manager                                  |
| <b>Location</b>         | Canberra   |
| <b>Classification</b>   | APS Level 6  |
| <b>Position</b>         | CIOG/01999/20  |
| <b>Advertised</b>       | VN-0679289 : PS18 Daily Gazette Friday - 15 May 2020 |

---

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034714

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### Department of Defence

**Tahnee Potts**  
85845511

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 5           |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | ICT Project Manager                                  |
| <b>Location</b>         | Canberra   |
| <b>Classification</b>   | APS Level 6  |
| <b>Position</b>         | CIOG/01999/20  |
| <b>Advertised</b>       | VN-0679289 : PS18 Daily Gazette Friday - 15 May 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034590

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### Department of Defence

**James Cortez**  
85904649

## Promotion Notice Details

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### From

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | APS Level 6        |

### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Project Manager  |
| <b>Location</b>         | Russell  |
| <b>Classification</b>   | Executive Level 1                                      |
| <b>Position</b>         | CASG/02184/20  |
| <b>Advertised</b>       | VN-0679290 : PS19 Daily Gazette Thursday - 21 May 2020 |

---

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034591

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### Department of Defence

**Mark Coombs**  
34515520

## Promotion Notice Details

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### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | Executive Level 1     |

To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Science & Technology Team Leads                        |
| <b>Location</b>         | Edinburgh  |
| <b>Classification</b>   | Executive Level 2                                      |
| <b>Position</b>         | DST/02202/20   |
| <b>Advertised</b>       | VN-0679447 : PS20 Daily Gazette Thursday - 28 May 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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**Defence**

Promotion Notice OC-034624

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**Department of Defence**

**Cameron Rose**  
86089631

**Promotion Notice Details**

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From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 5           |

To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Cyber Security Specialists & ICT Security Engineers  |
| <b>Location</b>         | Harman   |
| <b>Classification</b>   | APS Level 6  |
| <b>Position</b>         | CIOG/02197/20  |
| <b>Advertised</b>       | VN-0679471 : PS20 Daily Gazette Monday - 25 May 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034611

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### Department of Defence

**Tegan Rigopoulos**  
85112297

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 4           |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Recruitment Team Leader                              |
| <b>Location</b>         | Melbourne  |
| <b>Classification</b>   | APS Level 5  |
| <b>Position</b>         | DPG/02347/20   |
| <b>Advertised</b>       | VN-0679497 : PS20 Daily Gazette Monday - 25 May 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034558

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### Department of Defence

**Suzanne Scott**  
77358924

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 5           |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | National OP&E Manager                                   |
| <b>Location</b>         | Enoggera  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | EIG/02680/20  |
| <b>Advertised</b>       | VN-0679940 : PS23 Daily Gazette Thursday - 18 June 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034599

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## Department of Defence

**Kelley Maree Sweeney**  
86157796

### Promotion Notice Details

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#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 6           |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | ICT Manager  |
| <b>Location</b>         | Russell  |
| <b>Classification</b>   | Executive Level 1  |
| <b>Position</b>         | ARMY/03046/20  |
| <b>Advertised</b>       | VN-0680737 : PS28 Daily Gazette Wednesday - 22 July 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034702

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## Department of Defence

**Ebony Trewick**  
85845896

### Promotion Notice Details

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#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 4           |

To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Project and Deputy Project Managers                   |
| <b>Location</b>         | Russell   |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | CASG/03183/20   |
| <b>Advertised</b>       | VN-0680927 : PS29 Daily Gazette Monday - 27 July 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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**Defence**

Promotion Notice OC-034620

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**Department of Defence**

**Tomoko Nordling**  
83011345

**Promotion Notice Details**

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From

|                       |   |
|-----------------------|---|
| <b>Agency</b>         | Department of Foreign Affairs and Trade |
| <b>Classification</b> | APS Level 5                             |

To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Administration Officer                                |
| <b>Location</b>         | Waverton  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | CASG/03268/20   |
| <b>Advertised</b>       | VN-0680949 : PS29 Daily Gazette Monday - 27 July 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034721

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### Department of Defence

**Nikkie Macey**  
86531987

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 5           |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Executive Officer Coordination                          |
| <b>Location</b>         | Canberra  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | EIG/03395/20  |
| <b>Advertised</b>       | VN-0681024 : PS29 Daily Gazette Thursday - 30 July 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034616

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### Department of Defence

**Shane Wood**  
**51403440**

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> |                       |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Experimentation Systems Manager                            |
| <b>Location</b>         | Edinburgh  |
| <b>Classification</b>   | Executive Level 1  |
| <b>Position</b>         | DSTG/03485/20  |
| <b>Advertised</b>       | VN-0681057 : PS32 Daily Gazette Wednesday - 19 August 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034605

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### Department of Defence

Byron Pearton  
74990107

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### Promotion Notice Details

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#### From

|                |                       |
|----------------|-----------------------|
| Agency         | Department of Defence |
| Classification | APS Level 2           |

#### To

|                  |   |
|------------------|---|
| Position Details | General Engineer  |
| Location         | Point Cook  |
| Classification   | APS Level 4   |
| Position         | AF/02750/20   |
| Advertised       | VN-0681163 : PS30 Daily Gazette Thursday - 06 August 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034696

