



Commonwealth of Australia
Electronic Public Service Gazette
PS9 Weekly Gazette Thursday - 04 March 2021

Australian Government Published by Commonwealth of Australia

APSjobs - Vacancies Daily

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

The date of publication of this Gazette is PS9 Weekly Gazette Thursday - 04 March 2021. This date is to be used to determine prescribed days in relation to promotions and movements notified in this issue of the Gazette and related review periods and dates of effect.

Gazette Lodgement Inquiries:

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Reviewing Promotion Decisions

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

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

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

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

How to submit a promotion review application

To apply for a promotion review, you can use the Office of Merit Protection Commissioner (OMPC) [online application form](#) and submit it within the relevant timeframe. The successful submission of an online application will generate an email receipt to the nominated email address. If you do not receive an acknowledgement email with a receipt number when you lodge your online application please contact the OMPC.

If you are unable to use or complete the online application form please contact the OMPC for assistance on:

Email: review@meritprotectioncommission.gov.au or phone: (02) 8239 5330

Office of the Merit Protection Commissioner
PO Box 20636
World Square Post Office
Sydney NSW 2002

Facsimile: (02) 6267 4944

Timeframes for applications

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

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

Applications received after the closing date and time will not be accepted. The only time the timeframe will change is around the Christmas and New Year period, in accordance with Regulation 5.9(1)(b)(i)(B).

Applicants are responsible for ensuring that their applications reach the Merit Protection Commissioner by the closing date and time. Applicants can contact the Review & Casework Team to confirm receipt when their application is submitted.

Vacancies

Vacancy VN-0686735

Australian Competition and Consumer Commission

Closing Date: Sunday 11 April 2021

Legal, Economic and Data
Competition and Consumer Law

Job Title	Senior Lawyer / Principal Lawyer, Competition and Consumer Law
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT, Hobart TAS, Townsville QLD
Salary	\$106,931 - \$148,998
Classification	Executive Level 1;Executive Level 2
Position Number	EA2021/52
Agency Website	https://www.accc.gov.au/

Job Description

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

We're looking for a Senior Lawyer / Principal Lawyer to join the Competition and Consumer Law team, who provide legal and strategic advice, litigation assistance and related legal services primarily to the ACCC's Enforcement Division and Specialised Enforcement & Advocacy Division.

Reporting to the Deputy General Counsel (DGC) of the CCLU, the Senior Lawyer / Principal Lawyer is responsible for providing and overseeing legal advice (including strategic and legal policy advice) and other legal services in relation to:

- the ACCC's functions and powers under the CCA and other legislation relevant to the ACCC's operations, and
- court proceedings involving the ACCC.

A Principal Lawyer (EL2) works independently when undertaking this role. A Senior Lawyer (EL1) works both independently and at times under the supervision of Principal Lawyers.

Duties

Our successful applicant will:

- Provide legal (including strategic and legal policy) advice on complex issues relating to the functions and powers of the ACCC under the CCA and the Australian Consumer Law.
- Conduct legal and related research into complex matters relevant to ACCC responsibilities under relevant legislation.
- Assist with the conduct of investigations and court proceedings for the ACCC, including working closely with external lawyers.
- Assist the ACCC in the performance of its dispute resolution functions.
- Draft and / or settle complex court documents (including pleadings and submissions), s 155 notices, s 87B undertakings and other legal documents in support of investigations and litigation.
- Provide legal input to determinations, publications and information programs.
- Develop and maintain professional relationships at all levels within the ACCC to assist the LEDD to provide responsive client service.
- Work closely with the ACCC's Enforcement and other staff.
- Provide leadership, guidance, and supervision of members of the CCLU as required.
- Assist the Deputy General Counsel, Special Counsel and General Counsel as required.

Eligibility

Notes

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

About the Australian Competition and Consumer Commission

The ACCC is an independent statutory authority that administers the Competition and Consumer Act 2010 and other Acts. The ACCC works to promote effective competition and fair trading in the market place to benefit consumers, business and the community, and efficiency in the delivery of certain infrastructure services.

To Apply

Position Contact	Deb Mayall, 07 3835 4644
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0686736

Australian Competition and Consumer Commission

Closing Date: Sunday 14 March 2021

Legal, Economic and Data
Regulatory Law Unit

Job Title	Principal Lawyer, Regulatory Law
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD, Perth WA, Hobart TAS, Darwin NT, Townsville QLD
Salary	\$140,573 - \$148,998
Classification	Executive Level 2
Position Number	EA2021/53
Agency Website	https://www.accc.gov.au/

Job Description

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

We're looking for a Principal Lawyer to join the Regulatory Law Unit, who provides advice in relation to the regulatory functions in the areas of energy, telecommunications, transport, water, digital platforms and prices oversight.

This position is part of the in-house legal practice of the ACCC and AER, and reports to the Deputy General Counsel, Regulatory Law Unit.

Responsibilities include the provision of and overseeing high level legal advice (including legal policy advice) and other legal services in relation to access, economic regulation, market inquiries and other regulatory matters, as well as involvement in enforcement investigations, administrative law issues, statutory interpretation and Court and Tribunal proceedings.

To undertake this role, you must have been admitted as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

Duties

Our successful applicant will:

1. Advise on complex administrative law matters and provide legal (and legal policy) advice on complex issues relating to the economic regulatory and enforcement functions of the ACCC and AER.
2. Conduct legal and related research into complex matters relevant to ACCC and AER responsibilities under relevant legislation.
3. Assist with the conduct of investigations, manage Court and Tribunal proceedings involving the ACCC and AER, and provide assistance to the ACCC and AER in the performance of their dispute resolution and inquiry functions.

4. Provide legal input for ACCC and AER determinations, publications and information programs.
5. Develop and maintain professional relationships at all levels within the ACCC, including the Legal and Economic Data Division, Infrastructure Regulation Division and the AER to assist the Legal and Economic Division to provide responsive client service.
6. Supervise members of the Regulatory Law Unit as required and assist the Deputy General Counsel, Regulatory Law Unit as required.

Eligibility

Notes

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

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To Apply

Position Contact	Melissa Randall, 02 6243 1243
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0686774

Australian Competition and Consumer Commission

Closing Date: Sunday 14 March 2021

Legal, Economic and Data
Regulatory Law Unit

Job Title	Lawyer/Senior Lawyer, Regulatory Law
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Brisbane QLD, Darwin NT, Hobart TAS, Townsville QLD
Salary	\$86,064 - \$133,019
Classification	APS Level 6;Executive Level 1
Position Number	EA2021/55
Agency Website	https://www.accc.gov.au/

Job Description

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

We're looking for a Lawyer/Senior Lawyer to join the Regulatory Law Unit who provides advice in relation to the regulatory functions in the areas of energy, telecommunications, transport, digital platforms, water and prices oversight.

This position is part of the in-house legal practice of the ACCC and AER, and reports to the Deputy General Counsel, Regulatory Law Unit.

Responsibilities include the provision of and overseeing legal advice (including strategic and legal policy advice) and other legal services in relation to:

- access, economic regulation and other regulatory matters, as well as involvement in enforcement investigations, administrative law issues, statutory interpretation; and
- Court and Tribunal proceedings.

To undertake this role, you must have been admitted as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

Duties

Our successful applicant will:

- Advise on administrative law matters and provide legal (and legal policy) advice on complex issues relating to the regulatory functions of the ACCC and AER.
 - the Competition and Consumer Act (Parts IIIA, IIIAA, VIIA, X, XIB and XIC);
 - the National Electricity Law and National Gas Law;
 - the Water Act and Water Charge Rules;
 - other relevant legislation.
- Conduct legal and related research into complex matters relevant to ACCC and AER responsibilities under relevant legislation.
- Assist with the conduct of investigations, manage Court and Tribunal proceedings involving the ACCC and AER, and provide assistance to the ACCC and AER in the performance of their dispute resolution functions.

- Provide legal input for ACCC and AER determinations, publications and information programs.
- Develop and maintain professional relationships at all levels within the ACCC's Infrastructure Regulation Division and the AER to assist the Legal Group to provide responsive client service.
- Supervise members of the Regulatory Law Unit as required and assist the Principal Lawyers, Regulatory Law Unit and Deputy General Counsel, Regulatory Law Unit as required.

Eligibility Notes

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

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The ACCC is an independent statutory authority that administers the Competition and Consumer Act 2010 and other Acts. The ACCC works to promote effective competition and fair trading in the market place to benefit consumers, business and the community, and efficiency in the delivery of certain infrastructure services.

To Apply

Position Contact	Melissa Randall, (02) 6243 1243
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0686820

Australian Electoral Commission

Closing Date: Monday 15 March 2021

State Office

-

Job Title	Director of State Office, QLD
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$120,863 - \$141,914
Classification	Executive Level 2
Position Number	2021-087 10519
Agency Website	https://www.aec.gov.au/

Job Description

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

The Director of State Office works with AEC teams across Queensland and Northern Territory. Our offices are based across multi divisional sites (Maroochydore, North Lakes, Ipswich, Brisbane City, Gold Coast and Darwin) and single division sites (Toowoomba, Dalby, Mt Isa, Maryborough, Bundaberg, Gladstone, Rockhampton, Mackay, Townsville and Cairns).

At election time, our staffing expands rapidly to deliver this significant logistical event. Our people need the ability to work within high risk and large scale projects with increased pressure, media, public scrutiny, short timeframes, and multiple logistical activities that are dependent on each other.

The Director of State Office leads and manages the delivery of human, financial and administrative resources for the State/Territory, ensuring alignment with the AEC's established business planning process and the Corporate Plan. The role also has oversight of the State/Territory election readiness functions including the AEC election readiness framework and the Election Ready Road Map (ERRM).

The role is responsible for undertaking work with a high level of complexity and sensitivity. This includes utilising specialist, professional and technical knowledge and the delivery of compliance and planning functions for the State/Territory. The role works closely with the Australian Electoral Officer (AEO) to contribute to State/Territory and agency wide strategic planning.

Duties

To excel you'll have:

Essential

- Relevant qualifications/experience in business, public administration, or project management.
- Demonstrated ability to lead and manage staff across a dispersed network, through organisational change, while developing capabilities and embedding professionalism.
- Extensive knowledge and experience in successfully leading and delivering results under scrutiny and within time restraints, with competing priorities.
- A strong understanding of and experience in successfully applying project management methodologies, including the delivery of large scale projects within a highly operational and legislated environment.
- Knowledge of and experience in the delivery of a range of corporate and governance functions in an operational environment.
- Proven ability to communicate with influence, negotiate strategic outcomes and manage strategic stakeholder relationships, including across a geographically dispersed network.
- Proven strategic conceptual and analytical abilities with sound knowledge of change management practices and techniques to enable innovation.

- Demonstrated personal drive, high level of impartiality and integrity whilst achieving results within legislative and budget parameters.

Desirable

- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.
- Demonstrated knowledge of Commonwealth frameworks (such as procurement frameworks, employment frameworks and WH&S frameworks).

Eligibility

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

Talent Pool

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

Notes

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians have a voice in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC is committed to political neutrality, so that all Australians have confidence in the fairness and integrity of our electoral system. A person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, is therefore not eligible for employment with the AEC.

To Apply

Position Contact	Adrian McCabe, 07 3834 3441
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0686980

Australian Electoral Commission

Closing Date: Thursday 18 March 2021

Operations Governance
Operations Governance

Job Title	Senior Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$81,860 - \$91,749
Classification	APS Level 6
Position Number	2021-090 10417
Agency Website	https://www.aec.gov.au/

Job Description

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

We are seeking a dynamic, collaborative, self-motivated, results-driven and passionate individual to join the Network Operational Communications (NOC) Team. This team sits within the Operations Governance Section and supports the AEC through planned coordination and engagement of program activities, professional and timely communication and support.

The team assures AEC programs through targeted operational communication, business support, assurance activities and operational reporting.

The team is responsible for the management, communication and coordination of program and operational information and tasks to embed a centre-led approach across the geographically dispersed network. This team is pivotal to the dissemination of timely and accurate operational communication, change management and improvements to capability, linking program, policy, process, innovation, systems and practice.

The Senior Project Officer supports the Assistant Director, Network Communications in the day to day management of matters within the Operations Governance Section of the Design & Improvement Branch, including participating in section planning for short term tasks and contributing to strategic planning for longer term initiatives.

The role is responsible for undertaking work that is moderately complex to complex and/or sensitive in nature, under limited direction, utilising expertise and knowledge within the area of operational project and programme delivery.

You will contribute to the day-to-day delivery of the Service Delivery Division coordinated operational communications via the Network Operational Communications (NOC) as well as the administration and maintenance (in conjunction with ICT) of the NOC SharePoint site and associated supporting sites including the Divisional Office Closure Reporting site.

During a federal event the Operations Governance section also undertakes additional tasks such as providing the secretariat function as part of the National Office Director Stand-up Group and the monitoring and analysis of the AEC observation register to provide proactive recommendations for innovation and business improvements across the Division.

This position requires resilience and a proven ability to adapt to change including managing competing and changing work priorities.

Duties

- exceptional communication skills, both written and oral, along with experience in developing effective stakeholder relationships, and collaborating effectively with team members, business areas and external stakeholders at all levels;
- proven experience providing secretariat support functions for events (such as the National Office Director Stand-up Group)
- the ability to provide assurance reports to business areas on the completion of tasks allocated in the Network Operational Bulletin.
- the ability to identify business requirements and progress plans to support the expansion of agency programs, such as the NOC, as a wider agency program.
- experience in identifying and planning business support activities aimed at enhancing the capability of staff in program areas within the Division (covering roll management and elections program).
- the ability to remain agile, positive and respond to pressure in a calm manner, while committing energy and drive to see that goals are achieved;
- a demonstrated ability to work autonomously with a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

Eligibility

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

Notes

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians have a voice in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC is committed to political neutrality, so that all Australians have confidence in the fairness and integrity of our electoral system. A person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, is therefore not eligible for employment with the AEC.

To Apply

Position Contact	Angela Hodda, (02) 6271 4795
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0686693

Australian Government Solicitor

Closing Date: Friday 12 March 2021

Australian Government Solicitor
AGS Dispute Resolution Civil Claims

Job Title	Lawyers and Senior Lawyers
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Adelaide SA, Brisbane QLD
Salary	-
Classification	APS Level 5; APS Level 6; Executive Level 1
Position Number	TBC
Agency Website	

Job Description

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

Duties

Lawyers and Senior Lawyers

- Civil Claims litigation
- Lawyers (APS5 and APS6) and Senior Lawyers (Executive Level 1)
- Melbourne, Canberra, Adelaide and Brisbane
- Ongoing (permanent) roles

AGS Dispute Resolution is seeking expressions of interest from lawyers and senior lawyers who possess experience in civil claims litigation.

About us

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

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

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

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

About the role

The Dispute Resolution practice group provides specialist expertise in resolving and managing disputes across many areas of law. It acts for regulatory agencies in enforcing the law, protects sensitive information from disclosure, defends government decisions and responds to claims made against the Commonwealth. It is often involved in the largest and most sensitive matters affecting the

Australian Government.

In this role you will:

- work primarily in the Civil Claims team to help progress and manage significant and often complex tort-related claims in the Federal and State jurisdiction
- analyse documentary material in order to advise on legal risk and management strategies
- brief counsel, instruct experts and engage with witnesses in order to prepare claims for alternative dispute resolution and/or trial
- work closely with teams of AGS lawyers located across Australia.

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

About you

- generally at least 1-5 years' (APS5 and APS6) or 5+ years' (Executive Level 1) post-admission experience in the relevant field
- excellent technical legal skills and strong academic results
- the ability to initiate, build and maintain strong client relationships
- thrive in a busy team environment
- the ability to work under pressure, excellent interpersonal skills and the ability to persuade
- think creatively and can deliver innovative client-focused legal solutions.

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

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

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

Eligibility

To apply

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

Applications close on 12 March 2021.

Further enquiries

Further information can be obtained by contacting Steven Minter on 02 9581 7783.

Notes

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

About the Australian Government Solicitor

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

To Apply

Position Contact	Steven Minter, 02 9581 7783
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0686833

Australian Security Intelligence Organisation

Closing Date: Monday 15 March 2021

NA
NA

Job Title	Procurement Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$92,733 - \$104,533
Classification	APS Level 6
Position Number	10220202021
Agency Website	www.asio.gov.au

Job Description

asio.gov.au/careers

ASIO is seeking to fill a number of AE6 Procurement Officer roles to undertake varied procurement policy and compliance across the Organisation.

Your duties will include:

- Providing strategic advice and support to Organisation staff for procurement and/or contract management activities;
- Ensuring compliance with relevant Australian Government and Organisation procurement legislation and policy;
- Undertaking procurement activity processing and records management;
- Supporting the development and implementation of procurement policies, processes and guidelines;
- Supporting the implementation of whole of organisation contract management framework;
- Liaising with stakeholders and clients, developing and maintaining key relationships;
- Managing and contributing to the administrative requirements of the Sourcing Services Unit; and
- Upskilling and training of Organisation and team members in relation to procurement processes.

Duties

[Key Attributes](#)

We invite applications from people with the following attributes:

- Experience in procurement and/or contract management;
- Commitment to achieving quality outcomes in a high volume environment;
- Responsiveness to day-to-day work changes and shifting priorities;
- Ability to work in a team and autonomously;
- Ability to understand and implement procurement regulations, policies and procedures; and
- Willingness to contribute to the development of the teams work and accept changes in your work role where necessary.

Eligibility

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.

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

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

Location

All positions are Canberra based.

How to apply

For more information about your career at ASIO, please visit: www.asio.gov.au/careers.

Click on 'Apply Online' to commence your application.

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

Notes

Benefits

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance;
- Employer superannuation contributions of 15.4 per cent;
- A variety of leave options, including four weeks annual leave;
- Flexible working hours/arrangements to assist you to maintain your work-life balance. We adopt an "if not, why not" approach to working flexibly. (Please note: due to our unique working environment, work from home options may not be available);
- Seven staff-led diversity and inclusion networks;
- Study assistance, including financial support and study leave for tertiary education; and
- Access to an Employee Assistance Program (EAP).

To Apply

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

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Vacancy VN-0686799

Australian Signals Directorate

Closing Date: Monday 29 March 2021

Australian Signals Directorate
Corporate and Capability

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$68,442 - \$74,721
Classification	APS Level 4
Position Number	ASD/00805/21
Agency Website	https://www.asd.gov.au/careers

Job Description

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

Duties

The Australian Signals Directorate is seeking to fill a number of ASD4 Executive Assistant vacancies within the Enterprise Technology Division (ETDIV). ETDIV is responsible for ASD's ICT infrastructure and service delivery and support functions, and is comprised of members with diverse skills and disciplines who work together to deliver capability across ASD. The successful candidate can expect to be challenged to grow in their role and will be supported by an inclusive and considerate team and leadership.

As an ASD4 Executive Assistant you will work under limited direction and be accountable to perform moderately complex administrative support to an ASD Senior Executive Service Officer.. Specifically, you will:

- Be accountable for organising their workflow and triaging incoming tasks for priority.
- Perform front of office support functions, including greeting visitors and receiving and responding to phone calls, emails and general correspondence.

- Perform executive support functions including managing appointments and meetings.
- Assemble briefing packs for relevant Australian Signals Directorate committees.
- Liaise with stakeholders and visitors of all levels and work collaboratively with all areas of the Australian Signals Directorate.
- Use common-sense to research and solve problems that arise outside of routine activities.

Candidates will need to demonstrate flexibility, have good communication skills, the ability to develop good working relationships, and show sound judgement and discretion. You will be proficient in the use of Microsoft Office applications including Word, Excel, Outlook and PowerPoint. Experience as a front-of-house office assistant is highly desirable.

Applicants from Aboriginal/Torres Strait Islander members of the community are strongly encouraged to apply.

Eligibility

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

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

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

Notes

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

About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, 02 6266 0059
Agency Recruitment Site	https://defencecareers.nga.net.au/?AudienceTypeCode=ASDTEXT

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Vacancy VN-0686893

Job Title	ASD 5 & 6 - Program Officers
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$75,100 - \$93,993
Classification	APS Level 5;APS Level 6
Position Number	ASD/00824/21
Agency Website	https://www.asd.gov.au/careers

Job Description

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

Duties

The ACSC Partnership Program team within the Australian Cyber Security Centre (ACSC) is seeking high-performing personnel to fill a number of positions to work within Partnerships, Policy and Mission Evaluation Branch located in the National Coordination Cell (NCC), Canberra as well as in a number of Joint Cyber Security Centre (JCSC) regional offices.

The Partnerships, Policy and Mission Evaluation Branch is responsible for strategic oversight and facilitation of the Australian Signals Directorate (ASD) engagement with industry, government and international partners. Duties associated with the role include providing timely advice directly to ASD senior leadership, developing strategies and actions derived from policy but are practical in implementation, and providing support and guidance to meet ASD's strategic partnership priorities and objectives. The JCSCs located in Sydney, Melbourne, Brisbane, Adelaide, and Perth provide an avenue for industry, state and local government, and academia to engage with the ACSC. The JCSCs provide collaborative work spaces for partners to work together as well as with the ACSC, and regularly host events and functions to bring together cyber security experts and communities of interest and ACSC capabilities. The JCSC staff directly contribute to the core mission of the ACSC to make Australia the most secure place to connect on-line.

As a Program Officer in the NCC or at a JCSC you will support the Australian Government's efforts to improve cyber security across the whole of the economy.

You will be accountable under broad direction to perform and deliver project work within an integrated workforce. You will have knowledge of and compliance with legislative frameworks, government decision making and ASD's mission and policy requirements. Successful applicants will have initiative, sound judgement and strong organisational skills. Applicants should also possess well-developed interpersonal skills, including the ability to be flexible and work as part of a dynamic and high performing team, with strong oral and written communication skills.

A merit list shall be established to fill similar roles at these levels across ASD within the next 12 months.

Eligibility

These positions are Term Transfer, 2 years with extension options*

Term Transfer

The successful candidate may be required to relocate to a JCSC Office for an initial period of two years with an option to extend by mutual agreement.

*It is important to note that at the completion of the term transfer posting at a JCSC Office, the successful applicant will be transferred back to ASD headquarters located in Canberra, ACT.

In addition, an Organisational Assessment is a mandatory requirement for work in ASD.

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

The assessment is administered in a manner which ensures informed consent, fair dealing with all applicants and employees, and

the greatest possible degree of privacy and transparency of process. Before you submit an application you should consider your own preparedness for questions that may include the following topics: personal relationships, living circumstances, personal values, financial situation, physical and mental health history including substance use, and any civil and/or military record.

Notes

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

About the Australian Signals Directorate

To Apply

Position Contact	Name withheld, 02 6144 8194
Agency Recruitment Site	https://defencecareers.nga.net.au/?AudienceTypeCode=ASDTEXT

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Vacancy VN-0686769

Australian Skills Quality Authority (ASQA)

Closing Date: Thursday 11 March 2021

Australian Skills Quality Authority
Regulatory Engagement and Education Group Education and Guidance Team

Job Title	Director, Education and Guidance
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$124,061 - \$142,764
Classification	Executive Level 2
Position Number	38469
Agency Website	https://www.asqa.gov.au/

Job Description

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

Duties

The opportunity

ASQA is the national regulator for vocational education and training (VET).

We are have an exciting, permanent opportunity for an adaptive leader with experience in leading the development, execution and evaluation of education initiatives to perform the role of Director, Education and Guidance.

Reporting to the Executive Director, Regulatory Engagement and Education, you will lead a dynamic team to build long-term relationships with internal and external stakeholders, to ensure the success and sustainability of ASQA's education initiatives as a primary regulatory tool.

You will play a key role in setting and delivering ASQA's education strategy and forward agenda, working closely with other Directors across the organisation to translate data, intelligence, feedback and insights into well-informed education products, services and materials that address regulatory risks and opportunities.

About you

A strategic planner, you apply your exceptional analytical and conceptual skills to provide timely, authoritative and practical advice on complex topics to internal and external stakeholders. You have a proven track record of inspiring a sense of purpose and direction when leading education initiatives in a changing environment.

Utilising your outstanding communication skills, you form trusted relationships that promote collaboration, continuous improvement and successful education initiatives.

Working with us

Through our regulation and partnership with others, we ensure quality vocational education and training so that students, employers, the community and governments have confidence in the integrity of national qualifications issued by training providers. Our work is focused on provider outcomes and supported by evidence-based findings. These fundamental elements of best practice regulation go to the heart of who we are, and how we can make a difference as the national vocational education and training regulator.

You will be joining a dynamic workforce that is dedicated to diversity and inclusion, and will support you to thrive in your career.

You will have access to generous leave entitlements, flexible working arrangements that promote work-life balance, professional development opportunities, health and wellbeing events throughout the year and a competitive base

salary plus 15.4% superannuation.

Find out more

Visit [Current vacancies](#) for more information, including the position description that outlines the instructions on how to apply.

If you have questions about the role, please contact Marina Toskas, Executive Assistant to the Executive Director, Regulatory Engagement & Education on (03) 8613 3908 or email your enquiry to recruitment@asqa.gov.au

Eligibility

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

Notes

This selection process may be used to establish a merit pool. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 12 months.

Applications close at **11:59pm AEDT Thursday 11 March 2021**.

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

About the Australian Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	Marina Toskas, (03) 8613 3908
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0686945

Australian Skills Quality Authority (ASQA)

Closing Date: Tuesday 16 March 2021

Australian Skills Quality Authority
Regulatory Insights and Impact Group Regulatory Policy and Design

Job Title	Senior Regulatory Policy and Design Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$101,807 - \$111,702
Classification	Executive Level 1
Position Number	40745
Agency Website	https://www.asqa.gov.au/

Job Description

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

Duties

The opportunity

ASQA is the national regulator for vocational education and training (VET).

We have an exciting new opportunity for a Senior Regulatory Policy and Design Officer to join our Regulatory Insights and Impact Group.

