



Commonwealth of Australia
APSjobs - Vacancies Daily
PS7 Daily Gazette Monday - 24 February 2020

Australian Government Published by Commonwealth of Australia

APSjobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS7 Weekly Gazette Thursday - 27 February 2020.

The document may also contain vacancies in the Australian Parliamentary Service and non- APS Australian Government agencies.

Queries regarding this document can be forwarded to apsjobs@apsc.gov.au or by contacting the APSjobs team by phone (02) 6202 3559.

These Vacancies Daily will also appear in the Gazette PS7 Weekly Gazette Thursday - 27 February 2020.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Facsimile: (02) 6202 3567

IMPORTANT INFORMATION

© Commonwealth of Australia 2019

This work is copyright. You may download display print and reproduce this material in unaltered form only (retaining this notice) for your personal non-commercial use or use within your organisation Apart from any use as permitted under the Copyright Act 1968 all other rights are reserved Requests and inquiries concerning reproduction and rights should be addressed to the APS Employment Strategy Group 6th Floor Aviation House 16 Furzer Street Phillip ACT 2606 or by e-mail to apsjobs@apsc.gov.au

For more information on the terms and conditions of use of the APSjobs website, incorporating the Gazette, see

<http://www.apsjobs.gov.au/TermsAndConditions.aspx>

Vacancies

Vacancy VN-0677486

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

Closing Date: Monday 09 March 2020

Australian Charities and Not-for-profits Commission
Information Technology

Job Title	IT Systems Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC
Salary	\$82,898 - \$95,181
Classification	APS Level 6
Position Number	EXT_ACNC_146_20
Agency Website	https://www.acnc.gov.au/about

Job Description

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

Duties

We are seeking a motivated IT Systems Analyst to join our Information Technology team within the Australian Charities and Not-for-profits Commission.

As an IT Systems Analyst, you will provide advice and analysis support for IT systems, process design, identify and action change requests, defects, risks and issues.

You will contribute to the production or review of systems documentation that clearly articulates the design intent, user experience, systems and business processes, issues and risks.

You'll initiate negotiations with business partners during the design, management and implementation and recognise and develop system or process improvements.

You'll understand and comply with the Agency corporate project management and governance policies, the Agency design, systems development and maintenance methodologies and quality assure the work of others to meet these standards.

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 see: <https://www.apsc.gov.au/recruitability>

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

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

To Apply

Position Contact	Chris Stevens, (03) 9377 1981
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Vacancy VN-0677514

Australian Security Intelligence Organisation

Closing Date: Monday 09 March 2020

NA
NA

Job Title	ASIO Cleaner
Job Type	Full-Time, Ongoing
Location	Parkes ACT, Adelaide SA, Sydney NSW, Melbourne VIC
Salary	\$50,342 - \$55,911
Classification	
Position Number	056-2019/2020
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

ASIO is looking for Cleaners. Positions are now available in Canberra, Sydney, Melbourne and Adelaide. A role with ASIO offers job security, a supportive work environment, optional flexible work hours (part-time and shift), and attractive conditions, including competitive salary, employer superannuation contributions, leave entitlements and optional salary packaging.

Duties

Duties of the role

Routine cleaning inside ASIO facilities include, but are not limited to:

- Sweeping floors;
- Vacuum hard and soft surfaces;
- Carpet steam cleaning and extraction;
- Mopping hard surfaces;
- Strip and seal hard floors;
- Buffing and scrubbing floors;
- Cleaning and polishing office furniture;
- Cleaning wet areas;
- Glass cleaning;
- Cleaning commercial grade kitchens;
- Low and high level dusting;
- High pressure cleaning;
- Collection of food and recyclable rubbish from office receptacles and disposal to waste bins;
- Stain removal;
- Maintaining stocks in service areas (soap, towels, toilet paper etc); and
- Extra cleaning tasks as directed.

We are looking for:

- A reasonable fitness level for walking, bending, and reaching activities, and ability to lift objects up to 10 kilograms;
- Discretion when present in work spaces;
- Understanding and awareness of health and safety procedures, for example manual handling, safe use of chemicals, working at heights, hazard identification;
- Good attention to detail;
- Effective time management;
- Flexible approach to work hours and location (which may differ each day);
- Personal drive and motivation;
- Ability to work in a team and individually;
- Willingness to learn new tasks; and
- Good communication and client engagement skills.

Qualifications and experience

- Commercial cleaning experience is highly desirable but not essential; and
- Driver's licence.

Eligibility

To be eligible for the role, you must be:

- An Australian citizen; and
- Assessed as suitable to hold and maintain a Positive Vetting security clearance.

Notes

Benefits

We are committed to building a diverse and inclusive workforce. We need to be capable, innovative and adaptive in order to achieve our purpose. All staff are valued and respected. We welcome applications from all eligible candidates, regardless of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander people are encouraged to apply.

Some of our benefits include:

- A competitive salary, including a 7.5 per cent allowance for maintaining your security clearance and working in a secure environment, and employer superannuation contributions of 15.4 per cent;
- A flexible approach to working arrangements;
- Six staff-led diversity and inclusion networks;
- Study assistance, including financial support and study leave for tertiary education;
- Access to an Employee Assistance Program (EAP);
- 4 weeks annual leave per year; and
- A variety of leave options to assist and maintain your work-life balance.

About the Australian Security Intelligence Organisation

To Apply

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

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Vacancy VN-0677515

Job Title	ASIO Cleaner - Leading Hand
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$58,330 - \$64,597
Classification	
Position Number	056-2019/2020
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

ASIO is looking for a Leading Hand Cleaner. The position is located in Canberra. A role with ASIO offers job security, a supportive work environment, optional flexible work hours (part-time and shift), and attractive conditions, including competitive salary, employer superannuation contributions, leave entitlements and optional salary packaging.

Duties

Duties of the role

In addition to routine cleaning inside ASIO facilities, the duties of a Leading Hand include:

- Supervise all cleaning services;
- Assign day to day tasks to the general cleaning staff;
- Maintain scope and quality of work;
- Ensure compliance with WHS provisions (manual handling, safe use of chemicals, working at heights etc);
- Ensure cleaning equipment is serviced and maintained;
- Manage and maintain stocks of consumables;
- Undertake ad hoc cleaning inspections to ensure a consistent cleaning standard; and
- Manage any administrative processes required to support cleaning services.

We are looking for

- A reasonable fitness level for walking, bending, and reaching activities, and ability to lift objects up to 10 kilograms;
- Discretion when present in work spaces;
- Understanding and awareness of health and safety procedures, for example manual handling, safe use of chemicals, working at heights, hazard identification;
- Good attention to detail;
- Effective time management;
- Flexible approach to work hours and location (which may differ each day);
- Personal drive and motivation;
- Ability to work in a team and individually;
- Willingness to learn new tasks; and
- Good communication and client engagement skills.

Qualifications and experience

- Commercial cleaning experience is highly desirable but not essential; and
- Driver's licence.

Eligibility

To be eligible for the role, you must be:

- An Australian citizen; and
- Assessed as suitable to hold and maintain a Positive Vetting security clearance.

Notes

Benefits

We are committed to building a diverse and inclusive workforce. We need to be capable, innovative and adaptive in order to achieve our purpose. All staff are valued and respected. We welcome applications from all eligible candidates, regardless of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander people are encouraged to apply.

Some of our benefits include:

- A competitive salary, including a 7.5 per cent allowance for maintaining your security clearance and working in a secure environment, and employer superannuation contributions of 15.4 per cent;
- A flexible approach to working arrangements;
- Six staff-led diversity and inclusion networks;
- Study assistance, including financial support and study leave for tertiary education;
- Access to an Employee Assistance Program (EAP);
- 4 weeks annual leave per year; and
- A variety of leave options to assist and maintain your work-life balance.

About the Australian Security Intelligence Organisation

To Apply

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

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Vacancy VN-0677565

Australian Signals Directorate

Closing Date: Monday 09 March 2020

Australian Cyber Security Centre (ACSC)
Australian Cyber Security Centre (ACSC)

Job Title	EL 2 Information Security Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$118,376 - \$142,087
Classification	Executive Level 2
Position Number	ASD/00875/20
Agency Website	https://www.asd.gov.au/careers/vacancies

Job Description

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

Duties

As Director ACSC Program Management Office / Systems Program Office you will lead, mentor and develop the ACSC Program Management Office (PMO) staff to ensure that each of the PMO teams (Planning, Service Delivery and Procurement) functions align with ACSC and ASD goals and objectives. Reporting to the Assistant Director General Cyber Enablement, and supported by an extensive Program Management Office including a planning team, service delivery team and a purchasing and acquisition team. You will provide leadership and direction to define and plan the delivery of the capability systems required to meet the ACSC's strategic objectives. This includes including the development and execution of the capability delivery plan, governance, audit and resourcing, as well as financial planning and sustainment to support ACSC capability. The role is also responsible for managing all program, project and procurement activities are conducted in accordance with PGPA and ASD governance to meet delivery requirements and time-lines. Relevant knowledge within a Commonwealth Government or Defence context is desirable but not essential.

Leadership and clear, effective communication skills are critical in the role as you will be expected to engage with diverse stakeholders across complex and sometimes technical environments to deliver dedicated, corporately supported IT systems/platforms to support the ACSC's new, dispersed, multi-classification workforce and expanded range of stakeholders, measured against planning metrics of speed, scale and impact. The incumbent must also be able to develop and maintain strong relationships and networks, not only within the ACSC and ASD to achieve Government, Defence, ASD and ACSC objectives, but also managing the ACSC's Strategic/Operational dependencies, and division of effort, between ACSC, corporate ASD and broader Defence capability.

The ideal candidate will have strong leadership and organisational skills with a background in planning as well as capability acquisition. Relevant qualifications in Program Management and finance are desirable. Strong negotiating skills, ethics and understanding of the role of appropriate governance to ensure information and communication is managed effectively, as well as understand expectations and requirements, resolve issues where possible, and represent ASD equities honestly.

Eligibility

Prior to commencement successful applicants will be required to undergo an Organisational Suitability Assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment. 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 see: <https://www.apsc.gov.au/recruitability>

About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, 02 6144 8498
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Vacancy VN-0677608

Comcare

Closing Date: Monday 09 March 2020

Legal Group
Legal Practice Management Team

Job Title	Assistant Director Legal Practice Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$104,903 - \$124,996
Classification	Executive Level 1
Position Number	01118
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

The Legal Practice Management team sits within the Legal Group and supports Comcare in the delivery of quality legal services, including litigation support, management of legal providers, reporting, and general legal practice support services.

The Assistant Director works closely with the Director Legal Practice Management to manage the delivery of quality legal support services across Comcare and is also responsible for:

- supervising legal support functions including setting priorities, workflow and contribution to team and group objectives
- develop, maintain and implement key governance documentation, briefs, policies, procedures, processes and system
- develop and implement Legal framework's and strategies
- lead compliance activities in accordance with relevant legislation, policy and procedures
- assist with recruitment, business planning, budget, assessment of risks, procurement and relationship management.

In this role you will need to be flexible, resilient and adaptable to enable you to manage changing priorities in high volume work environments. A collaborative and empathetic approach is required to support productive and constructive relationships internally and externally.

Experience in a legal environment and finance and budget management is desirable but not mandatory.

Duties

1. Develop and maintain complex relationships with internal and external stakeholders including clients, service providers and providing advice and managing the resolution of issues or complaints.
2. Develop and implement Legal framework's and strategies.
3. Contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives.
4. Develop and maintain in-depth knowledge of Comcare's longer-term strategic and operational outcomes, the possible impacts on the work area and monitor changes in the broader work environment.
5. Analyse, integrate and evaluate a range of information and assess the likelihood of impacts and outcomes.
6. Manage and deliver programmes or projects under limited direction.
7. Undertake research and analysis to develop briefs, policies or other documentation.
8. Lead and manage staff in day-to-day activities including developing, coaching and mentoring staff, and building commitment to shared goals.
9. Represent Comcare effectively at internal and external engagements.
10. Contribute innovative solutions and identify opportunities for continuous improvement in the quality and efficiency of services.

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 see: <https://www.apsc.gov.au/recruitability>

About the Comcare

To Apply

Position Contact	Tilesha Cox, 02 6160 3936
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

- 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-0677521

Department of Finance

Closing Date: Monday 09 March 2020

ICT
Government Network Services

Job Title	Director, Active Services Plan and Build
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Forrest ACT
Salary	\$134,040 - \$166,976
Classification	Executive Level 2
Position Number	1469351
Agency Website	www.finance.gov.au

Job Description

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

About the role

The Director, Active Services Plan and Build leads the future planning and delivery of improvement initiatives for the department's secret network services including MCN, NTS, GCN and GovLINK, and other new initiatives. The role provides oversight for the evaluation and implementation of new technologies and solutions to meet identified and emerging business needs. As a member of the Branch leadership team, the Director participates in forward planning, and plays a critical role in delivering projects for the benefit of our stakeholders.

Utilising an in-depth and contemporary knowledge of ICT the role will lead a team of engineers and project managers in developing new ideas, implementing projects and supporting business as usual services. The role will work across government and in multiple jurisdictions to ensure that the services supplied by GNS are appropriate and effective. There will be a requirement to participate in multi-disciplinary committees and working groups across government.

Duties

Who we are looking for

Our preferred applicant will:

1. Lead the design and implementation of system improvements and complex project delivery
2. Deliver project/program outcomes in a timely, efficient and cost effective manner to meet the needs of senior government and departmental stakeholders
3. Liaise with vendors and service providers to deliver on key contractual outcomes
4. Develop and promote GNS services and technology to facilitate innovation of new and existing services.
5. Provide insight and guidance to drive strategy and change.
6. Maintain a contemporary knowledge of existing and emerging technologies
7. Oversee asset management functions of the branch
8. Collaborate with other government agencies to improve the way ICT services are delivered across government.
9. Undertake occasional interstate travel.

Eligibility

Preferred applicants will be required to obtain and/or maintain a minimum Negative Vetting 2 Security Clearance. 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.

Notes

This recruitment process is for an ongoing vacancy. A merit pool may be established from this recruitment process to fill other ongoing and non-ongoing vacancies for the same or similar positions.

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Finance

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

To Apply

Position Contact	Heidi Madden, 02 6215 1801
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Vacancy VN-0677530

Department of Finance

Closing Date: Monday 09 March 2020

Government and Defence Division
Executive

Job Title	Executive Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Forrest ACT
Salary	\$77,095 - \$86,506
Classification	APS Level 5
Position Number	1468556
Agency Website	www.finance.gov.au

Job Description

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

About the role

Finance is seeking an Executive Support Officer to fill a vacancy within the Government and Defence Division, Budget and Financial Reporting Group, to provide support to the Division as required.

The Executive Support Officer will be required to provide high-level administrative support to senior executives including liaising with internal and external stakeholders to manage the diaries of 3 Assistant Secretaries, arranging for travel approvals and bookings, undertaking financial management activities including credit card reconciliation, managing records in accordance with approved policies and procedures, assisting with a range of other administrative tasks as required.

Duties

Who are we looking for

Our preferred applicant will:

Perform and oversee a range of administrative functions to deliver the Division's objectives and outcomes, including but not limited to:

1. Perform Executive support functions, including receiving and responding to phone calls, emails and general correspondence and greeting visitors.
2. Assist in management and coordination of committee briefing packs, reports and papers for meetings attended by senior executives and the Minister for Finance.
3. Engage and collaborate with internal and external stakeholders to achieve outcomes, facilitate cooperation and promote the division's business objectives.

4. Support and assist in day to day running of the Division.

Eligibility

Preferred applicants will be required to obtain and/or maintain a Negative Vetting 1 Security Clearance. 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.

Notes

This recruitment process is for an ongoing vacancy. A merit pool may be established from this recruitment process to fill other ongoing and non-ongoing vacancies for the same or similar positions.