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### Department of Defence

Samuel Chan  
86148099

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### Promotion Notice Details

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#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 5           |

To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Business Operations and Administration Team Leader        |
| <b>Location</b>         | Melbourne   |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | CASG/03565/20   |
| <b>Advertised</b>       | VN-0681217 : PS31 Daily Gazette Thursday - 13 August 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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**Defence**

Promotion Notice OC-034618

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**Department of Defence**

**Michelle Broes**  
86134877

**Promotion Notice Details**

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From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 6           |

To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Assistant Director, PMKeyS Customer Services              |
| <b>Location</b>         | Campbell  |
| <b>Classification</b>   | Executive Level 1   |
| <b>Position</b>         | DPG/03776/20  |
| <b>Advertised</b>       | VN-0681762 : PS33 Daily Gazette Thursday - 27 August 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034650

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### Department of Defence

**Sarah Samuel**  
85845984

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 6           |

#### To



|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Assistant Director, PMKeyS Customer Services              |
| <b>Location</b>         | Campbell  |
| <b>Classification</b>   | Executive Level 1   |
| <b>Position</b>         | DPG/03776/20  |
| <b>Advertised</b>       | VN-0681762 : PS33 Daily Gazette Thursday - 27 August 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034622

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### Department of Defence

**Justine Smith**  
70105561

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 6           |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Assistant Director, PMKeyS Customer Services              |
| <b>Location</b>         | Campbell  |
| <b>Classification</b>   | Executive Level 1   |
| <b>Position</b>         | DPG/03776/20  |
| <b>Advertised</b>       | VN-0681762 : PS33 Daily Gazette Thursday - 27 August 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034621

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### Department of Defence

Heidi Forbes  
82963723

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 6           |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Assistant Director, PMKeyS Customer Services              |
| <b>Location</b>         | Campbell  |
| <b>Classification</b>   | Executive Level 1   |
| <b>Position</b>         | DPG/03776/20  |
| <b>Advertised</b>       | VN-0681762 : PS33 Daily Gazette Thursday - 27 August 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Defence

Promotion Notice OC-034597

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### Department of Defence

**Kathryn McMorro**  
84861579

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### Promotion Notice Details

#### From

|                       |                       |
|-----------------------|-----------------------|
| <b>Agency</b>         | Department of Defence |
| <b>Classification</b> | APS Level 6           |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Assistant Director, Gender Peace and Security           |
| <b>Location</b>         | Russell   |
| <b>Classification</b>   | Executive Level 1                                       |
| <b>Position</b>         | JCG/03957/20  |
| <b>Advertised</b>       | VN-0681831 : PS33 Daily Gazette Friday - 28 August 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Education, Skills and Employment

Promotion Notice OC-034568

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### Department of Education, Skills and Employment

Ruth Olive  
85314614

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Education, Skills and Employment |
| <b>Classification</b> | Government Lawyer                              |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Senior Government Lawyer                                |
| <b>Location</b>         | Canberra  |
| <b>Classification</b>   | Executive Level 1                                       |
| <b>Position</b>         | 20/0412   |
| <b>Advertised</b>       | VN-0680861 : PS28 Daily Gazette Thursday - 23 July 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Education, Skills and Employment

Promotion Notice OC-034645

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### Department of Education, Skills and Employment

**Thomas Mansfield**  
**85315799**

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Education, Skills and Employment |
| <b>Classification</b> | APS Level 4                                    |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Policy Officer   |
| <b>Location</b>         | Canberra   |
| <b>Classification</b>   | APS Level 5  |
| <b>Position</b>         | 20/0431 EXT  |
| <b>Advertised</b>       | VN-0680983 : PS29 Daily Gazette Tuesday - 28 July 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Education, Skills and Employment

Promotion Notice OC-034652

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### Department of Education, Skills and Employment

Anastasia Standen  
84800004

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Education, Skills and Employment |
| <b>Classification</b> | APS Level 3                                    |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | APS4 Delivery and Engagement Officer                    |
| <b>Location</b>         | Brisbane  |
| <b>Classification</b>   | APS Level 4   |
| <b>Position</b>         | 20/0484   |
| <b>Advertised</b>       | VN-0681260 : PS30 Daily Gazette Friday - 07 August 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Foreign Affairs and Trade

Promotion Notice OC-034678

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### Department of Foreign Affairs and Trade

Kathy Klugman  
70289815

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### Promotion Notice Details

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#### From

|                |   |
|----------------|---|
| Agency         | Department of Foreign Affairs and Trade |
| Classification | Senior Executive Service Band 2         |

#### To

|                  |   |
|------------------|---|
| Position Details | Deputy Secretary - Global Cooperation, Development and Partnerships |
| Location         | Canberra  |
| Classification   | Senior Executive Service Band 3                                     |
| Position         | A090/2020   |
| Advertised       | VN-0679321 : PS19 Daily Gazette Monday - 18 May 2020                |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Foreign Affairs and Trade

Promotion Notice OC-034559

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## Department of Foreign Affairs and Trade

Jordan Lim  
85574491

### Promotion Notice Details

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#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of the Prime Minister and Cabinet |
| <b>Classification</b> | APS Level 6                                  |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Media & Communications Officer (Specialist)              |
| <b>Location</b>         | Canberra   |
| <b>Classification</b>   | Executive Level 1  |
| <b>Position</b>         | A166/2020  |
| <b>Advertised</b>       | VN-0680176 : PS24 Daily Gazette Wednesday - 24 June 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Health