Reporting to the Director, Regulatory Policy and Design, you will perform a crucial role in supporting regulatory policy to achieve ASQA's strategic objectives.

Working in a small team, you will lead a range of functions including the application of data, intelligence and insights to design regulatory interventions that are integrated, risk based, proportionate and effective. You will identify improvements to our regulatory policies, systems or tools to ensure our programs are best practice.

You will collaborate with a range of stakeholders to enhance ASQA's understanding of performance and risk in priority areas through undertaking research and enhancing information gathering.

About you

You have demonstrated experience administering legislation and performing or supporting regulatory functions. You understand best practice regulation, and present clear, well-reasoned and timely decisions in a fast-paced environment to efficiently manage risk and change.

Your excellent communication skills, positive attitude and passion for continuous improvement will see you succeed in this new role.

Working with us

Through our regulation and partnership with others, we ensure quality vocational education and training so that students, employers, the community and governments have confidence in the integrity of national qualifications issued by training providers. Our work is focused on provider outcomes and supported by evidence-based findings. These fundamental elements of best practice regulation go to the heart of who we are, and how we can make a difference as

the national vocational education and training regulator.

You will be joining a dynamic workforce that is dedicated to diversity and inclusion, and will support you to thrive in your career.

You will have access to generous leave entitlements, flexible working arrangements that promote work-life balance, professional development opportunities, health and wellbeing events throughout the year and a competitive base salary plus 15.4% superannuation.

Find out more

Visit [Current vacancies](#) for more information, including the position description that outlines the instructions on how to apply.

If you have questions about these exciting opportunities, please email your enquiry to recruitment@asqa.gov.au

Eligibility

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

Notes

This selection process may be used to establish a merit pool. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 12 months.

Applications close at **11:59pm AEDT Tuesday 16 March 2021**.

About the Australian Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	ASQA Recruitment, 03 8664 6002
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0687017

Australian Sports Commission

Closing Date: Wednesday 17 March 2021

Australian Institute of Sport
Sport Strategy & Investment

Job Title	Performance Pathway Consultant
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Bruce ACT
Salary	\$108,243 - \$127,726
Classification	Executive Level 1
Position Number	JN 1945
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://careers.ausport.gov.au/>

- Work for Australia’s strategic high performance sporting agency
- Great location – Free parking
- Exciting, challenging and dynamic work environment

The Australian Institute of Sport is responsible for leading and enabling a united high-performance system that supports Australian athletes to achieve podium success. The Sport Strategy and Investment Team is responsible for system and sport-specific data and strategic analysis, to enable NSOs to develop future focussed medal winning performance strategies. The Team assesses the potential of sports to deliver against their strategy to inform the allocation of performance investment, in addition to providing AIS effort, expertise and resources to support priority campaign plans.

Duties

Working as part of a wider team of pathway consultants and scientists, you will play a key role in collaborating with NSOs to build future focussed performance pathway investment strategies. You will drive systemic capability building of the Australian performance pathway workforce by implementing and delivering projects and innovative ventures to bridge gaps. You will support sports to establish contemporary and sport-relevant performance pathways that identify, develop, support and progress talented athletes to achieve medal winning performances in the future.

In consultation with the Manager Performance Pathways, you will drive and implement the team and organisational strategic agenda to achieve section and business outcomes. You will contribute to the ongoing development and implementation of a National Performance Pathways Strategy, collate and manage national performance pathway workforce requirements in order to support system and individual sport capacity and capability build, and conduct evidence-based research and analysis, to support the establishment and implementation of the most appropriate system wide initiatives for supporting and developing the national performance pathway system. Your ability to develop comprehensive, contemporary, agile and accessible practical educational resources, forums and learning opportunities for the performance pathway workforce and collaborate with NSO’s to develop, support and implement strategies to successfully identify, develop, support and progress talented athletes to achieve medal winning performances in the future is critical.

Eligibility

Key skills and experience required:

- Degree or higher qualification/s in sports science, sports coaching, Sports Management or performance pathways.
- Demonstrated experience in project management and implementing systemic solutions and programs to develop the capability and efficiency of people, systems and processes.
- Demonstrated experience working in high performance sport including frontline work to support (or in the role of) athletes, coaches and program directors.
- Demonstrated experience in the sports sector in managing or implementing successful pathway initiatives within high performance programs.

- Extensive understanding of the field of talent identification and/or athlete development.
- Demonstrated success in developing, implementing and achieving team and project objectives in line with a strategic direction.
- Strong and adaptable communication skills with the ability to drive network engagement and to gain confidence and respect with key NSO and system stakeholders.
- Demonstrated capacity to provide timely, compelling and concise advice to inform senior management to support decision making.

Notes

Position is based in Canberra or Sydney and will be available until 28 March 2025.

Salary range = \$108,243 - \$127,726 per annum + up to 15.4% superannuation.

Please note the ASC operates under The Australian Sports Commission Act 1989 and is separate to the Australian Public Service terms and conditions of employment. If you have any questions regarding movements from the APS to the ASC please call People & Culture.

Employment benefits include access to priority onsite Childcare placements, free parking facilities and use of on-site gymnasium.

Applications close 5.00pm AEDT Wednesday, 17 March 2021 (no late applications will be accepted).

To be eligible for employment with the Australian Sports Commission, it is preferred that applicants are Australian citizens or permanent residents of Australia.

About the Australian Sports Commission

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

To Apply

Position Contact	Anna Longman, 0420 452 966
Agency Recruitment Site	https://careers.ausport.gov.au/

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Vacancy VN-0687022

Australian Sports Commission

Closing Date: Wednesday 17 March 2021

Sport Business
Industry Capability Coaching & Officiating

Job Title	Director, Coaching & Officiating
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Bruce ACT
Salary	\$134,222 - \$163,447
Classification	Executive Level 2
Position Number	JN 1947
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://careers.ausport.gov.au/>

- Work for Australia's leading sporting agency
- Great location – Free parking – Fixed term for 3 years
- Exciting, challenging and dynamic work environment - Leadership opportunity

The Sport Business Division is accountable for enabling more Australians to move more often delivering health, education and community impact. Building sport capability to create a robust, connected industry; driving a sector approach to growing participation; and investing in and monitoring the delivery of outcomes that make a significant impact on all Australians.

Duties

The Director is responsible for leading the implementation of Sport Australia's new Coaching & Officiating Strategy and developing a modernised, world leading, all of sport framework, and delivering education & training support for coaches & officials right across Australia. As part of the Sport Business Division's senior leadership team, you will provide high level strategic leadership, advice to the DGM, Industry Capability and broader Executive team on coaching and officiating issues. Lead and direct the Coaching & Officiating Team to develop and implement Sport Australia's new Coaching and Officiating Strategy and national Framework.

Eligibility

To be successful in this leadership role, you will require:

- Experience in national coaching and officiating product design and implementation.
- Experience in national delivery of coaching and officiating programs and product development as well as workforce development.
- National change management experience across multiple stakeholder engagement.
- Extensive experience in working between performance, pathways and participation in sport and ability to distil operational alignment through a framework.
- Experience in all of sport development linking athlete pathway to coach/official education requirements.

Notes

Position will be based in Canberra or Sydney and will be available for a fixed term period of 3 years.

Salary range = \$134,222 - \$163,447 per annum + up to 15.4% superannuation.

Please note the ASC operates under The Australian Sports Commission Act 1989 and is separate to the Australian Public Service terms and conditions of employment. If you have any questions regarding movements from the APS to the ASC please call People & Culture.

Employment benefits include access to priority onsite Childcare placements, free parking facilities and use of on-site gymnasium.

Applications close 5.00pm AEDT Wednesday, 17 March 2021 (no late applications will be accepted).

To be eligible for employment with the Australian Sports Commission, it is preferred that applicants are Australian citizens or permanent residents of Australia

Acknowledgement of Country

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

About the Australian Sports Commission

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

To Apply

Position Contact	Kate Corkery, 02 6214 1328
Agency Recruitment Site	https://careers.ausport.gov.au/

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Vacancy VN-0686836

Cancer Australia

Closing Date: Sunday 14 March 2021

Office of the CEO
Not relevant

Job Title	Executive Assistant to the CEO
Job Type	Full-Time, Ongoing
Location	Surry Hills NSW
Salary	\$83,168 - \$93,827
Classification	APS Level 6
Position Number	20015010
Agency Website	

Job Description

<https://canceraustralia.gov.au/about-us/employment-opportunities>

The Executive Assistant to the CEO is required to provide high-level support to the Chief Executive Officer. This role requires excellent communication and organisational skills and the proven ability to coordinate key activities, including anticipating the CEO's needs and supporting the outcomes of the Office of the CEO.

Duties

The duties of the Executive Assistant to CEO may include, but are not limited to:

- Manage the CEO's diary, emails and calls; bring priority matters to the attention of the CEO or respond accordingly as required.
- Meeting coordination, appointment with both internal and external stakeholders including travel bookings and itineraries.
- Organise weekly senior management meetings and monthly all staff meetings, compiling and distributing agendas/presentations/required paperwork.
- Liaise in an effective and professional manner with staff and external stakeholders at all levels.
- Being pro-active; ensuring the CEO is appropriately briefed about forthcoming meetings and events.
- Maintain confidentiality and privacy of the organisation's business matters at all times.
- Provide high-level word processing support including preparation and formatting letters. PowerPoint presentations, memoranda, reports, journal articles and emails etc.
- Maintain file of agendas and corresponding documentation for upcoming appointments/meetings.
- Maintain records and files in TRIM.
- Act as first point of contact for the organisation's Advisory Council, including meeting organisation, agenda and paper preparation, presentations, timelines and budget management.
- Preparation of Ministerial submissions, in conjunction with the Policy & Strategy team.

The Executive Assistant to the CEO supports other senior executives in the agency in managing and developing their Executive Assistants. This aspect of the role involves the leadership of the EA coordination team, which comprises all the Executive Assistants within the agency. **Eligibility**

Cancer Australia is seeking a highly motivated, experienced and professional individual. The successful applicant will possess the following skills and abilities:

- Significant experience providing executive support to a Chief Executive Officer.
- Exceptional skills in liaising with internal and external stakeholders.
- Ability to determine priorities, when to escalate issues and to work with changing priorities.

- Highly professional at all times, including ethical, discreet and confidential.
- Clear, accurate and effective communication skills (written and oral).
- Technically proficient in MS Office: Word, Excel, PowerPoint, Outlook. TRIM experience preferred.
- Able to work independently with minimal supervision: Maintains a flexible approach to work and effective multi-tasking; Demonstrates initiative; Very high attention to detail.
- Public service knowledge and experience an advantage.

Notes

To be eligible for ongoing employment candidates must be Australian citizens.

This position is based in Sydney.

About the Cancer Australia

To Apply

Position Contact	Grant Doyle, 02 9357 9481
Agency Recruitment Site	https://canceraustralia.gov.au/about-us/employment-opportunities

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Vacancy VN-0686921

Central Land Council

Closing Date: Sunday 04 April 2021

Community Development
Central Land Council

Job Title	Community Development Officer
Job Type	Full-Time, Non-Ongoing
Location	Alice Springs NT
Salary	\$76,854 - \$88,283
Classification	
Position Number	CD002
Agency Website	https://www.clc.org.au/articles/cat/about/

Job Description

<https://forms.clc.org.au/onlinejobs/jobs.aspx>

Duties

The Central Land Council (CLC) is a corporate Commonwealth entity established under the Aboriginal Land Rights (Northern Territory) Act 1976. The CLC represents traditional landowners, native title holders and other Aboriginal people across the southern half of the Northern Territory—an area of almost 780,000 square kilometres.

The CLC provides its constituents with advice, advocacy and practical assistance to support their aspirations, manage their land and realise and protect their rights.

We are currently seeking a suitable qualified candidate for the following position:

COMMUNITY DEVELOPMENT OFFICER – CD002 – Alice springs

CL 6 (Commencing at \$76,854 progressing to \$88,283) 3 year fixed term contract

This position is responsible for working with the Community Development (CD) Team in the application of CLC's CD Framework, with traditional owners and residents of communities and their income that is applied to development projects that achieve social, cultural and economic objectives. The candidate must have tertiary qualifications in community development or other relevant field and a minimum of three (3) years demonstrated professional experience applying CD methodologies, preferably with remote Aboriginal communities. For more information please contact Ian Sweeney on 08 8951 6211.

Closing Date: Sunday 04 April 2021

An Ochre Card (working with vulnerable people check) and a driver's licence are mandatory requirements for all employees employed at the Central Land Council.

Contact details

For more information contact Leonie Jones 08 8951 6377 or jobs@clc.org.au

Total effective package includes: base salary, district allowance, superannuation, leave loading, relocation assistance, annual airfare allowance and salary packaging options. Annual progression within the salary scale is subject to satisfactory performance. Progression is in accordance with annual increments set out in an enterprise agreement.

Eligibility

Notes

About the Central Land Council

To Apply

Position Contact	Leonie Jones, 08 8951 6377
Agency Recruitment Site	https://forms.clc.org.au/onlinejobs/jobs.aspx

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Vacancy VN-0686979

Central Land Council

Closing Date: Friday 12 March 2021

Directorate
Central Land Council

Job Title	Chief Executive Officer
Job Type	Full-Time, Non-Ongoing
Location	Alice Springs NT
Salary	-
Classification	Senior Executive Service Band 1; Senior Executive Service Band 2; Senior Executive Service Band 3
Position Number	DI002
Agency Website	https://www.clc.org.au/articles/cat/about/

Job Description

<https://forms.clc.org.au/onlinejobs/jobs.aspx>

Duties

Interim Appointment - Chief Executive Officer Based in Alice Springs

The Central Land Council is calling for expressions of interest (EOI) for the above position to act as the Chief Executive Officer for a six month fixed term period starting end of April 2021. The appointment is to provide executive coverage during an official recruitment campaign to seek a suitable replacement of the current CEO.

The successful candidate will be a person of Aboriginal descent with an extensive knowledge and understanding of the role and purpose of Central Land Council. The person must demonstrate a high level of management and interpersonal skills as well as communicate effectively to stakeholders including constituents, council members, executives and staff.

This position comes with an attractive remuneration package and benefits. Details provided on application.

If you wish to be considered for this fixed term role please write a covering letter along with your resume to the Human Resources Manager, Ken Cunningham providing details of your experience and qualifications to take on this role.

The closing date for expressions of interest is end of business, Friday 12 March 2021.

Contact Details

Ken Cunningham
Human Resources Manager
Email: Ken.Cunningham@clc.org.au
Phone: T 08 8951 6302 M 0419 809 907
Address: 27 Stuart Highway, Alice Springs NT 0870

Eligibility Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

About the Central Land Council

To Apply

Position Contact	Ken Cunningham, 0419 809 907
Agency Recruitment Site	https://forms.clc.org.au/onlinejobs/jobs.aspx

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Vacancy VN-0686837

Defence Housing Australia

Closing Date: Monday 15 March 2021

Service Delivery
Service Delivery

Job Title	WITHDRAWN - Property Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Fyshwick ACT
Salary	\$72,748 - \$78,662
Classification	APS Level 4
Position Number	TBC
Agency Website	https://www.dha.gov.au/

Job Description

<https://careers.dha.gov.au/>

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

As a Property Manager you will manage a portfolio of service residences with respect to tenancy, ownership and property related matters. You will manage your housing stock in regard to condition, presentation to DHA's standard, current and future maintenance and issues arising. You will also provide excellent customer service to your stakeholders including the tenants and owners (lessors) of properties in your portfolio, the Defence Housing and Relocations Manager and DHA staff in your regional office and in the wider DHA network.

As a member of the property and tenancy team within your regional office, you will contribute to the business outcomes of your regional office including accurate data analysis, adherence to Standard Operating Procedures (SOPs), monitoring of contractor performance and attainment of key performance indicators (KPIs).

This role requires highly developed organisational skills coupled with attention to detail and an ability to cope with pressure. Your excellent communication skills and customer service focus will be integral to this position in dealing with internal and external customers.

Duties

Our ideal candidate will have:

- Strong communication skills, with particular emphasis on listening, influencing and expressing opinions with credibility
- Experience in a results driven and customer service focused environment
- The ability to follow instructions and procedures
- The capability to adapt to change in the workplace
- Experience balancing work commitments and working well under pressure.

Some of the benefits of working at DHA include:

- Generous employee benefits with competitive salary packaging
- Employer superannuation contribution of up to 15.4%
- Flexible work arrangements, including family friendly provisions
- Benefits of working for the Australian Public Service, while in an outcome focused Government Business Enterprise
- A diverse range of interesting projects in a high performing and collaborative work environment.

Operating environment:

This is a full-time position. DHA's core business hours are between 8.30am and 5.00pm, Monday to Friday. DHA operates under flexible working hours and staff may be required to work outside core business hours at times.

The successful candidate will be expected to work during the peak posting period between October and February.

Note: It is a requirement of the position that the occupant holds and maintains a valid drivers' licence.

Eligibility

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

Notes

Applicants are short listed based on the merit principles contained in the Public Service Act 1999.

Please note: There are multiple non-ongoing vacancies available for a period of 12 months. These roles may be filled on a non-ongoing or ongoing basis based on operational requirements.

Where non-ongoing employment is offered, it will be for a specified term of up to 12 months. Any extension beyond the initial term will depend on operational requirements. Any merit pool established from this selection process will remain active for a period of up to 12 months from the date of this gazette and may be used to fill future ongoing or non-ongoing roles.

About the Defence Housing Australia

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

To Apply

Position Contact	George Artemiou, 03 9947 8107
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0686908

Defence Housing Australia

Closing Date: Tuesday 16 March 2021

Service Delivery
Service Delivery

Job Title	Research and Planning Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$87,564 - \$100,665
Classification	APS Level 6
Position Number	492295
Agency Website	https://www.dha.gov.au/

Job Description

<https://careers.dha.gov.au/>

Defence Housing Australia (DHA) provides adequate and suitable housing and housing related services to members of the Australian Defence Force (ADF) and their families in response to Defence requirements. In doing this, we support Defence capability and the operational goals of the Department of Defence.

This role sits in the Business Planning and Research Services team. The team is responsible for the performance framework (performance planning, measurement and reporting) including the Corporate Plan, Business Unit Plans, quarterly reporting to Ministers and the Annual Report. The team is also responsible for assisting business units by undertaking research to inform decision making and assessing achievement against DHA's corporate objectives (i.e. Key Performance Indicators).

The Research and Planning Officer is responsible for contributing to this work through:

- Conducting research as part of DHA's in-house customer satisfaction survey program, including survey design, collection of data via multiple sources, data cleansing and analysis and preparation of reports.
- Conducting ad hoc research projects including, business data analysis, forecasting, and literature reviews including project planning, design and execution, as well as preparation of research outcomes and reports.
- Assisting with the effective development of corporate plans, reporting and strategic policy papers.

To be successful in this role, you will possess strong analytic skills, attention to detail and be capable of providing specialist advice to internal and external stakeholders to support decision making. A flair for visually displaying research results and ideas is desirable.

Duties

Our ideal candidate will have:

- Relevant tertiary qualifications, for example in Applied Statistics, Psychology/Statistics, Economics or similar.
- Demonstrated experience in conducting research and statistical analysis, including but not limited to, designing and validating survey projects with proven ability to collate, analyse and interpret large data sets.
- Highly developed written and oral communication skills including the ability to prepare reports and papers to support business decision making.
- Sound negotiation and interpersonal skills, with demonstrated ability to work effectively with internal and external stakeholders to deliver a strategic, responsive research capability.
- Sound project management skills, including the ability to work as part of a small team with minimal supervision to manage multiple tasks and deliver high quality work within agreed deadlines.
- Demonstrated high level of computer literacy including proficiency in Microsoft Excel at an advanced level; SPSS or similar; survey programming software and customer relationship management systems. Demonstrated experience with Visual Basic, HTML, and CSS as well as programming in R would be viewed favourably.

Some of the benefits of working at DHA include:

- Generous employee benefits with competitive salary packaging, including 15.4% employer superannuation contribution.
- Flexible work arrangements, including family friendly provisions.
- Benefits of working for the APS, while in an outcome focused Government Business Enterprise.

Eligibility

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

Notes

Applicants are short listed based on the merit principles contained in the Public Service Act 1999.

HOW TO APPLY

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

About the Defence Housing Australia

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

To Apply

Position Contact	Tanya Boulter, 02 6217 8564
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0687000

Defence Housing Australia

Closing Date: Thursday 18 March 2021

Chief Financial Group
Chief Financial Group

Job Title	Director Procurement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$131,722 - \$162,076
Classification	Executive Level 2
Position Number	TBC
Agency Website	https://www.dha.gov.au/

Job Description

<https://careers.dha.gov.au/>

A challenging opportunity to join a dynamic Government Business Enterprise that provides housing services to Defence members and their families.

Who are we?

Defence Housing Australia (DHA) operates at 19 locations across Australia with our head office in Canberra. We employ approximately 550 employees in Service Delivery and a range of corporate support functions. Reporting to the Head of Corporate Strategy and Enabling Services, you'll join a small team responsible for developing an effective procurement framework complimented by streamlined processes to provide procurement services supporting all aspects of business operations.

The Role:

In this Director Procurement role, you will be responsible for the strategic development and implementation of a streamlined procurement process for DHA that is aligned to the Australian Commonwealth Procurement Framework.

To be successful you will have exceptional communication skills, and a strong procurement background with a proven track record of providing procurement and contract management advice and services within a Government context. You will lead, mentor, motivate and develop the capability of the Procurement Team to ensure optimum performance and productivity.

Qualifications and Requirements

Duties

Our ideal candidate will have:

- Formal qualifications and/or extensive knowledge experience in procurement
- In depth knowledge of the Australian Commonwealth Procurement Framework including practical experience
- A depth of experience in leading and managing teams in a dynamic environment
- The ability to deliver high quality products and advice with competing deadlines
- Experience in the continuous improvement of business processes and procedures
- High level negotiation, engagement and communication skills (interpersonal, oral and written) with the ability to initiate, establish and maintain solid relationships with a broad range of stakeholders
- Extensive strategic, complex problem solving and analytical skills with a record of achieving results.

Eligibility

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

Notes

Applicants are short listed based on the merit principles contained in the Public Service Act 1999.

Please note this role may be filled on a non-ongoing or ongoing basis based on business requirements.

Where a non-ongoing role is offered, it will be for a specified term of up to 12 months. Any extension beyond the initial term will depend on operational requirements. Any Order of Merit established from this selection process will remain active for up to 12 months from the date of this gazette and may be used to fill future ongoing or non-ongoing roles.

Please note: A 1000 word one page pitch is required to apply for this role.

About the Defence Housing Australia

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

To Apply

Position Contact	Yvette Sims, 02 6270 6009
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0686805

Department of Finance

Closing Date: Sunday 14 March 2021

Budget Policy & Coordination
Budget Estimates & Advice

Job Title	Assistant Director, Budget Analytics and Visualisations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Forrest ACT
Salary	\$109,791 - \$132,955
Classification	Executive Level 1
Position Number	1563489
Agency Website	www.finance.gov.au

Job Description

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

About the Group

The role of the Budget and Financial Reporting (BFR) Group is integral to the preparation of the Federal Budget and the work of the Australian Government. BFR provides policy and financial advice to the Minister for Finance, other senior Ministers, Cabinet and its Committees, including the Expenditure Review Committee (ERC) and the National Security Committee (NSC).

BFR has a central role critically assessing and progressing new policy proposals for Government consideration, and performs a number of functions to support the budget process.

By joining a central agency you will have an opportunity to be part of a whole-of-government view, gaining exposure to extensive networks and policy influencers who can help steer your career in countless directions.

About the Branch

The Budget Estimates and Advice Branch is responsible for the overall management of the Budget process, including advising the Government on the timetable for the Budget and other economic updates. The Branch supports government decision-making on expenditure, including through analysis and advice on program estimates to the Expenditure Review Committee (ERC) of Cabinet, develops Finance's input into Budget Paper 2, and provides analysis on the Final Budget Outcome (FBO) report. The Branch undertakes and facilitates research, analysis and modelling to build the evidence base on Budget priorities and long-term fiscal pressures. The Branch is also the key liaison point for working with the Parliamentary Budget Office (PBO).

Duties

About the Role

The Assistant Director Budget Analytics and Visualisation will lead research and/or analysis projects to improve the efficiency and quality of Government spending. The successful candidate will need to establish credibility and trusted expertise, be an emerging leader with strong capability building, stakeholder engagement and proven staff management skills.

The role involves scoping projects, conducting complex analysis and providing data-based insights, using best-practice analytical methodologies. The team supports Finance's Agency Advice Units in providing advice to Government on policies and programs, particularly, adding analytical rigour to the analysis of policies and programs.

The team interprets findings and presents insights through written and visual products for a diverse audience (including Ministers and the ERC). The Assistant Director will work closely with Agency Advice Units and Government agencies, to build networks across government to access data and work collaboratively on analysis of key policies and programs. The role also requires the development and implementation of strategies to support analytics work, such as data governance, quality assurance and capability building.

Successful candidates will demonstrate the ability to:

- Work with limited supervision to undertake in-depth analysis of agreed policy issues/themes to increase both Finance's and the Government's understanding of new policies and/or evaluate the effectiveness of existing policies.
- Provide advice on analytic methodologies and approaches to analysing key policy issues.

- Contribute to strategies, frameworks and procedures to support the analytic work, such as an analytics strategy, project plans and quality assurance procedures.
- Where appropriate, design new reports that complement existing reporting on expenditure and related metrics.
- Further develop expertise in the use of funding and other models and, where appropriate, develop new funding models.
- Collaborate with others to undertake analysis to build capability and to access expertise and data in other organisations.