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Finance

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

To Apply

Position Contact	Patrice Fitzpatrick, (02) 6215 3215
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Vacancy VN-0677585

Department of Finance

Closing Date: Monday 09 March 2020

Corporate Services
Parliamentary and Corporate Engagement

Job Title	Content Designer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Forrest ACT
Salary	\$84,817 - \$110,513
Classification	APS Level 6
Position Number	1467906
Agency Website	www.finance.gov.au

Job Description

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

About the role

Working with the Corporate Engagement Section, including the web and communication teams, the content designer makes sure content published online meets user needs. They focus on written content and advise on visual and interactive parts of products.

As a digital content specialist, you will use your outstanding writing and editing skills and the ability to translate complicated information into plain English to assist the Section to produce high quality, useful websites.

The job is 50% production, 30% stakeholder engagement and 20% ideation.

The right person for this job is a naturally strong writer with a creative flair, the type of person who can think outside the box, is highly organised and great with attention to detail. They will have experience in exercising sound professional judgement under pressure, with the ability to develop engaging material and respectfully and actively engage with stakeholders.

The branch recently redeveloped and launched the new Department of Finance website. This role will primarily be focused on ongoing governance, maintenance and assurance roles associated with the project over the next nine months.

Duties

Who we are looking for

Our preferred applicant will:

- develop content plans and strategies based on user needs
- write clear, usable content in plain English
- review content to make sure it's accurate, relevant and written in line with the GOV.AU Content Guide and Finance web style manual
- communicate the principles of content design to the web services team and others across the department
- develop a set of governance principles for maintaining the website
- advocate for users of the service by challenging requests that don't support their needs
- assist to deliver content that will work on all device formats (responsive design)
- identify user needs and demonstrate how content decisions support these needs
- assist with communication and web tasks as directed.

Eligibility

Preferred applicants will be required to obtain and/or maintain a minimum Baseline Security Clearance. 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.

Notes

This recruitment process is for a non-ongoing vacancy. A merit pool may be established from this recruitment process to fill other ongoing and non-ongoing vacancies for the same or similar positions.

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Finance

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

To Apply

Position Contact	Tameena Jacob, 02 6215 1772
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Vacancy VN-0677507

Department of Health

Closing Date: Monday 09 March 2020

Provider Benefits Integrity Division
Compliance Operations Branch Provider Education Section

Job Title	Assistant Director, Provider Education Section
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$102,512 - \$116,916
Classification	Executive Level 1
Position Number	20-PBIDIV-5453
Agency Website	

Job Description

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

The Assistant Director Provider Education Section will manage a small team and support the Director in implementing the education strategy as well as positioning the provider education work both more generally and specifically across the Division's work. Key functions include coordinating PBID's web presence, managing stakeholder engagement, leading education content development and coordination, project management, and people management.

Duties

- Assist in leading the implementation and evaluation of PBID's education strategy
- Drive the review, development, implementation and maintenance of PBID's education content strategy
- Lead the review of PBID's existing webpages and online content (in other locations for example, on Services Australia's platforms) and related user-experience, facilitate recommendations on priorities for development, implement these, and then, evaluate
- Oversee the Section's stakeholder engagement activities providing leadership and quality assurance
- Provide leadership and operational support to the Provider Education Section team
- Drive effective reporting on outcomes through weekly, fortnightly, monthly, and annual reporting
- Support the Director in developing the Section plan and contribute to Branch planning
- Prepare reports, ministerial briefs and other high level documentation for presentation to senior staff and the Executive
- Engage with Branch and State office communities, and initiatives in support of driving a positive workplace culture
- Other duties as required commensurate with the skills and capabilities of an officer at level.

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.

Notes

- Applications close 11:30PM AEDT
- Applicants should quote reference number 20-PBIDIV-5453 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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Health

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

To Apply

Position Contact	Zofia Pawlaczek, (03) 9665 8107
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Vacancy VN-0677524

Department of Home Affairs

Closing Date: Sunday 08 March 2020

N/A
Temporary Visa Program Various

Job Title	Complex Visa Decision Maker
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$66,443 - \$71,667
Classification	APS Level 4
Position Number	67078
Agency Website	www.homeaffairs.gov.au

Job Description

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

Overview of the Branch and Section:

Be part of something bigger: contribute to building a secure Australia that is prosperous, open and united. Join a connected team of professionals, where you can be your authentic self; grow your career while making time for all parts of your life. We all contribute to building a secure Australia that is prosperous, open and united. We share this commitment and through our contribution as employees of the Department. Further information regarding the vital role employee plays can be found at [Employee Value Proposition](#). The Department of Home Affairs is a central policy agency, providing coordinated strategy and policy leadership for Australia's national and transport security, federal law enforcement, criminal justice, cyber security, border, immigration, multicultural affairs, emergency management and trade related functions. The Department also has a service delivery network of offices in each State and Territory and overseas.

About the role:

The role of APS 4 officers in the Department of Home Affairs is varied and can include, but is not limited to, visa and citizenship processing, delivering client services and administrative support. APS 4 officers are expected to be flexible and able to cross learn processes, noting that training will be provided. Roles will require computer proficiency, verbal and written communication skills, including with internal and external stakeholders and an ability to quickly acquire knowledge of specified legislation. APS 4 Officers are responsible for assessing and processing visa applications of moderate complexity requiring attention to detail and sound judgement.

Duties

These will be dependent on the roles that become available and typical duties may include:

- Conducting assessments and making decisions under relevant legislation
- Identifying, assessing, investigating and escalating case load assurance and integrity concerns
- Drafting submissions for character consideration by a delegate or Minister
- Researching and analysing information for complex or protracted identity cases.
- Providing administration support
- Conducting interviews

- Communicating with clients and their representatives and other stakeholders
- Recording all actions in departmental systems
- Meeting required performance targets
- Planning and achieving work goals independently, and as a part of a busy and high pressured team.

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.

For specific ABF eligibility requirements, please go to:

<https://www.abf.gov.au/about-us/careers/a-career-with-us/eligibility>

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Home Affairs

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure. The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force delivers critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance,

our people, integrity, service and service standards. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

To Apply

Position Contact	Shaun Donnelly, 07 3136 7363
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Vacancy VN-0677437

Director of Public Prosecutions

Closing Date: Sunday 08 March 2020

Corporate Services Group
ICT Services

Job Title	ICT Services Support Officer (APS Level 4)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA
Salary	\$63,662 - \$70,427
Classification	APS Level 4
Position Number	50004530
Agency Website	

Job Description

We are looking for a motivated and experienced ICT Service Support Officer to join our CDDP team in our Perth office.

Duties

The APS Level 4 ICT Service Support Officer is responsible for providing a high level of customer service in the management and resolution of ICT incidents and problems. The support officer will research and resolve first and second level technical issues and assist in documenting solutions to previously undetermined incidents and problems contributing to the knowledge base. Wherever necessary, the support officer will escalate issues to technical specialists and third party support teams for rectification, but continue to manage and communicate updates to the end customer.

Eligibility

To be eligible for employment with the CDPP, applicants must be Australian citizens. In accordance with CDPP's Security Policy, successful applicants will be required to complete a security check and obtain an Australian Government Security Clearance to, at a minimum, a Baseline clearance on commencement with a view to upgrading to a Negative Vetting 1 clearance in due course. The security clearance must be maintained for the duration of employment with the CDPP.

Notes

This position may be offered as either an ongoing (permanent) engagement or a non-ongoing contract under the Public Service Act for a period of up to 18 months. An attractive salary of \$63,662 - \$70,427 per annum plus superannuation will be offered to the successful applicant. Salary can be negotiated at your discretion, within the prescribed salary range for the role, dependent on skills and experience.

Only applications received electronically through the CDPP online portal at cdppcareers.nga.net.au will be accepted. You will be asked to respond to some standard questions and attach a current resume. A set of five questions has been developed to assist you in developing your application and addressing the detail in the position description. You should consider the list of competencies for these roles when responding to these questions as the responses will form your application for the positions. You will be able to provide up to 250 words in response to each question.

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 see: <https://www.apsc.gov.au/recruitability>

About the Director of Public Prosecutions

To Apply

Position Contact	Mark Ferris, (07) 3224 9444
Agency Recruitment Site	

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Vacancy VN-0677580

Parliamentary Budget Office

Closing Date: Monday 09 March 2020

Corporate Strategy Branch
Corporate Strategy Branch

Job Title	Corporate Support Officer (APS5)
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	\$77,712 - \$85,251
Classification	
Position Number	PBO64
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Parliamentary_Budget_Office

Job Description https://www.aph.gov.au/About_Parliament/Employment/Parliamentary_Budget_Office

The PBO is seeking a dynamic and motivated individual with high level communication and organisation skills to be a Corporate Support Officer in the Corporate Strategy Branch. Reporting to an Assistant Director, you will deliver administration activities associated with human resources (HR) functions including in relation to recruitment, onboarding and staff cessations. You will also coordinate the administration of the PBO's electronic document management system, its workflow management system and its e-learning platform. The Corporate Support Officer also provides support for other functions in the branch, including communications, web and report publishing, as required.

As the Corporate Strategy Branch is a small team with responsibility for a broad range of functions, the successful applicant will be able to work flexibly and collaboratively.

The PBO supports mobility within the organisation as part of career development and expects staff to undertake work across a number of corporate functions at times in response to peak pressures.

Duties

Duties of the position include:

- delivering operational HR administration activities, including supporting recruitment processes, staff onboarding, cessations and movements, and liaising with the PBO's outsourced payroll provider
- assisting with administration of the electronic records management system including quality assurance and reporting activities
- assisting with administration of learning and development functions, including e-learning
- secretariat of the PBO's Health and Safety Committee and delivery of work health and safety activities as required (for example less complex case management)
- assisting with the development of HR policies and procedures, forms and templates

- providing back-up support for communications, web and report publishing functions
- providing back-up support for the Administrative Support Officer in the branch, as required
- contributing to the development of PBO organisational systems and work processes
- assisting in implementing the PBO's and Corporate Strategy Branch's annual work plans
- other duties as directed.

Eligibility

- Successful applicants will have a strong electronic record keeping ethos and client focus, high level communication and organisational skills and ability to prioritise and manage a wide variety of tasks.
- The ability to work with utmost discretion and confidentiality is essential
- Knowledge of, and experience with, formatting Microsoft Word documents and attention to detail are also essential.
- Knowledge of Adobe Creative Suite products and web content management system(s) is desirable.
- A security clearance must be obtained and maintained.

Notes

About the Parliamentary Budget Office

The role of the Parliamentary Budget Office (PBO) is to inform the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy and the financial implications of proposals. The PBO's functions include: preparing budget analyses and policy costings on request by Senators and Members, preparing submissions to inquiries of parliamentary committees and, at its own initiative, conducting and publishing research on the budget and fiscal policy settings. After a general election the PBO is required to prepare a report on the budgetary impacts of the election commitments of designated parliamentary parties. The PBO is one of four parliamentary departments and is located in Parliament House. The PBO actively encourages applications from people with a disability, Aboriginal and Torres Strait Islander people and people from linguistically diverse backgrounds.

To Apply

Position Contact	Tara Stellati, 02 6277 9522
Agency Recruitment Site	https://www.aph.gov.au/About_Parliament/Employment/Parliamentary_Budget_Office

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Vacancy VN-0677552

Royal Australian Mint

Closing Date: Monday 09 March 2020

Royal Australian Mint
NBL Operations

Job Title	Uncirculated Coining Production Operator
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$51,504 - \$56,237
Classification	APS Level 2
Position Number	Several
Agency Website	

Job Description

<https://www.ramint.gov.au/contact-us>

NBL Operations Branch

The NBL Operations Branch is responsible for minting of coins, medals, medallions and token products within the competing constraints of time, quality and cost.

Individual role within the Team

As a NBL team member you will have the opportunity to contribute directly to the production of numismatic products and to the Royal Australian Mint's brand. Members of the NBL team have a diverse range of skills including electroplating, machine operations and logistics. Automation of the Branches production equipment highlights the department's commitment to Lean Manufacturing and Work place Health and Safety.

Duties

Under limited direction:

- Operate coin production equipment to produce Uncirculated and Proof coins
 - Undertake Quality Control inspections of coins during production with attention to detail
 - Assist trade staff in the set up and running of production equipment
 - Undertake the packaging and preparation of coins for transport and shipping
 - Assist in the transport of blanks and coins through the production process
- Carry out data entry both manually and computer based
 - Identify and problem-solve basic production issues and provide regular feedback to Supervisors and peers on such matters
 - Read, understand and carryout tasks within the guidelines of the relevant Instruction Manuals

Eligibility

The successful applicant will need to have the following knowledge, skills and experience:

- Experience in a manufacturing environment
- Experience in Quality Control inspections with attention to detail
- Excellent eye for accuracy and detail
- Experience in manual handling of products engaging both hand and eye co-ordination
- The ability to quickly acquire knowledge of coin and medal production processes
- Must have proven computer skills in Microsoft Office Suite at a basic level

Notes

Applicants need to address selection criteria outlining your skills and experiences that make you suitable for this position.

To apply for this position, we want to hear about you, your skills and your work experience. 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)
- Claims against the selection criteria, demonstrating your understanding of the role and giving details on how your skills and experience meet the required capabilities detailed on the Role Statement. **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.**

About the Royal Australian Mint

To Apply

Position Contact	Mr To Trieu, 02 6202 8777
Agency Recruitment Site	https://www.ramint.gov.au/contact-us

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Vacancy VN-0677556

Royal Australian Mint

Closing Date: Monday 09 March 2020

Royal Australian Mint
Engineering, Operations and Logistics

Job Title	Mechanical Fitter
Job Type	Full-Time, Non-Ongoing
Location	Deakin ACT
Salary	\$66,039 - \$69,903
Classification	APS Level 4
Position Number	973
Agency Website	

Job Description

<https://www.ramint.gov.au/contact-us>

We are looking for a Mechanical Fitter to work in our Circulated Coining Production Section on a full time non-ongoing basis. This non-ongoing employment opportunity is available to all members of the community.

Engineering, Operations and Logistics

The Engineering, Operations and Logistics Branch of The Royal Australian Mint is responsible for the delivery of organisational wide Engineering and support services, it is also responsible for the manufacture of Circulating Coin and the supply of tooling in the form of master tools, dies, collars and other specialist tooling to meet manufacturing demands of both Circulating and Numismatic products.

Circulated Coining Production Section

The focus of the Circulating Coin Production Section is a modern high speed facility to manufacture circulating and high quantity commercial coins, meeting the demand for Australian and foreign countries. The Section is also responsible for the maintenance of the buffer stock within agreed level/parameters; and ensuring sufficient circulating coins are produced to meet customer demand. As an operation, the Section ensures production of quality products through sustainable practices.

Duties

Individual role within the Team

The successful applicant will be working collaboratively within a small multiskilled maintenance team. They will be responsible for quality, preventative maintenance and mechanical activities of plant and equipment affiliated to minting and automation.

Under limited direction:

- Undertake the setup, adjustment and maintenance of plant and equipment associated with the production of coins and coin related products.
- Undertake general fitting and mechanical trade activities to ensure the quality and timely production of coins, medals medallions and tokens.
- Using Computer based packages, you will maintain and retrieve data relating to manufacturing and service related records
- Undertake quality assurance activities to ensure the accuracy and appropriateness of information and procedures
- Provide advice based on professional knowledge; interpret and apply professional documentation to produce findings
- Participate in Cross skilling within the Branch, including on the job training of trades staff and apprentices
- Assist with data gathering activities related to continuous Improvement activities
- Assist in the delivery of various projects related to trade and manufacturing based activities
- Liaise with internal stakeholders
- Liaise with external parts suppliers

Eligibility

The successful applicant will need to have the following Knowledge, Skills and Experience:

- Possess a recognised mechanical trade qualification e.g. Fitting and Machining or Mechanic
- Demonstrated understanding of mechanical operations of plant and equipment

- Demonstrated ability to Install, repair/maintain, and fault find machinery and equipment
- Demonstrated ability to plan and prioritise various tasks associated with production operations to achieve the required individual and team outputs within deadlines
- Ability to interpret technical drawings and technical manuals
- Ability to operate and fault find a computer based Manufacturing Execution System
- Ability to prioritise workloads, seek advice and accept feedback
- Ability to use Microsoft office suite
- Experience in automated system desirable but not essential
- Machinist skills highly desirable but not essential
- Provide on-the-job training and mentoring to other trade staff and apprentices

Notes

To apply for this position, please submit:

- A current resume including the contact details of at least two referees
- A personal details form (can be obtained on our website at www.ramint.gov.au)
- Using the STAR method, provide a one-page-pitch detailing:
 1. Your experience while working in a mechanical trade that relates to the advertised role
 2. Examples of your experience in fault finding and analysis and how you resolved those issues identified
 3. Examples of your ability to adapt to a changing work environment

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.