Promotion Notice OC-034643

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### Australian Institute of Health and Welfare

Simone Brown  
83760303

### Promotion Notice Details

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#### From



|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Australian Institute of Health and Welfare |
| <b>Classification</b> | Executive Level 1                          |

To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | EL2 Unit Head Bulk Round                               |
| <b>Location</b>         | Bruce  |
| <b>Classification</b>   | Executive Level 2                                      |
| <b>Position</b>         | 030_07/20  |
| <b>Advertised</b>       | VN-0680669 : PS27 Daily Gazette Tuesday - 14 July 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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**Health**

Promotion Notice OC-034575

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**National Blood Authority**

**Matthew Davies**  
83767986

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**Promotion Notice Details**

From

|                       |                          |
|-----------------------|--------------------------|
| <b>Agency</b>         | National Blood Authority |
| <b>Classification</b> | APS Level 6              |

To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Assistant Director                                      |
| <b>Location</b>         | Lyneham   |
| <b>Classification</b>   | Executive Level 1                                       |
| <b>Position</b>         | 20025897  |
| <b>Advertised</b>       | VN-0681119 : PS30 Daily Gazette Monday - 03 August 2020 |

---

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Health

Promotion Notice OC-034578

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### National Blood Authority

**Megan Montgomery**  
82396378

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Agriculture, Water and the Environment |
| <b>Classification</b> | APS Level 6  |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Assistant Director                                      |
| <b>Location</b>         | Lyneham   |
| <b>Classification</b>   | Executive Level 1                                       |
| <b>Position</b>         | 20025897  |
| <b>Advertised</b>       | VN-0681119 : PS30 Daily Gazette Monday - 03 August 2020 |

---

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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## Home Affairs

Promotion Notice OC-034394

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### Australian Criminal Intelligence Commission (ACIC)

**Kelly Evans**  
86093403

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Australian Criminal Intelligence Commission (ACIC) |
| <b>Classification</b> | APS Level 4  |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Learning Coordinator                                       |
| <b>Location</b>         | Barton   |
| <b>Classification</b>   | APS Level 5  |
| <b>Position</b>         | 50006671, 50004563   |
| <b>Advertised</b>       | VN-0677450 : PS6 Daily Gazette Thursday - 20 February 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Home Affairs

Promotion Notice OC-034574

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### Australian Transaction Reports and Analysis Centre (AUSTRAC)

**Sebastian Mitchell**  
79515313

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Australian Transaction Reports and Analysis Centre (AUSTRAC) |
| <b>Classification</b> | APS Level 6  |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Manager, Monitoring and Triage - Melbourne |
| <b>Location</b>         | Melbourne                                  |
| <b>Classification</b>   | Executive Level 1                          |
| <b>Position</b>         | 346  |
| <b>Advertised</b>       | VN-0673326 :                               |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Industry, Science, Energy and Resources

Promotion Notice OC-034632

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### Department of Industry, Science, Energy and Resources

Jill Larsen  
862-21751

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### Promotion Notice Details

#### From

|                       |   |
|-----------------------|---|
| <b>Agency</b>         | Department of Industry, Science, Energy and Resources |
| <b>Classification</b> | APS Level 6   |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Assistant Director                                      |
| <b>Location</b>         | Canberra  |
| <b>Classification</b>   | Executive Level 1                                       |
| <b>Position</b>         | 505549  |
| <b>Advertised</b>       | VN-0678554 : PS12 Daily Gazette Tuesday - 31 March 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Industry, Science, Energy and Resources

Promotion Notice OC-034699

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### Department of Industry, Science, Energy and Resources

Jessica Sheather-Neumann  
840-24367

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Education, Skills and Employment |
| <b>Classification</b> | APS Level 5                                    |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Policy Officer  |
| <b>Location</b>         | Canberra  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | 506171  |
| <b>Advertised</b>       | VN-0681642 : PS32 Daily Gazette Friday - 21 August 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Infrastructure, Transport, Regional Development and Communications

Promotion Notice OC-034570

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### Department of Infrastructure, Transport, Regional Development and Communications

Thomas Walker  
83505660

#### Promotion Notice Details

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#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Infrastructure, Transport, Regional Development and Communications |
| <b>Classification</b> | APS Level 5  |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Policy Officer (Multiple Positions)                   |
| <b>Location</b>         | Canberra  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | 30673   |
| <b>Advertised</b>       | VN-0680125 : PS24 Daily Gazette Monday - 22 June 2020 |

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Infrastructure, Transport, Regional Development and Communications

Promotion Notice OC-034662

### Department of Infrastructure, Transport, Regional Development and Communications

James Thompson  
86116839

#### Promotion Notice Details

##### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of Infrastructure, Transport, Regional Development and Communications |
| <b>Classification</b> | APS Level 6  |

##### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Policy Analysts                                       |
| <b>Location</b>         | Canberra  |
| <b>Classification</b>   | Executive Level 1                                     |
| <b>Position</b>         | 30945   |
| <b>Advertised</b>       | VN-0680603 : PS26 Daily Gazette Friday - 10 July 2020 |