Eligibility

- This role is being advertised as both ongoing and non-ongoing. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 18 months. Specified term vacancies may be extended up to a maximum period of three years.
- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

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

About the Department of 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	Jillian Moses, (02) 6215 3056
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0686806

Department of Finance

Closing Date: Sunday 14 March 2021

Budget Policy & Coordination
Budget Estimates & Advice

Job Title	Director, Budget Analytics and Visualisations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Forrest ACT
Salary	\$134,040 - \$157,807
Classification	Executive Level 2
Position Number	1563496
Agency Website	www.finance.gov.au

Job Description

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

About the Group

The role of the Budget and Financial Report (BFR) Group is integral to the preparation of the Federal Budget and the work of the Australian Government. BFR provides policy and financial advice to the Minister for Finance, other senior Ministers, Cabinet and its Committees, including the Expenditure Review Committee (ERC) and the National Security Committee (NSC).

BFR has a central role critically assessing and progressing new policy proposals for Government consideration, and performs a number of functions to support the budget process.

By joining a central agency you will have an opportunity to be part of a whole-of-government view, gaining exposure to extensive networks and policy influencers who can help steer your career in countless directions.

About the Branch

The Budget Estimates and Advice Branch is responsible for the overall management of the Budget process, including advising the Government on the timetable for the Budget and other economic updates. The Branch supports government decision-making on expenditure, including through analysis and advice on program estimates to the Expenditure Review Committee (ERC) of Cabinet, develops Finance's input into Budget Paper 2, and provides analysis on the Final Budget Outcome (FBO) report. The Branch undertakes and facilitates research, analysis and modelling to build the evidence base on Budget priorities and long-term fiscal pressures. The Branch is also the key liaison point for working with the Parliamentary Budget Office (PBO).

Duties

About the Role

The Director Budget Analytics and Visualisation will lead a small team of specialist analysts and deliver a program of work on Budget-related analytics to improve the efficiency and quality of Government spending.

The role involves scoping projects, conducting complex analysis and providing data-based insights, using best-practice analytical methodologies. The team supports Finance's Agency Advice Units in providing advice to Government on policies and programs, particularly, adding analytical rigour to the analysis of policies and programs.

The team interprets findings and presents insights through written and visual products for a diverse audience (including Ministers and the ERC). The Director will work closely with Agency Advice Units and Government agencies, to build networks across

government to access data and work collaboratively on analysis of key policies and programs. The role also requires the development and implementation of strategies to support analytics work, such as data governance, quality assurance and capability building.

Successful candidates will demonstrate the ability to:

- Undertake in-depth analysis of agreed policy issues/themes to increase both Finance's and the Government's understanding of new policies and/or evaluate the effectiveness of existing policies.
- Provide advice on analytic methodologies and approaches to analysing key policy issues.
- Develop strategies, project plans and quality assurance procedures.
- Where appropriate, design new reports that complement existing reporting on expenditure and related metrics.
- Further develop expertise in the use of funding and other models and, where appropriate, develop new funding models.
- Collaborate with others to undertake analysis to build capability and to access expertise and data in other organisations.

Eligibility

- This role is being advertised as both ongoing and non-ongoing. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 18 months. Specified term vacancies may be extended up to a maximum period of three years.
- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

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

About the Department of 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	Jillian Moses, (02) 6215 3056
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0686917

Department of Finance

Closing Date: Monday 08 March 2021

Corporate Services
Human Resources

Job Title	Expression of Interest - Director, HR Strategies
Job Type	Full-Time; Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$134,040 - \$157,807
Classification	Executive Level 2
Position Number	2021/022
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Human Resources (HR) Branch is responsible for strategic and operational human resource management activities including:

- Drafting, consulting, implementing and reviewing HR policies and procedures
- Employment-conditions advice and services
- Case management advice and support
- Work, health and safety, rehabilitation and workers compensation matters
- Recruitment, mobility and resource management
- Workforce reporting and planning
- Enhancing organisational culture
- Diversity initiatives
- Capability development

- Performance management.

Duties

ABOUT THE ROLE

The Director, HR Strategies leads a team responsible for a variety of human resources functions, including:

- Workforce reporting and planning
- Strategic human resource management
- Learning and development
- Talent management
- Capability and performance
- Induction
- Diversity.

The Director, HR Strategies focuses on building the capability of Finance's people and ensuring workforce management strategies support the department to deliver on our priorities. This includes primary responsibility for Finance's participation in the annual APS Employee Census and the coordination of initiatives and actions stemming from the APS Employee Census results. Complementing this work is the development and implementation of key diversity and inclusion strategies, to support all Finance employees.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable job pack, which can be accessed by clicking the apply now button on this page. **Eligibility**

This role is being filled via a Temporary Transfer at Level or Temporary Transfer and Higher Duties for an initial period of up to 6 months. **This opportunity is only open to existing ongoing and non-ongoing APS employees and employees engaged under the *Parliamentary Services Act 1999*.**

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

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

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

About the Department of Finance

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To Apply

Position Contact	Vidya Vasudevan, (02) 6215 2551
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0686717

Department of Health

Closing Date: Sunday 14 March 2021

Legal and Assurance Division
Executive Branch COVID19 Taskforce

Job Title	Senior Legal Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Woden ACT
Salary	\$109,113 - \$129,392
Classification	Executive Level 1
Position Number	21-LADIV-7877
Agency Website	

Job Description

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

The COVID-19 Legal Section is seeking applications from experienced Senior Legal Officers (EL1s).

Senior Legal Officers in the Section are expected to contribute to the work of the Division and assist in managing an often high volume of work under the overall supervision of a Principal Lawyer. They provide decision makers and delegates across the Department with practical legal guidance on a broad range of issues.

Employment opportunities at the EL1 level will be offered in accordance with the candidate's assessed ability to meet the Job Capabilities and under the Primary Responsibilities.

This recruitment will be used to create a merit list to fill future vacancies across the division.

Duties

Examples of the work that may be undertaken at this level include:

- Leading and managing legal staff and building team capacity through coaching and performance feedback as well as encouraging career development;
- Contributing to building the capacity and culture of the branch;
- Providing accurate and specialised legal advice including anticipating problems and contributing to issues management in consultation with supervisors;
- Advising on general regulatory and compliance matters under Commonwealth legislation;
- Ensuring knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations;
- Liaising with and instructing external legal service providers;
- Performing research and analysis to draft advice and/or make decisions that involve complex or escalated issues, longer-term planning and liaison with other sections on policy, project or operational issues;
- Contributing to the development of team objectives for short term tasks and strategic planning for longer-term initiatives and monitoring changes in the broader work environment that may impact on work objectives;
- Developing and supporting complex relationships with internal and external stakeholders;
- Manage customer expectations in relation to timeframes and outcomes;
- Drafting instruments of delegation, statutory appointments and statutory instruments that depend on knowledge of legal principles and statutory interpretation;
- Reviewing, preparing and managing litigation matters and assisting with (or at times, managing) more complex litigation;
- Preparing reports on decisions of courts and tribunals involving the Department including advice on their legal implications;
- Representing the Department by promoting its interests at community and cross-agency levels;
- Implementing work plans for the work area including setting tasks and priorities, managing work flow and allocating resources.

Eligibility

- Bachelor of law degree or equivalent,
- Admission as a legal practitioner in an Australian Court, and
- Eligibility to hold a restricted government practising certificate.

A Senior Legal Officer (SLO) is expected to have a thorough understanding of the relevant legislation and legislative framework within the Department. SLOs have the ability and experience to undertake complex tasks under the supervision and direction of a Principal Legal Officer. While having a significant degree of autonomy, relevant work is second-counselled by a Principal Legal Officer. SLOs may also have supervisory responsibilities and are generally expected to have a minimum of four to five years of relevant experience.

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

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

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

Notes

Applications close 11:30PM AEDT on 14 March 2021.

Applicants should quote reference number 21-LADIV-7877 to assist when making an enquiry

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

About the Department of Health

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

To Apply

Position Contact	Stephen Bouwhuis, 02 6289 7803
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0686778

Department of Health

Closing Date: Monday 15 March 2021

Portfolio Strategies Division
Strategic Policy Branch Health Design Lab Section

Job Title	Visual Designer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,088 - \$95,993
Classification	APS Level 6
Position Number	21-PSDIV-7847
Agency Website	

Job Description

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

Duties

The Department of Health's Design Lab is seeking a highly skilled visual designer to support the delivery of human-centred design projects within a multi-disciplined team. The role requires strong expertise in graphic design to effectively communicate complex issues simply and with influence, whilst also supporting Design Thinking activities.

Eligibility

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

Notes

Applications close 11:30PM AEDT/AEST

Applicants should quote reference number 21-PSDIV-7847 to assist when making an enquiry.

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

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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	Robert Griffin, 02 6289 9275
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0686871

Department of Health

Closing Date: Wednesday 17 March 2021

Health Grants Network Division
QLD Branch Aged Care Section

Job Title	Departmental Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$85,088 - \$95,993
Classification	APS Level 6
Position Number	21-HGNDIV-7857
Agency Website	

Job Description

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

Duties

As an APS6 Officer in the Queensland Aged Care Regulation Section, you will be a key part of a team that works collaboratively with other state and territory offices as well as policy, program, regulatory and corporate areas of the Department to achieve the Government's aged care priorities. You will be responsible for managing a range of tasks related to the management of residential aged care places under the Aged Care Act 1997. As an APS6 Officer you will need to meet tight and competing deadlines, manage

stakeholder relationships and support team members.

A merit pool will be created from this process and may be used to fill similar vacancies that may become available within 12 months from the date advertised in the APS gazette

Eligibility

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

Notes

Applications close 11:30PM AEDT

Applicants should quote reference number 21-HGNDIV-7857 to assist when making an enquiry.

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

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To Apply

Position Contact	Samantha Martinek, 07 3360 2725
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0686957

Department of Health

Closing Date: Thursday 18 March 2021

Primary Care Division
Executive

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	\$76,009 - \$82,200
Classification	APS Level 5
Position Number	21-PCDIV-7925
Agency Website	

Job Description

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

Duties

The APS 5 Executive Assistant reports directly to a First Assistant Secretary (FAS).

You will be responsible for the delivery of timely, efficient and effective high level administration and executive support.

You will manage front-of-office functions in a complex and high volume environment, including managing diaries, workflow, appointments and correspondence, organising events, coordinating travel and collating documentation.

Eligibility

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

Notes

- Applications close 11:30PM AEDT.
- Applicants should quote reference number 21-PCDIV-7925 to assist when making an enquiry.

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

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To Apply

Position Contact	Nicky Bourke, (02) 6289 6993
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0685793

Department of Home Affairs

Closing Date: Tuesday 01 March 2022

Various
Various Various

Job Title	Temporary Employment Register 2021
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Various locations - TAS TAS, Various locations - NT NT, Various locations in WA WA, Various locations - SA SA, various locations in VIC VIC, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NSW NSW
Salary	\$45,578 - \$153,280
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	JR 92998
Agency Website	www.homeaffairs.gov.au

Job Description

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

The Temporary Employment Register is open to candidates to submit an expression of interest for employment with the Department. The Register enables us to access appropriately skilled and experienced individuals at short notice for non-ongoing or temporary positions.

We look for people who are:

- Committed to the highest levels of ethical behaviour, integrity and professionalism
- Committed to the values and behaviours of the organisation
- Committed to developing their skills and knowledge
- Able to apply frameworks and principles through critical thinking
- Committed to client service and responsive to requests
- Committed to community engagement and protection.

Non-ongoing or temporary employment opportunities may be offered on a full-time, part-time or intermittent/irregular (casual) basis depending on business needs and requirements.

Non-ongoing opportunities will be offered for a specified term up to 18 months.

Duties

Your registration will remain active until 1 March 2022. After this time you will need to submit a new expression of interest by reapplying.

Eligibility

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

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance

- Obtain and maintain a current Employment Suitability Clearance
- Undergo a health assessment (where applicable).

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

Notes

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Recruitment Team, recruitment@homeaffairs.gov.au
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0686642

Department of Home Affairs

Closing Date: Wednesday 17 March 2021

Multiple
Multiple

Job Title	Commander
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Perth WA, Sydney NSW, Brisbane QLD, Canberra ACT, Adelaide SA, Darwin NT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	Multiple
Agency Website	www.homeaffairs.gov.au

Job Description

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

The Australian Border Force (ABF) is an operationally independent body within the Department of Home Affairs Portfolio, responsible for reinforcing the Commonwealth's focus on the border as a strategic national asset. Charged with significant service and enforcement responsibilities, the ABF brings together the full spectrum of operational border management; facilitation of the movement of people and goods, investigations, compliance, detention and enforcement functions. By applying an intelligence-informed model, the ABF works with partner agencies across the border continuum to deliver effective control over who and what has the right to enter or exit, and under what conditions.

SES within the Department of Home Affairs and the ABF provide leadership at both the departmental and whole of Government level. All SES demonstrate behaviours and actions that model and promote the APS Values and Code of Conduct. Similarly, the SES represent the APS and government externally to stakeholders. All SES roles are characterised by a high level of accountability for outcomes. The SES Work Level Standards identify the skills and capabilities required at the SES Band 1 level.

SES Band 1 employees are forward thinking, self-motivated, resilient and adept at building relationships in a large, complex and fast paced environment. They are able to develop innovative solutions and contribute to setting strategic direction. An SES Band 1 employees' strong leadership credentials and ability to engender trust and respect are complemented by sound judgement, a strong focus on results and the ability to solve complex issues and build organisational capability.

Successful applicants may be required to relocate nationally.

Duties

The ABF is looking to create a merit pool to fill Commander positions with high calibre officers who will accept the challenges associated with advancing ABF objectives while developing amongst others values of integrity, respect and diversity.

The ABF are seeking candidates who:

- Have a strong law enforcement background and demonstrated experience across a range of enforcement, compliance and legislative frameworks;
- Are accomplished leaders with a strong track record;
- Demonstrate an ability to lead in a large operationally complex organisation and are adept at crafting enterprise wide solutions;

- Have experience in command, control and coordination;
- Demonstrate an ability to lead a diverse and complex command;
- Have experience in contributing to, and implementing strategic initiatives; and
- Display political acumen, superior communication and stakeholder engagement skills.

Eligibility

- Obtain and maintain an Employment Suitability Clearance;
- Obtain and maintain an Australian Government security clearance at a minimum of Negative Vetting level 2; and
- Australian Citizenship.

How to Apply

Before applying, please request the selection documentation by emailing abf@beaumontandbeaumont.com.au.

If, after reading the selection documentation, you require further information please contact Rob Nicol on (02) 6126 4500.

Notes

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

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To Apply

Position Contact	Rob Nicol, 02 6126 4500
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0686701

Department of Home Affairs

Closing Date: Sunday 21 March 2021

N/A
Cyber Risk Services Cyber Risk Management

Job Title	Assistant Director, Cyber Assurance Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$99,408 - \$116,582
Classification	Executive Level 1
Position Number	JR 93278
Agency Website	www.homeaffairs.gov.au

Job Description

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

Overview of the Branch and Section:

The Cyber Risk Services (CRS) Branch performs two core interrelated functions:

- Ensuring continuous maturity improvement against the Protective Security Policy Framework (PSPF) and the Information Security Manual (ISM) by acting as the second line of assurance that involves risk oversight and compliance functions for managing the confidentiality, integrity and availability of all official information, and
- Network defence through detecting and responding to intentional and unintentional activities by both external and internal threat actors that could compromise the Department's information and ICT assets.

The Cyber Risk Management (CRM) Section manages the Department's cybersecurity risk management strategy. The key objectives of the Cyber Risk Management Section are to:

- Manage the security accreditation framework to ensure that accreditation standards are maintained
- Develop and deliver the Department wide cybersecurity awareness and training program
- Perform ICT security risk assessments and provide assurance that technical controls are appropriate to meet information security requirements
- Develop and ensure compliance with cybersecurity policies, standards and regulations
- Manage relationships with suppliers and key departmental stakeholders by providing cybersecurity advice to business and technical teams.

About the role:

The Cyber Assurance Manager is responsible for planning, delivering and optimising the cyber audit and

assurance services delivered across the Department. The position will develop and implement a targeted program to ensure that ICT security controls are operating correctly and that risks to the Department's information and systems are being appropriately mitigated. The Cyber Assurance manager will work closely with the Department's IT Security Advisor (ITSA) and risk assessment team to ensure that the audit program is focused on delivering a high degree of assurance and visibility of the Department's risk exposure. The position will develop a reporting framework to the Department's senior executive to provide insight and assurance across all aspects of cyber security risk management.

The Cyber Assurance Manager is responsible for working with the Director, CRM, and the Information Technology Security Advisor (ITSA) to communicate the framework, process and requirements for the audit and assurance program to the wider Department. The position is responsible for engagement with stakeholders to provide guidance and advice across all audit and assurance services offered by Cyber Risk Services. This will include liaising with departmental business areas including ICT, system owners, procurement and contract management, as well as external service providers.

Duties

Specific duties/responsibilities:

The Cyber Assurance Manager is responsible for development and management of the cyber assurance framework to enable Cyber Risk Services to assess the ICT controls and risk treatments. The position is also responsible for enabling team members to rapidly acquire the necessary skillset and domain knowledge to contribute effectively as security auditors within CRM. This is a critically important strategic function for CRM.

The position will:

- Manage a team of APS staff to support delivery of portfolio objectives through the audit and assurance of the Departments environment, systems and processes
- Recruit and develop a team of APS staff to deliver cyber security audit and assurance services to support the certification and accreditation of departmental ICT systems
- Independently perform cyber security audits on departmental ICT systems
- Evaluate the security impact of changes to the IT environment and systems in support of the ITSA
- Ensure that all IT security-related tools and procedures comply with relevant legislation, policies and standards
- Prepare a range of written material including Cabinet submissions, Ministerial and departmental briefs, corporate security documentation and technical reports
- Build and maintain strong relationships and partnerships with other relevant government agencies, external service providers and internal stakeholders
- Liaise with internal and external ICT service providers to ensure security risk mitigations are effectively implemented into the systems and processes that support the portfolio's business operations
- Provide status reports, including advice regarding issues that may impact security or increase potential risk to departmental ICT facilities
- Promote to stakeholders the value and necessity of compliance with cyber security requirements
- Manage change constructively and promote continuous improvement within the team, as well as contributing to section's improvement processes
- Collaborate and contribute to the strategic planning for cyber security outcomes.

Role requirements/qualifications:

- Demonstrated experience providing strategic cyber security advice
- Demonstrated experience in conducting formal audits or other assurance activities
- High proficiency in undertaking complex research and analysis of cyber security, and the ability to translate and present complex information appropriately
- Demonstrated high level technical writing skills

- Demonstrated high level of knowledge of, and experience in, certification practices as applicable with Australian Government standards and guidelines
- Proven, strong stakeholder engagement and relationship management skills
- Demonstrated high level written and verbal communication skills
- Broad knowledge of the requirements of a large government agency and its operational environments.

Eligibility

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

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

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

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

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To Apply

Position Contact	Glen Horsington, 02 6264 2932
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0686796

Department of Home Affairs

Closing Date: Wednesday 17 March 2021

N/A
Cyber Risk Services Cyber Risk Management

Job Title	Governance Risk and Compliance (GRC) Administrator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$99,408 - \$116,582
Classification	Executive Level 1
Position Number	JR 93238
Agency Website	www.homeaffairs.gov.au

Job Description

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

Overview of the Branch and Section:

The Cyber Risk Services (CRS) Branch performs two core interrelated functions:

- Ensuring continuous maturity improvement against the Protective Security Policy Framework (PSPF) and the Information Security Manual (ISM) by acting as the second line of assurance that involves risk oversight and compliance functions for managing the confidentiality, integrity and availability of all official information, and
- Network defence through detecting and responding to intentional and unintentional activities by both external and internal threat actors that could compromise the Department's information and ICT assets.

The Cyber Risk Management (CRM) Section manages the Department's cybersecurity risk management strategy. The key objectives of the Cyber Risk Management Section are to:

- Manage the security accreditation framework to ensure that accreditation standards are maintained
- Perform ICT security risk assessments and provide assurance that technical controls are appropriate to meet information security requirements
- Develop and ensure compliance with cybersecurity policies, standards and regulations
- Manage relationships with suppliers and key Departmental stakeholders by providing cybersecurity advice to business and technical teams.

About the role:

The Governance, Risk and Compliance (GRC) Administrator position is critical to ensuring that the Department realises the full benefits of Home Affairs GRC toolset. The position provides subject matter expertise in the enablement, employment and operation the GRC software. Additionally, the position is the primary point of contact for all internal and external stakeholders using the tool and consuming the information provided as part of the reporting functionality. They develop Standard Operating Procedures (SOPs) for the tools use and be responsible for ensuring that these SOPs are communicated effectively and adhered to consistently.

The GRC Administrator develops reporting functionality to provide a granular understanding of the Department's risk profile and inform key stakeholders to enable enhanced risk management. This improved visibility will allow the optimised targeting of security resources to improve the Department's overall security posture. The effective administration of GRC will provide significantly improved visibility of the Department's risk exposure and enable more effective management and mitigation of risks to the Department

Our ideal candidate:

The Department is looking for someone who enjoys working in a rapidly evolving and forward thinking environment.

Our ideal candidate will leverage their natural curiosity, be thorough in their approach, and help to maintain and further develop our processes.

Whilst working in the Department you will be exposed to cutting edge technology as well as training resources that can fast track your professional development, allowing you to excel within and outside of the Department.

The successful candidate need to be self-driven and seek to directly influence the key outcomes of the organisation.

Duties

Specific duties/responsibilities:

- Undertake administration of Governance, Risk and Compliance (GRC) tools, including having responsibility for the operation, management and support of GRC
- Develop Standard Operating Procedures for GRC and management of the Department's GRC data. This includes educating system users in best practice usage and ensuring that users adhere to appropriate standards
- Develop a reporting framework for the GRC toolset, including liaising with a wide range of internal and external stakeholders to gather requirements and develop appropriate solutions
- Understand the requirements of a diverse group of internal stakeholders in order to provide information that facilitates enhanced risk management and the implementation of effective risk mitigation
- Resolve issues experienced by system users, including liaising with the system vendor, where necessary
- Develop subject matter expertise in the use and management of the toolset in order to be the primary point of contact within the Department for related issues and enquiries
- Contribute to the strategic direction of risk management within the Department through the provision of expert advice in the employment of GRC tool capabilities
- Manage change constructively and promote continuous improvement within the team, as well as contributing to Section's improvement processes

- Collaborate and contribute to the strategic planning for cyber security outcomes.

Role requirements/qualifications:

Mandatory

- Experience in system administration
- Experience in the management of large datasets
- Demonstrated high level of knowledge of, and experience in, risk management practices as applicable with Australian Government standards and guidelines
- Proven, strong stakeholder engagement and relationship management skills
- Demonstrated high level written and verbal communication skills
- Broad knowledge of the requirements of a large government agency and its operational environments
- Negative Vetting Level 1 security clearance, or the ability to obtain this clearance

Highly Desirable

- Experience in the administration use demonstrated knowledge of Governance, Risk and Compliance (GRC) tools
- Minimum 5 years' experience working in the cyber security or ICT field
- ISO 270001 or equivalent training
- Qualifications or certifications in a cyber security or risk discipline
- Experience in risk assessment and risk management.

Eligibility

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

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

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

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

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

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

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

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

To Apply

Position Contact	Glen Horsington, 02 62642932
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0686920

Department of Home Affairs

Closing Date: Monday 15 March 2021

Executive Division
Various Various

Job Title	Senior Executive Service Unit Support Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$78,700 - \$93,112
Classification	APS Level 6
Position Number	JR93580
Agency Website	www.homeaffairs.gov.au

Job Description

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

Overview of the Branch and Section:

The Senior Executive Service Unit (SES) provide tailored executive support services to the Secretary of the Department of Home Affairs (the Department), the Australian Border Force (ABF) Commissioner, their senior executive officers and executive support staff.

The SES Unit sits within the Executive Governance and Support (EGS) Branch of the Executive Division in the Chief Operating Officer Group.

The SES Unit provide support and advice to the SES through the provision of a complete end-to-end service including SES recruitment, SES onboarding, SES Remuneration and Performance Management, advice on the s24(1) Determination, as well as general support for the SES and their executive support staff. The SES Unit champion focused and consistent services, while fostering partnerships with the SES and stakeholders.

About the role:

The SES Unit Support Officer contributes to and supports the strategic direction of the Department through the provision of advice and support to the Assistant Director on a broad range of SES matters including SES recruitment and onboarding, SES Remuneration and Performance Management processes, SES relocations and separations, and Senior Director / Chief Superintendent arrangements.

The SES Unit Support Officer will have an in-depth knowledge of their role provide clear succinct advice and recommendations to the SES and their support staff.

As an SES Unit Support Officer, you will display a high level of tact, discretion and resilience in an often fast paced and challenging environment. You will be adept at managing shifting priorities and able to show flexibility in how you undertake your work.

Duties

Specific duties/responsibilities:

- Solid working knowledge of SAP GUI processes and reporting; and providing advice on SAP GUI positional moves, line management and delegations issues
- Onboarding of new SES, including the provision of IT equipment and system access
- Undertaking face to face conversations with SES, to provide key Departmental information, outlining the Service Offer of the SES Unit and providing advice on terms and conditions of employment
- Managing SES relocations, including liaison with relevant Deputy Secretary or Commissioner
- Drafting memorandums of understanding to implement secondment arrangements, including liaison with other Departments
- Providing advice to the Senior Directors and Chief Superintendents, with regard to the individual flexibility arrangements and associated responsibilities

- Working with a degree of independence and anticipating stakeholder needs; and
- Partnering with key stakeholders, including People and Culture Division in order to align advice and support to APSC and Departmental policies, procedures to achieve work area goals
- Managing relationships with stakeholders to achieve work area and agency goals.