About the Royal Australian Mint

To Apply

Position Contact	Mr David Spoljaric, 02 6202 8718
Agency Recruitment Site	https://www.ramint.gov.au/contact-us

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Vacancy VN-0677502

Therapeutic Goods Administration

Closing Date: Monday 09 March 2020

Medical Devices and Product Quality Division
Laboratories Branch Chemistry Section

Job Title	Senior Chemist
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$102,512 - \$116,916
Classification	Executive Level 1
Position Number	20-MDPQDIV-5472
Agency Website	

Job Description

<https://healthjobs.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=TGA&CurBID=7B2A37D5-2360-4BDA-783>

This is an opportunity for an experienced analytical chemist to further develop their skills in a leadership role in the laboratory of Australia's regulator of therapeutic goods. This position provides leadership and expert guidance to a team of analysts in the Therapeutic Goods Administration (TGA) Laboratories Chemistry section. The section undertakes testing of all types of medicines to established standards, investigative testing of complaint samples and unregistered medicines (including adulterated/counterfeit medicines), as well as the chemical examination of other therapeutic goods (e. g. medical devices).

Applicants should have significant experience in applied analytical chemistry, particularly in the pharmaceutical or forensic fields.

Duties

- Supervision of laboratory analytical staff working under an established Quality System.
- Checking sample testing paperwork and validating testing on LIMS.
- Preparation of correspondence with stakeholders and project reports for laboratory work.

- Planning, co-ordination and supervision of the completion and subsequent reporting of testing projects on the Laboratories Branch Testing Plan.
- Provision of expert assistance with sample testing or instrument operation
- Help to develop and maintain the Chemistry Section's laboratory resources, scientific expertise and Quality System, including instrument maintenance and calibration, GLP, WH&S and laboratory accreditation.

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.

Mandatory Qualification:

- To be eligible for this position applicants must hold a degree in chemistry or a closely related science from an Australian tertiary institution or a comparable overseas qualification.

Notes

- Applications close 11:30PM AEDT
- Applicants should quote reference number 20-MDPQDIV-5472 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 see: <https://www.apsc.gov.au/recruitability>

About the Therapeutic Goods Administration

To Apply

Position Contact	Dr Bill Sherwin, (02) 6289 2714
Agency Recruitment Site	https://healthjobs.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=TGA&CurBID=7B2A37D5-2360

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0677452

Asbestos Safety and Eradication Agency

Closing Date: Thursday 12 March 2020

ASEA
ASEA

Job Title	Communications Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	\$76,451 - \$94,513
Classification	APS Level 5;APS Level 6
Position Number	N/a
Agency Website	

Job Description

The Asbestos Safety and Eradication Agency (ASEA) oversees national efforts to prevent exposure to asbestos fibres in order to eliminate asbestos-related disease in Australia by coordinating the [*National Strategic Plan for Asbestos Management and Awareness 2019-2023*](#) (NSP 2019-2023).

Duties

1. Providing communications support to the ASEA including development of high quality materials for dissemination to the public to raise awareness about the dangers of asbestos.
2. Implementing the communications strategy for the agency to ensure delivery of the NSP 2019-2023 and other communications strategies where required.
3. Creating communications and public education materials including corporate documents, website and social media content, speeches and other stakeholder communications which support ASEA and partner events
4. Monitoring and managing stakeholder, media and other emerging issues for the agency and daily monitoring of all forms of media to keep the agency and stakeholders informed of asbestos-related coverage.
5. Maintenance of the agency website and social media accounts. Familiarity with using major social media platforms for organisations, government or business is essential.
6. Assist in the delivery of agency events, conferences and forums and participation in other external events as required; including procurement requirements.

7. Provide secretariat assistance and participate in internal and external committees or working groups including the National Asbestos Awareness Committee and the Asbestos Support Group Network.

S e l e c t i o n

C r i t e r i a

Your response to the following criteria should be in the form of a pitch of no more than 1,000 words in total outlining why you should be considered for these positions.

1. High level written and oral communication skills, including the ability to prepare high quality communications and marketing material tailored to a range of different stakeholder audiences.
2. Demonstrated ability to build and maintain strong, effective relationships with internal and external stakeholders, by providing support, anticipating and responding to their needs.
3. Ability to assist with the delivery of clear plans to effectively manage events and marketing projects/campaigns to promote the agency.
4. Ability to work to a communications or campaigns plan, but also to recognise opportunities or changing situations as they arise and adapt plans accordingly.
5. Strong organisational skills and ability to manage competing deadlines whilst maintaining accuracy and attention to detail in delivery of projects.
6. Ability to develop a detailed understanding of the issues around the risks of exposure to asbestos, to adapt quickly and effectively to new requirements and situations, keep updated on new sector trends and developments.
7. Experience working in government or similar communications/marketing environment.

Desirable criteria

1. Relevant tertiary qualifications in communications, media or events will be highly regarded but not essential
2. Experience in graphic design (particularly for social media) is highly desirable but not essential.
3. Experience with video production for social media and website content is highly desirable but not essential.

Eligibility

To be eligible for employment with the APS and ASEA, you must be an Australian citizen.

This position also requires a Baseline security clearance as a minimum. The successful applicants will be required to obtain and maintain a clearance at that level for the duration of their employment with ASEA.

Notes

Merit Pool

A merit pool may be established as part of this recruitment process to fill future ongoing and non-ongoing APS level vacancies should they become available.

This merit pool will be valid for 12 months from the date advertised.

How to apply

Please see the [Careers page](#) on the ASEA website for how to apply for this position.

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 see: <https://www.apsc.gov.au/recruitability>

About the Asbestos Safety and Eradication Agency

To Apply

Position Contact	Shane McArdle, 0292460558
Agency Recruitment Site	

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0677606

Attorney-General's Department

Closing Date: Monday 09 March 2020

Various
Various

Job Title	Various Opportunies - Policy, Human Resources and Administration Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$67,009 - \$72,756
Classification	APS Level 4
Position Number	494620/AGD
Agency Website	https://www.ag.gov.au/About/Pages/default.aspx

Job Description

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

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

Duties

Our Opportunities

The Attorney-General's Department performs a vast range of functions within Government and has multiple current and anticipated vacancies available across a range of functions.

We are looking for high-performing candidates interested to further their skills in one of our exciting streams: policy, legal, program or corporate.

As an AGD **Policy Officer** you may be expected to:

- build relationships with a range of internal and external stakeholders across different levels of government to undertake a variety of activities
- conduct research and analysis
- draft papers and other written material
- prepare briefs for different audiences, including our executive
- provide policy based advice.

As an AGD **Administration Officer** you may be expected to:

- undertake research and analysis
- prepare papers and other written material
- build a strong understanding of the relevant legislation
- represent the department at meetings and conferences
- develop and maintain effective relationships with a wide range of stakeholders.

As an AGD **Corporate officer** you may work in one of these areas:

- accounting and finance
- communications and marketing
- governance
- human resources
- information, communications and technology (ICT)
- information and knowledge management
- ministerial and parliamentary
- payroll
- property and facility management
- physical security
- travel.

Please note - if you are interested in more than one stream, you only need to submit one application. However, we encourage you to tailor a statement of claims for each stream you're applying for. If you are successful to interview for more than one stream, you will be required to attend more than one interview.

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.

To be successful at the APS 4 level, you will need to:

- demonstrate sound judgement while following direction
- accept challenges and work productively within a team to achieve goals
- understand and act on constructive feedback and look for opportunities to develop your skills
- take responsibility for your own work tasks through to completion
- build relationships with team and other peers to work as a supportive and cooperative team member
- adhere to relevant legislation and quality standards in completing work.

Please refer to the [AGD Performance Expectations](#) for more detail.

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.

Certain positions require formal legal qualifications. For these positions, applicants must hold a degree in law from an Australian tertiary institution or comparable overseas qualification –which in the opinion of the Secretary or delegate, is appropriate to the duties of the office, or admission in Australia as a legal practitioner.

Notes

Information sessions outlining the roles that are available will be held for interested applicants on:

- Tuesday 3 March 2020 - 12:30pm - 13:30pm
- Wednesday 4 March 2020 - 17:30pm - 18:30pm.

These sessions will be held at the Attorney-General's Department, 3-5 National Circuit, Barton ACT.

Please come along to hear from senior managers and ask any questions you may have about the roles or Department.

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 see: <https://www.apsc.gov.au/recruitability>

About the Attorney-General's Department

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

To Apply

Position Contact	HR Assist, 02 6141 6111
Agency Recruitment Site	https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0677571

Fair Work Commission

Closing Date: Monday 09 March 2020

APS
Corporate Services Branch Reporting, Planning and Legal

Job Title	Senior Legal Advisor (Commercial/In-house)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC
Salary	\$106,841 - \$115,623
Classification	Executive Level 1
Position Number	1455
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

Description of role

We are seeking an experienced Senior Legal Advisor (Commercial/In-house) with a minimum of 5 years' relevant post-admission legal experience to join our RPL team to advise on a range of legal matters, working in a dynamic and cohesive environment.

As a Senior Legal Advisor (Commercial/In-house) in RPL, you will use your knowledge and experience to contribute to the delivery of RPL services by providing high quality, consistent and timely legal advice and assistance on a range of corporate, government or commercial legal matters. You will have an understanding of and an ability to advise on privacy and FOI law, administrative law and the Commonwealth's governance, risk management and financial framework and invest in knowledge sharing.

You will work collaboratively with stakeholders, proactively contribute to process improvement and behave with integrity, enabling you to build trust and communicate with influence.

Our ideal candidate

- Is legally qualified and admitted to practise as a legal practitioner in a federal or state jurisdiction
- Currently holds or is eligible to hold a current practising certificate. Any in-house counsel experience is desirable
- Is able to demonstrate their motivation and ability to acquire knowledge of workplace relations law and of legal issues related to the Commission
- Has excellent attention to detail and an ability to effectively identify, analyse and manage risk and issues regarding your work and exercise judgement that is appropriate for a senior position
- Can apply process and logic to solve difficult legal problems and find effective solutions to achieve organisational goals
- Is able to produce technically accurate and well-expressed written work and guide, mentor and support team members in doing the same
- Is flexible and able to adapt to meet immediate and future challenges.

Duties

Duties

1. Provide authoritative, practical and impartial legal advice and assistance to the Commission's Executive and staff on a range of corporate, administrative and workplace relations issues, and ad hoc assistance to Commission Members regarding the Fair Work laws and tribunal operations.
2. Manage issues surrounding the collection, management, use and disclosure of personal information under the Privacy Act including:
 1. advising on and promoting awareness of compliant information privacy practices; and
 2. acting as one of the Commission's Privacy Officers and a member of its Data Breach Response Team.
3. Oversee the processing of requests for access to documents made under the FOI Act including issuing decisions on internal review.
4. Lead the drafting and review of Commission policies, procedures, forms, resource materials, contracts and other legal documents for internal and external use or publication.
5. As required, manage Commission litigation and lead/contribute to cross-organisational projects.
6. Provide leadership within the team, including developing, coaching and mentoring staff.
7. Build and maintain constructive working relationships and work collaboratively with other Branches to ensure high quality support and services are provided to Commission Members and staff.
8. Other duties as directed by the Director, RPL.

Eligibility

All applicants for this role must hold Australian citizenship.

Notes

The Commission values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment.

We welcome people with diverse skills, experiences, perspectives and backgrounds, and encourage applications from Aboriginal and Torres Strait Islander People, people with disabilities, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace. This information will be held in strict confidence.

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 see: <https://www.apsc.gov.au/recruitability>

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute Resolution • Anti-bullying • Termination of Employment • Registered Organisations The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2017- 2020.

To Apply

Position Contact	Kate Scarlett, (03) 86564799
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0677492

Department of Defence

Closing Date: Monday 09 March 2020

Defence Science and Technology
Land Division Land Human Systems

Job Title	Human Performance Research Coordinator
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$101,955 - \$115,005
Classification	Executive Level 1
Position Number	DST/00602/20
Agency Website	

Job Description

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

Duties

The Research Coordinator (RC) will be responsible for coordinating the formation and maintenance of productive Human Performance Program (HPP) partnerships. Establishing and maintaining this wide array of partnerships relies on technical leadership from several DST Divisions, the contract expertise from DST's Technology Partnerships Office and the buy-in and support from its military stakeholders.

The RC plays a vital role in ensuring that the knowledge and support of these Defence contributors is brought together with the most suitable external research providers to deliver capability impact for the ADF. In particular, the RC will need to:

- Foster research collaborations based on trust and respect across DST, their HPP partners and their military stakeholders.
- Work closely with the DST Technology Partnerships Office, the CASG Procurement Team, and the Chief Finance Office to ensure adherence to Defence procurement policy and effective commitment and expenditure of allocated funds.
- Gather, collate and present information that supports the assessment of the research performance of the Human Performance Program partners.
- Work constructively within the HPP to identify emergent issues and opportunities that warrant changes to mitigate the risks of failure and increase the potential for success.
- Manage monthly HPP Defence stakeholder telecons, including the compilation and pre-distribution of the update report.
- Implement additional actions determined by the HPP Lead and its Management Team.
- Promote the HPP through regular publishing of HPP events and outcomes using multiple media.
- Organise the annual Human Performance Research Network (HPRnet) Symposium and one or more targeted workshops and assist in the organisation of the annual Defence Human Science Symposium
- Populate and maintain the HPP's electronic archive to support effective governance and auditability.

Additional functions:

- Contribute corporately to the safe, ethical and effective planning and function of DST, Land Division, Land Human Systems and the One Defence S&T portfolio.
- Provide administrative support to DST's Low Risk Ethics Panel.

Please note: This position is being offered as a Non-Ongoing for a period of up to 3 years.

Eligibility

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Dr Mark Patterson, 03 9626 8472
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0677498

Department of Defence

Closing Date: Monday 09 March 2020

Estate and Infrastructure Group
Service Delivery Regional Services East & West

Job Title	Environment and Sustainability Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$80,669 - \$92,150
Classification	APS Level 6
Position Number	EIG/00786/20
Agency Website	

Job Description

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

Duties

The Department of Defence, Estate and Infrastructure Group (E&IG), Service Delivery Division, has a vacant APS 6 Environment and Sustainability Officer position within NNSW.

Within the Department of Defence, E&IG is responsible for the planning, development and management of significant Defence landholdings and facilities to support current and future capability. Our Environment and Sustainability Team plays a critical role in enabling Defence capability by ensuring all activities across our Estate are compliant with legislative requirement, Defence policies, procedures and Land Use Agreements. You will work within a framework of legislation, standards, established principles, work practices and procedures.

We value our team and expect all members to demonstrate Leadership Behaviours. Our team demonstrate and encourage initiative problem solving and innovation. We are an evolving Department which constantly improves and undergoes change to the way we work and the way we approach our work.

This role may suit you if you:

- Are passionate and pragmatic about environmental management.
- Enjoy being part of a highly skilled technical team, comfortable knowledge sharing and supporting your colleagues, and have the skills to develop effective relationships with colleagues, customers and service partners, across disciplines in a large complex organisation.
- Thrive in a fast paced environment where you're given latitude to manage multiple responsibilities.
- Enjoy working with others to meet organisational deadlines and are outcomes focused.
- Have a positive and inclusive approach to working as part of a geographically dispersed team in a large and complex organisation.
- Have experience with stakeholder management and service delivery.

What's on offer for you:

- Inclusion in a service delivery network that enables significant career opportunity across Australia, enabling different experiences and promotion.
- Investment in your career path. Building your leadership and technical skills is a priority for us.