There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Infrastructure, Transport, Regional Development and Communications

Promotion Notice OC-034708

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### Department of Infrastructure, Transport, Regional Development and Communications

Amanda EDMONDS  
83438859

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#### Promotion Notice Details

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##### From

|                |                           |
|----------------|---------------------------|
| Agency         | Department of Agriculture |
| Classification | APS Level 6               |

##### To

|                  |   |
|------------------|---|
| Position Details | Policy Analysts                                       |
| Location         | Canberra  |
| Classification   | Executive Level 1                                     |
| Position         | 30945   |
| Advertised       | VN-0680603 : PS26 Daily Gazette Friday - 10 July 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Prime Minister and Cabinet

Promotion Notice OC-034586

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### Aboriginal Hostels Limited

Katrina Nash  
86493722

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### Promotion Notice Details

#### From

|                |                            |
|----------------|----------------------------|
| Agency         | Aboriginal Hostels Limited |
| Classification | APS Level 3                |

#### To

|                  |   |
|------------------|---|
| Position Details | Operations Manager - NSW/VIC - Identified Position      |
| Location         | Sylvania Waters   |
| Classification   | APS Level 6   |
| Position         | N/A   |
| Advertised       | VN-0681450 : PS32 Daily Gazette Monday - 17 August 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Prime Minister and Cabinet

Promotion Notice OC-034607

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### Department of the Prime Minister and Cabinet

Michaella Portelli  
85672438

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of the Prime Minister and Cabinet |
| <b>Classification</b> | APS Level 5                                  |

To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Advisers, Office of the National Data Commissioner    |
| <b>Location</b>         | Canberra  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | PMC/2020/068  |
| <b>Advertised</b>       | VN-0680501 : PS26 Daily Gazette Friday - 10 July 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Prime Minister and Cabinet

Promotion Notice OC-034581

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### Department of the Prime Minister and Cabinet

Jason Flanagan  
85575152

### Promotion Notice Details

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From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of the Prime Minister and Cabinet |
| <b>Classification</b> | Executive Level 1                            |

To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Senior Adviser, National Security and International Policy Group |
| <b>Location</b>         | Various locations - ACT  |
| <b>Classification</b>   | Executive Level 2  |
| <b>Position</b>         | PMC/2020/086   |
| <b>Advertised</b>       | VN-0681639 : PS33 Daily Gazette Friday - 28 August 2020          |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Prime Minister and Cabinet

Promotion Notice OC-034585

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### Department of the Prime Minister and Cabinet

**Karina Menday**  
83162733

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of the Prime Minister and Cabinet |
| <b>Classification</b> | Executive Level 1                            |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Senior Adviser, National Security and International Policy Group |
| <b>Location</b>         | Various locations - ACT  |
| <b>Classification</b>   | Executive Level 2  |
| <b>Position</b>         | PMC/2020/086   |
| <b>Advertised</b>       | VN-0681639 : PS33 Daily Gazette Friday - 28 August 2020          |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Prime Minister and Cabinet

Promotion Notice OC-034584

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### Department of the Prime Minister and Cabinet

Jessica Bowen-Thomas  
81730872

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | Department of the Prime Minister and Cabinet |
| <b>Classification</b> | Executive Level 1                            |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Senior Adviser, National Security and International Policy Group |
| <b>Location</b>         | Various locations - ACT  |
| <b>Classification</b>   | Executive Level 2  |
| <b>Position</b>         | PMC/2020/086   |
| <b>Advertised</b>       | VN-0681639 : PS33 Daily Gazette Friday - 28 August 2020          |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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## Prime Minister and Cabinet

Promotion Notice OC-034330

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### National Indigenous Australians Agency

**Anthony O'Halloran**  
83309571

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | National Indigenous Australians Agency |
| <b>Classification</b> | APS Level 6                            |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Advisers - Stakeholder Engagement & Relationship Management |
| <b>Location</b>         | Various locations - NSW                                     |
| <b>Classification</b>   | Executive Level 1   |
| <b>Position</b>         | NIAA/2020/052   |
| <b>Advertised</b>       | VN-0678520 : PS12 Daily Gazette Wednesday - 01 April 2020   |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Prime Minister and Cabinet

Promotion Notice OC-034722

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### National Indigenous Australians Agency

**Kellie Carroll**  
75112728

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | National Indigenous Australians Agency |
| <b>Classification</b> | APS Level 6                            |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Advisers - Stakeholder Engagement & Relationship Management |
| <b>Location</b>         | Various locations - NSW                                     |
| <b>Classification</b>   | Executive Level 1   |
| <b>Position</b>         | NIAA/2020/052   |
| <b>Advertised</b>       | VN-0678520 : PS12 Daily Gazette Wednesday - 01 April 2020   |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Prime Minister and Cabinet

Promotion Notice OC-034720

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### National Indigenous Australians Agency

**Carin Percival**  
71848797

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### Promotion Notice Details

#### From

|                       |  |
|-----------------------|--|
| <b>Agency</b>         | National Indigenous Australians Agency |
| <b>Classification</b> | Executive Level 1                      |