Role requirements/qualifications:

- A strong understanding, or demonstrated ability to gain an understanding, of the Department's strategic direction, role and functions
- Exceptional stakeholder engagement skills
- Excellent written and verbal communication skills, particularly the ability to communicate complex ideas in a clear and logical manner; and exceptional attention to detail
- The ability to work with limited direction and high level of professional judgement
- The ability to work collaboratively and contribute to the combined success of the team
- Sound judgement, common sense and discretion
- High level experience in the use of HR Systems including (but not limited to) Sapgui and ourPeople organisational management and payroll reporting
- The ability to gain a sound working knowledge of the SES s24(1) Determination, the SES Remuneration and Performance Management Framework, the Enhanced Executive Functions Framework, and the Department of Home Affairs Workplace Determination 2019
- High level integrity, discretion and professionalism
- Sound knowledge of, or ability to quickly obtain, knowledge of the Public Service Act 1999, the Public Service Commissioner's Directions 2016 and other relevant legislation covering SES matters; and
- Minimum 12 months experience in an SES Unit or HR field.

Eligibility

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

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

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

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

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

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

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

About the Department of Home Affairs

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To Apply

Position Contact	Tania Maloney, 02 6275 8178
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0686926

Department of Home Affairs

Closing Date: Monday 15 March 2021

Executive Division
Executive Governance & Support SES Unit

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$99,408 - \$116,582
Classification	Executive Level 1
Position Number	JR93626
Agency Website	www.homeaffairs.gov.au

Job Description

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

Overview of the Branch and Section:

The Senior Executive Service Unit (SES) provide tailored executive support services to the Secretary of the Department of Home Affairs (the Department), the Australian Border Force (ABF) Commissioner, their senior executive officers and executive support staff.

The SES Unit sits within the Executive Governance and Support (EGS) Branch of the Executive Division in the Chief Operating Officer Group.

The SES Unit provide support and advice to the SES through the provision of a complete end-to-end service including SES recruitment, SES onboarding, SES Remuneration and Performance Management, advice on the s24(1) Determination, as well as general support for the SES and their executive support staff. The SES Unit champion focused and consistent services, while fostering partnerships with the SES and stakeholders.

About the role:

The Assistant Director provides direct, discrete advice and support to the Secretary and Commissioner with regard to a broad range of SES matters, including responding to and providing advice on complex or sensitive issues relating to the SES cohort, SES terms and conditions of employment, SES recruitment and onboarding, the annual SES Remuneration and Performance Management process, SES relocations and separations, and Senior Director / Chief Superintendent arrangements.

The Assistant Director provisions high level specialist advice, including feasibility and precedential recommendations to the Secretary, ABF Commissioner and SES Cohort.

As an Assistant Director you will display a high level of tact, discretion and resilience in an often fast paced and challenging environment. You will be adept at managing ever-shifting priorities and able to leverage your stakeholder engagement skills to achieve required outcomes.

Duties

Specific Duties / Responsibilities:

- Manage a small team in dynamic, high pressure environment, including leadership accountability for team outputs, coaching, development and mentorship, monitoring and addressing any performance issues across the team
- Collaborate and partner with business areas and subject matter experts to effectively manage SES career life cycle matters including recruitment, onboarding, promotions, engagements, transfers, relocations, separations and retirements
- Conduct regular reviews on the SES Remuneration and Performance Management Framework, the Enhanced Executive Functions Framework, the s24(1) Determination and associated policies and procedures
- Close, and often discreet, liaison with SES officers including advice on complex/sensitive issues

- Contributing to the development and implementation of initiatives, strategies or methodologies relating to recruitment and operational HR matters
- Provide expert advice on policy, complex problem solving and issues management for internal and external stakeholders
- Provide a significant contribution to innovation and business improvement strategies; including recommending strategic directions and consider wider agency implications when making decisions
- Key liaison point with business areas to provide SES recruitment and conditions support and advice aligned to APSC and legislative requirements; including
- Developing plans, setting direction and implementing to deliver objectives
- Actively manage stakeholder relationships within the Executive Division, People and Culture Division, the broader Department, including the ABF; and
- Reviewing operational efficiency and identifying opportunities for improvement.

Role Requirements/qualifications:

To be successful in the role of Assistant Director you will have:

- A strong understanding, or demonstrated ability to gain an understanding, of the Department's strategic direction, role and functions
- Experience in leading a small team to deliver high quality outputs within specified timeframes
- Highly proficient written and verbal communication, and the ability to modify strategic and complex messages and to convey in a clear and logical manner
- The ability to interpret and work to relevant legislation, including the Public Service Act 1999, the Public Service Commissioner's Directions 2016, the Public Service Classification Rules 2000 and the Public Service Regulations 1999
- Sound judgement, common sense and discretion, and the ability to work quickly and with limited direction
- Highly developed critical thinking skills and the ability to analyse and evaluate complex issues to develop reasoned conclusions
- Strong skills in pursuing and maintaining effective relationships with stakeholders to build and cultivate effective professional networks
- Demonstrated experience working in HR; and
- HR qualifications or other relevant tertiary qualifications are highly desirable.

Eligibility

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

- Be an Australian Citizen
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- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Undergo a health assessment (where applicable).

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

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

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

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To Apply

Position Contact	Tania Maloney, 02 6275 8178
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0686906

Department of the Senate

Closing Date: Sunday 14 March 2021

Black Rod's Office
Black Rod's Office

Job Title	Delivery Services Officer
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	\$52,050 - \$57,808
Classification	APS Level 1
Position Number	210
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dej

Job Description

<https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-b8c9-9bc90>

The Delivery Services Officer provides quality support services to senators, their staff, employees and employees of other parliamentary departments. Duties include collecting and distributing mail, freight and other items (e.g. portable furniture and equipment), assisting with the collection of classified waste and assisting with office accommodation tasks.

The Delivery Services Officer also supports other areas of the Senators' Services section, including setting up and servicing Senate Committee Rooms. They carry out their duties in accordance with established procedures and guidelines and in a client-focused and professional manner.

This position requires extensive walking and the lifting of heavy items in a safe manner. The occupant must be willing to work overtime as required and in accordance with the Senate sitting pattern. Annual leave will not generally be granted during these periods.

Duties

1. Collecting and delivering mail, newspapers, freight and stores.
2. Collecting classified waste.
3. Assisting with the preparation of accommodation for senators, their staff and employees of the department.
4. Delivering, setting up and maintaining portable furniture and equipment.
5. Setting up Senate Committee Rooms and support duties.
6. Escorting service providers and relaying less-complex instructions.
7. Responding to less-complex delivery services requests from clients.
8. Operating and updating databases and computer systems relevant to the Delivery Services sub-section.
9. Performing basic recordkeeping tasks including filing.
10. Completing administrative tasks with attention to detail.
11. Assisting employees in the Senators' Services section in the delivery of the full range of services.

Eligibility

This position will generally require the employee to gain and maintain a character and/or security check including, but not limited to, a nil response to a Police Record Check. Character and/or security checks will occur at engagement and may also be conducted at regular intervals during employment depending on the nature of the position.

Notes

About the Department of the Senate

The Department of the Senate provides the secretariat to the Senate – enabling its legislative and accountability activities – and to dozens of parliamentary committees, whose work encompasses the Senate’s scrutiny functions and its exercise of Parliament’s broad inquiry powers. In doing so, departmental officers provide the Senate, its committees, the President and other senators expert, impartial advice about Senate and committee operations. We publish the Senate’s records, and produce an array of information resources so that people may understand and engage in its work. With our colleagues across the Parliamentary Service we also provide specialised advice and logistical support to senators so they may undertake their duties.

To Apply

Position Contact	HRM.Sen@aph.gov.au, 02 6277 3475
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jc

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Vacancy VN-0686827

Department of the Treasury

Closing Date: Sunday 14 March 2021

Chief Operating Officer
People and Organisational Strategy Branch

Job Title	Director, Employee Relations and Workforce Planning
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$140,342 - \$161,065
Classification	Executive Level 2
Position Number	12-2021
Agency Website	www.treasury.gov.au

Job Description

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

Employee Relations and Workforce Planning

The Treasury is looking for an Executive Level 2, to fill the role of Director, Employee Relations and Workforce Planning.

As Treasury responds to an uncertain and complex economic environment, with an expanded role in delivering the Government's economic priorities, the Employee Relations and Workforce Planning function is critical to ensuring that Treasury has effective employment frameworks and workforce planning capability to deliver on its current and future priorities.

The Employee Relations and Workforce Planning team is responsible for the provision of expert advice in relation to complex matters concerning the Treasury and APS employment framework, enterprise bargaining, employee relations, conditions of service and development of workforce analytics that assist to identify and manage workforce related risks.

The Director, Employee Relations and Workforce Planning, will also lead and manage a small team and play a key role in the delivery of strategic and operational outcomes that are related to workforce planning including department-wide initiatives such as:

- operational and strategic workforce planning to inform Treasury's future workforce capacity and capability needs;
- HR reporting for operational and strategic purposes including for annual people cycle processes;
- people analytics, including analysing data to prepare findings, reports and future strategies; and
- preparing executive briefings and provide expert advice to committees that is based on best practice and best fit for Treasury.

Duties

The Director is responsible for leading the team through a period of transformation, building strategic capability, embedding end to end workforce planning initiatives that inform our Executive, and providing contemporary employee relations advice that is consistent with legislative frameworks and internal policies. As Director you will develop productive relationships with business areas and use contemporary HR practices to enable high quality and timely employee relations and workforce planning outcomes for the Department.

This is a strategic role that requires the ability to work in partnership with key stakeholders, including managers and staff across the Department, and capacity to balance high quality operational activities with longer term strategic outcomes.

The key skills and experience for the role include a demonstrated ability to:

- operate autonomously and in a self-directed manner, and prioritise and triage issues in an effective and efficient way;
- build and sustain productive working relationships with internal and external stakeholders;
- coach and develop others to ensure strategic value-add services are provided for stakeholders; and
- actively contribute to the leadership of the Branch.

Desirable Qualifications / Experience

- Qualification or certification in Human Resources Management.
- At least five years' experience in Human Resources leadership roles. Employee Relations and Workforce Planning experience is highly regarded.
- Demonstrated experience in design, development, implementation, delivery and evaluation of HR Strategies, policies and guidelines.
- Demonstrated experience in stakeholder engagement and communication.

Eligibility

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

Notes

Non ongoing opportunities will be offered for a specified term for up to three years.

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

About the Department of the Treasury

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

To Apply

Position Contact	Cristy England, Chief People Officer, 02 6262 2676
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0687005

Digital Transformation Agency (DTA)

Closing Date: Thursday 18 March 2021

Whole of Government Digital Strategy & Investment Group
Digital Profession Content Products and Leadership

Job Title	Content Designer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$75,922 - \$98,323
Classification	APS Level 5;APS Level 6
Position Number	21-017
Agency Website	

Job Description

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

The DTA is seeking content designer to join the Content Products and Leadership team. We're looking for someone who is passionate about making government services better through user-centred content. This is a non-ongoing opportunity to 30 June 2021 with possibility of an extension and conversion to an ongoing role.

The Content Products and Leadership team:

- manages the Australian Government Style Manual
- manages the Digital Transformation Guide
- provides content expertise on short-term, tactical engagements as part of Digital Squads
- develops products and processes in response to content pain points for users.

Duties

You will:

- create and improve content that's evidence based, readable, accessible and optimised for search
- take responsibility for content quality
- help to test content and make recommendations for meeting user needs
- help to develop prototypes, design patterns, user stories and journey maps
- work as part of a multidisciplinary agile team with a focus on delivery
- engage with and support other content practitioners in the DTA.

Eligibility

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

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

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

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

Notes

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

About the Digital Transformation Agency (DTA)

To Apply

Position Contact	Julian Fleetwood, 0403 885 873
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Vacancy VN-0686752

Federal Court of Australia

Closing Date: Thursday 18 March 2021

Federal Circuit Court of Australia
Judicial Support

Job Title	Associate
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	\$72,938 - \$77,339
Classification	APS Level 5
Position Number	multiple
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The Associate is part of a team assisting a Judge in the day to day management of Chambers and Court. The role of the Associate is to manage chambers and to supervise the Deputy Associate.

Duties

1. Day-to-day running of chambers including responding to enquiries.
2. Supervise the work of the deputy associate.
3. Assist the Judge to manage the docket by preparing and managing matters waiting for hearing.
4. Ensure the court's case management system is up-to-date and assist the Judge in the preparation of orders and typing of judgments.
5. Maintain court related relationships with various external stakeholders.
6. Contribute to organisational forums working for better working practices.
7. Other duties as required.

Eligibility Notes

About the Federal Court of Australia

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

To Apply

Position Contact	Steven Bell, 07 3248 2340
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment/job-vacancies

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Vacancy VN-0686757

Federal Court of Australia

Closing Date: Thursday 18 March 2021

Federal Circuit Court of Australia
Judicial Support

Job Title	Deputy Associate
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	\$65,395 - \$71,003
Classification	APS Level 4
Position Number	multiple
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The Deputy Associate is part of a team who assist the Judge in the day-to-day management of Chambers and Court. The role of the Deputy Associate is to assist the Associate and deputise for them when they are on leave or on circuit.

Duties

1. Undertake the Court Officer role.
2. Assist the Associate in the day-to-day running of chambers including responding to enquiries.
3. Manage chambers in the absence of the Associate.
4. Assist the Associate in updating the Court's case management system and the Judge in the preparation of orders and typing of judgments.
5. Undertake legal research as required by the Judge.
6. Other duties as required.

Eligibility

Notes

About the Federal Court of Australia

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

To Apply

Position Contact	Steven Bell, 07 3248 2340
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment/job-vacancies

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Vacancy VN-0686782

Great Barrier Reef Marine Park Authority

Closing Date: Sunday 14 March 2021

Finance
Corporate Services

Job Title	Assistant Director – Management Accounting
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$101,818 - \$111,595
Classification	Executive Level 1
Position Number	PN945
Agency Website	

Job Description

<http://www.gbrmpa.gov.au/careers/current-opportunities>

We are seeking an experienced Management Accountant who will provide high level support, advice and technical expertise to the Chief Finance Officer and provide support to the Authority's executive and management teams in regard to budget and operational plan development and management.

As the Assistant Director – Management Accounting, you will be responsible for providing strategic budget advice to stakeholders to ensure informed decision making. You will prioritise work to ensure outcomes are delivered within strict timeframes, to a high standard.

You will have a lead role in the delivery and oversight of the Authority's management accounting responsibilities, including operational planning. You will prepare and produce accurate and timely financial information for a range of stakeholders. You will lead and contribute to the development of continuous improvement initiatives and projects, striving for results that improve our efficiency and effectiveness as an organisation.

Duties

1. Provide management and system accounting expertise through the delivery of value adding internal financial reporting, advice and support to managers, and accuracy of the Authority's financial forecast.
2. Coordinate the Authority's external Commonwealth budget cycle and funding returns, including all Central Budget

Management System (CBMS) budgeting requirements.

3. Coordinate, develop, review and monitor the Authority's annual operating plan and internal budget, through internal liaison and reporting.
 4. Identify and provide advice on accounting and finance issues and contribute to the development of the Authority's financial management strategy and internal controls to improve the efficiency and effectiveness of the organisation.
 5. Deliver and manage special projects as required and ensure and advise others on the adherence to relevant legislation, policies and procedures.
 6. Engage with internal and external stakeholders on complex and/or sensitive issues and negotiate and influence outcomes to achieve Authority objectives.
 7. Provide expertise and maintenance of the Authority's financial management system through optimising system potential and enabling reporting efficiencies.
 8. Provide leadership and coaching to support the small management accounting team to achieve positive outcomes.
- As an APS employee you may be reassigned to a different set of duties at the same classification level at the discretion of the agency head (CEO), taking account of operational requirements in the agency.

Eligibility

Applicants must:

1. be Australian citizens to be eligible for engagement (note: you must be an Australian citizen at the time of applying),
 2. be able to obtain and maintain a NEGATIVE VETTING 1 security clearance; failure to do so will result in termination of employment.
 3. have tertiary qualifications in business, commerce or accounting, and a minimum of 5 years relevant post-graduate experience in the accounting environment.
 4. hold and maintain professional Membership with CPA or CA.
- Desirable experience
- Previous experience utilising Technology One Finance System.

Notes

The full position description can be found at https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

Your application **must** include,

1. a completed [Applicant Details Form](#),
2. your 'pitch' (as described in the position description),
3. proof of Australian citizenship,
4. a current curriculum vitae (resume) that includes
 - an outline of your career history
 - qualifications and/or formal/informal training relevant to the position
 - contact details for at least two recent referees, one of whom should be your current supervisor.

Applications should be emailed to applications@gbrmpa.gov.au, 'PN945 – Assistant Director – Management Accounting'.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Kim Corrie, (07) 4750 0617
Agency Recruitment Site	http://www.gbrmpa.gov.au/careers/current-opportunities

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Vacancy VN-0686943

Great Barrier Reef Marine Park Authority

Closing Date: Wednesday 17 March 2021

Branch Management
Reef Protection

Job Title	Branch Business Manager
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$73,829 - \$81,015
Classification	APS Level 5
Position Number	429
Agency Website	

Job Description

https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

We are seeking an administration professional to provide business and administrative support services across all sections of the Reef Protection Branch. Central to the role is provision and coordination of business and administrative activity across multiple sections, often in an environment of changing priorities.

Duties

1. Provide business management including: coordination and quality assurance of procurement processes; provision of professional advice on the preparation of contracts; quality control of contracts; provision of advice on project management and risk management; and supervision of assigned temporary administration staff as required.
2. Manage branch finances including the management of budgets and expenditure for branch and sections, analysis and reporting on progress against budgets; forecasting end-of-year position for both section and branch budgets, liaison with finance staff as required; and coordinating and progressing financial queries such as journal corrections.
3. Provide project support services on key branch projects, including drafting and review of project documentation and assisting with project planning and management.
4. Provide event management services at branch level with minimal direction including arranging venues, travel accommodation, meeting documents and liaison with stakeholders.
5. Provide high level business support, which may include secretarial and reception services; document production and quality assurance; meeting organisation; and records management.
6. Provide people management services including; maintenance of a learning and development register for the branch; coordination of authority-wide conference/training attendance when the conference/training is specifically Reef Protection branch business; and preparation and tracking of recruitment documentation.

As an APS employee you may be reassigned to a different set of duties at the same classification level at the discretion of the agency head (CEO), taking account of operational requirements in the agency.

Eligibility

Applicants must:

1. be Australian citizens to be eligible for engagement (note: you must be an Australian citizen at the time of applying),
2. be able to obtain and maintain a Baseline security clearance; failure to do so will result in termination of employment.

Notes

The full position description can be found at https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

Your application **must** include,

1. a completed [Applicant Details Form](#),
2. your 'pitch' (as described in the position description),
3. proof of Australian citizenship,
4. a current curriculum vitae (resume) that includes
 - an outline of your career history
 - qualifications and/or formal/informal training relevant to the position
 - contact details for at least two recent referees, one of whom should be your current supervisor.

Applications should be emailed to applications@gbrmpa.gov.au with the subject line of 'PN429 Branch Business Manager'.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Richard Quincey, (07) 4750 0718
Agency Recruitment Site	https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

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Vacancy VN-0686999

Great Barrier Reef Marine Park Authority

Closing Date: Sunday 07 March 2021

Technology and Digital Services
Corporate Services

Job Title	Manager Geospatial Services
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$81,441 - \$92,663
Classification	APS Level 6
Position Number	PN201
Agency Website	

Job Description

https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

We are seeking a Geographical Information Systems (GIS) professional to lead and manage our Spatial Data Centre team and be responsible for maintaining our Geographical Information System. The role provides essential enterprise GIS and cartographic services to a wide range of internal and external stakeholders through design, development, implementation and management of a variety of spatial products and datasets, software applications, and other associated systems.

Duties

1. Lead, manage and mentor the Spatial Data Centre Team.
2. Develop and maintain an enterprise GIS to assist in:
 1. Design and development of spatial datasets and provision of interfaces
 2. Identification and acquisition of additional data requirements and sources
 3. Development and delivery of enterprise GIS products to high standards
3. Lead and manage projects for the development, production and output of geographical information products.
4. Establish and maintain standards, policies and procedures for GIS products and services.
5. Report and provide advice to management and clients on GIS issues and services.

As an APS employee you may be reassigned to a different set of duties at the same classification level at the discretion of the agency head (CEO), taking account of operational requirements in the agency.

Eligibility

Applicants must:

1. be Australian citizens to be eligible for engagement (note: you must be an Australian citizen at the time of applying),
2. be able to obtain and maintain a Baseline security clearance; failure to do so will result in termination of employment.
Essential requirements:
 - Tertiary qualification in GIS or equivalent professional experience
Desirable requirements:
 - Experience with ESRI ArcGIS products including ArcGIS Desktop and ArcGIS Pro, and ESRI enterprise level products such as ArcSDE, ArcGIS Server and Portal for ArcGIS

Notes

The full position description can be found at
https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

Your application **must** include,

1. a completed [Applicant Details Form](#),
2. your 'pitch' (as described in the position description),
3. proof of Australian citizenship,
4. a current curriculum vitae (resume) that includes
 - an outline of your career history
 - qualifications and/or formal/informal training relevant to the position
 - contact details for at least two recent referees, one of whom should be your current supervisor.

Applications should be emailed to applications@gbrmpa.gov.au with the subject line of 'PN201 Manager Geospatial Services'.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Joseph Street, 07 4750 0622
Agency Recruitment Site	https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

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Vacancy VN-0686785

Indigenous Business Australia

Closing Date: Friday 12 March 2021

IBA Executive
IBA Executive

Job Title	Chief Executive Officer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Darwin NT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA
Salary	-
Classification	Statutory Appointment
Position Number	1002
Agency Website	www.iba.gov.au

Job Description

<https://www.iba.gov.au/ceo/>

Duties

Reporting to the Board, the new CEO will shape and execute the continued growth strategy of this Commonwealth agency. The priorities for the role include:

- understanding the needs of Aboriginal and Torres Strait Islander communities;
- enhancing the customer experience;
- delivering the current strategy;
- designing the future vision, strategy and operating-model;
- leading, inspiring and developing a diverse, high-performing team;
- building relationships with community;
- fostering broad stakeholder relationships and operating effectively with Government and commercial partners;
- partnering with the Board;
- driving customer acquisition, engagement and retention;
- ensuring the financial viability of IBA and managing the cost-base;
- developing and implementing appropriate risk-management frameworks and processes, and
- ensuring corporate governance requirements are met.

Eligibility

IBA is proudly diverse and an equal opportunity employer. The Board strongly encourages applications from the Aboriginal and Torres Strait Islander community; people with a disability, and those from every culture, gender and sexual identity, age and ethnic background to apply. To be eligible for this position you must be an Australian permanent resident.

Notes

The new CEO will be a proven leader who is passionate about the economic empowerment of Indigenous Australians. The appointed candidate is likely to come from consumer or commercial banking or from adjacent segments within the financial services sector, such as corporate, institutional or investment banking, funds management, property or infrastructure. Alternatively, they might come from the social services sector or the more treasury/finance-focused parts of government. They will build on IBA's legacy leveraging their demonstrated experience in delivering successful growth strategies, and leading culturally inclusive and collaborative organisations and teams. The CEO may be based at any of IBA's 14 offices across Australia.

About the Indigenous Business Australia

About Us Our vision is for a nation in which Aboriginal and Torres Strait Islander people are economically independent and an integral part of the economy. IBA was created to assist and enhance the economic development opportunities of Aboriginal and Torres Strait Islander people across Australia. IBA serves, partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that can't wait. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians. It's why we exist. We can Help you own your own home. Loans and financial services – affordable, simple and personalised. So you can take ownership of your home and your future. Help you start or grow a business. Business Finance and partnerships – from big ideas through to making them happen, we can provide the right mix of products, services, advice, networks and capability. Help you invest in your future. Focused on making a strong, positive impact with a portfolio that provides responsible financial returns and a whole lot more for communities and our partners.

To Apply

Position Contact	Andrew Valentine @ Challis & Company, 0280392225
Agency Recruitment Site	https://www.iba.gov.au/ceo/

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Vacancy VN-0686800

Infrastructure Australia

Closing Date: Sunday 07 March 2021

Policy & Research
Policy & Research

Job Title	Associate Director - Infrastructure Risk Reporting
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Melbourne VIC, Canberra ACT, Perth WA, Adelaide SA
Salary	-
Classification	Executive Level 2
Position Number	0005
Agency Website	

Job Description

- **Exceptional opportunity to be part of Infrastructure Australia's Policy and Research team**
- **Play a pivotal role with the development and communication of high quality reporting of key Infrastructure risks for Infrastructure Australia's stakeholders**
- **Fixed term engagement until June 2021 with immediate start**
- **Infrastructure Australia is extremely supportive and open to secondment arrangements**

Infrastructure Australia (IA) is an independent statutory body with a mandate to prioritise and advise on nationally significant infrastructure. Infrastructure Australia provides independent research and high quality advice to all levels of government, as well as investors and owners of infrastructure, on Australia's requirements for nationally significant infrastructure. **Duties**

We are seeking an experienced Associate Director - Infrastructure Risk Reporting, to develop and communicate high quality reporting of key Infrastructure risks for Infrastructure Australia's stakeholders. The role oversees the identification, assessment and mapping of macro, geographical and contextual risks, including their likelihood and impact, of infrastructure planning, delivery and operation across Australia.

Eligibility

Candidates must have demonstrated strong communication skills including an ability to communicate effectively and concisely with diverse stakeholders using a range of channels and media, in particular writing, and presenting. The successful candidate will also have established knowledge of infrastructure sectors and associated risk issues across multiple sectors in addition to strong experience in aligning detailed analysis to the broader purpose of programs of work.