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Defence

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

To Apply

Position Contact	Fletcher Townsend, 0455 070 515 or (02) 9393 2046
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette

- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0677505

Department of Defence

Closing Date: Monday 09 March 2020

Defence People Group
People Policy & Culture People Policy & Employment Conditions

Job Title	Content Designer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$73,636 - \$92,150
Classification	APS Level 5; APS Level 6
Position Number	DPG/00400/20
Agency Website	

Job Description

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

Duties

We're looking for Content Designers to help us deliver the new ADF pay and conditions website.

If successful, you'll research, plan and write content for the web as part of a multidisciplinary team. The current ADF pay and conditions website is hard for ADF members and their families to understand. We're redesigning the site with the needs of ADF members and their families in mind.

Your key role is to write user-centred content which helps the reader understand what they need to know and be confident they have all the information they need to make a decision. You'll design user-centred content for webpages, headings, subheadings, cards and buttons.

The ability to translate complex information in to user-centred web content, strong research and analysis skills are essential. You must able to communicate clearly and openly with team members, subject matter experts and key stakeholders. We use Agile to deliver shippable content every two weeks. You'll participate in daily stand-ups, sprint reviews, planning and retrospectives. Our team operates in a supportive environment where experimentation and learning are encouraged.

The successful candidate will be able to:

- write user-centred content for the web
- meet tight deadlines
- participate in all team meetings
- talk about what you're working on with confidence
- make informed content decisions quickly
- Interpret and simplify complex legal language.

We are offering the opportunity to contribute to an important Defence project which will directly benefit ADF members and their families.

If you are selected for interview, you will be asked to complete a writing task.

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Defence

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

To Apply

Position Contact	Ben Meyer, 0408 860 558
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0677508

Department of Defence

Closing Date: Monday 09 March 2020

Capability Acquisition and Sustainment Group
Maritime Systems Maritime Support

Job Title	ILS Manager (Sus)
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$80,669 - \$92,150
Classification	APS Level 6
Position Number	CASG/00650/20
Agency Website	

Job Description

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

Duties

The Maritime Cross-Platform Systems Program Office (MCPSPPO), within Maritime Systems Division, Capability Acquisition and Sustainment Group (CASG), located in Sydney CBD, is responsible for the provision of seaworthy materiel in support of the Australian Defence Force. The MCPSPPO sustains complex military systems and equipment within its configuration baseline. The SPO relies on a large industry base (in-country and overseas) for supply support, engineering support, preventative maintenance and corrective maintenance onboard HMA Ships and at RAN Shore Establishments.

We are seeking Integrated Logistic Support (ILS) Officers with sound business acumen to provide the most effective and efficient management of Naval Cross Platform systems. You will be responsible for the whole of life management of assets, from initial procurement, providing In-Service Support such as storage, inventory management and maintenance, through to disposal management.

At the APS 6 level you will mentor employees and ensure that they comply with statutory regulations and Defence policies. You will also be responsible for developing and maintaining relationships with our customers and suppliers.

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Defence

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

To Apply

Position Contact	Thomas Richards, 02 9393 3919
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0677532

Department of Defence

Closing Date: Monday 09 March 2020

NAVY
Fleet Command MW, Hydro & PB Force

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$73,636 - \$78,873
Classification	APS Level 5
Position Number	NAVY/00770/20
Agency Website	

Job Description

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

Duties

As the Administrative Officer you will report to the Patrol Boat Group's Staff Officer Preparedness and Coordination, working as part of a small team that will ensure compliance to the complex governance and quality requirements of an integrated workforce.

You will contribute to the work of a team consistent with a work plan and provide advice and assistance on methods of task completion to team members and Patrol Boat Enterprise stakeholders. You will also be expected to be capable of reviewing and developing the quality of work undertaken by other stakeholders. You will engage with the relevant stakeholders within the Enterprise to investigate, report, develop, evaluate, advise and implement policies and procedures to achieve the required results.

You will also be accountable to contribute towards ongoing self-improvement and professional development.

Eligibility

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	William Triffitt, 08 8935 5282
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0677545

Department of Defence

Closing Date: Monday 09 March 2020

ARMY
ADFHQ - Office of Chief of Army Other Agencies - Army

Job Title	HR Officer
Job Type	Full-Time, Ongoing
Location	Canberra Airport ACT
Salary	\$67,100 - \$73,256
Classification	APS Level 4
Position Number	ARMY/00809/20
Agency Website	

Job Description

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

Duties

The Career Management – Army's (CM-A's) Executive needs a highly motivated and confident individual who can communicate clearly, and with confidence, to people of all levels. If you want to be a valued member of a busy and highly productive team, we want to hear from you.

You'll be responsible for assisting developing recruitment initiatives and reporting on HR and Financial data to inform CM-A strategic direction.

While no two days are the same in CM-A, on a typical day you might be have to:

- Consult with Army personnel about recruitment initiatives.
- Develop data to support APS management.
- Assist with Financial management across the Branch.

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Defence

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

To Apply

Position Contact	John Lawrence, 02 6144 7924
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0677549

Department of Defence

Closing Date: Monday 16 March 2020

Joint Capabilities Group
Australian Civil-Military Centre Concepts and Capability

Job Title	Director, Concepts and Capability
Job Type	Full-Time, Ongoing
Location	Queanbeyan NSW
Salary	\$118,376 - \$142,087
Classification	Executive Level 2
Position Number	JCG/00531/20
Agency Website	

Job Description

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

Duties

The Australian Civil-Military Centre (ACMC) was established in November 2008, in recognition of the growing importance of civil-military-police interaction as part of the Australian Government's commitment to sustainable peace and prosperity.

ACMC's mission is to support the development of national civil-military capabilities to prevent, prepare for and respond more effectively to conflicts and disasters overseas. To implement its mission, the ACMC promotes best practice civil-military-police engagement in conflict and disaster management. ACMC is a small dynamic organisation with approximately 25 staff drawn from permanent staff from the Department of Defence supplemented by secondees from Australian Government departments and agencies (Defence, Foreign Affairs and Trade, Home Affairs and the Australian Federal Police), the New Zealand Government, the Australian Council for International Development (Australia's peak non-government sector body) as well as contractors.

The ACMC is seeking a suitable candidate to fill the role of Director, Concepts and Capability to generate civil-military-police knowledge within government and to support the development of civil-military capabilities across stakeholder organisations.

The Director is responsible for leading a team that:

1. Coordinates and advocates interagency involvement in the design and execution of national-level exercises that promote enhanced civil-military-police cooperation.
2. Develops best practice civil-military-police guidance for Australian government and non-government practitioners.
3. Evaluates and advises the Executive on best-practice regional and international civil-military-police coordination activities, either in response to stakeholder demand or in anticipation of future stakeholder demand.
4. Works with stakeholders to ensure the best-practice implementation of the integrated approach for preparedness, planning and execution of offshore operations.
5. Manages the whole-of-government lessons framework for overseas conflict and disaster prevention, preparedness, response and recovery activities.
6. Conducts whole-of-government lessons projects as required.
7. Works with government agencies and civil-society groups to develop cooperative relationships with relevant Australian and international organisations to seek and identify opportunities for engagement and exchange of knowledge on civil-military issues.
8. Supports whole-of-government Women, Peace and Security initiatives through training, advice and evaluation.
9. Manages the commissioning and delivery of research projects that increase civil-military-police understanding and preparedness.

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Defence

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

To Apply

Position Contact	Sonia Steve, 02 6160 2220
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0677550

Department of Defence

Closing Date: Monday 09 March 2020

Capability Acquisition and Sustainment Group
Joint Systems Explosive Materiel

Job Title	Technical Specialist
Job Type	Full-Time, Ongoing
Location	Penrith NSW
Salary	\$80,669 - \$92,150
Classification	APS Level 6
Position Number	CASG/00614/20
Agency Website	

Job Description

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

Duties

The Land Explosive Ordnance Systems Program Office acquires and sustains explosive ordnance (EO) for the Australian Defence Force. We are seeking candidates with strong communication and Engineering skills to work within a multi-disciplinary Integrated Product Team consisting of logistics, engineering and commercial specialists. This position directly supports the delivery of capability to the Australian Defence Force, ensuring an inventory that is fit for purpose, safe to use and achieves value for money.

The successful candidate will:

- Be a strong communicator via a range of means and mediums;
- Possess the ability to effectively achieve complex explosive ordnance engineering work within an integrated workforce;
- Have strong stakeholder engagement and networking skills;
- Work collaboratively with internal and external stakeholders and influence the work of the team
- Possess an ability to achieve required outcomes, while maintaining a good ability to interact and cooperate with other team members.

Role Responsibilities:

- Effectively perform critical and complex engineering activities whilst working within an integrated Product Team (IPT);
- Knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements;
- Exercise assigned engineering authorities and any Technical Regulatory Authority delegations;
- Provide detailed explosive ordnance engineering technical and professional advice in relation to complex work;
- Contribute to strategic planning, program and project management and policy development;
- Maintain effective stakeholder engagement within Defence and with industry.

Benefits of the position:

- An integrated ADF/APS/contractor environment located in Penrith CBD;
- Support to the Australian Defence Force;
- Permanent Full time Position with a generous remuneration package and conditions of service;
- Flexible working hours promoting great work life balance;
- Access to mentoring and career development pathways;
- On-site parking;
- Close to Public Transport and main street location;
- Secure Defence Building;
- Professional and comfortable office environment.

Eligibility

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 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.

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Defence

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

To Apply

Position Contact	Anne Ngo, 02 4726 1062
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0677569

Department of Defence

Closing Date: Monday 09 March 2020

Estate and Infrastructure Group
Service Delivery Regional Services South & East

Job Title	Service Delivery Manager
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$80,669 - \$92,150
Classification	APS Level 6
Position Number	EIG/00375/20
Agency Website	

Job Description

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

Duties

APS 6 Service Delivery Managers

The Directorate of Archives and Service Centres (DASC) has two opportunities available for experienced, energetic and service delivery focused people. DASC is a part of the Defence Customer Service Network (CSN) that comprises call centre, email and face to face customer services, archives, travel, publishing and library functions. Our dedicated staff ensure the role of the network provides high quality assistance and customer service to ADF serving, ex-serving and Reserve members, APS and the general public. We are looking for enthusiastic people to join our management team.

The two opportunities available are:

Service Delivery Manager (SDM) CSN Support

The SDM CSN Support will be responsible for managing a small disperse team that supports the operations of the CSN. The CSN Support Team is responsible for:

- Management of the National Email Inbox;
- Provision of reporting data and answering enquiries from the CSN;
- Providing quality, education and coaching advice, identifying trends in customer enquiries and identifying solutions;
- Maintenance and implementation of the Quality Framework and Assessment Tool for the CSN;
- Producing high quality communications for the CSN;
- Liaising with key stakeholders internal and external to the CSN;
- Management of the DASC Records Management Structure (Objective); and
- Developing and maintaining the CSN learning and development materials.

Service Delivery Manager (SDM) Archives Product

The SDM Archives Product role will actively manage policy, planning, procurement and communications for all archives related work. You will be a key member of the team responsible for project coordination, management of established digitisation processes, quality control and records storage. You will have experience in delivering outcomes including planning, tracking and staff management.

The SDM Archives Product responsibilities will include:

- Work with limited supervision overseeing multiple related small projects;
- Draft responses to Ministerial correspondence;
- Facilitate stakeholder meetings ensuring services are delivered and expectations are managed;

- Report on archives achievements against the business plan;
- Manage assigned resources to ensure on-time completion of planned tasks;
- Drive resolution of escalated project issues; and
- Analyse lessons learnt and put forward recommendations for improving delivery of archives business.

To be successful in these roles you will need to have:

- Demonstrated experience in a service delivery/customer focused environment;
- Demonstrated ability to deliver continuous improvement activities that build upon an outcome based focus for customer service delivery;
- Proven ability to create a high standard of service by monitoring and reviewing team performance through the use of data, quality outcomes, customer satisfaction and people management practices;
- Exceptional stakeholder engagement communication, liaison and negotiation skills;
- Demonstrated ability to streamline processes and reduce customer effort whilst promoting customer engagement; and
- Ability to work collaboratively across large and dispersed teams to drive a focus on implementing new business and utilise the benefits of capacity planning.

Applicants for both positions must have highly developed communication skills, be confident in presenting briefings to key stakeholders and have the ability to think critically. Demonstrated experience in delivering positive change and business efficiencies are also a must. The successful applicants will need a proven track record of managing and leading teams to achieve organisational goals and build a high performance service culture.

Please note that the successful candidates may be expected to undertake regular self-drive travel between different sites. Applicants may require a current Driver's Licence.

Eligibility

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Glenda Hall, 0409 125 609
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0677598

Department of Defence

Closing Date: Monday 09 March 2020

ARMY
Forces Command HQ Forces Command

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Paddington NSW
Salary	\$80,669 - \$92,150
Classification	APS Level 6
Position Number	ARMY/00807/20
Agency Website	

Job Description

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

Duties

The Australian Geospatial-Intelligence Organisation (AGO) makes a critical contribution to protect the lives and safety of Australians at home and overseas by providing of accurate and timely geospatial intelligence (GEOINT) to support decision makers at all levels. The geospatial intelligence we provide has increasingly been recognised as a critical element supporting Australia's National Security and Defence interests. AGO Bendigo offers a unique opportunity to develop a challenging and rewarding career in an expanding Defence organisation while enjoying the benefits of regional living. AGO offers flexible working arrangements and is committed to learning and development for all staff. We value the diversity of our workforce and the benefits this brings for our customers. Bendigo is a vibrant and growing contemporary regional centre. The region provides an affordable and relaxed lifestyle for families and access to sporting and cultural amenities and activities across a wide range of interests.

Applicants with a strong academic record or relevant experience in a range of fields including geographic information systems/science, geomatics, geospatial web services, human geography, geospatial database management and environmental and earth sciences are encouraged to apply. Previous professional experience in related analytical, defence or intelligence fields will be highly regarded. If you are a team player who can work collaboratively to solve problems; can think creatively and see a bigger picture; and have the determination to succeed against difficult challenges, then we would like to hear from you.

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Defence

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

To Apply

Position Contact	Cliff Smith, 02 8335 5392
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0677605

Department of Defence

Closing Date: Wednesday 04 March 2020

Capability Acquisition and Sustainment Group
Helicopter Systems Army Aviation Systems

Job Title	Branch Work Health Safety Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$80,669 - \$92,150
Classification	APS Level 6
Position Number	CASG/00708/20
Agency Website	

Job Description

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

Duties

The Work Health and Safety (WHS) Manager ensures Army Aviation Systems Branch remains compliant to its statutory WHS requirements. You will have experience working within an enterprise WHS system and managing a WHS system across multiple sites, working with multiple stakeholders.

This role works with disparate groups across the Branch, Division and Domain, through to other service groups and industry partners. Your superior communication skills ensure you are adept at written, verbal and presentation tasks. You have the ability to develop a single sense of purpose with all stakeholders, through your talent to sell the importance of the WHS message.

Your leadership skills will help you with providing advice to Branch members on WHS related issues, translating complex concepts to meaningful messages. Your strong coordination skills ensure the Branch meets all of its reporting and meeting timelines. You will have a demonstrated ability to analyse WHS related data and audit information, subsequently developing reports for submission to higher levels of the organisation, whilst acting as the conduit for the flow of WHS information and reporting. Experience in WHS auditing will be desirable.

Eligibility

Mandatory:

- Minimum Certificate IV in WHS

Applicants must be able to obtain and maintain a security classification at a '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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Defence

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

To Apply

Position Contact	Erin Ashman, (07) 3233 4270
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Education, Skills and Employment

Vacancy VN-0677484

Australian Research Council

Closing Date: Sunday 08 March 2020

Meetings and Logistics
Corporate Services

Job Title	Logistics Team Leader
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra Airport ACT
Salary	\$79,227 - \$88,679
Classification	APS Level 6
Position Number	ARC1920-016
Agency Website	www.arc.gov.au

Job Description

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

The Logistics Team Leader position is part of the small and busy Meetings and Logistics Team, and is responsible for the coordination and administrative support of events and meetings for the Australian Research Council (ARC).