#### To



|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Senior Adviser, Eastern Group                           |
| <b>Location</b>         | Sydney  |
| <b>Classification</b>   | Executive Level 2                                       |
| <b>Position</b>         | NIAA/2020/056   |
| <b>Advertised</b>       | VN-0678656 : PS14 Daily Gazette Tuesday - 14 April 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-034627

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### Services Australia

Jami Elle Virant  
85060554

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### Promotion Notice Details

#### From

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | APS Level 4        |

#### To

|                         |                         |
|-------------------------|-------------------------|
| <b>Position Details</b> | Program Support Manager |
| <b>Location</b>         | Sunshine                |
| <b>Classification</b>   | APS Level 6             |
| <b>Position</b>         | IG-2019-897             |
| <b>Advertised</b>       | VN-0612481 :            |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-034567

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### Services Australia

Aoife Sheehan  
79678390

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### Promotion Notice Details

#### From

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | APS Level 4        |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | APS5/6 Learning - Various                               |
| <b>Location</b>         | Perth   |
| <b>Classification</b>   | APS Level 5   |
| <b>Position</b>         | EXT-M-2020-367  |
| <b>Advertised</b>       | VN-0677891 : PS8 Daily Gazette Thursday - 05 March 2020 |

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-034592

### Services Australia

Mubashra Hasan  
84678504

### Promotion Notice Details

#### From

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | APS Level 6        |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Assistant Director                                     |
| <b>Location</b>         | Greenway   |
| <b>Classification</b>   | Executive Level 1                                      |
| <b>Position</b>         | EXT-EL-2020-852  |
| <b>Advertised</b>       | VN-0679846 : PS23 Daily Gazette Tuesday - 16 June 2020 |

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-034633

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### Services Australia

Ayesha Saddiq  
85143122

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### Promotion Notice Details

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#### From

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | APS Level 4        |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Procurement and Contract Officer                        |
| <b>Location</b>         | Greenway  |
| <b>Classification</b>   | APS Level 5   |
| <b>Position</b>         | EXT-APSL-2020-1113                                      |
| <b>Advertised</b>       | VN-0680478 : PS26 Daily Gazette Thursday - 09 July 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-034636

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### Services Australia

Phil Du  
79976048

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### Promotion Notice Details

#### From

|                |                    |
|----------------|--------------------|
| Agency         | Services Australia |
| Classification | APS Level 4        |

#### To

|                  |   |
|------------------|---|
| Position Details | Procurement and Contract Officer                        |
| Location         | Greenway  |
| Classification   | APS Level 5   |
| Position         | EXT-APSL-2020-1113                                      |
| Advertised       | VN-0680478 : PS26 Daily Gazette Thursday - 09 July 2020 |

---

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-034634

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### Services Australia

Ivo Felizzi  
78974788

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### Promotion Notice Details

**From**

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | APS Level 4        |

**To**

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Procurement and Contract Officer                        |
| <b>Location</b>         | Greenway  |
| <b>Classification</b>   | APS Level 5   |
| <b>Position</b>         | EXT-APSL-2020-1113                                      |
| <b>Advertised</b>       | VN-0680478 : PS26 Daily Gazette Thursday - 09 July 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](http://www.meritprotectioncommission.gov.au) page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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**Services Australia (part of the Social Services Portfolio)**

Promotion Notice OC-034600

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**Services Australia**

**Stacey Chalmers**  
85138657

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**Promotion Notice Details**

**From**

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | APS Level 5        |

**To**

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Executive Support Officer                               |
| <b>Location</b>         | Greenway  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | EXT-APS-2020-1255                                       |
| <b>Advertised</b>       | VN-0680896 : PS28 Daily Gazette Thursday - 23 July 2020 |

---

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-034674

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### Services Australia

Catherine Thomson  
83308018

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### Promotion Notice Details

#### From

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | APS Level 5        |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Executive Assistant to Deputy CEO Strategy & Performance |
| <b>Location</b>         | Forrest  |
| <b>Classification</b>   | APS Level 6  |
| <b>Position</b>         | EXT-APS-2020-1255  |
| <b>Advertised</b>       | VN-0680896 : PS28 Daily Gazette Thursday - 23 July 2020  |

---

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-034630

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### Services Australia

Megan Addison  
85138665

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### Promotion Notice Details

#### From

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | APS Level 5        |

#### To



|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Executive Assistant                                     |
| <b>Location</b>         | Greenway  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | EXT-APS-2020-1255                                       |
| <b>Advertised</b>       | VN-0680896 : PS28 Daily Gazette Thursday - 23 July 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-034601

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### Services Australia

Rhiannon Leonarder  
83342953

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### Promotion Notice Details

#### From

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | APS Level 5        |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Executive Support Officer                               |
| <b>Location</b>         | Greenway  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | EXT-APS-2020-1255                                       |
| <b>Advertised</b>       | VN-0680896 : PS28 Daily Gazette Thursday - 23 July 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-034676

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### Services Australia

Taliisa Kemppainen  
83834800

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### Promotion Notice Details

#### From

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | APS Level 5        |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Senior Procurement and Contract Officer                |
| <b>Location</b>         | Greenway   |
| <b>Classification</b>   | APS Level 6  |
| <b>Position</b>         | EXT-APSL-2020-1133                                     |
| <b>Advertised</b>       | VN-0681000 : PS29 Daily Gazette Tuesday - 28 July 2020 |