Notes

How to apply:

- You must review the role description through the link – [Associate Director – Infrastructure Risk Reporting](#)
- Upload and combine your **Cover Letter & Resume** as a **single document** and submit your application via LinkedIn

- **Job Link to apply:** <https://www.linkedin.com/jobs/view/2426192053/>
- All employees of Infrastructure Australia **must be Australian citizens**
- For any recruitment support please email IACareers@infrastructure.gov.au
- **Closing Date: 7th March 2021**

About the Infrastructure Australia

To Apply

Position Contact	Astrid Laurens, 0437 885 434
Agency Recruitment Site	

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Vacancy VN-0686881

Murray-Darling Basin Authority

Closing Date: Wednesday 17 March 2021

Basin Strategy & Knowledge
Communications, Engagement and Strategic Policy

Job Title	EL1 Assistant Director, Corporate Change Communication
Job Type	Full-Time, Non-Ongoing
Location	Goondiwindi QLD, Griffith NSW, Mildura VIC
Salary	\$105,924 - \$116,530
Classification	Executive Level 1
Position Number	101254
Agency Website	

Job Description

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

The Basin Strategy and Knowledge Portfolio is seeking a EL1 Assistant Director, Corporate Change Communications for a non-ongoing 12 month opportunity with the possibility of extension.

The portfolio drives and facilitates science and decision support information that guides river management and Basin Plan implementation. The portfolio also aims to strengthen communications and build stakeholder confidence in water management in the Basin.

Positioned within the Communications team and reporting to the Communications Director, you will play an important role in supporting significant and transformative change in the wider organisation. You will work closely with change and project managers within the Regionalisation and Transformation program, to plan and implement communication programs that achieve strategic corporate objectives. You will need excellent negotiation and stakeholder management skills, and extensive corporate communications experience with a focus on staff. Your client service skills will be vital to this role as you will be required to provide sound communication advice and communicate diverse changes to various internal audience groups. Your ability to think strategically whilst also playing a hands-on role to deliver communication outputs and outcomes, is a major requirement.

Duties

The key duties for this role include:

- Develop, implement and evaluate communication strategies to inform MDBA staff about organisational change and transformation.
- Liaise with the Regionalisation and Transformation Program and Enterprise Portfolio Management Office and the ICT, Data and Support Services Program to develop corporate and internal communication initiatives that align with significant change and program implementation plans.
- Liaise with Assistant Director, Internal and Corporate Communication to ensure planned and coordinated outputs, within the broader internal communications landscape.
- Develop a range of communication materials to meet the information and access needs of diverse audience groups.
- Provide specialist communications support and advice to business areas to effectively communicate internally through established channels.
- Other communications processes and administration as required, noting that this role may not have any direct reports or responsibility for direct supervision of junior staff.

Relocation packages are available, and we are committed to a flexible and inclusive workplace that will suit you and your individual needs.

For more information regarding this opportunity please contact Mia Shepherdson (Email: Mia.Shepherdson@mdba.gov.au or Phone: 02 6279 0482).

Eligibility

Mandatory for this role:

- Five years' experience in an internal or corporate communication role, preferably in a government context.
- Demonstrated experience working successfully with senior executives.
- Highly developed verbal and written communication skills, demonstrating ability to influence and represent an organisation to audiences.
- Demonstrated ability to develop effective communications strategies and end-user communications materials.
- Relevant tertiary qualifications in communications, journalism, marketing or related fields.

Desirable for this role:

- Demonstrated knowledge and experience of Murray–Darling Basin stakeholders (such as regional, agricultural industries and interest groups).

Notes

About the Murray-Darling Basin Authority

To Apply

Position Contact	Mia Shepherdson, 02 6279 0482
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0686815

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date: Friday 12 March 2021

Environment
Perth Drilling & Spill Risk

Job Title	Environment Specialist
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA
Salary	\$204,755 - \$204,756
Classification	Executive Level 1
Position Number	13306
Agency Website	https://www.nopsema.gov.au/

Job Description

<https://www.nopsema.gov.au/about/work-with-us/>

Make a difference.

Contribute to a safe and environmentally responsible Australian offshore petroleum industry.

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, environmental management, structural and well integrity for offshore petroleum facilities and activities in Commonwealth waters.

Working with NOPSEMA provides an opportunity to make a real difference in the offshore petroleum and greenhouse gas industry.

An exciting opportunity exists for an experienced Environment Specialist to join our Drilling & Spill Risk

Team at our Perth Office. This position may be filled on an ongoing (permanent) or non-ongoing (fixed-term) basis.

Working with NOPSEMA

NOPSEMA offers attractive flexible working conditions including competitive remuneration package, generous superannuation and annual leave provisions.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. 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.

Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.

Please note that this recruitment process will be valid for a period of 12 months and may be used to fill positions at this level or similar that arise over the 12 month period. **Duties**

Reporting directly to the Manager, Drilling & Spill Risk, key responsibilities include:

- provide specialist technical skills and advice to, and on behalf of, the Authority;
- represent NOPSEMA and engage with industry and other stakeholders;
- develop and maintain robust internal and external procedures, guidelines and standards relating to the regulation and management of risk;
- support NOPSEMA's environmental management regulatory functions and contribute to regulatory decision-making by:
 - leading and/or supporting assessments of Environment Plans, Offshore Project Proposals and documents;
 - leading and/or supporting inspections of offshore petroleum activities and supporting investigations of accidents, incidents and complaints;
 - undertaking regulatory enforcement action in accordance with NOPSEMA procedures;
 - undertaking research and analysis for input into NOPSEMA-wide regulatory improvement including inquiries, reviews, legislative and regulatory improvement.

Eligibility

You must pass a pre-employment medical and maintain medical fitness.

You may be required to pass and maintain a security clearance to a level appropriate for the position.

You must obtain and maintain a Maritime Security Identification Card (MSIC) clearance.

You must be able to pass and maintain Basic Offshore Safety Induction and Emergency Training (BOSIET).

NOPSEMA staff are prohibited from trading in oil and gas sector shares.

Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including health, character and declaration of conflict of interest.

Notes

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia's independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see nopsema.gov.au

To Apply

Position Contact	Human Resources Adviser, 08 6188 8853
Agency Recruitment Site	https://www.nopsema.gov.au/about/work-with-us/

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Vacancy VN-0686851

Office of National Intelligence

Closing Date: Sunday 21 March 2021

Intelligence, Coordination, integration & engagement
Open Source Centre

Job Title	Open Source Analyst APS5 & APS6
Job Type	Full-Time;Part-Time, Ongoing
Location	Barton ACT
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	Various
Agency Website	

Job Description

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

Current Intelligence & Terrorism Section

The Current Intelligence and Terrorism section collects, analyses and reports open source material to meet Australia's intelligence priorities. The section builds analytic capabilities to derive

meaning from large volumes of publicly available information.

This includes publishing a daily brief for the Prime Minister, conducting in-depth research in response to requests for information, and conducting collection and analysis on international relations, transnational issues and terrorism.

What we are looking for

We are looking for open source analysts as well as linguists to fill expected vacancies at the APS6 and APS5 levels in our teams working on Current Intelligence and Terrorism issues.

ONI positions may be offered on a non-ongoing or ongoing basis.

Duties

As an integral member of a small team, you will:

- collect material from publically accessible sources, including foreign news media, social media and online multimedia, to address intelligence priorities
- produce innovative analysis and research on diverse issues relating to, depending on the role, terrorism, international relations and transnational issues
- develop and maintain productive networks in ONI and with other government agencies, including through representing ONI at meetings as required
- support the OSC as a centre of excellence for open source analysis, tradecraft and training

Eligibility

You must be an Australian citizen and you must be willing to undergo a security clearance check. You will be asked to provide evidence of your Australian citizenship and we must be able to verify, from independent and reliable sources, [cumulative] periods 12 months or more that you may have spent outside Australia.

Notes

About the Office of National Intelligence

To Apply

Position Contact	Human Resources, 0261440894
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0686856

Office of National Intelligence

Closing Date: Sunday 21 March 2021

Intelligence, Coordination, Integration & Engagement
Open Source Centre

Job Title	Assistant Director, Open Source Centre EL1
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$110,466 - \$124,860
Classification	Executive Level 1
Position Number	Various
Agency Website	

Job Description

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

The Office of National Intelligence

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

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

ONI is the principal advisory agency to the Prime Minister on intelligence collection and assessment priorities and the allocation of resources. ONI evaluates NIC performance, develops strategy, and co-ordinates and collaborates with stakeholders to develop joint capabilities and shared services across the NIC. ONI's assessment teams provide a wide range of intelligence product to inform government and its decision-making.

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

The Open Source Centre

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

Focusing on matters that affect Australia's national interests, the OSC is Australia's centre of excellence in open source collection, analysis and tradecraft and is a key resource for NIC agencies.

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

The role

We are looking for individuals to fill current and upcoming vacancies at the EL1 level across the OSC. You will be highly suited to this role if you have experience managing a team of analysts.

ONI positions may be offered on a non-ongoing or ongoing basis.

Duties

Key responsibilities

As an Assistant Director of an analytical team in the OSC, you will:

- provide leadership and management to deliver high quality open source intelligence, and foster a culture of governance, accountability and compliance for a team of analysts

- guide collection and analysis of material from publicly accessible sources, including foreign news media, social media and online multimedia, to address government intelligence priorities
- lead the development of team capabilities, including social media exploitation, and quantitative and qualitative analysis
- oversee the production of innovative analysis and research on diverse issues, including setting team priorities, managing resources and ensuring key deliverables are met
- develop and maintain productive networks within ONI and with other government agencies
- support the OSC as a centre of excellence
- undertake other duties across the OSC as required.

Eligibility

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

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

Notes

About the Office of National Intelligence

To Apply

Position Contact	Human Resources, 02 6144 0721 or 02 6144 0894
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0686840

Parliamentary Budget Office

Closing Date: Wednesday 24 March 2021

various
various

Job Title	Director - Parliamentary Executive Level 2
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$133,385 - \$158,900
Classification	
Position Number	PBO70
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dej

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

The PBO values the diverse range of skills and experience of our staff. We seek passionate staff who demonstrate initiative, work with the utmost discretion and confidentiality, and work collaboratively to deliver services to support the Parliament. The PBO actively encourages applications from:

- people with a disability, Aboriginal and Torres Strait Islander people and people from linguistically diverse backgrounds
- candidates with experience in the private sector, especially with a consulting background in an analytical function
- candidates with public policy experience, including analysis and advice
- candidates with a range of technical backgrounds with proven high-level analytical, research, data and evaluation skills. Current staff have qualifications in economics, commerce, finance, data science, statistics, mathematics, physics and accounting. We are interested in adding new skills to that mix, including data visualisation and project design and delivery.

The PBO has a flexible working environment. Internal and external opportunities for learning and development are promoted, including access to studies assistance to undertake training which directly relates to the PBO's functions and helps staff reach their career development goals.

The PBO is a recognised employer partner with CPA Australia. This recognises that the PBO demonstrates a strong commitment to learning and development and supports the professional development of its accounting and finance employees. If you would like to understand more about what this means for you, please refer to the Recognised Employer Program information on CPA Australia's website.

Duties

The PBO is seeking people with an aptitude for analysis and management to lead teams in various areas of the PBO.

As a Director, you will be responsible for managing a team to deliver high quality outputs in an environment of competing priorities, leading and coaching staff to build capability and deliver outcomes, identifying areas for improvement and contributing to the strategic direction of the PBO. You will build and maintain networks with stakeholders, including Government agencies and staff in parliamentarians' offices.

While successful applicants will be offered roles in an area focused primarily on either undertaking costings of policy proposals or conducting budget research, the PBO supports mobility within the organisation as part of career development and expects Directors to undertake work across these functions at times in response to peak pressures. There are annual opportunities for rotations and opportunities to be seconded across areas for particular projects. This includes the opportunity to contribute to organisational wide projects such as the coordination and drafting of the post-election report.

Duties

The duties of the position vary across the two analytical Divisions.

The primary focus of the Parliamentary Costing and Analysis Division is preparing estimates of the costs of policy proposals for parliamentarians. The duties in the Division include:

- leading a unit in the preparation of costings and evaluations of revenue proposals (Revenue Analysis Branch) and expenditure proposals (Program Analysis Branch)
- analysing large datasets using tools such as SAS and Excel
- building and/or adapting models and frameworks to analyse the budget
- applying strong written communication skills to the drafting of costings, costing evaluations and published reports that are accessible to a wide audience
- working across the PBO and with other organisations to obtain data and information to assist with costings, costing evaluations and PBO research reports and to test and communicate our findings
- supervising, guiding and mentoring staff and providing leadership to small project teams
- contributing to the preparation of PBO research reports including analysing budget and economic data to provide insights into budget and fiscal policy settings
- contributing to external engagement activities, including presenting on PBO models and reports.

The primary focus of Fiscal Policy Analysis Division is conducting quantitative analysis and publishing research papers on budget and fiscal policy matters. The duties in this Division include:

- leading a unit in the preparation of several PBO research reports each year, including building and/or adapting models and frameworks to analyse the budget
- applying strong written communication skills to the drafting of published reports that are accessible to a wide audience
- contributing your technical expertise and understanding of the budget and fiscal policy matters to help shape and deliver the research program
- supervising, guiding and mentoring staff and providing leadership to project teams
- working across the PBO and with other organisations to obtain data, test and communicate the findings of our research, and enhance our understanding of the budget
- contributing to external engagement activities, including presenting on research papers
- supervising costings of revenue and expenditure proposals as required with appropriate training to respond to periods of elevated demand for costings from parliamentarians.

Eligibility

Employees of the Parliamentary Budget Office are required to be Australian citizens.

The position is a security assessed position. The successful applicant will be required to obtain and maintain a Negative Vetting Level 1 security clearance.

Relevant tertiary qualifications are essential.

The successful applicant will have the ability to undertake economic, financial, budget and/or statistical analysis and research, or policy costings.

The successful applicant may be subject to other conditions, such as probation, character or health clearances.

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	Gus Tunks, 02 6277 9550
Agency Recruitment Site	https://www.aph.gov.au/About_Parliament/Employment/Parliamentary_B

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Vacancy VN-0686890

Therapeutic Goods Administration

Closing Date: Wednesday 24 March 2021

Medical Devices and Product Quality Division
Laboratories Branch

Job Title	Laboratory Manager
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$104,562 - \$119,255
Classification	Executive Level 1
Position Number	21-MDPQDIV-7920
Agency Website	

Job Description

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

As a Laboratory Manager, you will work within a team to provide high level technical support across the TGA Laboratories Branch.

You will be directly responsible for providing technical support to the Biotherapeutics Group, which is responsible for post-market compliance testing and review of vaccines and biological medicines.

You will manage a small team of Laboratory Coordinators, with an opportunity to inform the development of effective and efficient policies, processes and technical training programs across the group.

Duties

- Provide technical leadership, direction and coordination to the non-testing technical activities of the Biotherapeutics Section, and across the Branch, including ensuring compliance of technical activities with ISO 17025 accreditation.
- As the decision maker and financial delegate, work with testing areas to manage the procurement of equipment, instruments and consumables for laboratories.
- Manage the calibration, service, and maintenance of laboratory equipment programs, including coordinating and managing staff responsible for undertaking these duties.
- Oversee quality system activities, including scheduling testing of equipment and analytical instrument calibrations, performing user checks and associated technical administration, reviewing and updating technical documentation, and maintaining training records, ensuring compliance with ISO17025 accreditation requirements.
- Direct and coordinate technical operations of the Biotherapeutics laboratory to ensure services are adequate and meet the needs of analysts and technicians.
- Contribute to internal audits and work with the Biotherapeutics section to implement / address corrective and preventative actions.
- Act as a central point of contact with facilities managers / providers for major capital works.
- Coordinate and provide technical information, to effectively act as a liaison point for the provision of technical advice for the Branch.
- Manage complex and critical capital equipment procurements, in consultation with testing areas.
- Work with the Biotherapeutics section to ensure that the laboratory complies with relevant accreditation requirements (e.g. OGTR and ISO).
- Perform risk assessments for the laboratory and oversee WHS activities.
- Ensure the proper handling, storage and disposal of hazardous materials.
- As required, attend Management Team meetings to provide strategic direction.

Eligibility

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

Notes

- Applications close 11:30PM AEDT.
- Applicants should quote reference number 21-MDPQDIV-7920 to assist when making an enquiry.

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

About the Therapeutic Goods Administration

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

To Apply

Position Contact	Joanne Wilson, (02) 6289 2754
Agency Recruitment Site	https://www.tga.gov.au/employment-job-vacancies

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Agriculture, Water and the Environment

Vacancy VN-0686789

Bureau of Meteorology

Closing Date: Friday 12 March 2021

Enterprise Services
Finance Property Services

Job Title	Leasing Coordinator
Job Type	Part-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$73,151 - \$79,725
Classification	APS Level 5
Position Number	60016440
Agency Website	

Job Description

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

The Bureau has an extensive property portfolio located throughout the Australian mainland and adjacent islands comprising 34 staffed offices, 62 weather surveillance radar sites and approximately 700 automatic weather station sites. The Property Services function is responsible for the delivery of facilities management and leasing services, together with the provision of strategic property advice ensuring that our facilities support the Bureau's activities and outcomes.

Working as a member of the Property Services Leasing team, the Leasing Coordinator (Robust), under the direction of senior leasing staff, will focus on the establishment of new lease agreements to install new monitoring equipment that support the expansion of the Bureau's weather and water monitoring activities.

This non-ongoing role is for a 12 month term, working 3 days per week.

The successful applicant will possess the following attributes:

- Experience within a leasing related field
- A good understanding of the relevant laws relating to leasing (Commonwealth and State)
- An understanding of the Commonwealth Property Management Framework and Land Acquisitions Act
- Sound negotiation skills
- Sound knowledge of commercial contracts and their application
- Well developed interpersonal and communication skills

Duties

The responsibilities of the role include but are not limited to:

1. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
2. Identify opportunities within the set location parameters for the establishment of leases supporting the installation of new Bureau monitoring equipment.
3. Identify and undertake preliminary discussions with land owners on lease establishment.
4. Draft lease documentation for review.
5. Operate under the responsibilities and limits of authority of the Commonwealth Property Management Framework and the Land Acquisitions Act.
6. Maintain accurate records on leasing related services and activities and provide accurate reports and follow set procedures and processes.
7. Liaise with senior team members to prepare contractual documents.
8. Liaise with Robust representatives ensuring that leasing actions are consistent with their requirements.
9. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Commitment to Diversity & Inclusion.

Eligibility Notes

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

About the Bureau of Meteorology

To Apply

Position Contact	Daniel Hannan, (02) 6232 3561
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0686792

Bureau of Meteorology

Closing Date: Thursday 11 March 2021

Community Services
Decision Support Services

Job Title	Customer Service Specialist
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Various locations - ACT ACT, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	\$80,665 - \$91,713
Classification	APS Level 6
Position Number	13927 & 16062
Agency Website	

Job Description

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

Australia is regularly affected by severe weather events. These events are growing in frequency and severity, leading to increased economic impact, vulnerability and potential magnitude of harm.

To address this, the Bureau of Meteorology is undergoing a significant transformation to deliver a more customer centric, unified and resilient national operation. This is an exciting strategic direction for the Bureau which will transform the way we deliver services to Australian communities.

The future operating model for the Bureau will open new career pathways and enhance our culture to empower our people to learn and grow. As part of this transformation, we are introducing new roles that will assist the Bureau in delivering world class weather products and services within the newly formed Community Services Group (CSG).

This group is comprised of Decision Support Services (DSS), Environmental Prediction Services (EPS), and National Production Services (NPS) which have been configured to enable scalable, national and resilient services. The DSS program will lead customer engagement within the Community Services Group with an overarching mission to deliver tailored, relevant and timely information to enable better decision making.

The DSS program is characterised by its shared understanding of the impact that weather, water, climate and oceans have on the decisions that Bureau customers make every day.

Operating with a national capability, the program is accountable for leading engagement with the Australian community and the emergency management sector.

The Community Engagement (CE) team delivers national, regional and local communications, data services, and community engagement services and activities.

The Customer and Data Services team provides advanced data services and customer support to connect customers and partners with the most relevant data and information to support their decision making through Climate Data and Real Time Data Services. Real Time Data Services delivers data services to the general public, emergency services, World Meteorological Organization partners, and paid customers across a range of sectors. Services include the anonymous FTP service, Registered User FTP and

GIS2Web.

The Customer Service Specialist performs a range of functions to enable the delivery of exceptional customer data services.

Duties

1. The Customer Service Specialist is the central conduit for the delivery of real time data services to the general public, emergency services, World Meteorological Organization partners and the Bureau's customers. In this role, you will provide services that connect seamlessly and coherently within the Bureau's national footprint.
2. The Customer Service Specialist will respond to enquiries through a range of communication channels providing information that meets customers' needs directly or by connecting customers with relevant areas of the Bureau. This role will support the development and enablement of the Bureau's 'digital first' approach. You will support the customer service and data delivery team in responding to customer enquiries and data requests, ensuring that the Bureau provides a timely, informative and professional customer service.
3. The primary responsibilities for this role are to provide customer service in the delivery of real-time data services, including clarifying requirements and providing advice on the most appropriate services, and responding to enquiries in a timely and professional manner, and to ensure robust and suitable access to Real-time Data Services by customers.
4. You will be required to make decisions using good judgement, expertise and knowledge under limited guidance. You will ensure decisions are governed by the application of regulations, best practice principles and the Bureau's operating instructions and procedures.
5. A key deliverable of this role will be to continuously build your knowledge in customer engagement related competencies, including, processes, systems, products and services. Your delivery style will reflect a pragmatic response to ensure services are collaborative, responsive and built on the principles of innovation and continuous improvement.
6. This role will deliver continuous transformation to our customers and partners, leading best practices and creating opportunities for automation as your understanding of the Bureau's products, services, customers and partners increases. You will be at the forefront of transitioning our customers and partners in the use of more modern technology as it becomes available.
7. You will maintain consistent collaboration with your peers and demonstrate a high level of cooperation and innovation across DSS, NPS, EPS and the wider Bureau to contribute to the ongoing delivery of the Bureau's strategic direction.
8. During severe weather events, you will be committed to supporting the Bureau and our customers outside the scope of standard working hours.
9. As the Customer Service Specialist, this role must demonstrate a dedicated interest across the Bureau's footprint, with a focus on the development of your product management technical competencies.
10. Commitment to APS Values and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment

Eligibility

A degree from an Australian educational institution or a comparable overseas qualification, which is appropriate to the duties;
OR
Other comparable qualifications, which are appropriate to the duties.

Notes

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

About the Bureau of Meteorology

To Apply

Position Contact	Brad Murphy, 03 96694084
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0686793

Bureau of Meteorology

Closing Date: Sunday 21 March 2021

Data and Digital
Cyber Security

Job Title	Security Architect
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	-
Classification	Executive Level 2
Position Number	Multiple Roles
Agency Website	

Job Description

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

The Security Architect reports to the Enterprise Security Architecture Manager.

The Security Architect contributes to the Bureau's cyber security program by providing expertise across a broad range of cyber security program activities covering – security strategy, security architecture, governance risk and assurance, capability uplift and cyber security operations.

The role spans a complex range of technologies (ICT and OT) and with a diverse portfolio of delivery projects. The role will be focused on security solutions, in particularly identity and access. Experience in this area will be highly regarded. The role will also drive assurance and risk assessments working closely with delivery stream leads, project managers, security architects, testers, operations and security SME's.

This is one of a number of newly created roles in the security architecture practice. The role requires considerable stakeholder collaboration and customer engagement with a strong commitment to achieving business aligned security outcomes.

Duties

The responsibilities of the Security Architect include, but are not limited to:

1. Support the planning, design and implementation of an overall security management processes including security assurance and compliance program activities.
2. Contribute to the execution of a broad variety of technical, advisory and written activities within the security program.
3. Actively engage and influence ICT and OT delivery programs on security solution design and controls.
4. Identify improvement opportunities across the Bureau to better manage information and cyber security risks across the enterprise, including working with external and internal vendors to resolve security issues identified with systems and infrastructure.

5. Review security solution designs and provide expert advice to security operations team members to ensure industry best practices for applications hosted in the cloud with a specific focus on Office 365, Azure, etc.
6. Ability to develop enterprise security architecture and business documents working to set timeframes and completing high quality deliverables that enhance the reputation of the Bureau security program
7. Ability to effectively communicate (verbal and in writing) and influence others to modify their opinions, plans, or behaviours, win the confidence of senior management and explain technical matters to non-technical users.
8. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
9. Adhere to the Bureau's plans, policies and practices in relation to the various elements of the Bureau's Social Justice Strategy.

Eligibility

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

Certifications in any of the following is highly regarded: CISSP, Security+, CISA, CISM, SABSA, GIAC, SANs, CFE, Cert III Investigative Services, or other related security control certifications. Candidates who demonstrate a commitment to professional development and learning may be supported to undertake appropriate certifications to meet the requirements of the role.

Experience as a security consultant / security architect (or equivalent) would be an advantage.

Notes

The successful applicant will be required to obtain and maintain a Negative Vetting 1 security clearance

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

About the Bureau of Meteorology

To Apply

Position Contact	Mary Kelaher, (03) 8638 8241
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Bureau of Meteorology

Closing Date: Tuesday 30 March 2021

Business Solutions
Energy & Resources

Job Title	Operational Meteorologist
Job Type	Full-Time, Ongoing
Location	Perth WA, Brisbane QLD
Salary	\$80,665 - \$91,713
Classification	APS Level 6
Position Number	60015977
Agency Website	

Job Description

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

Under the Bureau's 2017-2022 Strategy, the Energy & Resources (E&R) Program (part of the Business Solutions Group) is responsible for delivering an additional \$335m of impact and value to improve the safety, reliability, resilience and productivity of the energy and resources sectors in Australia and the Asia-Pacific Region.

The E&R operations team provides the energy and resources sectors with specialised products and services to meet customer needs, particularly in marine forecasting, tropical and high impact weather such as wind and wave, squalls, and tropical cyclones for the resources sector, and severe weather, thunderstorms, heatwave and fire weather for energy sector.