The role often manages sensitive information and requires someone who can be discrete and maintain confidentiality.

Members of the team will work in a fast-paced environment and are expected to:

- Have commitment to achieving quality outcomes
- Interact positively and effectively within the ARC and with a broad range of external stakeholders

- Meet tight deadlines while coping with conflicting priorities.

Duties

- Liaising with internal and external stakeholders, including representatives of other higher education institutes and sectors
- Providing high-level support for the ARC's activities, including organising venues, catering, travel arrangements, preparing meeting papers and drafting meeting papers
- Manage financial processing including monitoring of expenditure, preparation of documentation for payments
- Management of activities including preparations for training and support for meetings of committees
- Supervision of junior staff members.

Our ideal candidate will have had experience working in a Meetings and Logistics position or similar. You will be a driven and proactive individual who is prepared to go above and beyond to ensure the success of each assignment.

You will utilise your initiative to make decisions within a time sensitive, high-pressured environment. You will also be a detail oriented individual who is ambitious to develop and learn, and ultimately be a valued team member, who has flexibility with work hours. **Eligibility**

To be eligible for employment with the ARC, you must be an Australian Citizen.

The preferred applicant will be required to successfully undergo a police check.

Notes

No mandatory qualifications needed, although experience in a similar position within an APS environment would be highly desirable.

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

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

About the Australian Research Council

To Apply

Position Contact	Jaycinta Pitson, (02) 6287 6728
Agency Recruitment Site	https://www.arc.gov.au/about-arc/careers-arc

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette

- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Foreign Affairs and Trade

Vacancy VN-0677535

Department of Foreign Affairs and Trade

Closing Date: Tuesday 10 March 2020

Trade, Investment and Business Engagement Group
Various Various

Job Title	Assistant Director – Trade and Investment, Economic Diplomacy and Business Engagement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$106,570 - \$119,208
Classification	Executive Level 1
Position Number	Several Positions
Agency Website	

Job Description

<https://dfat.gov.au/careers/Pages/careers.aspx>

The Department of Foreign Affairs and Trade (DFAT) is seeking energetic and talented people to contribute to the development and implementation of policy relating to trade and investment, economic diplomacy and business engagement.

These positions are based in Canberra. Successful candidates will be placed in a role focused on trade and investment policy, economic diplomacy or business engagement function for a minimum of three years. After this period, employees are eligible to apply for alternative positions across the department, including positions overseas, through an internal competitive process.

The department supports flexible working arrangements, including part-time work and job sharing.

This recruitment process will be used to fill current vacancies, as well as vacancies that may arise over the coming 12 months.

Duties

As an Executive Level 1 (EL1) officer at DFAT, you will undertake complex policy work under limited direction on matters pertaining to trade and investment, economic diplomacy or business engagement. You will be accountable for the achievement of work priorities within your area of responsibility and contribute to team planning and the achievement of outcomes. You may manage a small team.

You will interpret, draft and review documents, policy advice and briefings that cover complex and nuanced subject matter. You will undertake research and apply critical thinking to support sound decision-making. You may be required to represent the department or the Australian Government at a range of external forums and negotiations and to support the department's advocacy. You will actively build and maintain effective networks of internal and external stakeholders to support informed policy making.

Eligibility

Candidates must be Australian citizens.

This is a security-designated position. Prior to engagement selected candidates will be required to obtain an Australian national security clearance at Negative Vetting Level 2. Ongoing employment with the department requires the successful candidates to maintain a security clearance. Loss of a security clearance at any time will lead to termination of employment.

A face-to-face interview is a critical part of the security clearance process. This interview will be conducted in Australia, preferably in Canberra. If you reside overseas, please be aware that you will be required to travel to Canberra at your own expense to undertake the security clearance interview. Interviews cannot be conducted by video link or Skype.

Depending on the role into which you are placed, you may be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

DFAT employees are expected to adhere to the APS Values and Code of Conduct and the DFAT Values Statement.

Aboriginal and Torres Strait Islander Candidates

In support of the Government's Closing the Gap Strategy: Indigenous Economic Participation Agreement, the department is aiming to increase its recruitment of Indigenous Australians, and strongly encourages Aboriginal and Torres Strait Islander people to apply.

People with Disability

Under Section 45 of the Disability Discrimination Act (1992), the department aims to ensure its recruitment processes are inclusive of people with disabilities and strongly encourages people with disability to apply.

We are committed to making reasonable adjustments for people with disability in our selection processes and for our employees in the workplace.

Notes

Please note applications close on Tuesday 10 March 2020 at 2:00pm AEDT

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Carol Robertson, 02 6261 9693
Agency Recruitment Site	https://dfat.gov.au/careers/Pages/careers.aspx

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Australian Digital Health Agency

Closing Date: Thursday 05 March 2020

ADHA Finance
FD Financial Mgmt Budget and Plan FD FMBP Financial Management

Job Title	Senior Financial Accountant
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$104,562 - \$119,255
Classification	Executive Level 1
Position Number	tbc
Agency Website	https://www.digitalhealth.gov.au/

Job Description

The Australian Digital Health Agency is tasked with improving health outcomes for Australians through the delivery of healthcare systems and the national digital health strategy for Australia.

With a focus on engagement, innovation, clinical quality, and safety, the Agency is putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them.

Duties

We are looking for an experienced and motivated person across Brisbane, Sydney or Canberra to join the Financial Management team.

Reporting to the Director of Financial Management, this permanent role lies within a small team of high performing and customer focussed staff.

As the Senior Financial Accountant you will be responsible for providing strong oversight of the agency's financial reporting and internal controls, ensuring all legislative and government reporting requirements are met.

The Senior Financial Accountant will be responsible for the following, but not limited to:

- Manage the month end reporting process including quality assurance of the trial balance pre-ledger close, and review of monthly and annual financial and statutory reporting.
- Oversee maintenance of fixed asset registers and preparation of monthly journals.
- Oversee cash flow management activities including daily updates, cash sweeps and treasury forecasting.
- Review of monthly balance sheet reconciliations, and dashboards to management.
- Manage the financial statements preparation and review process, including liaison with the Australian National Audit Office (ANAO).
- Oversee preparation of Business Activity Statements and Fringe Benefits Tax Returns.
- Preparation of Audit and Risk Committee papers, Board reports, papers and other reporting to management.

- Support Divisional procurement processes to ensure internal controls are followed, including appropriate coding of costs.
- Contribute to development and continuous improvement of financial and administrative policies, business practices and controls.
- Contribute to the leadership and direction of the Financial Management Team

Key Capabilities:

- CPA or CA qualified with significant experience
- Sound knowledge of the Australian Accounting Standards, government financial frameworks and legislation is required
- High quality interpersonal skills, with experience in leading teams and building sustaining relationships
- Demonstrated experience working with financial management information systems; SAP and CBMS desired
- Strong report writing skills
- Advanced Excel worksheet skills

Eligibility

Applicants must be Australian citizens to be eligible for employment at the Agency. The preferred applicant 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.

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

Digital Health 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.

To apply, please submit your resume, together with a one-page statement explaining how your skills and experience align with the requirements of this position.

Please select your preferred location by selecting the link below.

- [Brisbane](#)
- [Sydney](#)
- [Canberra](#)

Closing date: 5th March 2020

Notes

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Amanda Lowe, 07 3243 3955
Agency Recruitment Site	

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0677589

Australian Digital Health Agency

Closing Date: Thursday 05 March 2020

ADHA Finance DIV
FD Financial Mgmt Budget and Plan FD FMBP Financial Management

Job Title	Senior Finance Business Partner
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$104,562 - \$119,255
Classification	Executive Level 1
Position Number	tbc
Agency Website	https://www.digitalhealth.gov.au/

Job Description

The Australian Digital Health Agency is tasked with improving health outcomes for Australians through the delivery of healthcare systems and the national digital health strategy for Australia.

With a focus on engagement, innovation, clinical quality, and safety, the Agency is putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them.

Duties

As the Senior Finance Business Partner you will be responsible for supporting the Agency's operational divisions to achieve strategic outcomes and business goals by providing value add services including business planning, performance monitoring and analytical support through business partnering.

Working closely with the Senior Management Accountant and other business areas, this role contributes significantly to the overall outcomes of the Financial Management Section and is customer focussed meeting the requirements of an array of internal and external stakeholders.

The Senior Finance Business Partner will be responsible for the following, but not limited to:

- Work with, and drive, the business and the broader management accounting, financial reporting and budget teams to deliver high quality and timely financial performance reporting, budgets, forecasts and analytical services to support the business.
- Deliver high quality, timely monthly financial performance and project reports for management, with value add analysis and insight to support decision making and delivering Budget outcomes.
- Produce accurate and timely forecasts, forward estimate projections and new policy proposal costings by partnering with the business.
- Preparation of Audit and Risk Committee Papers, Board reports, papers and other reporting to management.
- Develop and sustain effective, collaborative relationships and networking with all internal clients and external stakeholders.
- Support Divisional procurement processes to ensure internal controls are followed, including appropriate coding of costs.
- Contribute to development and continuous improvement of financial and administrative policies, business practices and controls.
- Contribute to the leadership and direction of the Financial Management Team, imparting relevant knowledge and skills and ensuring the most efficient and effective use of skills and capabilities within the team.

Key Capabilities:

- CPA or CA qualified with significant experience
- Minimum of five years post qualification experience
- Proven experience in financial or management accounting
- Experience in statutory compliance would be an advantage
- Advanced level Excel skills
- Ability to provide accurate and specialised advice including anticipating problems and contributing to issues management

Eligibility

Applicants must be Australian citizens to be eligible for employment at the Agency.

The preferred applicant 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.

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

Digital Health 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.

Application

To apply, please submit your resume, together with a one-page statement explaining how your skills and experience align with the requirements of this position.

Please select your preferred location by selecting the link below.

[Brisbane](#)

[Sydney](#)

[Canberra](#)

Notes

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Amanda Lowe, 07 3243 3955
Agency Recruitment Site	

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0677497

Australian Institute of Health and Welfare

Closing Date: Tuesday 30 June 2020

Various
Various

Job Title	AIHW Temporary Employment Register
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Bruce ACT, Sydney NSW
Salary	\$52,984 - \$115,233
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	00001
Agency Website	

Job Description

The Australian Institute of Health and Welfare (AIHW) is looking for applicants interested in being included on our Temporary Employment Register for potential employment opportunities with the Institute, in either our Canberra or Sydney office.

At AIHW we offer our staff a friendly and flexible working environment and welcome and embrace diversity. We encourage applications from Aboriginal and Torres Strait Islander people, persons with disability and people from diverse backgrounds. We are committed to providing an inclusive workplace that is supportive of our staff.

Duties

Who are we looking for?

We are always seeking talented and enthusiastic data analysts to provide data analysis, technical and non-technical written work and research project support to units across the organisation.

As a Data Analyst, you will require an understanding of and skills in or aptitude for statistical and information work in a range of subject areas. You will have a well-developed understanding and skills in statistical work and the ability to manipulate and interrogate databases using a range of software (including, but not limited to SAS). These positions also require strong oral and written communication skills, and very good organisational skills.

You will also have qualifications and/or relevant work experience in a range of social and health science disciplines, including health economics, health information management, epidemiology, humanities, sociology, psychology and computer science.

The Temporary Register is also used to fill other roles within the Institute. These include executive assistants, administrative or project support roles, or corporate support roles such as in Human Resources, Information Technology, Finance, or Media, Publications and Web. We encourage you to apply if you have skills, experience and/or qualifications in these fields.

Eligibility

About the Temporary Employment Register

The register allows the Institute to access suitable applicants at short notice for long and short-term work opportunities. Positions available through the register will be for a fixed term, up to three years and may be on a full-time, part-time or casual basis, depending on the business needs and requirements of the Institute.

Applicants will only be contacted if a vacancy arises suiting their skills and experience. There is no guarantee that an offer of employment will be made while an application remains on the register.

Applications on the register will remain active for six (6) months, or until applicants notify us that they are no longer actively seeking employment. Should applicants wish to remain on the register after 6 months, they will need to reapply.

Notes

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Recruitment Team, (02) 6244 1000
Agency Recruitment Site	

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0677595

Australian Radiation Protection and Nuclear Safety Agency

Closing Date: Sunday 08 March 2020

Corporate/Radiation Health Services
People & Culture/Radiation Protection Services

Job Title	Administration Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Yallambie NSW
Salary	\$62,100 - \$69,485
Classification	APS Level 3
Position Number	13482
Agency Website	https://www.arpansa.gov.au/

Job Description

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

Agency overview

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

Section overview

The Radiation Protection Services (RPS) Section is responsible for the provision of a suite of commercial services which protect workers and the public from the harmful effects of radiation. This includes the

monitoring and reporting of ionising radiation doses, the radiofrequency calibration of instruments and the testing and endorsement of a range of ultraviolet protective fabrics, films and glasses. The Section maintains accreditation to ensure delivery of high quality and traceable scientific services to the Australian community. Customer management provides specific market position with growth opportunities.

Duties

Primary purpose of the role

Under general guidance and direction, you will be responsible for overseeing the dispatch of personal radiation monitoring service (PRMS) monitors and ensuring that monitors are returned in a timely manner. You will provide high level customer service to existing clients and promote the agency's PRMS service to potential clients. You will also undertake responsibility of the stock levels for inventory used within the PRMS area and provide support to other Administrative Support functions as required.

Key accountabilities

- Provide exceptional customer service to PRMS clients
- Respond to all client issues raised, or escalate as required where issues are of a sensitive or serious nature
- Oversee the efficient and timely distribution of PRMS monitors and their timely return at the conclusion of the monitoring period
- Identify and implement improvements to work practices and interactions with clients
- Provide assistance and relief support to the Agency's Reception area, stores facility, ultraviolet protection factor (UPF) and radiofrequency calibrations (RFC) service areas as well as engineering services as required.

Eligibility

Job specific capabilities

You should possess well developed communication and interpersonal skills that can be applied to internal and external clients, service providers and contractor in building productive working relationships.

You will possess personal drive and integrity together with a demonstrated capacity to work cohesively within a team environment, displaying initiative, tact and independent judgement in carrying out your specific responsibilities.

You will possess up to date knowledge and experience of technology including Microsoft Office programs.

You must hold Australian citizenship or possess permanent residency status leading to citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to undertake a baseline security clearance as a condition of engagement.

Notes

Selection criteria

There are four selection criteria for this role. Candidates are asked to provide a 500 word statement of claims. In your response please consider the below selection criteria.

1. Demonstrated high level client service skills.
2. Demonstrated capacity to work in an organised and systematic manner, set priorities and meet deadlines, either independently or as a member of a small administrative support team, working with professional and technical staff.
3. Demonstrated initiative and a positive attitude towards Agency change management initiatives.
4. Demonstrated ability and experience in the use of technology including the suite of Microsoft Office programs.

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 see: <https://www.apsc.gov.au/recruitability>

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Robyn Lawler, 03 9433 2462
Agency Recruitment Site	https://www.arpansa.gov.au/about-us/careers

- 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

Home Affairs

Vacancy VN-0677583

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Sunday 08 March 2020

Audit, Integrity & Risk
People & Business Solutions

Job Title	Manager, Risk
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$105,022 - \$119,558
Classification	Executive Level 1
Position Number	598
Agency Website	https://www.austrac.gov.au/

Job Description

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

The Manager Risk has responsibility for AUSTRAC's risk management policies and frameworks which must be aligned with agency operational requirements, Commonwealth best practices/standards, and maintained across the agency's functions and business units.

Additionally, the Manager Risk is responsible for providing advice and support to the relevant business owners for AUSTRAC's fraud control, insurance and business continuity functions so as to ensure their alignment to AUSTRAC's risk frameworks.

The role requires close co-operation with teams across the agency, more specifically the AUSTRAC Executive, Internal Audit, Technology Services, Organisational Development, Planning and Performance, and financial services teams.