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-034688

### Services Australia

Mandy Sheehan  
79897526

### Promotion Notice Details

#### From

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | APS Level 4        |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Senior Procurement and Contract Officer                |
| <b>Location</b>         | Boronia  |
| <b>Classification</b>   | APS Level 6  |
| <b>Position</b>         | EXT-APSL-2020-1133                                     |
| <b>Advertised</b>       | VN-0681000 : PS29 Daily Gazette Tuesday - 28 July 2020 |

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-034675

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### Services Australia

Katherine Sare  
83789085

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### Promotion Notice Details

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#### From

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | APS Level 6        |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Assistant Director - Technical Information and Knowledge |
| <b>Location</b>         | Adelaide   |
| <b>Classification</b>   | Executive Level 1  |
| <b>Position</b>         | EXT-EL-2020-1242   |
| <b>Advertised</b>       | VN-0681048 : PS29 Daily Gazette Thursday - 30 July 2020  |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Social Services

Promotion Notice OC-034663

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## National Disability Insurance Agency

**Courtney Emerson**  
85448866

### Promotion Notice Details

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#### From

|                       |                                      |
|-----------------------|--------------------------------------|
| <b>Agency</b>         | National Disability Insurance Agency |
| <b>Classification</b> | APS Level 5                          |

#### To

|                         |                     |
|-------------------------|---------------------|
| <b>Position Details</b> | APS6 Senior Planner |
| <b>Location</b>         | Joondalup           |
| <b>Classification</b>   | APS Level 6         |
| <b>Position</b>         | 1422_11/19          |
| <b>Advertised</b>       | VN-0584132 :        |

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#### Notes

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Under the Public Service Regulations promotions of APS employees made as a result of an ISAC recommendation are not subject to promotion review procedures.

The Regulations do provide two circumstances where, if an agency head does not follow the recommendation of an ISAC, subsequent promotions do not become reviewable. These circumstances are where:

- a candidate has been found to have breached the Code of Conduct and the agency head considers that as a result of that breach the candidate is no longer suitable
- a candidate has lost an essential qualification (most commonly a security clearance)

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

RecruitAbility is a scheme for people with disability that advances them in an APS recruitment process, when they opt into the scheme and meet the minimum criteria for the vacancy being advertised. For more information see RecruitAbility scheme: a guide for Agencies - <https://www.apsc.gov.au/recruitability-scheme-guide-agencies>. Your Agency policy may require you to advertise this vacancy under the RecruitAbility scheme. Please check with your recruitment or diversity unit.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Social Services

Promotion Notice OC-034679

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### National Disability Insurance Agency

Sally O'Brien  
83378657

### Promotion Notice Details

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#### From

|                |                                      |
|----------------|--------------------------------------|
| Agency         | National Disability Insurance Agency |
| Classification | APS Level 4                          |

#### To

|                  |                      |
|------------------|----------------------|
| Position Details | APS5 Project Officer |
| Location         | Newcastle            |
| Classification   | APS Level 5          |
| Position         | 1098_09/19_EXT       |
| Advertised       | VN-0672292 :         |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Social Services

Promotion Notice OC-034677

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### National Disability Insurance Agency

Nicholas Anderson  
85738652

## Promotion Notice Details

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### From

|                       |                                      |
|-----------------------|--------------------------------------|
| <b>Agency</b>         | National Disability Insurance Agency |
| <b>Classification</b> | APS Level 5                          |

### To

|                         |                      |
|-------------------------|----------------------|
| <b>Position Details</b> | APS6 Project Officer |
| <b>Location</b>         | Melbourne            |
| <b>Classification</b>   | APS Level 6          |
| <b>Position</b>         | 1136_09/19_EXT       |
| <b>Advertised</b>       | VN-0672312 :         |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Social Services

Promotion Notice OC-034569

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## National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

**Belinda Banister**  
85684113

## Promotion Notice Details

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### From

|                       |   |
|-----------------------|---|
| <b>Agency</b>         | National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission |
| <b>Classification</b> | APS Level 6   |

### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Assistant Director Complaints (NSW and ACT)              |
| <b>Location</b>         | Penrith  |
| <b>Classification</b>   | Executive Level 1  |
| <b>Position</b>         | 050_0820   |
| <b>Advertised</b>       | VN-0681164 : PS30 Daily Gazette Tuesday - 04 August 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Treasury

Promotion Notice OC-034572

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### Australian Taxation Office

**Neesha Mandalia**  
79302027

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### Promotion Notice Details

#### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Australian Taxation Office |
| <b>Classification</b> | APS Level 5                |

#### To



|                         |                           |
|-------------------------|---------------------------|
| <b>Position Details</b> | Debt and Lodgment Officer |
| <b>Location</b>         | Parramatta                |
| <b>Classification</b>   | APS Level 6               |
| <b>Position</b>         |                           |
| <b>Advertised</b>       | VN-0588374 :              |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Treasury

Promotion Notice OC-034583

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### Australian Taxation Office

**Christine Garkinis**  
81875270

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### Promotion Notice Details

#### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Australian Taxation Office |
| <b>Classification</b> | APS Level 4                |

#### To

|                         |                      |
|-------------------------|----------------------|
| <b>Position Details</b> | Relationship Officer |
| <b>Location</b>         | Moonee Ponds         |
| <b>Classification</b>   | APS Level 5          |
| <b>Position</b>         |                      |
| <b>Advertised</b>       | VN-0639731 :         |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Treasury