We are seeking an energetic and customer-centred meteorologist to join the E&R Operations team in Perth or Brisbane. The role requires experience in an operational service delivery environment, with specialist E&R meteorological operations preferred but not essential. Training and certification will be provided to successful applicants if required.

The E&R Operational Meteorologist is responsible for maintaining a suite of products and services for the energy and resources sectors, including bespoke and tailored products and services to meet commercial arrangements with specific customers. As part of the team, the E&R Operational Meteorologist will contribute to the development of forecast policy and collaborate with other meteorologists to ensure the provision of a consistent suite of commercial services.

The role will be responsible for the production and issue of forecasts and warning for E&R sectors and there is a requirement for the role to liaise with customers and service partners and provide briefing services and to support decision-making.

As an E&R Operational Meteorologist there is an expectation that you will develop skills in scientific, technical, professional fields by:

- Continually learning forecasting and customer requirements
- Contributing to E&R projects
- Participating in the Bureau's Performance Development Scheme
- Mentoring less experienced staff by providing guidance and instruction on forecasting and customer requirements

Shift work is required for this role.

Duties

The E&R Operational Meteorologist will work as part of the broader E&R Operations team to provide meteorological services to a range of E&R customers across Australia and in Australian oceans, at specific geographical locations and for specific customer requirements. You will contribute to achieving team outcomes via delivery of quality commercially competitive services. You will enjoy an unparalleled opportunity to combine knowledge of the science, operational rostered work at the cutting edge of meteorology, and customer interaction in a way that bring tangible impact and value to customers.

As the Operational Meteorologist, you will prepare, issue and amend forecasts and warnings as required for Bureau's E&R customers operating across Australia and, depending upon the contract, internationally (Eg. Papua New Guinea). The high-quality forecasts and warnings will be tailored to customer sites, operations and vulnerabilities, which will require you to develop a deep understanding of the customer and the sector. You will also provide briefing services to customers to support decision making. You will liaise with other meteorologists as required to achieve consistent forecasts across the E&R product suite in line with national forecast policy.

You will be expected to support other E&R Operational Meteorologists and meteorologists from other areas of the Bureau and, at times, provide guidance and instruction on forecasting and customer requirements to less experienced staff. You will also contribute to projects and initiatives, and provide feedback and recommendations relating to the operation and effectiveness of the E&R meteorological operations. You will also be expected to maintain an up-to-date knowledge of techniques and developments in meteorology relevant to the E&R sectors and will undertake industry liaison visits.

You will need to comply with all Bureau work, health and safety policies and procedures, taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct. An awareness of the principles and practices of the various elements of the Bureau's Commitment to Diversity & Inclusion and a commitment to apply them in the workplace is also required.

Over time, key competencies for this role will include:

- Level 2 Competency:
 - o Severe Thunderstorms
 - o Severe Weather
 - o Tropical Cyclone
 - o Nowcasting
 - o Fire Weather
 - o Specialised Marine Forecast Process
 - o Briefing and Communication
- Level 1 Competency:
 - o Routine Forecast Process
 - o Quantitative Precipitation Forecasting
 - o Heatwave
 - o Emergency Environmental Response
 - o Oceanography
 - o Marine
 - o Tsunami
 - o Storm Surge
 - o Water Analysis and Forecasting Flood Forecasting and Warning
 - o Climate Monitoring and Prediction Climate Change and Projection
 - o Operational Management
 - o Incident Management
 - o Customer Engagement

You will not have all of these competencies at the start of your work with E&R but they will be supported and developed as part of E&R's workforce development plan.

Eligibility

Notes

This position is open to international applicants and whilst Australian citizenship is not a mandatory requirement, non-Australian citizens will only be considered if there are not suitable Australian candidates. Any offer of engagement will require the Bureau of Meteorology and the applicant to meet visa and work requirements determined by the Australian Border Force under the Department of Home Affairs.

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

To Apply

Position Contact	Stephen Duggan, 08 9263 2288
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0686880

Bureau of Meteorology

Closing Date: Sunday 14 March 2021

Data & Digital
Data

Job Title	Data Advisory Lead
Job Type	Full-Time, Ongoing
Location	Docklands VIC
Salary	\$119,495 - \$134,208
Classification	Executive Level 2
Position Number	60011256
Agency Website	

Job Description

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

This position resides in the Data Governance section of the Data Program (within the Data and Digital Group), undertaking the duties of a sub-section leader responsible for providing advisory services and guidance about best-practice data (and information) governance for the enterprise. This role will lead the function in the implementation and evolution of a Data Governance Framework for the enterprise. The Data Advisory Lead will also play an important role in establishing and supporting the delivery of the Data Stewardship Model and engaging across the enterprise to facilitate best-practice data management. A key part of this role is enhancing existing documentation and tools to comply with enterprise governance structures and creating streamlined guidance to facilitate better engagement with customers about the Bureau's data and information assets. The team provides advice based on its subject matter expertise across all elements of data governance and data management including policies, procedures and processes, licencing, standards, metadata and data lifecycle management.

To be successful you will have:

- Experience managing and engaging teams in a professional environment
- Experience or knowledge of governance, policy or process development

- Outstanding communication, facilitation, influencing and team leadership skills
- Demonstrated experience in developing or implementing successful strategic or innovative initiatives
- Enthusiasm and drive.

Duties

1. Lead the development, implementation and evolution of a structured, strategic approach to data (and information) governance for the enterprise.
2. Oversee the development, launch and continuous improvement of the artefacts and tools associated with best-practice data governance including preparing documentation in line with the Enterprise Policy Framework.
3. Implement and support data stewardship across the enterprise and the coordination of any associated stakeholder engagement activities such as a Community of Practice.
4. Lead the ongoing improvement of methods (including processes and tools) used for the end-to-end management of enterprise data.
5. Lead the provision of advice to internal and external stakeholders about the governance of Bureau data.
6. Ensure compliance of all data governance documentation against relevant standards, regulations and legislative requirements such as ISO9001 Quality Management Systems standards and National Archives of Australia (NAA) Records Authorities.
7. Lead the data advisory function under the guidance of the Manager, Data Governance and contribute to the leadership of the Data Governance Section.
8. Enable a high performing team culture by promoting diversity and inclusion and ensuring access to training and development for team members.
9. Lead the team in supporting Bureau work, health and safety initiatives and ensure compliance with policies, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

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

Notes

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

About the Bureau of Meteorology

To Apply

Position Contact	Belinda Campbell, 03 9669 4090
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Bureau of Meteorology

Closing Date: Sunday 21 March 2021

Data and Digital
Cyber Security

Job Title	Senior Cyber Security Analyst
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$80,665 - \$91,713
Classification	APS Level 6
Position Number	60016198
Agency Website	

Job Description

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

The role of the Senior Cyber Security Analyst is to detect, protect, contain, collaborate and to out-think cyber threat actors. The Senior Cyber Security Analyst is to focus on solving challenging cyber security problems.

This position plays an active role in detecting in advance threats to the Bureau network, hunt for malicious activity utilising indicators from sources both internal and external.

The Senior Cyber Security Analyst may have computer network defence and network defence operational skills, is able to think like a cyber actor and use analytical skills to sift through false positives to find patterns and Indicators of Compromise (IoCs).

Duties

The responsibilities of the role include but are not limited to:

1. Monitor systems for indicators of a cyber-attack, perform incident analysis, assist with forensic investigations, and proactively hunt for Advanced Persistent Threat (ATP) activity.
2. Actively hunt for IoC's and APT Tactics, Techniques and Procedures (ATTPs) in the network and host as necessary
3. Recognise and research attacks and attack patterns and tactics, techniques and procedures (TTPs), deep analysis of threat across the enterprise by combining security rules, content, policy and relevant data sets.
4. Create detailed incident reports and contribute to lessons learned in collaboration with the appropriate teams.
5. Collaborate with the Cyber Security Defence Centre and CSOC and threat analysts to contain and investigate major incidents.
6. Provide simple and reusable hunt tactics and techniques to a team of security engineers, specialists and CSOC analysts (when the augmented CSOC functions are established) and contribute to the development of cyber incident playbooks.
7. Work with the CSDC and other members of the CSC program team to improve and expand available toolsets and capability.
8. Analyse network perimeter data, flow, packet filtering, proxy firewalls and IPS/IDA to create concrete plan of action to harden defensive posture.
9. Monitor open source and commercial threat intelligence for IOC's new vulnerabilities, software weaknesses and other attacked TTP's.
10. Undertake other duties as directed.
11. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct

Eligibility

1. An Associate Diploma or Certificate IV in Cybersecurity or in Information Technology or higher; OR
2. A relevant industry certification ie. CEH: Certified Ethical Hacker, CompTIA Security+, or CISSP: Certified Information Systems

Security Professional OR

3. Relevant experience and training which enables the employee to competently perform the duties at this level.

Notes

The successful applicant will be required to obtain and maintain a Negative Vetting 1 security clearance

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

About the Bureau of Meteorology

To Apply

Position Contact	Janette Nozzolillo, 03 9616 8325
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0686988

Bureau of Meteorology

Closing Date: Thursday 18 March 2021

Enterprise Services
Communications

Job Title	Parliamentary and Government Relations Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Casuarina NT, Brisbane QLD, Sydney NSW, Adelaide SA, Docklands VIC, Hobart TAS, West Perth WA, Parkes ACT
Salary	\$73,151 - \$79,725
Classification	APS Level 5
Position Number	16439
Agency Website	

Job Description

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

The Bureau of Meteorology are seeking a highly motivated Parliamentary and Government Relations Officer.

As the successful candidate, you will have a background in parliamentary liaison, government processes and the production of high quality ministerial and parliamentary documentation, or a demonstrated ability to acquire those skills quickly.

The role requires experience or commensurate skills in government relations, strategic communication, stakeholder engagement, planning and coordination. It requires excellent written communication skills, liaison skills and the ability to anticipate and manage multiple priorities.

Working in a small team, you will support the implementation of a plan to lift the Bureau's positive engagement across government and the Australian Parliament.

As the successful applicant you will demonstrate sound judgement and initiative. You will thrive in a small team in a high tempo environment, build excellent relationships within and outside of the Bureau, and work effectively with a range of people.

Duties

1. Provide high quality drafting, coordination and quality assurance of: ministerial correspondence and briefs, Senate Estimates briefs, question time briefs, questions on notice and other parliamentary and corporate documentation as required.
2. Provide a coordination and administration role to support the Bureau's engagement in ministerial and parliamentary processes.
3. Support the Bureau's relationship with the Minister's Office, parliamentarians and government agencies. Respond to issues and opportunities that promote and explain the Bureau's contribution to government, industry and the community.
4. Support the Parliamentary and Government Relations team to lift the Bureau's positive engagement across government and the Australian Parliament.
5. Support the implementation of targeted engagement plans that build awareness and confidence in the Bureau's products, services, and underlying sciences.
6. Support Bureau staff in relation to government processes.
7. Contribute to, and support the Parliamentary and Government Relations team through planning, coordination, reporting and governance activities.
8. Support the Bureau's Workplace Health Safety and Environment (WHSE) initiatives, ensuring compliance with Bureau WHSE procedures and maintain your knowledge in line with your role.

Eligibility

Notes

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About the Bureau of Meteorology

To Apply

Position Contact	Samantha Stebbings, 02 6210 3025
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0687008

Bureau of Meteorology

Closing Date: Thursday 18 March 2021

Enterprise Services
Performance, Planning & Evaluation

Job Title	Project Manager
Job Type	Full-Time, Non-Ongoing
Location	Docklands VIC, Parkes ACT
Salary	\$98,209 - \$110,623
Classification	Executive Level 1
Position Number	16450
Agency Website	

Job Description

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

The Bureau's Enterprise Portfolio Management Office (EPMO), provides whole of enterprise coordination, strategic guidance and support across the Bureau's project and programme management capability. We are seeking the services of an experienced Project Manager with the capabilities to lead and manage the delivery of various projects across the Enterprise.

The Bureau also has a range of external customer-facing projects in the Business Solutions Group that deliver critical services to partner Commonwealth and State agencies and private industries.

The role will be accountable for project planning, delivery of outputs and outcomes set out in the plan and managing key activities through the project lifecycle in accordance with the Bureau Delivery Model.

The ideal candidate is a person who thrives in a team-based workplace, is dedicated to achieving outcomes using effective and efficient methods, is able to communicate clearly with a range of people, has advanced project management skills and understands how to tailor processes based on each project's characteristics to ensure the right level of control.

Duties

1. Plan and drive the delivery of projects, managing all delivery aspects including financial and resource forecasts and encouraging team performance.
2. Liaise with relevant internal and external stakeholders in relation to all aspects of the project anticipating internal and external client needs and issues.
3. Maintain project artefacts following prescribed standards and contribute to the improvement of project management governance standards, processes and templates.
4. Commitment to the APS Values and Code of Conduct, the Bureau's Diversity and Inclusion statement of commitment and work, health and safety policies/procedures.

Eligibility

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

Notes

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About the Bureau of Meteorology

To Apply

Position Contact	Gus Dominguez, 03 9669 4532
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0686771

Department of Agriculture, Water and the Environment

Closing Date: Sunday 14 March 2021

Information Services
Applications Integration Services

Job Title	ISD System Administrator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$82,500 - \$93,670
Classification	APS Level 6
Position Number	2020/3447
Agency Website	https://www.awe.gov.au/

Job Description

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

Information Services Division (ISD) is responsible for enabling information and communication technology (ICT) functions and activities in the department. The division provides a secure, modern ICT environment so that the department can conduct its business 24/7 and focus on achieving departmental outcomes. ISD staff work collaboratively across the department, taking advantage of advances in technology, to deliver end-to-end services and solutions that are nationally consistent and deliver organisational and business benefits. As a trusted ICT adviser, ISD aims to strengthen its partnerships with other divisions through the provision of professional advice, innovative solutions and high quality, timely and reliable ICT services. ISD staff are experts in ICT operations, ICT project planning and delivery, ICT applications development and support, ICT security, ICT contracts and vendor management, web services, information, data and records management and ICT governance and strategy.

Applications Branch develops, maintains and supports our export, revenue, import and other departmental ICT systems.

Integrations Section supports and modernises business critical systems, enables our systems to share data, partners with business areas and the rest of ICT to deliver projects and automate and integrate processes across different systems and technologies.

Duties

- System administrator duties (access, minor break fix, reporting, audit logs etc)
- Testing during upgrades
- Support business area with application and issue resolution
- Assist with project work- Backup for resolution of issues- Document system processes

Eligibility

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

Notes

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

About the Department of Agriculture, Water and the Environment

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

analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

To Apply

Position Contact	Grace Owen, 0425 329 521
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0686787

Department of Agriculture, Water and the Environment

Closing Date: Thursday 11 March 2021

Information Services
Client & Cyber Services End User Technologies

Job Title	Identity Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$82,500 - \$93,670
Classification	APS Level 6
Position Number	2020/3396
Agency Website	https://www.awe.gov.au/

Job Description

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

The End User Technologies team is a major interface between ISD and the rest of the department both in the Canberra office and in Regions all over Australia. End User Technologies supports a broad range of ICT services directly to users, handling feedback and requests made by the business, and managing the support services provided by our key partners. Services provided include:

- Desktop hardware.
- VIP support.
- Mobile phone management and administration.
- Desktop telephony.
- Management of mobile phone services including 4G data services.

- Incident and outage communications.
- Management of the ICT Hardware and Software catalogues.
- Liaison and oversight of IT Service Desk operations and
- End user experience and process improvement.

Duties

The Identity Manager is responsible for the general support, administration and maintenance of the One Identity platform and associated applications.

The main duties include, but are not limited to:

- maintaining and supporting new system add-ons
- providing technical product support and general support to end-users
- assisting with designing, configuring, building and customising process automation
- monitoring the health, usage and compliance of One Identity as well as assisting with system integration.

Eligibility

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

Notes

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To Apply

Position Contact	Sara Zakout, 02 6272 4851
Agency Recruitment Site	https://awejobs.nga.net.au

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Department of Agriculture, Water and the Environment

Closing Date: Thursday 11 March 2021

Information Services
Architecture & Engagement Architecture

Job Title	Architecture Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$82,500 - \$93,670
Classification	APS Level 6
Position Number	2020/3705
Agency Website	https://www.awe.gov.au/

Job Description

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

The Architecture team is responsible for the establishment of future state technology models, enterprise architecture and the governance of projects to ensure compliance with the agreed enterprise and future state architectures. The architecture team provisions solutions and designs for projects as well as vendor managed developments that enable and support the build of scalable, reusable and integrated services for the Department of Agriculture, Water and Environment.

Duties

The Architecture Support Officer will assist and support the development of architectural designs that support the enterprise capability being developed for the Department. They will undertake governance and secretariat roles to support the implementation of standardised design and pattern development while engaging with stakeholders to ensure designs align with industry needs and requirements.

Duties will including:

- Developing and producing internal and external reporting as required.
- Responding to ad hoc data requests from internal and external stakeholders relating to projects, finance, and work program.
- Undertake the administrative management of the Architecture Working Group process including secretariat, meeting management and distribution of documentation.
- Stakeholder engagement and management including business and vendor engagement and high-level design for solution costing.
- Procurement of personnel and services to support the architecture processes.

Eligibility

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

Notes

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To Apply

Position Contact	Harsh Ojha, 0402 471 453
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0686813

Department of Agriculture, Water and the Environment

Closing Date: Thursday 11 March 2021

Corporate & Business Services
Ministerial, Parliamentary & Portfolio Coord Portfolio Coordination Unit and
Appointments

Job Title	Portfolio Coordination Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$73,299 - \$80,410
Classification	APS Level 5
Position Number	2021/649
Agency Website	https://www.awe.gov.au/

Job Description

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

The Portfolio Coordination Unit (PCU) provides high-level coordination, reporting and advice on portfolio priorities for our ministers, assistant ministers, executive and the department more broadly. It is at times reactive and covers a wide range of portfolio-related issues.

The PCU works with stakeholders on issues considered crucial to the portfolio and wider government, including tracking progress against ministerial objectives, budget and election commitments, and provides coordinated ministerial and electorate briefs, reports and other written materials.

Duties

As a portfolio coordination officer, you will work as part of a team to:

- provide high quality cross-department briefing, coordination and reporting services to ministers, assistant ministers, executive and divisions. This includes, but is not limited to:
 - tracking progress of major projects and election commitments.
 - complex meeting and travel briefing.
 - Question Time and Senate Estimates briefs.
- ministerial correspondence.
- building and maintaining strong relationships with key internal and external stakeholders including providing quality and timely advice.
- coordinating meeting agendas, briefings and papers, as well preparing and assisting with written ministerial correspondence and briefing material.
- undertaking work in line with government and department policies and procedures.

Eligibility

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

Notes

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

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To Apply

Position Contact	Nicole Williams, 02 6272 5293
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0686849

Department of Agriculture, Water and the Environment

Closing Date: Tuesday 16 March 2021

Commonwealth Environmental Water Office
Wetlands, Policy & Northern Water Use Environmental Water Policy

Job Title	Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$82,500 - \$93,670
Classification	APS Level 6
Position Number	2021/129
Agency Website	https://www.awe.gov.au/

Job Description

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

The Commonwealth Environmental Water Office (the Office) supports the Commonwealth Environmental Water Holder, who is responsible for managing Commonwealth environmental water to protect and improve the health of rivers, floodplains and wetlands within the Murray-Darling Basin. The Office works with the Commonwealth Environmental Water Holder to achieve environmental outcomes under the framework of the Water Act 2007 and the Basin Plan 2012. The Office works closely with other government agencies, non-government organisations, First Nations, community and industry groups, local landholders and scientists to plan and manage the delivery of environmental water. The Office includes a range of roles ranging from water planning, portfolio management, monitoring and evaluation, policy development, statutory reporting and communications. The Office also supports the Australian Government in its international engagement on the Convention of Wetlands of International Importance (Ramsar Convention).

The Environmental Water Policy (EWP) section provides strategic, operational support and policy advice to the CEWH and the CEWO to ensure effective management of the Commonwealth environmental water holdings under the Basin Plan 2012 and the Water Act 2007. Water reform is contentious, and the team is actively involved in responding to new policy developments that must consider the needs of diverse stakeholders.

Duties

We are looking for skilled individuals who are seeking to expand their experience in policy development and implementation in a complex and challenging political environment. Successful applicants could be required to:

- support the Office's engagement on key policy, legal and governance matters that may affect the efficient operation of the CEWH's statutory functions
- assist to resolve policy, capacity and process issues that require longer-term, strategic approaches and cross-office perspectives
- identify impediments and risks to the management of Commonwealth environmental water and assist to develop and coordinate strategies to resolve and manage them
- improve and implement efficient business practices (e.g planning, reporting, risk management) support the Office's participation in Basin Plan implementation forums, inter-jurisdictional meetings and activities.

Eligibility

Desirable qualifications

Policy, natural resource management or ecological sciences qualifications also highly regarded but not essential.

Security Clearance

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

Notes

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

About the Department of Agriculture, Water and the Environment

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To Apply

Position Contact	Alyssa Bagley, 02 6274 1350
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0686930

Department of Agriculture, Water and the Environment

Closing Date: Wednesday 24 March 2021

Biosecurity Plant
Plant Sciences & Risk Assessment Various

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$107,933 - \$116,090
Classification	Executive Level 1
Position Number	2021/496
Agency Website	https://www.awe.gov.au/

Job Description

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

Biosecurity Plant Division provides a contemporary, responsive, sustainable, intelligence-led and science-based plant biosecurity system that protects Australia's plant health status. The work of the division supports agricultural productivity, competitiveness and market access for plant and plant products imports and exports. The division pursues new market access for Australian exporters, particularly opportunities arising from finalised free trade agreements. The division conducts plant pest and disease risk analyses, develops and implements risk mitigation measures and works collaboratively to strengthen Australia's plant pest prevention, preparedness and response capabilities both within Australia and regionally.

The Plant Sciences and Risk Assessment branch within the Plant Division develops science-based policies that protect Australia's plant-based industries, the natural environment and the community from exotic plant pests and diseases. The branch also provides scientific and technical submissions that help to maintain, improve and open overseas export markets for Australian plants and plant products.

There are positions available in several teams in the branch.

Duties

- leading, managing and coordinating delivery of projects related to biosecurity risks
- providing technical knowledge and advice on the development of plant biosecurity policy including risk assessments and technical market access submissions
- collaborating and liaising with relevant areas across the department and with other stakeholders, including engaging with state/territory departments of agriculture and industry, to progress and effectively develop and implement plant biosecurity policy
- supervising and mentoring team members
- developing and leading work programs within a project management framework and a culture of continuous improvement and accountability
- creating a positive and engaged workplace that provides a safe environment and encourages staff learning and development whilst upholding the APS values.

Eligibility

Mandatory qualifications

A science qualification in a relevant area of plant pathology, biological, agricultural or environmental science.

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

Notes

Please note that this recruitment process will be used to fill both ongoing and non-ongoing positions. Should a non-ongoing position become ongoing then the merit pool established through this selection process, which is valid for a period of twelve months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

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

About the Department of Agriculture, Water and the Environment

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To Apply

Position Contact	Brian Garms, 02 6271 6540
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0686942

Department of Agriculture, Water and the Environment

Closing Date:Wednesday 17 March 2021

Information Services
Office of the CIO ICT Sourcing and Contract Governance

Job Title	ICT Sourcing and Contract Governance Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$107,933 - \$116,090
Classification	Executive Level 1
Position Number	2021/177
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Office of the Chief Information Officer (CIO) is responsible for enabling the Information Services Division (ISD) to achieve its objectives and meet the department's business needs now and in the future. We do this by providing support, advice and coordination in relation to ICT contracts and procurement, business management and finance, ICT workforce management, secretariat functions and executive support.

The ICT Sourcing and Contract Governance Team is made up of ICT contract management and procurement professionals who are responsible for providing high quality, cost effective and efficient advice to the division, as well as facilitating procurement, contract management and tenders.

Duties

The Jobs

The duties of the roles include:

- managing major contracts and digital sourcing activities for goods and services to ensure the delivery of outcomes are in line with the department's ICT strategic direction, government initiatives objectives and stakeholder requirements
- ensuring sourcing activities undertaken follow government and departmental procurement rules, policies and procedures
- monitoring contract performance and compliance in accordance with the contract, contract management plan, risk management and government and departmental policies and procedures
- providing timely, professional and strategic procurement and contract governance advice
- promoting a culture of strategic procurement decision-making across the team, division and the department, including identifying economies of scale, opportunities for efficiencies and process improvement
- contributing to internal reviews in order to develop internal policy and procedures in alignment with the department's ICT Strategic direction and Government Initiatives
- representing and negotiating on behalf of the department at commercial and procurement meetings and briefings
- under limited supervision, managing and monitoring your own workflows and providing leadership and direction within the team.

Please note that this recruitment process will be used to fill several vacancies within the Section. The merit pool established through this selection process, which is valid for a period of twelve months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future vacancies in the Section where the duties are of a similar nature.

Eligibility

What we are looking for

Knowledge and experience

- Demonstrated experience in government digital sourcing and procurement, including the use of government panels.
- Demonstrated experience in an ICT contract management (or equivalent) role in a procurement environment and an excellent working knowledge of contract management processes and techniques.

Notes

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

About the Department of Agriculture, Water and the Environment

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To Apply

Position Contact	Gordana Dunn, 02 6272 4701
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0686954

Department of Agriculture, Water and the Environment

Closing Date:Wednesday 17 March 2021

Finance
Financial Operations Grants Procurement Accounts

Job Title	Team Leader Accounts
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$82,500 - \$93,670
Classification	APS Level 6
Position Number	2020/3823
Agency Website	https://www.awe.gov.au/

Job Description

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

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

The Department's Grants Procurement Accounts Section supports departmental officers through the provision of core financial transactional services. The section has a strong customer focus and team members work across multiple functions within a unit. SAP and TechnologyOne are both employed as the Department's financial management information systems (FMIS).