Duties

Working under the general direction of the Director - Audit, Integrity & Risk, the Manager Risk will be responsible for:

- developing and implementing agency-wide integrated risk management strategies, plans, policies and procedures and associated compliance monitoring and reporting arrangements under the enterprise risk management framework
- providing high level and specialist advice on enterprise level risk management, fraud control, business continuity and insurance matters to the AUSTRAC Executive
- ensuring AUSTRAC's ongoing compliance with the PGPA Act, PGPA Rule and the Commonwealth Risk Management Framework
- supporting the integration of risk management into business planning, project management and business-as-usual activities, to ensure the agency effectively identifies, assesses and appropriately treats its key areas of risk at all levels of the agency.
- developing and updating the agency's risk appetite and risk tolerance frameworks.
- developing and managing effective working relationships with internal stakeholders and the AUSTRAC Executive in the administration of AUSTRAC's system of risk management and control, and the resolution of complex or sensitive matters
- support skills development for risk management within the agency through providing the necessary guidance and training resources to staff.
- facilitating and/or coordinating, as required:
 - o specific business unit risk profiling and complex risk assessments
 - o control assurance and testing exercises

- o benchmarking and other similar risk surveys (e.g. Comcover)
- Developing, preparing and presenting reports on, risk management and related issues and activities to the AUSTRAC Executive.
- Developing, implementing and monitoring agency-wide integrated business continuity strategies, plans, policies and procedures.
- Co-ordinating testing of business continuity plans and modifying them to reflect lessons learnt.
- Co-ordinating and integrating business continuity plans with the agency's IT disaster recovery planning.
- Developing and implementing the agency's approach to fraud control including AUSTRAC's Fraud Control Plan and reporting.
- Developing and implementing the agency's approach to insurance management including co-ordinating the agency's response to the Comcover renewal questionnaire.
- Developing guidance and support for staff regarding AUSTRAC's Comcover insurance arrangements.
- Co-ordinating and administering Comcover insurance claims.

Eligibility

The successful applicant will be required to undergo a security assessment, maintain an ongoing security clearance and satisfy AUSTRAC's pre-engagement checks. To be eligible for assessment, applicants must be an Australian citizen.

Notes

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

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Robert Brennand, 0448 821 355
Agency Recruitment Site	https://www.austrac.gov.au/about-us/careers/how-apply

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0677588

Department of Industry, Science, Energy and Resources

Closing Date: Monday 09 March 2020

Several Divisions
Several Branches

Job Title	Executive Assistants
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$68,091 - \$79,010
Classification	APS Level 4;APS Level 5
Position Number	505383
Agency Website	http://www.industry.gov.au/

Job Description

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

Are you an experienced Personal or Executive Assistant with superior organisational skills, who takes pride in providing high-level support to executive teams? Are you highly motivated, and have a positive, driven attitude?

The department is seeking experienced, high performing, and motivated individuals to work as Executive Assistants at the APS 4 and APS 5 levels across all divisions. Executive Assistants at the APS 4 level will support one or more General Managers (Senior Executive Service Band 1). As an APS 5 you will support a Head of Division (Senior Executive Service Band 2) and provide high level stakeholder management.

Duties

Suitable candidates will:

- have excellent time management skills
- be able to manage multiple demands and prioritise work accordingly
- have a strong attention to detail
- have excellent interpersonal skills.

You will be responsible for providing high level executive and administrative support to SES officers and their division and/or branch more broadly, and will demonstrate excellent organisation and office management skills.

Our work is supported by building a high performance organisation. We continue to invest in our people and seek new approaches that will allow us to achieve our objectives and realise our vision in a rapidly

Please refer to our Career's pages for further information about the department and this role.

Eligibility

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

These positions mainly require a Baseline security clearance. The successful applicants will be required to obtain and maintain a clearance at this level. Some roles will require a higher level security clearance. If you are offered a role and do not have a current security clearance, we will work with you to arrange for this to be undertaken.

Notes

This recruitment process will be used to fill current ongoing and non-ongoing APS Level 4 and APS Level 5 roles. A merit pool of suitable candidates will be established to fill future ongoing or non-ongoing APS Level 4 and APS Level 5 positions as they become available in the 12 month period from the date advertised. Non-ongoing opportunity may be offered for a specified term for up to 18 months with a possibility of extension (up to 3 years).

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

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. 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

Position Contact	Carissa Louend, 02 6243 7496
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0677590

Department of Industry, Science, Energy and Resources

Closing Date: Monday 09 March 2020

Several Divisions
Several Branches

Job Title	Executive Assistants - Affirmative Measure Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$68,091 - \$79,010
Classification	APS Level 4;APS Level 5
Position Number	505384
Agency Website	http://www.industry.gov.au/

Job Description

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

Are you an experienced Personal or Executive Assistant with superior organisational skills, who takes pride in providing high-level support to executive teams? Are you highly motivated, and have a positive, driven attitude?

The department is seeking experienced, high performing, and motivated individuals to work as Executive Assistants at the APS 4 and APS 5 levels across all divisions. Executive Assistants at the APS 4 level will support one or more General Managers (Senior Executive Service Band 1). As an APS 5 you will support a Head of Division (Senior Executive Service Band 2) and provide high level stakeholder management.

Duties

Suitable candidates will:

- have excellent time management skills
- be able to manage multiple demands and prioritise work accordingly
- have a strong attention to detail
- have excellent interpersonal skills.

You will be responsible for providing high level executive and administrative support to SES officers and their division and/or branch more broadly, and will demonstrate excellent organisation and office management skills.

Our work is supported by building a high performance organisation. We continue to invest in our people and seek new approaches that will allow us to achieve our objectives and realise our vision in a rapidly

Please select the Apply Online button for further information about these roles and the department. **Eligibility**

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

These positions mainly require a Baseline security clearance. The successful applicants will be required to obtain and maintain a clearance at this level. Some roles will require a higher level security clearance. If you are offered a role and do not have a current

security clearance, we will work with you to arrange for this to be undertaken.

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

Successful applicants are required to provide evidence to confirm they are a person with disability. Evidence of disability is not to include information about the type of disability. Suitable evidence of a disability 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.

If the above documents are not available, a statutory declaration from the applicant can be accepted. **Notes**

This recruitment process will be used to fill current ongoing and non-ongoing APS Level 4 and APS Level 5 roles. A merit pool of suitable candidates will be established to fill future ongoing or non-ongoing APS Level 4 and APS Level 5 positions as they become available in the 12 month period from the date advertised. Non-ongoing opportunity may be offered for a specified term for up to 18 months with a possibility of extension (up to 3 years).

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

The department is committed to a workplace culture that builds respect, fosters inclusiveness, promotes diversity, embraces the unique skills and qualities of all our employees and is committed to attracting, recruiting and retaining people with disability.

We recognise all abilities and:

- support our staff with what they need to do their job well including, workplace adjustments where required
- are launching our first Accessibility Action Plan to elevate access and inclusion across our workforce
- have an employee Disability and Wellness Network (DaWN) that supports a disability confident culture and enables members to influence change in the disability and wellness space while fostering an inclusive and respectful environment for staff
- have an Executive Disability Champion who promotes the importance of an inclusive workplace and provides leadership to drive disability related employment initiatives and
- embrace and celebrate significant days of importance, including International Day of People with Disability.

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.

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. 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

Position Contact	Carissa Louend, 02 6243 7496
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0677592

Department of Industry, Science, Energy and Resources

Closing Date: Monday 09 March 2020

Several Divisions
Several Branches

Job Title	Executive Assistants - Affirmative Measure Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$68,091 - \$79,010
Classification	APS Level 4;APS Level 5
Position Number	505385
Agency Website	http://www.industry.gov.au/

Job Description

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

Are you an experienced Personal or Executive Assistant with superior organisational skills, who takes pride in providing high-level support to executive teams? Are you highly motivated, and have a positive, driven attitude?

The department is seeking experienced, high performing, and motivated individuals to work as Executive Assistants at the APS 4 and APS 5 levels across all divisions. Executive Assistants at the APS 4 level will support one or more General Managers (Senior Executive Service Band 1). As an APS 5 you will support a Head of Division (Senior Executive Service Band 2) and provide high level stakeholder management.

Duties

Suitable candidates will:

- have excellent time management skills
- be able to manage multiple demands and prioritise work accordingly
- have a strong attention to detail
- have excellent interpersonal skills.

You will be responsible for providing high level executive and administrative support to SES officers and their division and/or branch more broadly, and will demonstrate excellent organisation and office management skills.

Our work is supported by building a high performance organisation. We continue to invest in our people and seek new approaches that will allow us to achieve our objectives and realise our vision in a rapidly

Please select the Apply now button for further information about these roles and the department.

Eligibility

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

These positions mainly require a Baseline security clearance. The successful applicants will be required to obtain and maintain a clearance at this level. Some roles will require a higher level security clearance. If you are offered a role and do not have a current security clearance, we will work with you to arrange for this to be undertaken.

To ensure the Department is meeting the requirements of Section 8(1) successful candidates will be required to provide evidence that they are an Aboriginal and/or Torres Strait Islander person prior to being made an offer of employment. 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, or
- a confirmation of Aboriginal or Torres Strait Islander descent form executed by an Aboriginal or Torres Strait Islander organisation.

Notes

This recruitment process will be used to fill current ongoing and non-ongoing APS Level 4 and APS Level 5 roles. A merit pool of suitable candidates will be established to fill future ongoing or non-ongoing APS Level 4 and APS Level 5 positions as they become available in the 12 month period from the date advertised. Non-ongoing opportunity may be offered for a specified term for up to 18 months with a possibility of extension (up to 3 years).

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.

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 see: <https://www.apsc.gov.au/recruitability>

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. 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

Position Contact	Carissa Louend, 02 6243 7496
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0677609

Department of Industry, Science, Energy and Resources

Closing Date: Monday 09 March 2020

Northern Australia and Major Projects
Office of Northern Australia Governance and Northern Industry

Job Title	Senior Policy Officer
Job Type	Full-Time, Ongoing
Location	Broome WA, Darwin NT, Canberra ACT, Cairns QLD, Townsville QLD, Brisbane QLD
Salary	\$85,333 - \$92,540
Classification	APS Level 6
Position Number	505352
Agency Website	http://www.industry.gov.au/

Job Description

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

The Office of Northern Australia (ONA) is a branch in the Northern Australia and Major Projects Division in the Department of Industry, Innovation and Science. The ONA coordinates the implementation of the Our North, Our Future: White Paper on Developing Northern Australia, which sets out key policies and initiatives to drive growth in the north. ONA also provides policy advice, manages stakeholder engagement across the north and supports governance structures related to northern Australia.

We are a motivated and fun team that values diversity, inclusion, professionalism, and engagement across the north. We have staff based in Cairns, Townsville, Brisbane, Darwin, Broome and Canberra.

Duties

The successful candidate will be part of delivering a major agenda item of the government: supporting economic development in northern Australia. As part of the Office of Northern Australia, you will support the Minister for Resources, Water and Northern Australia to develop transformative infrastructure to drive economic change and provide public benefit to local communities. Your work will support delivery of the White Paper on Developing Northern Australia and you will be part of a high performing team that works across regional offices.

Responsibilities include:

- Supporting governance structures and decision making processes.
- Engaging with stakeholders across Commonwealth agencies, different levels of government, industry and the private sector.
- Representing ONA at internal and external forums and meetings.
- Briefings, reports, speeches and other documents for the Minister and Senior Executive.
- Contributing to effective business practices and processes.

You will have experience and /or demonstrated knowledge relating to northern Australia. Candidates based in Darwin are strongly encouraged to apply.

Eligibility

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

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

Notes

This ongoing APS Level 6 position will be located at one of the existing office locations, and a strong preference for the candidate to be based in Darwin or northern Australia. A merit pool may be established to fill future ongoing and non-ongoing APS Level 6 vacancies should they become available within 12 months from the date advertised.

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

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. 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

Position Contact	Purdey Paterson, (07) 4750 2716
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

- 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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0677579

Department of Infrastructure, Transport, Regional Development and Communications

Closing Date: Sunday 01 March 2020

Executive
Executive

Job Title	Executive Assistant to the Secretary
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$104,060 - \$109,793
Classification	Executive Level 1
Position Number	29888
Agency Website	https://www.infrastructure.gov.au/

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 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.

The opportunity we have available

The Executive Assistant to the Secretary plays a critical role in supporting the Secretary to ensure they are briefed, prepared and able to meet all obligations and commitments. The Secretary's Executive Assistant provides high level administrative support including liaising with the Executive, ministers' offices, the wider SES team and other senior internal and external stakeholders. Duties are carried out under broad direction and include managing the Secretary's communications and diary, including analysing and prioritising meeting requests and requesting appropriate briefing and support, and managing the administration of the Office of the Secretary.

The Executive Assistant to the Secretary also plays an important role in shaping the culture of the department's EA network through guiding, advising and mentoring.

Duties

What will you do?

Under broad direction, the Executive Level 1 Executive Assistant undertakes a wide variety of activities related to executive support, including:

- Managing correspondence in and out of the office, including prioritising and monitoring, to ensure that it is managed appropriately and deadlines are met.
- Manage and co-ordinate the Secretary's diary, including scheduling, organising venues, making travel arrangements, booking accommodation
- Provide telephone management, including arranging calls and liaising with stakeholders
- Prepare and co-ordinate a range of complex and/or sensitive correspondence, corporate documentation, submissions, briefs, notes and advice for the Secretary
- Actively manage and promote relationships with internal and external stakeholders, including liaison and limited negotiation at senior levels
- Work closely with the Secretary's Executive Officer, Deputy Secretaries' EAs and administrative staff to ensure the efficient operations of the Secretary's Office

- Provide coaching, mentoring and guidance to Executive Assistants within the Department and be actively involved in the Executive Assistant Network (EAN) and EAN Committee.

Who are we looking for?

Our ideal candidate will have strong judgment, professionalism and discretion, and will be confident and effective in liaising with senior staff, both within the departmental and externally. You are skilled at working as part of an Executive team - this includes working closely and cooperatively with the Secretary, the Executive and the Secretary's Executive Officer to ensure the smooth and effective operation of the Secretary's Office.

To be successful in this position you will be an experienced Executive Assistant who is able to exercise strong judgement in relation to your work, particularly the ability to prioritise effectively in a high pressure environment, and possess excellent attention to detail.

You will be known for your ability to work well with others and understand the importance of maintaining positive relationships with key stakeholders, particularly with ministers' offices, other secretaries' offices and the offices of the Deputy Secretaries.

You have drive and initiative, with a proactive approach to managing issues as they arise and putting in place solutions.

You also understand the need for confidentiality and discretion in relation to the information you will manage.

Skills and experience required are:

- Demonstrated ability to exercise sound judgement and discretion, and work autonomously.
- Excellent interpersonal skills with the ability to work effectively under pressure, assess work priorities, and cultivate and maintain productive working relationships, including with senior executive staff across the APS.
- A strong team player with a commitment to the department's values, and to working collaboratively to get things done.
- Excellent communication skills including the ability to influence and tailor written communication to a diverse range of audiences.
- Exemplifies professionalism, personal drive and integrity including demonstrated ability to achieve objectives in challenging circumstances.
- The ability to work under pressure, managing multiple priorities to meet deadlines.

Eligibility

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

Citizenship: To be eligible for employment with the Department of Infrastructure, Transport, Cities and Regional Development, applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.

Security Clearance: The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting Level 2. 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 1 March 2020.**

In applying for this position, you should provide a statement of **no more than two pages** outlining your background, capabilities and experiences, and how these align with the advertised role. You should also provide a CV, to a **maximum of four 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 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 see: <https://www.apsc.gov.au/recruitability>

About 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. 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, LGBTIQI+ and people with disability.

To Apply

Position Contact	Gryff Marshall, 02 6274 6690
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0677568

National Film and Sound Archive of Australia

Closing Date: Sunday 08 March 2020

NFSA
 Engagement Marketing

Job Title	Marketing Manager
Job Type	Full-Time, Ongoing
Location	Acton ACT, Pyrmont NSW
Salary	\$100,446 - \$107,437
Classification	Executive Level 1
Position Number	89583
Agency Website	

Job Description

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.

The Engagement team was recently restructured to include all aspects of public engagement: exhibitions, public programs, education, visitor experience, venue hire, digital engagement projects, the NFSA website, marketing, sponsorship and communications. Engagement has been identified as a strategic priority in the corporate plan and building our national profile is at the core of our strategic vision.