Promotion Notice OC-034709

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### Australian Taxation Office

Kylie Denisoff  
79292113

### Promotion Notice Details

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#### From

|                |                            |
|----------------|----------------------------|
| Agency         | Australian Taxation Office |
| Classification | APS Level 4                |

#### To

|                  |                           |
|------------------|---------------------------|
| Position Details | Debt and Lodgment Officer |
| Location         | Adelaide                  |
| Classification   | APS Level 5               |
| Position         |                           |
| Advertised       | VN-0652459 :              |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Treasury

Promotion Notice OC-034711

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### Australian Taxation Office

Jiancheng Zou  
85212837

## Promotion Notice Details

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### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Australian Taxation Office |
| <b>Classification</b> | APS Level 4                |

### To

|                         |                          |
|-------------------------|--------------------------|
| <b>Position Details</b> | IT Systems Administrator |
| <b>Location</b>         | Brisbane                 |
| <b>Classification</b>   | APS Level 5              |
| <b>Position</b>         |                          |
| <b>Advertised</b>       | VN-0665935 :             |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Treasury

Promotion Notice OC-034646

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## Australian Taxation Office

**Karen Frost**  
50888802

## Promotion Notice Details

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### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Australian Taxation Office |
| <b>Classification</b> | APS Level 6                |

### To

|                         |                    |
|-------------------------|--------------------|
| <b>Position Details</b> | IT Systems Analyst |
| <b>Location</b>         | Brisbane           |
| <b>Classification</b>   | Executive Level 1  |
| <b>Position</b>         | EXT_EST_020_20     |
| <b>Advertised</b>       | VN-0672491 :       |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Treasury

Promotion Notice OC-034612

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### Australian Taxation Office

Fleur Southgate  
79279197

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### Promotion Notice Details

#### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Australian Taxation Office |
| <b>Classification</b> | Executive Level 1          |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Service Delivery Director                                |
| <b>Location</b>         | Chermside  |
| <b>Classification</b>   | Executive Level 2  |
| <b>Position</b>         | EXT_SD_081_20  |
| <b>Advertised</b>       | VN-0677400 : PS6 Daily Gazette Friday - 21 February 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Treasury

Promotion Notice OC-034692

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### Australian Taxation Office

**Andrew Banks**  
54751109

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### Promotion Notice Details

#### From

|                       |                    |
|-----------------------|--------------------|
| <b>Agency</b>         | Services Australia |
| <b>Classification</b> | Executive Level 1  |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Service Delivery Director                                |
| <b>Location</b>         | Upper Mount Gravatt                                      |
| <b>Classification</b>   | Executive Level 2  |
| <b>Position</b>         | EXT_SD_081_20  |
| <b>Advertised</b>       | VN-0677400 : PS6 Daily Gazette Friday - 21 February 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Treasury

Promotion Notice OC-034588

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### Australian Taxation Office

Patrick Matchett  
84079130

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### Promotion Notice Details

#### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Australian Taxation Office |
| <b>Classification</b> | APS Level 6                |

#### To

|                         |  |
|-------------------------|--|
| <b>Position Details</b> | IT Integration Lead                                      |
| <b>Location</b>         | Brisbane   |
| <b>Classification</b>   | Executive Level 1  |
| <b>Position</b>         | EXT_EST_162_20   |
| <b>Advertised</b>       | VN-0677647 : PS7 Daily Gazette Friday - 28 February 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Treasury

Promotion Notice OC-034610

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### Australian Taxation Office

**Kristen Grossi**  
84448434

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### Promotion Notice Details

#### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Australian Taxation Office |
| <b>Classification</b> | APS Level 6                |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Law and Policy Design Manager                           |
| <b>Location</b>         | Melbourne   |
| <b>Classification</b>   | Executive Level 1                                       |
| <b>Position</b>         | EXT_PAL_317_20  |
| <b>Advertised</b>       | VN-0678961 : PS17 Daily Gazette Wednesday - 06 May 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Treasury

Promotion Notice OC-034602

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### Australian Taxation Office

**Kellie-mae Norton**  
85434528

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### Promotion Notice Details

#### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Australian Taxation Office |
| <b>Classification</b> | APS Level 3                |

#### To



|                         |  |
|-------------------------|--|
| <b>Position Details</b> | Procurement Officer                                  |
| <b>Location</b>         | Brisbane   |
| <b>Classification</b>   | APS Level 5  |
| <b>Position</b>         | EXT_ATOF_320_20                                      |
| <b>Advertised</b>       | VN-0678992 : PS17 Daily Gazette Friday - 08 May 2020 |

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Treasury

Promotion Notice OC-034717

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### Australian Taxation Office

Jade Mackenzie  
76319755

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### Promotion Notice Details

#### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Australian Taxation Office |
| <b>Classification</b> | APS Level 6                |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Service Delivery Officer                              |
| <b>Location</b>         | Adelaide  |
| <b>Classification</b>   | Executive Level 1                                     |
| <b>Position</b>         | EXT_SD_525_20   |
| <b>Advertised</b>       | VN-0680701 : PS27 Daily Gazette Friday - 17 July 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Treasury