The section includes the following two accounts teams:

- Accounts Payable Team - accounts payable and reconciliations
- Processing Team - processing of procurements and grants in the Department's financial management information system

Duties

We are seeking suitable candidates to create a merit list to fill existing and expected vacancies across both teams. Ideal candidates will enjoy working in a team, have good oral and written communication skills, enjoy working with a range of stakeholders and be able to work on multiple tasks.

Duties include:

- Assisting the Manager in developing the capability of all members in the Accounts and Processing Teams to ensure each staff member is able to deliver services to a high standard.
- Undertaking reporting and analysis including: end of month, quarterly, annual and impromptu reports.
- Cultivating and promoting productive working relationships with stakeholders, clients and colleagues.
- Maintaining an understanding Whole of Government and departmental financial policies, procedures and guidelines to which the team operates.
- Contributing to daily operations and continuous business improvement, including proposing and implementing changes to processes and functions.

Eligibility

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

Notes

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

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To Apply

Position Contact	Rhys Hardy, 02 6274 1854
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0686973

Department of Agriculture, Water and the Environment

Closing Date: Thursday 18 March 2021

Parks Australia
Australian National Botanic Gardens, Partnerships & Science Biodiversity
Conservation and Knowledge

Job Title	Research Technician
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$73,299 - \$80,410
Classification	APS Level 5
Position Number	2021/729
Agency Website	https://www.awe.gov.au/

Job Description

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

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Agriculture, Water and the Environment (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

This position is based in the National Seed Bank at the Australian National Botanic Gardens. The NSB team are building a unique collection of Australian native seeds for conservation and research. Currently we have approximately 7700 collections of almost 4000 species secured in our collection, including 140 threatened species listed under the EPBC Act. The Research Technician coordinates viability monitoring and retesting germination of these collections, analysis of results and provides input and technical support for conservation research projects.

Duties

- Collaboratively plan, coordinate and oversee a seed testing program for native flora and undertake conservation and/or research projects as applicable to meet the conservation priorities of Parks Australia and the Australian National Botanic Gardens
- Design, conduct, analyse and interpret experiments on the germination and seed banking characteristics of a broad range of native flora
- preparing clearly structured and concise reports, technical publications, and presentations, for internal and external audiences.
- Enter and maintain germination test data in an accurate and timely manner, in various formats including the ANBGs electronic database
- Train and supervise volunteers, students and staff in experimental and laboratory methods, as required.

Please note: The non-ongoing vacancy will be offered for an initial period of 13 months.

Eligibility

Desirable qualifications

Bachelor of Science

Notes

The successful applicant must:

- hold a current Apply First Aid Certificate or have the ability to obtain this qualification
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

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To Apply

Position Contact	Lydia Guja, (02) 6250 9471
Agency Recruitment Site	https://awejobs.nga.net.au

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Attorney-General's

Vacancy VN-0687007

Administrative Appeals Tribunal

Closing Date: Thursday 11 March 2021

Registry Operations
Canberra Registry

Job Title	Senior Tribunal Ofcer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$74,130 - \$78,608
Classification	APS Level 5
Position Number	7002680 / 7002548
Agency Website	http://www.aat.gov.au/

Job Description

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

More information about this position, the scope of the role, duties and selection criteria, is contained within the position description for this role, available from the Working at the AAT page of our website, www.aat.gov.au (<http://www.aat.gov.au>)

Duties

We are seeking two Senior Tribunal Officers to provide high level support to Members and Registrars of the Canberra Registry. The role is responsible for providing guidance, training and mentoring to build capability of more junior staff and to ensure effective and efficient support.

The role is also responsible for responding to more complex enquiries from AAT users, parties and their representatives. This involves conducting research, interpreting and applying legislation and exercising sound judgement.

Our ideal candidate has well-developed legal research skills, highly developed liaison and interpersonal skills and can organise and monitor teamwork priorities to meet deadlines.

Eligibility

The AAT generally requires Australian citizenship as a condition of engagement. All employees are required to undertake an Australian Federal Police Check and to undertake a health assessment.

Notes

We currently have a number of positions available, which may be filled on an ongoing or non-ongoing basis. Orders of merit established through this selection process may be used to fill this or future vacancies of a similar nature.

Non-ongoing opportunities will be offered for a specified term of up to 12 months with a possibility of extension.

About the Administrative Appeals Tribunal

The Administrative Appeals Tribunal (AAT) has offices located in all states of Australia and the Australian Capital Territory and provides independent review of a wide range of administrative decisions made by the Australian Government, some non-government bodies and the Norfolk Island Government. On 1 July 2015 the Migration Review Tribunal, Refugee Review Tribunal and Social Security Appeals Tribunal were merged with the AAT. The amalgamated AAT comprises a number of Divisions: Social Services and Child Support, Migration and Refugee, and General and Other. The AAT is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. For more information about the AAT, click on 'learn more' to visit our website.

To Apply

Position Contact	Shari Beaumont, 02 6243 4621
Agency Recruitment Site	https://www.aat.gov.au/about-the-aat/working-at-the-aat

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Attorney-General's

Vacancy VN-0686692

Attorney-General's Department

Closing Date: Wednesday 10 March 2021

Information Division
IABS Cluster

Job Title	Service Desk Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$67,009 - \$72,756
Classification	APS Level 4
Position Number	494815/ID
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

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

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

Duties

Our Opportunity

Role and expectations of the successful candidate:

The APS Level 4, Service Desk Officer is front-line technical support providing rostered telephone and email support as part of the National IT Service Desk during operating hours. On-call and overtime work will be available for the right candidate. The role also provides an opportunity to work closely with office-based staff to ensure that the IT environment supports their demanding, time-critical roles. The position requires the successful applicant to provide technical support, guidance and basic technical training, and represent Information Division within the local office.

The successful applicant may also be required to provide some support to other local offices supported by Information Division.

Key responsibilities include:

- provision of a superior, client-focused, information and technology support service to departmental clients
- logging, responding to, and resolving service requests, information requests, incidents, problems and requests for change from clients, using the Service Management tool
- installing and configuring supported software and hardware
- contributing to the implementation, maintenance and continual improvement of IT Service processes, documentation and other procedures
- adhering to the IT Service Desk Key Performance Indicators and Roster and ensure that service level standards are met
- IT asset management and stock control
- assisting in setup of local IT facilities and meeting rooms
- CD/DVD burning and copying data to or from USB
- providing technical advice and guidance on supported products and services
- contributing to a positive culture that values innovation and ideas
- participating in after-hours support and on-call services roster.

Who are we looking for?

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

Specific requirements of the role:

- Demonstrated experience in the provision of IT support services in a busy and complex environment.
- Demonstrated expertise, or ability to develop expertise, across a range of different IT applications.
- Ability to communicate effectively to a wide range of stakeholders, and represent the division positively.
- Sound judgement in responding effectively to stakeholder needs, including demonstrated attention to detail.
- Management of own time to effectively accomplish tasks and monitor task completion against milestones.
- Effective prioritisation of own work in line with team, division, and departmental objectives.
- Responsibility for seeing own work tasks through to completion.

IT qualifications and/or experience in supporting complex IT environments will be considered favourably.

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

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

As an AGD employee, you will:

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

To see further information regarding our support for our employees, please see our [Workplace Diversity Page](#) .

Eligibility

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

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

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

Notes

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

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

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

About the Attorney-General's Department

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	Moses Choy, 07 3360 5673
Agency Recruitment Site	https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx

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Attorney-General's

Vacancy VN-0686715

Attorney-General's Department

Closing Date: Monday 31 January 2022

Various
Various

Job Title	494816/AGD - 2021 - APS - Attorney-General's Department - Temporary Employment Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Perth WA, Darwin NT, Hobart TAS, Adelaide SA, Brisbane QLD, Melbourne VIC, Canberra ACT, Sydney NSW
Salary	\$47,577 - \$142,728
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	494816/AGD
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

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

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

Duties

Our 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.

The department's key strategic priorities are to:

- Support the Attorney-General as First Law Officer, including by providing high-quality legal services to the Commonwealth.
- Assist the Minister for Industrial Relations to foster and support safe, fair and productive workplaces.
- Promote public-sector integrity and strong oversight of Commonwealth intelligence and law enforcement agencies.
- Support a safe and secure Australia by delivering effective national security and criminal justice legislation.
- Maintain an efficient and effective civil and criminal Commonwealth justice system, and work with international partners to strengthen cooperation and advance law and justice issues.
- Enable a free society with balanced rights, freedoms and responsibilities.

The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor group within the department.

Our future success is dependent on a workforce that is agile, diverse, outward looking, engages more effectively with risk, and responds flexibly to our changing environment.

Temporary Employment Register

The 2021 APS Temporary Employment Register is open for ongoing APS employees to register for a temporary mobility opportunity (Section 26 transfer) with the department by submitting their details and resume using our online recruitment system. The APS Temporary Employment Register enables the department to access appropriately skilled and experienced individuals at short notice for temporary employment opportunities.

You should indicate the areas of work you have expertise and experience in, the areas you are interested in and also your qualifications. Salaries for each classification are available in the Attorney-General's Department Enterprise Agreement, available on the department's website.

If you aren't an ongoing APS employee you may wish to apply for our 2021 - Temporary Employment Register.

Eligibility

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

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.

The preferred applicant must be willing to disclose all relevant and required information.

Notes

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

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To Apply

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

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Attorney-General's

Vacancy VN-0686745

Attorney-General's Department

Closing Date: Monday 31 January 2022

Various
Various

Job Title	2021 Attorney-General's Department - Temporary Employment Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Darwin NT
Salary	\$47,577 - \$142,728
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	494817/AGD
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

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

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

Duties

Our 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.

The department's key strategic priorities are to:

- Support the Attorney-General as First Law Officer, including by providing high-quality legal services to the Commonwealth.
- Assist the Minister for Industrial Relations to foster and support safe, fair and productive workplaces.
- Promote public-sector integrity and strong oversight of Commonwealth intelligence and law enforcement agencies.
- Support a safe and secure Australia by delivering effective national security and criminal justice legislation.
- Maintain an efficient and effective civil and criminal Commonwealth justice system, and work with international partners to strengthen cooperation and advance law and justice issues.
- Enable a free society with balanced rights, freedoms and responsibilities.
- The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration.

The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor group within the department.

Our future success is dependent on a workforce that is agile, diverse, outward looking, engages more effectively with risk, and responds flexibly to our changing environment.

Temporary Employment Register

The Attorney-General's Department Temporary Employment Register is open for candidates to register a general expression of interest (EOI) for employment with the department by submitting their details and resume using our online recruitment system. The Temporary Employment Register enables the department to access appropriately skilled and experienced individuals at short notice for short term employment opportunities.

You should indicate the areas of work you have expertise and experience in, the areas you are interested in, and also your qualifications. Salaries for each classification are available in the Attorney-General's Department Enterprise Agreement, available on the department's website.

If you are a current ongoing APS employee you may wish to apply for our 2021 - APS - Attorney-General's Department - Temporary Employment Register.

Please note, ongoing Attorney-General's Department employees are not eligible for opportunities through the Temporary Employment Register. **Eligibility**

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

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.

The preferred applicant must be willing to disclose all relevant and required information.

Notes

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

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Attorney-General's

Vacancy VN-0686767

Attorney-General's Department

Closing Date: Thursday 11 March 2021

Employee Entitlement Safeguards & Policy
Fair Entitlements Guarantee Assurance and Claims

Job Title	Various Opportunities-Fair Entitlements Guarantee Program
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$74,743 - \$79,254
Classification	APS Level 5
Position Number	494820/EESPD
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

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

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

Duties

Our Opportunities

There are roles available across multiple teams within the Fair Entitlements Guarantee Program, including:

Initial Claim Assessor - FEG Contact & Initial Assessment (FEGCIA)

The FEG Contact & Initial Assessment team (FEGCIA) is primarily responsible for the operation of the FEG Hotline, IP Helpline and initial assessment of FEG claims to determine effectiveness and eligibility under the FEG Act. An Initial Claim Assessor is expected to manage a small team to conduct the initial assessment of claims, involving identifying, applying and interpreting relevant legislation, awards and contracts; as well as liaising with the claimant and the insolvency practitioners.

Claim Assessor - FEG Assessment and Internal Reviews (FAIR)

The FEG Assessment and Internal Reviews team (FAIR) is primarily responsible for assessment of FEG claims and subsequent decision outcomes under the FEG Act. Claim Assessor work involves identifying, applying and interpreting relevant legislation, awards and contracts; as well as liaising with the claimant and the insolvency practitioners. Claim Assessors are responsible for delivering quality and timely outcomes for FEG claimants.

Review Officer - FEG AAT, Litigation and Reviews

The FEG AAT, Litigation and Reviews team is primarily responsible for the administrative review

of decision outcomes under the FEG Act. The work of the team involves identifying, applying and interpreting relevant legislation, awards and contracts; as well as liaising with the claimant and the insolvency practitioner to clarify relevant evidence. The team also works with the Industrial Relations Legal Division in managing applications for external review made to the Administrative Appeals Tribunal.

The main role of a Review Officer is analysing the facts and the applicable industrial instruments to prepare recommendations and decision letters for complex review decision outcomes, and contributing to the broader strategic initiatives of the branch.

Policy Officer - FEG Policy

The FEG Policy team is responsible for: macro-policy development; implementation and legislative review; participation in whole-of-government agendas relevant to the treatment of employee entitlements in insolvency and insolvency law reform; anti-phoenix measures and regulation of company directors and insolvency practitioners; and the production of a range of parliamentary products.

The main role of a Policy Officer is providing rigorous legal policy analysis and advice and contributing to the broader strategic initiatives of the branch.

Learning & Development Officer - FEG Quality, Training & Innovation

The FEG Quality, Training & Innovation team is responsible for designing, developing, and delivering face to face training to FEG staff.

The main role of a Learning & Development Officer is to deliver training to FEG staff. Additionally the role involves assisting with the development of a training strategy; and identifying (or creating) suitable training resource.

The ideal candidate will have experience in the design, development, delivery and evaluation of education and training programs; and a Certificate IV in Training and Assessment (or equivalent) or willingness to undertake this qualification. Experience in the FEG program, or similar programs, would be highly valued.

Quality Checking Officer - FEG Quality, Training & Innovation

The FEG Quality, Training & Innovation team is responsible for implementing a quality checking process across the FEG program, as part of a broader quality management framework.

The role of a Quality Checking Officer is to undertake a range of quality checks on specified elements of the FEG program, using prescribed methods and procedures to ensure quality standards are continuously met. Our ideal candidate will have an eye for detail, the ability adhere to clear processes, good written and verbal communication skills and be able to work both independently and as part of the Quality team. Experience in the FEG program, or similar programs, would be highly valued.

Who are we looking for?

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

Specific requirements of the role:

- Analytical thinking skills and an eye for detail – you will use critical thinking to identify all relevant issues and to quickly identify the relevant evidence required.
- Stakeholder management skills – you will need to be able to communicate effectively with FEG applicants and with other internal and external FEG stakeholders.
- Time management and organisation skills – you will manage a range of tasks including some

with short timeframes.

- Good written communication skills – you will be writing decision outcomes that are well structured and logical in the assessment of the claim and the application of relevant law to the outcome.
- Effectively manage and direct priorities and tasks of team members and provide feedback on performance, as required in some roles.

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

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

As an AGD employee, you will:

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

To see further information regarding our support for our employees, please see our [Workplace Diversity Page](#).

Eligibility

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

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

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

Notes

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

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

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

About the Attorney-General's Department

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To Apply

Position Contact	Joachim Dore, 02 5122 3919
Agency Recruitment Site	https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx

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Attorney-General's

Vacancy VN-0686790

Attorney-General's Department

Closing Date: Sunday 14 March 2021

Various
Various

Job Title	Various Opportunities - Assistant Secretary
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	494818/AGD
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

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

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

Duties

Our Opportunities

AGD is a legal, social and economic policy department at the heart of government.

The department is seeking dynamic senior executives with the ability to drive Australia's industrial relations, legal policy, justice and

public sector integrity agenda, including collaboration with other portfolios.

We are seeking to fill several SES Band 1 roles through the creation of a merit pool to support the future of the department.

As an SES Band 1 you will lead a branch, reporting to the division head, deputy secretary, and Secretary. You will take responsibility for your branch in the effective delivery of key policy and program outcomes, and for ensuring the timely and strategic co-ordination of advice in supporting the Attorney-General and Assistant Minister in meeting the government's policy agenda. You will be responsible for the day-to-day governance of your branch and for building staff capability.

You will need to be a strategic thinker and possess a clear-sighted understanding of Australia's interests. High functioning conceptual, analytical, negotiation and representational skills will be important attributes of the successful candidates.

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.

If you have demonstrated experience in the following areas, we want to hear from you:

- A drive to manage and deliver Australia's law, workplace relations, justice and integrity agendas.
- Take responsibility for the smooth and appropriate delivery of the key policy and program outcomes of their branch.
- Support the Attorney-General and Assistant Minister with timely and strategic co-ordination of advice and service.
- Demonstrate strong conceptual, analytical, negotiation and representational skills.
- Work collaboratively across the department, government and the community.
- Anticipate, plan, engage and respond, fostering partnerships which inform, build and deliver strong business outcomes.

The [SES Performance Expectations](#) provide more detail on the department's capability expectations.

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

As an AGD employee, you will:

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

To see further information regarding our support for our employees, please see our [Workplace Diversity Page](#) .

Eligibility

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

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a minimum of a Baseline level (certain positions may require a higher security clearance). 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, is appropriate to the duties of the

office, or admission in Australia as a legal practitioner.

Notes

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

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

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

About the Attorney-General's Department

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To Apply

Position Contact	Martin Hehir, 02 6141 4200
Agency Recruitment Site	https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx

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Attorney-General's

Vacancy VN-0686791

Attorney-General's Department

Closing Date: Sunday 14 March 2021

N/A
Human Resources

Job Title	Assistant Secretary, Human Resources
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	494819/HR
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

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

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

Duties

Our Opportunity

AGD is a legal, social and economic policy department at the heart of government; driving Australia's industrial relations, legal policy, justice and public sector integrity agenda.

We are seeking an experienced human resources practitioner to lead and champion the work of our proactive, high-achieving and dynamic Human Resources (HR) Branch, to deliver on the strategic priorities and other elements of the AGD Corporate Plan.

The HR branch is made up of five permanent and two temporary sections, each performing different and complex work, with the Assistant Secretary driving one cohesive and inclusive team:

- Performance and Wellbeing Section
- Employee Relations Section
- Workforce Planning and Capability Section
- Recruitment Section
- Departmental Security Unit
- COVID Response Unit
- Mental Health Capability Pilot.

As an SES Band 1, you will be responsible for delivering high-quality strategic and operational HR outcomes across the organisation and play an integral role in ensuring the workforce has the capability and capacity to achieve government's priorities.

You will take responsibility for the branch in the effective and timely development and delivery of key policies, tools and guidance provided to the department and portfolio agencies. Reporting to the Chief Operating Officer (SES Band 2), the Assistant Secretary role also holds a position on many departmental, portfolio and other governing boards, including regular meetings with the Secretary and other senior executive members.

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 in this role, you will need to be a strategic thinker and possess a clear-sighted understanding of Australia's interests. High functioning conceptual, analytical, negotiation and representational skills will be important attributes of the successful applicant.

If you have the following attributes, we want to hear from you:

- Significant experience in effectively leading, influencing and delivering HR strategy to achieve departmental outcomes.
- Outstanding leadership skills and the capacity to contribute at a strategic level to the overall direction of the department.
- The ability to build and motivate a high-performing organisation to best-practice standards.
- A strong results-orientation, resilience and a positive approach to issue resolution.
- Excellent stakeholder management skills and the ability to work collaboratively in partnership with business units and specialist HR areas to provide an exceptional client experience and deliver professional and efficient outcomes.
- Lead by example and strongly demonstrate the APS code of conduct, values, leadership capabilities and the AGD performance expectations.

Qualifications:

Qualifications in human resources, workplace relations, management and any other relevant fields would be advantageous, but are not essential.

The [SES Performance Expectations](#) provide more detail on the department's capability expectations.

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

As an AGD employee, you will:

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

To see further information regarding our support for our employees, please see our [Workplace Diversity Page](#) .

Eligibility

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

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at the Negative Vetting 1 level. The successful applicant must be willing to disclose all relevant and required information.

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

Notes

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

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

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To Apply

Position Contact	Cameron Gifford, 02 6141 3565
Agency Recruitment Site	https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx

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Attorney-General's

Vacancy VN-0686913

Australian Building and Construction Commission

Closing Date: Wednesday 24 March 2021

Sydney
Operations - NSW/ACT

Job Title	Assistant Director - Operations NSW
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$110,035 - \$118,787
Classification	Executive Level 1
Position Number	EXT_018_02/21
Agency Website	https://www.abcc.gov.au/about

Job Description

<https://www.abcc.gov.au/about/careers>

Duties

Be part of something bigger

The role of the Australian Building and Construction Commission (ABCC) is to uphold the law and change behaviour to make the building and construction industry fair, efficient and productive.

Bring your passion and enthusiasm to a role that impacts an industry that is one of the largest contributors to GDP in Australia and provides employment to more than one million people.

Your new role

As part of our NSW Operations leadership team you will oversee investigations, compliance activities and play a crucial role in educating the industry. Working hand in hand with other areas of the Agency, you will assist in tailoring an operational plan based on the needs of the region.

You must be prepared to travel regionally and interstate for a number of weeks for operational training or to assist in other ABCC offices. You must also hold a valid driver's licence.

You will offer a broad skill set, with a proven ability to:

- Work well with change;
- Create and sustain strong working relationships;
- Manage a variety of competing priorities whilst mentoring a small team.

We are looking for a flexible and adaptable leader who is outcomes driven and future focused.

You will also enjoy working in our centrally located office in the Sydney CBD close to transport and Hyde Park.

What's in it for you?

You will be joining an adaptive, high performing and inclusive organisation. Our wellbeing, innovation and engagement index scores are among the best in the Australian Public Service (APS), according to the most recent APS Employee Census.

You will receive exceptional learning and development opportunities, flexible work options including the ability to work remotely, access to an employee benefits scheme, wellbeing initiatives all year round and an attractive base salary of \$110,035 plus 15.4% superannuation.

What are you waiting for?

If this sounds like the perfect opportunity for you, review the candidate information kit on our website for instructions on how to apply.

If you have questions regarding the role, you can contact Roz Pollock, Director – Operations NSW/ACT on (02) 8255 6025 or email recruitment@abcc.gov.au for more information.

Eligibility

To be eligible for employment at the ABCC, you must be an Australian Citizen and agree to pre-employment screening. This may include a criminal history (police) check, health clearances and character checks. Some positions may require additional checks to be performed and require a security clearance.

Notes

About the Australian Building and Construction Commission

To Apply

Position Contact	Roz Pollock, (02) 8255 6025
Agency Recruitment Site	https://www.abcc.gov.au/about/careers

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Attorney-General's

Vacancy VN-0686950

Australian Building and Construction Commission

Closing Date: Wednesday 17 March 2021

Melbourne, Brisbane
Building Code Group

Job Title	Graduate Industry Advice and Support Adviser
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	\$64,298 - \$69,338
Classification	APS Level 3
Position Number	EXT_019_03/21
Agency Website	https://www.abcc.gov.au/about

Job Description

<https://www.abcc.gov.au/about/careers>

Duties

Be part of something bigger

The role of the Australian Building and Construction Commission (ABCC) is to uphold the law and change behaviour to make the building and construction industry fair, efficient and productive.

Bring your passion and enthusiasm to a role that impacts an industry that is one of the largest contributors to GDP in Australia and provides employment to more than one million people.

Your new role

We are offering an exceptional opportunity to a recent graduate that has a keen interest in commencing their career in our recently established Industry Advice and Support Team. This is an exciting opportunity for a highly motivated graduate to make a meaningful contribution to the building and construction industry and assist us in achieving our strategic objectives.

Joining our Building Code Group, you will gain the experience to assist more senior staff in performing a range of functions including:

- Providing advice and assistance to stakeholders via phone
- Responding to written enquiries through online methods
- Using a range of IT systems to maintain the integrity of records by ensuring all data is accurately recorded
- Assisting with managing electronic submissions of forms and correspondence received from external stakeholders
- Providing administrative support and contributing to other team projects as required

You will be working the standard 37.5 hours per week; however, you are required to be flexible and available to work between 7:00am and 7:00pm AEDT (Monday - Friday).

This is a 12-month opportunity, where you will receive extensive support including mentoring and access to learning and development activities. You will also have an opportunity to network with our existing cohort of graduates across different business groups. Being a small agency, you won't be overlooked when you work with us.

If you are looking for a rewarding, entry-level opportunity to grow with a supportive organisation that values its employees, this could be the perfect opportunity for you!

What's in it for you?

You will be joining an adaptive, high performing and inclusive organisation. Our wellbeing, innovation and engagement index scores are among the best in the Australian Public Service (APS), according to the most recent APS Employee Census.

You will receive exceptional learning and development opportunities, flexible work options including the ability to work remotely, access to an employee benefits scheme, wellbeing initiatives all year round and an attractive base salary of \$64,298 plus 15.4% superannuation.

What are you waiting for?

If this sounds like the perfect opportunity for you, review the candidate information kit on our website for instructions on how to apply.

If you have questions regarding the role, you can contact Kate Seymour, Assistant Director, Industry Advice & Support on (07) 3404 4701 or email recruitment@abcc.gov.au for more information. **Eligibility**

Applications are welcome from candidates who have graduated (or are about to graduate) from university with a Bachelor degree within the past two years from the application closing date. This is a full-time position and you must be available to perform the role from either our Melbourne or Brisbane office.

To be eligible for employment at the ABCC, you must be an Australian Citizen and agree to pre-employment screening. This may include a criminal history (police) check, health clearances and character checks. Some positions may require additional checks to be performed and require a security clearance.