The NFSA is at the forefront of a shift to becoming a truly digital cultural agency (one that continues to honour its analogue origins). All positions at the NFSA – and this one in particular - contribute to and benefit from this transition into a digital future, and the Engagement team is a key change agent in this digital transformation.

The Marketing Manager is a new position in the Engagement team, reporting to the Chief Engagement Officer.

The successful candidate will take a lead role in developing strategic integrated marketing programs that leverage traditional and digital media to promote exhibitions and public programs, tourism development, education, venue hire and various projects and initiatives at the NFSA. They will be responsible for all aspects of marketing project management, setting schedules, media planning and placement, design and production of materials, deliverables, and reviews for multiple parties internal and external to the NFSA, and ensuring that campaigns remain on brand and on track to meet strategic objectives as well as attendance and revenue goals.

The Marketing Manager will also be responsible for building and maintaining relationships that generate in-kind and cash sponsorship, marketing and media partnerships and effective cross-promotions.

We are seeking a manager with a comprehensive understanding of how marketing and partnerships can increase and enhance engagement with arts and culture, and especially cultural collections, while building the organisation's profile and revenue.

You will clearly articulate marketing and partnership objectives and collaborate effectively with creative teams. A tactful, flexible team player, you understand and balance a variety of considerations and perspectives. You think creatively and identify opportunities for improvement. You are a strong consensus builder who uses data to form opinions and convince others. You take initiative and hold self and others accountable for outcomes and deadlines, with fastidious attention to detail and quality assurance. You are committed to excellence and integrity and have a strong record of achievement in leading people and managing resources to achieve high quality outcomes. You are performant at both the strategic and operational level.

This position leads a very small team which currently consists of a Graphic Designer (APS 5, Sydney), a Creative Multimedia Producer (APS 6, Sydney) a Social Media and Digital Marketing Officer (APS 6, Canberra, shared with Communications team), and occasional external contractors.

In the Engagement team, you will liaise closely with the other section managers and team leaders: Communications, Digital Engagement, Exhibitions & Education, Programs & Visitor Experience. Across the organisation, you will collaborate closely with the Executive Office and colleagues in Collection and Curatorial. Externally, you will build and maintain working relationships with partners, vendors, agencies, and designers.

Duties

Under broad direction, you will be responsible for

Marketing

- Developing strategic multi-channel marketing plans, timelines and budgets, with a particular focus on sales for our Canberra exhibition and public program.
- Creating and leading marketing campaigns, ones that make the most of digital tools and thinking (including SEO optimisation, content marketing, social media, marketing automation, artificial intelligence etc).
- Shaping strategy around branding, positioning
- Managing paid digital and online advertising (including search and social) as well as print advertising
- Writing creative briefs and overseeing the sourcing and production of all marketing materials, including image, copywriting, artwork and video
- Managing EDMs, and print collateral, including seasonal brochures
- Developing marketing partnerships and cross-promotions, negotiating favourable non-profit and government rates
- Developing tourism offer and associated marketing campaigns targeting tourism operators, interstate and international visitors
- Writing applications for destination tourism funding, managing relationship with VisitCanberra and the fulfillment of contractual obligations.

- Managing external agencies
- Measuring and analysing effectiveness/ROI of marketing efforts
- Developing and maintaining internal expertise in CRM tools

Partnerships

- Prospecting for new partners
- Developing high-quality sponsorship proposals and benefits packages which comply with public sector parameters
- Negotiating with potential partners
- Creating effective activations which integrate harmoniously with the rest of the organisation
- Contracting and invoicing
- Coordinating benefits fulfillment, including partner events, marketing benefits and partnership reports
- Ensure partners are correctly recognised in all media, listings, signage and speeches
- Provide exceptional stewardship of NFSA partners, creating, maintaining and improving relationships.

This job description is not all encompassing. Over time, the emphasis of the job may change without changing the general character of the position. Your duties may be reviewed and updated in consultation with you to reflect strategic and organisational changes.

Eligibility

Essential Criteria

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

1. Tertiary degree in relevant field
2. A proven track record of developing and managing digital-optimised and integrated multi-channel marketing plans, with the operational skills to implement when necessary
3. At least 5 years' experience in a marketing or associated role
4. Experience in sponsorship acquisition or strategic partnerships
5. Experience managing people to achieve outstanding outcomes
6. A high level of demonstrated writing, editing, negotiation, interpersonal networking and representational skills.

Desirable criteria

1. Genuine interest in Australia's audio-visual heritage, and in using a collection to engage, educate, entertain and inspire change.
2. Experience of Office365, Campaign Monitor and Raiser's Edge (or equivalent database software)
3. Experience in the public or cultural sector

Security Clearance Requirements

This position requires an Australian Federal Police (AFP) Criminal Record Check.

Assessment Process

The assessment process for this position will include:

- A written application addressing the six essential criteria listed in the job description;
- An interview; and
- Referee checking.

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

To Apply

Position Contact	Matt Ravier, (03)8202 0132
Agency Recruitment Site	

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Prime Minister and Cabinet

Vacancy VN-0677597

Workplace Gender Equality Agency

Closing Date: Tuesday 03 March 2020

Workplace Gender Equality Agency
Research and Analytics

Job Title	Senior Data Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$82,166 - \$93,862
Classification	APS Level 6
Position Number	23842
Agency Website	https://www.wgea.gov.au

Job Description

<https://www.wgea.gov.au/current-vacancies>

The **Senior Data Analyst** is a key member of the Research & Analytics team, assisting with the management of the Agency's world-leading data set and the provision of world leading data and statistical services within the Agency.

The key focus of this role is on data analysis and the development of **creative data visualisations** as well as the management of **data quality processes** across the life cycle of the Agency's data collection activities.

Key capabilities for success in this role include a proactive approach to problem solving and delivery of work, and experience in

data processing activities working with large and complex datasets. Also important is an ability to critically assess results of data analysis and draw meaningful insights using data visualisations.

This position reports to the Research & Analytics Executive Manager and has no direct reports. The role also works collaboratively with the Data Insights Manager and the Data Analysis Officer across the data collection life cycle.

Duties

Under general direction and in accordance with Agency priorities, typical duties to be performed include:

- Ensuring that the Agency's datasets are fit-for-purpose for internal reporting and analysis as well as external dissemination, including the development of data quality statements and the maintenance of an up-to-data metadata repository.
- Development of data validation and assurance processes, including automated system checks and processes for assessing potential data errors.
- Data management activities, including data extraction skills in SQL, experience with Python or SAS as they relate to the CRM, data warehouse and analytic tools across the data life cycle (**Salesforce, MuleSoft, Microsoft Azure, Tableau**).
- Development of benchmarks and dashboards meaningful for end user.
- Support the development of an agency wide data literacy strategy
- Developing and maintaining a strong relationship with external IT service providers and being a point-of-contact for data quality issues.
- Acting as a point of contact for stakeholders and research partners where necessary and independently responding to requests for information and data from internal and external stakeholders.
- During peak data processing periods, this position also provides training and support to staff.
- Other duties as required.

Eligibility

You will need to demonstrate your:

- High level of technical proficiency in managing complex datasets or databases using an integrated suite of tools for business intelligence and statistical analysis (SPSS, R, etc.)
- Minimum two years experience using **advanced visualisation tools** such as Tableau, Microsoft PowerBI
- Advanced computer skills with proficiency in Excel (including experience with pivot tables, macros, lookups), Word, PowerPoint and Microsoft Access, SQL Server (database management)
- Experience working with large and complex data sets including querying, cleaning, joining, and working with large disparate databases to develop a single source of truth
- Strong data management and problem solving skills with the capacity to generate innovative solutions to complex technical issues.
- The ability to interpret and clearly communicate technically complex concepts for non-technical audiences (using plain language).
- Effective interpersonal and communication skills (both written and oral) and a demonstrated ability to develop and maintain relationships with both internal and external stakeholders.
- Demonstrated organisational and time management skills, including ability to deliver time-critical work under broad direction, while working flexibly and co-operatively in a team.
- Ability to develop an understanding of current trends, issues and policies relating to gender equality.
- Ability to demonstrate a principled approach to the APS Values and Code of Conduct, acting professionally at all times.
- Baseline security clearance or the ability to acquire one.
- Tertiary qualifications or equivalent in a relevant field (e.g. economics, statistics, data management)

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 see: <https://www.apsc.gov.au/recruitability>

About the Workplace Gender Equality Agency

The Workplace Gender Equality Agency is an Australian Government statutory agency created by the Workplace Gender Equality Act 2012. The Agency is charged with promoting and improving gender equality in Australian workplaces. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender performance. Our staff are workplace gender equality specialists and provide industry-specific advice. We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012. This reporting framework aims to encourage measures that improve gender equality outcomes and has been designed to minimise the regulatory burden on business. The Agency uses the reporting data to develop educational Competitor Analysis Benchmark Reports based on six gender equality indicators. The reports can be customised by industry and organisation size and enable employers to identify areas for focus, develop informed strategies and measure performance against peers over time. We are committed to promoting and contributing to understanding, acceptance and public debate of gender equality issues in the workplace. We work collaboratively with employers, business, industry and professional associations, academics and researchers, equal opportunity networks and women's groups and regularly speak at private and public events on workplace gender issues.

To Apply

Position Contact	Janin Bredehoeft, 02 9432 7000
Agency Recruitment Site	https://www.wgea.gov.au/current-vacancies

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Services Australia (part of the Social Services Portfolio)

Vacancy VN-0677558

Services Australia

Closing Date: Monday 09 March 2020

Delivery Modernisation Portfolio
Programme Office

Job Title	Programme Delivery Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$118,503 - \$140,926
Classification	Executive Level 2
Position Number	EXT-EL-2020-225
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia delivers social, health and other services to individuals, families, communities, businesses and healthcare providers.

Services Australia is undergoing a large-scale transformation that will modernise the delivery of welfare payments and government services by simplifying business processes across face-to-face, phone and digital channels.

The Programme Office provides planning, integration and delivery functions so that scope, risk, issues, schedules, dependencies, resources, costs, quality, change and benefits are identified, managed, and reported effectively.

Programme Delivery Managers support Services Australia by ensuring the high quality and consistent delivery of its programmes. Working under the broad guidance of a National Manager, they are expected to optimise the effectiveness of programmes in their area of responsibility. In performing a leadership role, they undertake strategic planning and drive innovation and changes in workplace practices. They may manage programme staff and play a key role in developing and maintaining relationships with internal and external stakeholders.

Duties

- Provide high-level programme advice, procedural guidance on programme governance and interpretation to staff including strategic advice and insight to the Executive where appropriate.
- Lead the coordination and delivery of high-level programme reporting, ensuring it is timely, fit for purpose and meets Executive information requirements.
- Lead the development of programme artefacts, plans, executive briefs and corporate documentation.
- Lead projects with initiation and project lifecycle support, including artefact development, risk and issue management, status reporting and scheduling, change control and dependency management.
- Lead and support the development and implementation of improvements and best practice in processes and procedures, applying a LEAN approach.
- Lead and motivate a team of multi-skilled staff to effectively use agile practices.
- Design and deliver successful solutions within scope to time, quality, within risk tolerance levels using Scaled Agile Framework methodologies

Eligibility

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

Services Australia is responsible for the development of service delivery policy and provides access to social, health and other payments and services. The agency delivers Centrelink, Child Support and Medicare payments and services and Australian Hearing services.

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

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 see: <https://www.apsc.gov.au/recruitability>

About the Services Australia

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

To Apply

Position Contact	Christine Kruse, 03 8843 6605
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Services Australia (part of the Social Services Portfolio)

Vacancy VN-0677576

Services Australia

Closing Date: Monday 09 March 2020

Smart Centres Operations
Social Work Services

Job Title	Social Work Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC
Salary	\$118,503 - \$140,926
Classification	Executive Level 2
Position Number	EXT-EL-2020-242
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia (the agency) delivers social, health and other services to individuals, families, communities, businesses and healthcare providers.

The agency's service delivery staff:

- Encourage, support and educate customers to self-manage their own affairs;
- Work in close partnership with stakeholders to support the delivery of quality programmes and services;
- Use the agency's community reach and access to deliver integrated and connected services that meet customer needs;
- Maximise customer and government outcomes;
- Make a difference by providing consistent, tailored and connected information to customers.

Social workers provide professional assessments, social casework, intensive support and intervention services to customers who have multiple and complex needs. They advocate for vulnerable customers to influence sustainable and positive change including supporting their transition to mainstream services.

They collaborate with other staff, government and non-government agencies to deliver services and provide staff support and development. They also play an active role in educating the community about agency services.

Essential requirements:

- Mandatory Qualifications: A degree in Social Work.
- Professional Registration: Eligibility for membership of the Australian Association of Social Workers (AASW).
- Working with Children or Vulnerable Persons Check without supervision.
- Baseline Security Clearance (or ability to obtain and maintain).

Duties

- Drive innovation in the delivery of social work services, manage and lead change, and actively contribute to and implement the agency's strategic direction.
- Oversee the operations and leadership of staff of social work services within their area of responsibility. This includes managing performance and resources, workflow and establishing priorities.
- Lead and professionally support staff on matters such as complex casework and ethical standards. Resolve very complex, sensitive and/or escalated customer and stakeholder issues that adversely impact on policy, performance and/or customer service, including disaster/emergency situations.
- Develop staff capability through professional supervision, succession planning and managing attendance and health and wellbeing.
- Oversee and prepare a range of written material including business cases, executive and ministerial briefs and corporate documentation, exercise appropriate delegations in accordance

with legislation and guidelines and provide professional advice and support to the National Manager, Social Work Services and relevant SES officer as required

Eligibility

Services Australia is responsible for the development of service delivery policy and provides access to social, health and other payments and services. The agency delivers Centrelink, Child Support and Medicare payments and services and Australian Hearing services.

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.

Notes

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 see: <https://www.apsc.gov.au/recruitability>

About the Services Australia

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

To Apply

Position Contact	Ignite, 1800263491
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Services Australia (part of the Social Services Portfolio)

Vacancy VN-0677600

Services Australia

Closing Date: Monday 09 March 2020

Delivery Modernisation Portfolio
Programme Office

Job Title	Project Scheduler
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$102,402 - \$113,471
Classification	Executive Level 1
Position Number	EXT-EL-2020-227
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia delivers social, health and other services to individuals, families, communities, businesses and healthcare providers.

Services Australia is undergoing a large-scale transformation that will modernise the delivery of welfare payments and government services by simplifying business processes across face-to-face, phone and digital channels.

The Programme Office provides planning, integration and delivery functions so that scope, risk, issues, schedules, dependencies, resources, costs, quality, change and benefits are identified, managed, and reported effectively.

Project Schedulers support Services Australia by ensuring the high quality and consistent delivery of its programmes. Project Schedulers work under the broad direction of the National Manager (NM) - Programme Office and the master scheduler. Project Schedulers provide a scheduling service to transformation projects and may work on multiple projects at a time. Project Schedulers are expected to optimise the effectiveness of programmes in their area of responsibility.

In performing a leadership role, they undertake strategic planning and drive innovation and changes in workplace practices. They may manage programme staff and play a key role in developing and maintaining relationships with internal and external stakeholders.

Duties

- Maintaining, governing and implementation of the schedule management and dependency management frameworks
- Maintaining, governing and implementation of the integrated programme plan
- Identifying, analysing and managing schedule risks & dependencies
- Coordination and delivery of detailed schedule delivery for the programme's projects
- Ensuring earned value measurement can be supported through appropriate schedule management practices
- Coordinating regular project schedule reporting including status updates, exception reports, and critical path reports
- Consolidating and managing interdependencies impacting the programme, including providing specialist schedule advice and technical expertise to staff and stakeholders
- Lead and manage programme staff and oversee the management of performance, attendance and health and well-being and develop staff capability through coaching, mentoring and succession planning

Eligibility

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

Services Australia is responsible for the development of service delivery policy and provides access to social, health and other payments and services. The agency delivers Centrelink, Child Support and Medicare payments and services and Australian Hearing services.