Promotion Notice OC-034718

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### Australian Taxation Office

Jessica Hipsley  
83811203

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### Promotion Notice Details

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#### From

|                       |                            |
|-----------------------|----------------------------|
| <b>Agency</b>         | Australian Taxation Office |
| <b>Classification</b> | APS Level 6                |

#### To

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Service Delivery Officer                              |
| <b>Location</b>         | Wollongong  |
| <b>Classification</b>   | Executive Level 1                                     |
| <b>Position</b>         | EXT_SD_525_20   |
| <b>Advertised</b>       | VN-0680701 : PS27 Daily Gazette Friday - 17 July 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Veterans' Affairs (part of the Defence Portfolio)

Promotion Notice OC-034637

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### Department of Veterans' Affairs

Monita Lal  
78723890

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### Promotion Notice Details

#### From

|                |                                 |
|----------------|---------------------------------|
| Agency         | Department of Veterans' Affairs |
| Classification | Executive Level 2               |

#### To

|                  |                                 |
|------------------|---------------------------------|
| Position Details | Assistant Secretary             |
| Location         | Canberra                        |
| Classification   | Senior Executive Service Band 1 |
| Position         |                                 |
| Advertised       | VN-0651225 :                    |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Veterans' Affairs (part of the Defence Portfolio)

Promotion Notice OC-034635

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### Department of Veterans' Affairs

Veronica Hancock  
52759377

## Promotion Notice Details

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### From

|                       |                                 |
|-----------------------|---------------------------------|
| <b>Agency</b>         | Department of Veterans' Affairs |
| <b>Classification</b> | Senior Executive Service Band 1 |

### To

|                         |                                 |
|-------------------------|---------------------------------|
| <b>Position Details</b> | First Assistant Secretary       |
| <b>Location</b>         | Canberra                        |
| <b>Classification</b>   | Senior Executive Service Band 2 |
| <b>Position</b>         | several                         |
| <b>Advertised</b>       | VN-0652188 :                    |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## Veterans' Affairs (part of the Defence Portfolio)

Promotion Notice OC-034673

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## Department of Veterans' Affairs

Ruth Nicholls  
83100321

## Promotion Notice Details

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### From

|                       |                                 |
|-----------------------|---------------------------------|
| <b>Agency</b>         | Department of Veterans' Affairs |
| <b>Classification</b> | APS Level 6                     |

**To**

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Assistant Director - Welfare and Incident Management    |
| <b>Location</b>         | Sydney  |
| <b>Classification</b>   | Executive Level 1                                       |
| <b>Position</b>         | Reference No. DVAO1214                                  |
| <b>Advertised</b>       | VN-0681021 : PS29 Daily Gazette Thursday - 30 July 2020 |

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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**Parliamentary Department**

Promotion Notice OC-034668

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**Department of Parliamentary Services**

**Karlie Liddell**  
**75142900**

**Promotion Notice Details**

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**From**

|                       |                                      |
|-----------------------|--------------------------------------|
| <b>Agency</b>         | Department of Parliamentary Services |
| <b>Classification</b> | APS Level 5                          |

**To**

|                         |   |
|-------------------------|---|
| <b>Position Details</b> | Broadcasting Operations Manager                       |
| <b>Location</b>         | Capital Hill  |
| <b>Classification</b>   | APS Level 6   |
| <b>Position</b>         | JR26421   |
| <b>Advertised</b>       | VN-0680439 : PS27 Daily Gazette Monday - 13 July 2020 |

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This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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## **Cancellation Notice**

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## **Retirement/Termination Notice**

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## **Assignment/Movement Notice**

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## **Corrigenda Notice**

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## **Engagement Notices**

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## Engagement Notice

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Engagement Notice OC-034691

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### Office of the Inspector-General of Taxation

**Phuong Huynh**  
86932406

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### Engagement Notice Details

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|                           |  |
|---------------------------|--|
| <b>Position Details</b>   | merit based  |
| <b>Position Type</b>      | Full-Time;Part-Time, Ongoing;Non-Ongoing             |
| <b>Location</b>           | Sydney   |
| <b>Classification</b>     | APS Level 6  |
| <b>Position</b>           | IGTO 003-20  |
| <b>Advertised</b>         | VN-0678983 : PS16 Daily Gazette Friday - 01 May 2020 |
| <b>Section</b>            | 22(2)a   |
| <b>Date of Engagement</b> | Mon Nov 09 00:00:00 GMT 2020                         |

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Engagement Notice OC-034693

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### Office of the Inspector-General of Taxation

**Robyn Thomas**  
86932414

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### Engagement Notice Details

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|                           |  |
|---------------------------|--|
| <b>Position Details</b>   | Investigator/Senior Investigator                     |
| <b>Position Type</b>      | Full-Time;Part-Time, Ongoing;Non-Ongoing             |
| <b>Location</b>           | Sydney   |
| <b>Classification</b>     | APS Level 6  |
| <b>Position</b>           | IGTO 003-20  |
| <b>Advertised</b>         | VN-0678983 : PS16 Daily Gazette Friday - 01 May 2020 |
| <b>Section</b>            | 22(2)b   |
| <b>Date of Engagement</b> | Mon Nov 09 00:00:00 GMT 2020                         |

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## **Special Notice**

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