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

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 see: <https://www.apsc.gov.au/recruitability>

About the Services Australia

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

To Apply

Position Contact	Kylie Boland, 02 6141 9787
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

National Disability Insurance Agency

Closing Date: Sunday 08 March 2020

Service Delivery
Operations and Performance

Job Title	EL1 Assistant Director – Workload Management (YPIRAC)
Job Type	Full-Time, Ongoing
Location	Geelong VIC
Salary	\$102,148 - \$111,800
Classification	Executive Level 1
Position Number	0223_02/20_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The role of Assistant Director Workload Management will be primarily responsible for managing the workload of the Aged Care team to support the NDIA to achieve its commitment under the Younger People in Residential Aged Care (YPIRAC) Action Plan. The Assistant Director will also lead teams of staff responsible for workload management and administrative functions, and will be required to have input into the service delivery options to achieve NDIA strategic outcomes required of the aged care team.

The Assistant Director will be responsible for management of the workload in relation to planning for people living in aged care or at risk of entering aged care in accordance with the goals of the YPIRAC Action Plan.

The Assistant Director needs to be a leader, have exceptional organisational and planning skills, and be able to deliver to tight deadlines. Time management, prioritisation and organisational skills will be pivotal to success in this role.

The National Disability Insurance Agency welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander people and people with diverse culture and linguistic backgrounds.

Duties

As Assistant Director Workload Management (YPIRAC) you will support the Director, Aged Care team to deliver the YPIRAC Action Plan outcomes, and be responsible for:

- Managing the workload of the aged care team staff, including workflow for appointment bookings, prioritising cohorts in accordance with agreed frameworks;
- Leading a team of Business Support Officers ensuring national consistency and quality in the approach taken in their work, and ensuring processes are efficient and response to participant needs;
- Providing advice and input about effective options for service delivery in supporting the NDIA's commitment under the YPIRAC Action Plan;
- Preparing internal team reporting, data analysis and interpretation, in addition to using data/reporting provided by the Office of the Scheme Actuary;
- Using a project approach to developing and planning the team workload to enable analysis, review and adjustment as required to maximise performance of the team;
- Leadership that promotes positive team behaviour, a learning environment and quality decision making;

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

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 see: <https://www.apsc.gov.au/recruitability>

About the National Disability Insurance Agency

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

To Apply

Position Contact	Cathy MacArthur, 03 5246 1486
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Social Services

Vacancy VN-0677546

National Disability Insurance Agency

Closing Date: Sunday 08 March 2020

Service Delivery
Operations & Performance

Job Title	EL1 Assistant Director – Service Delivery (YPIRAC)
Job Type	Full-Time, Non-Ongoing
Location	Charlestown NSW, Gosford NSW, Parramatta NSW, Chatswood NSW, Hurstville NSW, Surry Hills NSW, Sydney NSW, Canberra ACT
Salary	\$102,148 - \$111,800
Classification	Executive Level 1
Position Number	0222_02/20_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The role of Assistant Director of Service Delivery will lead numerous teams of planners, which may include business support staff, to ensure positive scheme outcomes for Younger People in Residential Aged Care (YPIRAC) participants, their families and carers. The planning function will support participants to identify what reasonable and necessary supports are required to realise goals and aspirations and enable a good life. The Assistant Director will be integral in assisting the NDIA to achieve its commitment under the Younger People in Residential Aged Care (YPIRAC) Action Plan.

The Assistant Director needs to be a leader, handle complex and sensitive conversations where many issues need to be balanced, to have deep knowledge and experience of disability impacts on daily living and where early intervention may reduce impacts and/or improve outcomes for the individual and/or Scheme. This includes being able to exercise higher level delegations in respect to access, reasonable and necessary supports taking into account factors including scheme sustainability. As part of performing their position, they may be required to travel to support direct reports located across multiple states and territories.

The National Disability Insurance Agency welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander people and people with diverse culture and linguistic backgrounds.

Duties

As Assistant Director of Service Delivery (YPIRAC) you will support the Director, Aged Care Advisory team to deliver Scheme supports across Australia, and be responsible for:

- Providing professional leadership, mentoring and guidance to the NDIA's goal based planning, assessment and support function to ensure high quality and consistent service delivery processes and professional practices;
- Implementing national internal quality assurance processes to ensure the values, objectives and principles articulated in the NDIS Act 2013 and NDIS Rules are achieved;
- Enabling processes including peer reviews to ensure commitment to values, innovative approaches to support good outcomes for participants, knowledge sharing, individual responsibility, positive team behaviour, a learning environment and quality decision making;
- Ensuring all activities of the planning team comply with legislation, NDIA policies and guidelines, including workplace policies, ethical practice and the APS Code of Conduct;
- Managing escalated participant complaints to resolution;
- Engaging with external stakeholders on NDIS interface with Aged Care sector.

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

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 see: <https://www.apsc.gov.au/recruitability>

About the National Disability Insurance Agency

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

To Apply

Position Contact	Cathy MacArthur, 03 5246 1486
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Social Services

Vacancy VN-0677547

National Disability Insurance Agency

Closing Date: Sunday 08 March 2020

Service Delivery
Operations and Performance

Job Title	EL1 Assistant Director – Service Delivery (YPIRAC)
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Geelong VIC, Robina QLD, Brisbane QLD, Hobart TAS
Salary	\$102,148 - \$111,800
Classification	Executive Level 1
Position Number	0220_02/20_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The role of Assistant Director of Service Delivery will lead numerous teams of planners, which may include business support staff, to ensure positive scheme outcomes for Younger People in Residential Aged Care (YPIRAC) participants, their families and carers. The planning function will support participants to identify what reasonable and necessary supports are required to realise goals and aspirations and enable a good life. The Assistant Director will be integral in assisting the NDIA to achieve its commitment under the Younger People in Residential Aged Care (YPIRAC) Action Plan.

The Assistant Director needs to be a leader, handle complex and sensitive conversations where many issues need to be balanced, to have deep knowledge and experience of disability impacts on daily living and where early intervention may reduce impacts and/or improve outcomes for the individual and/or Scheme. This includes being able to exercise higher level delegations in respect to access, reasonable and necessary supports taking into account factors including scheme sustainability. As part of performing their position, they may be required to travel to support direct reports located across multiple states and territories.

The National Disability Insurance Agency welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander people and people with diverse culture and linguistic backgrounds.

Duties

As Assistant Director of Service Delivery (YPIRAC) you will support the Director, Aged Care Advisory team to deliver Scheme supports across Australia, and be responsible for:

- Providing professional leadership, mentoring and guidance to the NDIA's goal based planning, assessment and support function to ensure high quality and consistent service delivery processes and professional practices;
- Implementing national internal quality assurance processes to ensure the values, objectives and principles articulated in the NDIS Act 2013 and NDIS Rules are achieved;
- Enabling processes including peer reviews to ensure commitment to values, innovative approaches to support good outcomes for participants, knowledge sharing, individual responsibility, positive team behaviour, a learning environment and quality decision making;
- Ensuring all activities of the planning team comply with legislation, NDIA policies and guidelines, including workplace policies, ethical practice and the APS Code of Conduct;
- Managing escalated participant complaints to resolution;
- Engaging with external stakeholders on NDIS interface with Aged Care sector.

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

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 see: <https://www.apsc.gov.au/recruitability>

About the National Disability Insurance Agency

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

To Apply

Position Contact	Cathy MacArthur, 03 5246 1486
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Social Services

Vacancy VN-0677593

National Disability Insurance Agency

Closing Date: Sunday 15 March 2020

Service Delivery & Performance
SA/NT

Job Title	APS4 Planner
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Alice Springs NT, Darwin NT
Salary	\$65,034 - \$72,184
Classification	APS Level 4
Position Number	0127_02/20
Agency Website	https://www.ndis.gov.au

Job Description

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

Planners Description

Planners provide participants and representatives with information and support to identify their goals and aspirations, working with participants and their carers to identify options to achieve their plan outcomes drawing on informal, mainstream and community supports as well as reasonable and necessary supports to be funded by NDIS.

Duties

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.
- Work 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.
- Support participants to access the NDIS by facilitating the completion of their First Plan and reviewing their subsequent plans as per Agency guidelines and processes.
- Respond to general enquiries from participants; providers and the community regarding the scheme, their plan and plan implementation; and
- Contribute to the achievement of key performance indicators for the Agency including planning targets.

You may handle sensitive conversations where many factors need to be balanced to understand how disability impacts on daily living, assess support needs where necessary, and identify when the individual would benefit from early intervention.

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 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 see: <https://www.apsc.gov.au/recruitability>

About the National Disability Insurance Agency

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

To Apply

Position Contact	Rachel Woodward-Cowley, 0436864594
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette

- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Social Services

Vacancy VN-0677594

National Disability Insurance Agency

Closing Date: Sunday 15 March 2020

Service Delivery & Performance
SA/NT

Job Title	APS5 Planner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Nhulunbuy NT, Tennant Creek NT, Alice Springs NT, Darwin NT
Salary	\$73,413 - \$79,031
Classification	APS Level 5
Position Number	0146_02/20
Agency Website	https://www.ndis.gov.au

Job Description

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

Planners provide participants and representatives with information and support to identify their goals and aspirations, working with participants and their carers to identify options to achieve their plan outcomes drawing on informal, mainstream and community supports as well as reasonable and necessary supports to be funded by NDIS.

Duties

As an APS 5 Planner, you will:

- gather information from participants and planning partners to make informed decisions within defined parameters within the NDIS Act 2013.
- work with participants and planning partners to determine current and future high level supports with increased complexity that will support participants to achieve their goals and aspirations and enable better outcomes.
- support participants to access the NDIS by facilitating completion of their First Plan and reviewing their subsequent plans as per Agency guidelines and processes.
- contribute to the achievement of key performance indicators for the Agency including planning targets.

You may handle sensitive conversations where many factors need to be balanced, to understand how disability impacts on daily living, assess support needs where necessary, and identify when the individual would benefit from early intervention.

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 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 see: <https://www.apsc.gov.au/recruitability>

About the National Disability Insurance Agency

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

To Apply

Position Contact	Rachel Woodward-Cowley, 0436864594
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Social Services

Vacancy VN-0677602

National Disability Insurance Agency

Closing Date: Monday 09 March 2020

Service Delivery & Performance
NSW/ACT

Job Title	APS4 Planner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Braddon ACT, Wollongong NSW, Bankstown NSW, Liverpool NSW, Campbelltown SA, Surry Hills NSW, Burwood NSW, Gosford NSW, Wagga Wagga NSW, Moree NSW, Parramatta NSW, Blacktown NSW, Chatswood NSW, Newcastle NSW, Lismore NSW, Charlestown NSW
Salary	\$65,034 - \$72,184
Classification	APS Level 4
Position Number	Mutiple
Agency Website	https://www.ndis.gov.au

Job Description

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

Planners provide participants and representatives with information and support to identify their goals and aspirations, working with participants and their carers to identify options to achieve their plan outcomes drawing on informal, mainstream and community supports as well as reasonable and necessary supports to be funded by National Disability Insurance Scheme.

Duties

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.
- Work 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.
- Support participants to access the NDIS by facilitating the completion of their First Plan and reviewing their subsequent plans as per Agency guidelines and processes.
- Respond to general enquiries from participants; providers and the community regarding the scheme, their plan and plan implementation; and
- Contribute to the achievement of key performance indicators for the Agency including planning targets.

You may handle sensitive conversations where many factors need to be balanced to understand how disability impacts on daily living, assess support needs where necessary, and identify when the individual would benefit from early intervention.

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 see: <https://www.apsc.gov.au/recruitability>

About the National Disability Insurance Agency

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

To Apply

Position Contact	HOBAN Recruitment, 1300 286 318
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Social Services

Vacancy VN-0677604

National Disability Insurance Agency

Closing Date: Monday 09 March 2020

Service Delivery & Performance
NSW / ACT Service Delivery

Job Title	APS 5 Planner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Gosford NSW, Burwood NSW, Bathurst NSW, Chatswood NSW, Lismore NSW, Coffs Harbour NSW, Port Macquarie NSW, Taree NSW, Surry Hills NSW, Hurstville NSW, Campbelltown NSW, Wollongong NSW, Braddon ACT, Charlestown NSW
Salary	\$73,413 - \$79,031
Classification	APS Level 5
Position Number	Multiple
Agency Website	https://www.ndis.gov.au

Job Description

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

Planners provide participants and representatives with information and support to identify their goals and aspirations, working with participants and their carers to identify options to achieve their plan outcomes drawing on informal, mainstream and community supports as well as reasonable and necessary supports to be funded by National Disability Insurance Scheme.

Duties

As an APS 5 Planner, you will:

- gather information from participants and planning partners to make informed decisions within defined parameters within the NDIS Act 2013.
- work with participants and planning partners to determine current and future high level supports with increased complexity that will support participants to achieve their goals and aspirations and enable better outcomes.
- support participants to access the NDIS by facilitating completion of their First Plan and reviewing their subsequent plans as per Agency guidelines and processes.
- contribute to the achievement of key performance indicators for the Agency including planning targets.

You may handle sensitive conversations where many factors need to be balanced, to understand how disability impacts on daily living, assess support needs where necessary, and identify when the individual would benefit from early intervention.

The National Disability Insurance Agency welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander people and people with diverse culture and linguistic backgrounds.

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 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 see: <https://www.apsc.gov.au/recruitability>

About the National Disability Insurance Agency

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

To Apply

Position Contact	Hoban Recruitment, 1300 286 318
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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

Social Services

Vacancy VN-0677607

National Disability Insurance Agency

Closing Date: Monday 09 March 2020

Service Delivery & Performance
New South Wales/ACT

Job Title	APS6 Senior Planner/ APS6 Planner Supervisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Bathurst NSW, Wollongong NSW, Charlestown NSW, Port Macquarie NSW, Taree NSW, Coffs Harbour NSW, Newcastle NSW
Salary	\$81,984 - \$90,638
Classification	APS Level 6
Position Number	Multiple
Agency Website	https://www.ndis.gov.au

Job Description

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

Planners provide participants and representatives with information and support to identify their goals and aspirations, working with participants and their carers to identify options to achieve their plan outcomes drawing on informal, mainstream and community supports as well as reasonable and necessary supports to be funded by National Disability Insurance Scheme.

As an APS 6 you may lead, coach and share your expertise and technical knowledge with your peers and the broader site team and across the agency. At this level you will think laterally, be innovative and contribute to business improvement strategies, seeking to identify world leading practices in the area of disability support. In smaller sites, you may be the senior on-site officer on a day to day basis for a site in conjunction with the broader site leadership team.

Duties

As an APS 6 Senior Planner, you will:

- Gather information from participants and planning partners to make informed decisions within defined parameters within the NDIS Act 2013.
- Work with participants to determine current and future high level supports with increased complexity that will support participants to achieve their goals and aspirations and enable better outcomes.
- Support participants to access the NDIS by facilitating completion of their First Plan and reviewing their subsequent plans as per Agency guidelines and processes.
- Provide mentoring, coaching and advice to fellow team members.
- Participate as an integral part of the Agency's internal quality assurance framework.
- Contribute to the achievement of key performance indicators for the Agency including planning targets.

As an APS 6 Planner Supervisor, you will:

- Supervise a team of APS4/5 Planners and Business Support Officers in an environment driven and measured by performance targets.
- Work closely with participants to identify what current and future supports are required to make progress with a person's goals and aspirations and enable better outcomes.
- Complete plans for NDIS participants.
- Participate as an integral part of the NDIA's internal quality assurance framework.

You may handle sensitive conversations where many factors need to be balanced, to understand how disability impacts on daily living, assess support needs where necessary, and identify when the individual would benefit from alternative housing options, if this is their goal.

The National Disability Insurance Agency welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander people and people with diverse culture and linguistic backgrounds.

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 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 see: <https://www.apsc.gov.au/recruitability>

About the National Disability Insurance Agency

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

To Apply

Position Contact	Hoban, 1300 286 318
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS7 Daily Gazette Monday - 24 February 2020 Published by Australian Public Service Commission.

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

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