Please note:

Successful applicants who complete their fixed-term of 12 months in the graduate role and receive a 'meets expectations' rating towards the end of their term may be appointed to an ongoing APS 4 position on their 12 month anniversary date.

This process may also be used to develop a merit list of suitable applicants for vacancies that may arise over the next 12 months.

Notes

This vacancy has been nominated for filling within the Agencies Graduate program. A graduate program is a structured, on the job program, designed to introduce graduates to an APS organisation. They receive training and development, mentoring and on the job support.

About the Australian Building and Construction Commission

To Apply

Position Contact	Kate Seymour, (07) 3404 4701
Agency Recruitment Site	https://www.abcc.gov.au/about/careers

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Attorney-General's

Vacancy VN-0686984

Australian Financial Security Authority

Closing Date: Wednesday 31 March 2021

Client & Digital Services Division
Statistics and Economics Analysis

Job Title	Director Data Analytics
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT
Salary	\$121,765 - \$144,118
Classification	Executive Level 2
Position Number	30647
Agency Website	https://www.afsa.gov.au/

Job Description

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

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

- Data leader and trusted advisor
- Generate insights to inform financial policy
- Lead a small team to make a big impact

Duties

About the role

The Director Data Analytics will lead AFSA's analytical capability through trusted advice, integrity of data, analysis and statistical modelling to generate data-driven insights on macroeconomic trends. This critical intel supports and informs decision-making by AFSA and key stakeholders across government organisations, academia, private sector and professional bodies. This work directly serves the Australian economy through regular release of personal insolvency and personal property securities data and insights to influence policy and achieve financial outcomes.

As a:

- trusted advisor to AFSA's Chief Executive and AFSA's Management Board, you will provide macroeconomic and statistical intelligence to enhance our forecasting ability and decision making
- thought leader, you will represent AFSA in statistical and economic communities of practice to provide contemporary insights into best practice modelling and analytics

About you

To be successful in this role you will have:

- demonstrated success applying your expertise in macroeconomic analysis and modelling, ideally within the financial services sector
- exceptional communication and analytical skills, with a track record of interpreting and illustrating data and insights in innovative ways to diverse audiences
- high level consultancy and advisory skills, to inform and influence policy debates and outcomes
- established credibility and networks as a statistician or macroeconomic analyst in both, domestic and international forums
- qualifications in statistics

Why AFSA

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

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

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

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

The successful applicant must have, or be willing to undergo a security clearance to the level of Negative Vetting 1 level as a condition of employment.

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

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

Notes

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

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

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

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

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

About the Australian Financial Security Authority

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

To Apply

Position Contact	Peter Edwards, 0423 845 162
Agency Recruitment Site	https://www.afsa.gov.au/about/careers/current-vacancies

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Attorney-General's

Vacancy VN-0686997

Comcare

Closing Date: Thursday 18 March 2021

Regulatory Operations Group
Risk and Analysis Team

Job Title	Assistant Director, Intelligence and Data Analysis
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Newcastle NSW, Darwin NT, Launceston TAS, Adelaide SA, Perth WA, Brisbane QLD, Sydney NSW
Salary	\$107,001 - \$127,496
Classification	Executive Level 1
Position Number	00941
Agency Website	

Job Description

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

The Risk and Analysis team is responsible for reporting and analysing Work Health and Safety (WHS) data, responding to internal information requests and analysing intelligence to inform our regulatory activity.

The team is also responsible for the management and initial assessment of WHS incident notifications and the operation of the WHS Helpdesk for the jurisdiction. The team also delivers a range of statutory authorisation and licencing services.

Risk and Analysis's Intelligence and Data function produces intelligence and data analysis for a variety of proactive and reactive purposes ranging from single employer reports to reports on industries involving multiple employers or specific risks and harm in the jurisdiction.

The Intelligence and Data unit also maintains the Regulatory Risk Model, Jurisdictional Information Register and Intelligence Database - a compilation of the data and intelligence products developed to support the activities of the group.

Duties

The Assistant Director, Intelligence and Data Analysis provides expert advice on intelligence and data extraction and analysis, along with policy, legislation, systems and processes while promoting and managing complex relationships with internal and external clients, stakeholders and service providers. The Assistant Director, Intelligence and Data Analysis will research, analyse, review and evaluate programs, implement policies, procedures and processes and initiate and drive continuous improvement and change.

The position involves the management of a geographically dispersed team of intelligence and data analysts. It requires an in-depth knowledge of Comcare's information management systems, and the methodologies to extract, analyse and report on data.

Desirable Qualifications/Experience

- Certificate IV in WHS
- Practical working knowledge of the *Work Health and Safety Act 2011*

Eligibility Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Jason Briggs, 07 3303 0018
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0687002

Comcare

Closing Date: Thursday 18 March 2021

Regulatory Operations Group
National Operations Team

Job Title	Senior Auditor
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Melbourne VIC, Sydney NSW, Canberra ACT, Newcastle NSW
Salary	\$86,514 - \$96,000
Classification	APS Level 6
Position Number	03050
Agency Website	

Job Description

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

The National Operations team is responsible for supporting the objective of Comcare and the Regulatory Operations Group to be a nationally consistent, risk-based WHS regulator by ensuring the delivery of effective, consistent and targeted national regulatory operations to organisations within the Comcare Scheme.

The team is responsible for managing, monitoring and reporting on compliance of WHS Management System Audits, WHS Undertakings, major hazard facilities and hazardous chemicals and Health and Safety Representative and Entry Permit Holder Training requirements in line with the *Work Health and Safety Act 2011* (WHS Act).

The team also has centralised oversight of investigations and investigation procedures and capability and assist with the coordination of proactive regulatory programs and regional engagement plans.

National Operations conduct audits as part of the group's regulatory oversight of the jurisdiction, in line with Comcare's Compliance and Enforcement Policy.

The primary role of Regulatory Operations Groups compliance audits is to ensure all workplaces comply with the *Work, Health and Safety Act 2011* (WHS Act). WHS system audits measure the effectiveness of the auditee's WHS Management System and conformance is measured using the National Audit Tool.

Duties

The Senior Auditor conducts audits that contribute to improved WHS performance across the jurisdiction and improved safety outcomes for workers, by identifying WHS Management System Deficiencies and providing support, education and guidance and to stakeholders as they progress by monitoring corrective actions to completion.

Qualifications/Experience

Mandatory

- Audit qualifications (Lead Auditor and Audit WHS systems) and/or experience
- Demonstrated knowledge of *Work Health and Safety Act 2011* (WHS Act)

Desirable

- Certificate IV Workplace Health and Safety

Eligibility Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Christian Hesse, 03 9627 5408
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0686828

Commonwealth Ombudsman

Closing Date: Monday 15 March 2021

Various
Various

Job Title	Director
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT
Salary	\$121,027 - \$137,179
Classification	Executive Level 2
Position Number	Multiple
Agency Website	https://www.ombudsman.gov.au/

Job Description

<https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies>

Overview

The Office is looking to fill several existing and expected vacancies at the Director level. These roles are in positions responsible for delivering operational and strategic outcomes for the Office. We are seeking strong leaders and highly capable managers to lead high performing teams to deliver our Office's outcomes.

Roles may be available in the following Branches:

Branch	Description
Assurance Branch	<p>The Assurance Branch is responsible for the Office's inspection, monitoring and reporting functions with respect to:</p> <ul style="list-style-type: none">• Commonwealth, State and Territory law enforcement and integrity agencies' use of certain covert, coercive and intrusive powers• places of detention under the control of the Commonwealth
Complaints Management and Education Branch	<p>Complaints Management and Education Branch provides a high quality parliamentary complaint resolution and Public Interest Disclosure service. We do this by ensuring we have processes in place that enable us to provide the best possible outcomes and information for our customers, while educating and influencing improvements in public administration.</p>
Corporate Branch	<p>The Corporate Branch provides the Office's corporate functions, including Human Resources, Finance, Corporate governance, ICT, Legal, Communications, and property functions.</p>
Industry Branch	<p>Industry Branch is responsible for consumer complaints involving domestic and international students, private health insurance and postal deliveries.</p>
Strategy Branch	<p>Strategy Branch is responsible for identifying and monitoring trends and emerging issues in government agencies and conducting own motion investigations in line with the Office's priorities to systematically improve public administration.</p>
Program and Delivery Branch	<p>Program Delivery Branch receives, assess and responds to reports of serious abuse within the Australian Defence Force and delivers the Restorative Engagement Program.</p> <p>The Branch also performs the ACT Ombudsman functions.</p>

Duties

In our Office you will

1. Lead and manage a team responsible for delivering one of the functions of the Office.
2. Adopt a strategic, focused approach to the identification of emerging trends and systemic issues arising from investigations and oversight functions, including the identification and implementation of possible solutions.
3. Provide timely, evidence based, and well researched technical or specialist advice to the Executive and other officers on matters that may arise from undertaking the functions of the Office.
4. Engage with stakeholders, including representing the Office at meetings and conferences.
5. Lead major projects and oversight functions including producing reports incorporating recommendations for change and improvement.
6. Contribute to the Office's business objectives and to continuous improvements within the workplace.

Our Ideal Candidate

The successful candidate will have broad experience in program management, policy implementation, integrity functions, service delivery, or similar. Candidates should enjoy working in a small agency and in a

team environment.

You should have:

- experience leading and managing people to create a shared sense of team purpose, build capability and effectively manage change
- proven ability to communicate with influence, negotiate strategic outcomes and manage stakeholder relationships, including across a geographically dispersed network
- a proven record of timely delivery and a focus on outcomes
- proven ability to positively contribute to broader organisational goals

Eligibility

Eligibility

The successful candidate must:

- be an Australian citizen
- have the ability to obtain and maintain a security clearance at a level appropriate to the position offered. The level of the security clearance will be dependent upon the requirements of the position.
- Some roles may require the successful candidate to undergo a pre-employment psychological assessment as part of this selection process.

Notes

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

About the Commonwealth Ombudsman

About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • Provide assurance that the Australian Government entities and prescribed private sector organisations that the Office oversees, act with integrity and treat people fairly. • Influence enduring systematic improvement in public administration in Australia and the region. The Office delivers on our purpose through complaint-handling, conducting investigations, performing audits and inspections, encouraging good public administration practices, and discharging specialist oversight tasks. The Office influences improvement in public administration in the Pacific region and Indonesia through collaboration with partner entities. The Commonwealth Ombudsman performs the following specialist roles: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	Human Resources Team, human.resources@ombudsman.gov.au
Agency Recruitment Site	https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies

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Attorney-General's

Vacancy VN-0686831

Fair Work Commission

Closing Date: Sunday 14 March 2021

APS
Enabling Services Communications, Performance and Engagement

Job Title	Director – Communications, Performance and Engagement
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC
Salary	\$123,189 - \$144,171
Classification	Executive Level 2
Position Number	3500
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

The Director will operate under broad direction and draw on significant public sector knowledge and experience and a sophisticated understanding of workplace relations to influence and set the strategic direction for the Communications, Performance and Engagement Team. They will translate strategy into operational goals and standards, create plans, provide expert advice, make decisions based on professional judgement, and have demonstrated experience in achieving results and business process improvement.

The Commission is transforming the way it informs and assists those who use its services through applying plain language, user experience, design thinking, behavioural insights and technology. Working with a high level of autonomy, the Director will lead a high performing team to support this critical transformation and deliver core Commission services.

The Director will bring a sophisticated approach to performance improvement through proactive analysis and reporting of Commission data, informed by a deep understanding of the relationship between data, tribunal processes and performance. They will initiate, establish, and maintain strong relationships with key internal and external stakeholders, capitalising on the knowledge within the organisation as well as consulting externally where appropriate, to drive and implement a culture of change and continuous improvement.

The Director will coordinate and support the Commission's strategic engagement with its external stakeholders, including employer organisations, unions, and the media, and play a key role in the Commission's interactions with other government institutions and the Australian Parliament. They will communicate with influence by anticipating and adapting messages to their target audience, gain stakeholder support through persuasive negotiation and be able to identify common ground to facilitate agreement and acceptance on highly complex and/or sensitive matters.

Duties

1. Lead the Commission's work to provide accessible, consistent, and accurate information resources to employees, employers, and their representatives to ensure they are able to meaningfully engage with Commission services.
2. Build team capabilities by providing leadership to team members, including setting the strategic direction of work priorities, monitoring workflows and resources, developing, coaching, and mentoring staff, resolving conflict, and managing performance.

3. Identify, analyse, and draw on contemporary public sector thinking, research, and emerging technology, to improve understanding and access to Commission services.
4. Develop and implement extensive and collaborative consultation processes, involving internal and external stakeholders to ensure that information resources developed are accessible, responsive, high quality, and focus on client needs.
5. Oversee the Commission's media relations, including managing responses to media queries and preparation of media releases.
6. Lead the preparation of briefings, submissions, and other materials to support the Commission's participation in Senate Estimates, parliamentary inquiries, and other Government processes.
7. Undertake reporting and analysis of tribunal data to support performance improvement and provide authoritative, practical, and impartial advice as required.
8. Build and sustain productive and influential relationships with a network of key stakeholders to facilitate cooperation and ensure high quality support and services are delivered, objectives achieved, and future needs addressed.
9. Participate in the Commission's Senior Management Group and the Branch leadership team, actively contributing to corporate management and related statutory responsibilities including strategic planning, reporting, corporate and budgetary tasks to deliver organisational outcomes and deliverables.
10. Perform other duties as directed.

Eligibility

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

Notes

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

A merit pool of suitable applicants may be created from this process and will be active for 12 months from the date of this advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

Non-ongoing vacancies may be filled up to 18 months with the possibility of a further extension (up to a total period of 3 years) or becoming ongoing.

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

About the Fair Work Commission

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

To Apply

Position Contact	Murray Furlong, (03) 8656 4700
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0686960

Fair Work Commission

Closing Date: Thursday 18 March 2021

APS
Tribunal Services

Job Title	Assistant Advisor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC
Salary	\$69,510 - \$75,433
Classification	APS Level 4
Position Number	3909
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

Description of Branch

The Tribunal Services Branch provides research, project management and administrative support to Commission members. Staff members coordinate the day-to-day support in Members' Chambers, undertake specialist workplace relations and economic research and assist with managing large statutory reviews of modern awards and the minimum wage. In addition, they perform analysis of draft enterprise agreements and provide research for individual Members.

Description of Role

The Assistant Advisor assists the Director and other team members in providing advice, support and assistance to Commission Members, the General Manager, the Delegate, registered organisations, Commission clients and practitioners on matters relating to the Fair Work

(Registered Organisations) Act 2009 and right of entry provisions of the Fair Work Act 2009.

Duties

1. Support the Director, the Delegate and other team members in providing advice, support and assistance to internal and external clients in relation to registered organisation matters, in particular right of entry and rules.
2. Process matters that are lodged with the Commission by registered organisations, particularly matters concerning right of entry, including advising organisations whether legislative requirements have been met.
3. Provide advice and assistance to registered organisations in understanding and meeting their regulatory obligations. Assist the team in preparing and providing written materials and other information regarding legislative obligations.
4. Assist with research on matters relating to registered organisations and relevant legislation and help to draft findings.
5. Provide administrative support to team members as required.
6. Draft documents such as briefing notes, memoranda, and correspondence.
7. Develop and maintain working relationships with a range of key internal and external stakeholders.
8. Use the Commission's record management, filing and reporting systems to maintain records, manage documentation, manage workflow, and collate reports.
9. Other duties as directed by the Delegate and/or the Director.

Eligibility

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

Notes

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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.

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To Apply

Position Contact	Rebecca Lee, (03) 8656 4691
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0686848

Fair Work Ombudsman and Registered Organisations Commission Entity

Closing Date: Monday 22 March 2021

Corporate
People

Job Title	Assistant Director - Diversity & Inclusion
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Wagga Wagga NSW, Orange NSW, Newcastle NSW, Coffs Harbour NSW, Sydney NSW, Canberra ACT, Darwin NT, Bunbury WA, Perth WA, Warrnambool VIC, Traralgon VIC, Bendigo VIC, Melbourne VIC, Launceston TAS, Hobart TAS, Mount Gambier SA, Adelaide SA, Toowoomba QLD, Rockhampton QLD, Surfers Paradise QLD, Cairns QLD
Salary	\$110,468 - \$119,219
Classification	Executive Level 1
Position Number	21/016EA
Agency Website	http://www.fairwork.gov.au

Job Description

<http://www.fairwork.gov.au/careers/current-vacancies>

Duties

The Fair Work Ombudsman (FWO) was established by the Fair Work Act 2009. Our role is to promote harmonious, productive and cooperative workplace relations and ensure compliance with Australian workplace laws. We are proud of the work that we do in the regulatory space and our services are free to all workers and employers in Australia. We offer competitive salaries and working conditions.

We are seeking exceptional candidates to fill the role of Assistant Director – Diversity & Inclusion in our People branch.

This is a newly created position and provides an amazing opportunity to help establish and drive the diversity and inclusion agenda at our agency. The position requires an understanding and awareness of diversity and inclusion issues and best practice. You must be dedicated to cultural understanding and be passionate about workplace equality, diversity and inclusion.

Reporting to a Director, you will lead the agency response to The Commonwealth Aboriginal and Torres Strait Island Workforce Strategy 2020-24, initially focussing on establishing cultural integrity and culturally-safe work spaces, and progressing the FWO Reconciliation Action Plan (RAP) 2020-22. You will also manage a small team and oversee the wider diversity and inclusion function for the agency focussing on gender equality and supporting employees who identify as LGBTIQ, having disability and being Culturally and Linguistically Diverse (CALD).

Selection Criteria

- Communication and influencing skills with the ability to lead conversations about diversity and inclusion issues, including Aboriginal and Torres Strait Island cultural integrity and inclusion.
- Leadership skills to manage, motivate and develop a small team to achieve quality outcomes within tight deadlines.
- The ability to think strategically, exercise sound judgement and engage with risk and data to deliver successful outcomes that contribute to organisational and APS strategies.
- Collaboration skills with the ability to develop and nurture internal and external stakeholder relationships and networks.

Eligibility

Australian citizenship is a requirement for employment at the Fair Work Ombudsman. Further, this position is being recruited utilising Affirmative Measures and is open only to candidates who:

1. are of Aboriginal and/or Torres Strait Islander descent; and
2. identify as Aboriginal and/or Torres Strait Islander; and
3. are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Note: the filling of this vacancy is intended to constitute an affirmative measure under subsection 8(1) of the Racial Discrimination Act 1975. **Notes**

How to Apply

If you are excited about this opportunity at the Fair Work Ombudsman, please address each selection criteria, limiting your response to **no more than 850 words**. Your response can be formatted however you feel will allow you to best present yourself (written paragraphs, graphics, PowerPoint etc).

To submit your application go to Fair Work Ombudsman's online recruitment system
<https://www.fairwork.gov.au/careers/current-vacancies>.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Applications close 11.00pm (AEDT) Monday 22 March 2021

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

About the Fair Work Ombudsman and Registered Organisations Commission Entity

The Fair Work Ombudsman and Registered Organisations Commission Entity (FWOROCE) comprises two independent government bodies: - the Fair Work Ombudsman (FWO), created by the Fair Work Act 2009 (Fair Work Act) - the Registered Organisations Commission (ROC), established under the Fair Work (Registered Organisations) Amendment Act 2016, which began operating on 01 May 2017. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. The ROC is responsible for the regulation and education of registered organisations (unions and employer associations) in Australia. It comprises the Registered Organisations Commissioner and staff assisting the Commissioner who are APS employees employed by the FWO. Please visit the ROC website for further information. The FWOROCE provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWOROCE, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, recruitment@fwo.gov.au
Agency Recruitment Site	http://www.fairwork.gov.au/careers/current-vacancies

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Attorney-General's

Vacancy VN-0686823

National Archives of Australia

Closing Date: Friday 12 March 2021

Information and Technology Infrastructure and Technology Operations

Job Title	Assistant Director, System Operations
Job Type	Full-Time, Ongoing
Location	Mitchell ACT
Salary	\$103,030 - \$110,888
Classification	Executive Level 1
Position Number	30632
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/job/495857?lApplicationSubSourceID=>

The Infrastructure & Technology Operations section is responsible for providing advice to National Archives' management on the efficient and effective use of technology and to enable National Archives staff through the provision and support of end user devices. The section also supports infrastructure relocation projects and is responsible for providing data storage infrastructure and managing its availability and capacity to meet business demands.

The Assistant Director, System Operations will provide technical leadership and expertise to improve and maintain the National Archives' ICT services to meet business needs and security requirements. The position is responsible for the management of issues relating to the availability, capacity and performance of ICT systems. The ideal candidate will have a strong technical background as well as the ability to manage and lead a small technical team, in supporting the branch and delivering fit for purpose and well-maintained ICT systems.

Please note this role requires a strong technical background, with experience in a range of technical fields. Staff are expected to maintain their skills and knowledge across current and emerging technology trends.

Duties

Under broad direction the main duties of the role are to:

- Provide technical leadership and expertise to improve and maintain the National Archives' ICT services to meet business needs and security requirements in Windows Server and Virtual Environments (including MS Exchange and VMware).
- Research, plan, review and evaluate project work in order to provide robust, reliable, fit for purpose and well-maintained systems in accordance with the National Archives priorities and the government's Information Security framework.
- Contribute to the management of issues relating to availability, capacity and performance including:
 - Performing proactive maintenance tasks, including system upgrades and security configuration changes.
 - Performing system monitoring and reporting
 - Anticipation of issues

- Lead and manage a small technical team:
 - Providing expert advice and assistance to team members performing technical support for the Archives.
 - Building capability within the team through coaching, providing performance feedback, and encouraging career development.
- Promote and apply the APS and National Archives values and contemporary people management principles and practices in diversity, workplace health and safety and participative management.
- Implement, promote and apply the National Archives' Vision, Mission and Commitments as expressed in The Archives Way.

Eligibility

Eligibility: Applicants must be Australian citizens and be able to obtain and maintain a security clearance to Negative Vetting Level 1 with the ability to obtain Negative Vetting Level 2 or TSPV if required.

Notes

How to apply: Applications must be submitted via our online e-recruitment system. Applicants must in 1000 words or less outline the skills and relevant experience you would bring to this role. Please refer to the position description for this role.

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

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. The Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. The Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Warren Bitner, (02) 6212 3942
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/job/495857?IAApplicationSubSourceID=

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Attorney-General's

Vacancy VN-0686841

National Archives of Australia

Closing Date: Monday 15 March 2021

Corporate Services Corporate Governance & Risk

Job Title	Administration Officer, Governance
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$66,970 - \$72,164
Classification	APS Level 4
Position Number	32573
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/job/495856?|ApplicationSubSourceID=>

The Corporate Governance and Risk (CGR) Section leads activity that enables efficient, effective and ethical corporate governance, sound corporate and strategic business planning, reporting and policy development, and innovative and prudent management designed to deliver good business outcomes, performance improvement, accountability, compliance and reporting for the long-term success of the National Archives of Australia (as a non-corporate Commonwealth entity).

The CGR Section leads and coordinates the National Archives' engagement with integrated risk management, its audit program, responses to and provision of legal services, including for Freedom of Information (FOI), privacy and legislation matters, insurance and compliance, fraud and corruption, and broader coordination and support to a range of National Archives governance committees.

As a key member of the Strategy and Governance team, the Administration officer contributes to the management of priorities for the Section including secretariats, strategic planning and risk management.

Duties

Under general direction the main duties of the role include:

- Assist the branch to provide high-level assistance and advice to the National Archives, in developing, implementing and monitoring the governance, strategy, policy, enterprise risk and compliance frameworks.
- Monitor the corporate governance inboxes and registers.
- Coordinate, report and assist with the management of the National Archives' external feedback process.
- Assist with regular reporting to major enterprise compliance and risk activities such as the annual report and performance reporting.
- Assist with risk management and other governance related activities, as directed.
- Build and maintain effective, professional relationships with relevant internal and external stakeholders.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in The Archives Way.

Eligibility

Eligibility: Applicants must be Australian citizens and be able to obtain and maintain a security clearance to Baseline.

Notes

How to apply: Applications must be submitted via our online e-recruitment system. Applicants must in 500 words or less outline the skills and relevant experience you would bring to this role. Please refer to the position description for this role.

A merit pool may be established to fill similar ongoing and non-ongoing APS4 vacancies should they become available within 12 months from the date advertised. Non-ongoing opportunities may be offered for an initial period of up to 18 months with the possibility of extension (maximum 3 years).

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

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The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. The Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. The Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Stephen Avery, 02 6212 3976
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/job/495856?ApplicationSubSourceID=

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Defence

Vacancy VN-0686895

Australian War Memorial

Closing Date: Sunday 14 March 2021

Public Programs
Public Programs Digital Experience

Job Title	Web Developer
Job Type	Full-Time, Non-Ongoing
Location	Campbell ACT
Salary	\$70,848 - \$75,880
Classification	APS Level 5
Position Number	New Position
Agency Website	https://www.awm.gov.au/get-involved/work-or-volunteer/empl

Job Description

<https://www.awm.gov.au/get-involved/work-or-volunteer/employment>

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

This position works on high-profile projects seen by millions of users every year. Our projects help to engage users with the Memorial's extensive collection, assist in remembrance, and educate about the Australian experience of war and its impact on Australian society. We have a collaborative work environment and this position works closely with the other members of the Digital Experience (DEX) team. Our team consists of a variety of backgrounds and experience levels and includes content producers, designers and developers. The role works across a variety of backend and frontend technologies and frameworks.

Duties

Core Responsibilities

Under the direction of the Lead Developer:

- Assist with maintenance and application updates to the Australian War Memorial's websites.
- Develop enhancements and conduct updates to the staff intranet and other internal applications.
- Provide support to the digital content team in the creation of new content and improvements to existing content.
- Contribute to the development of new web products including online exhibitions, educational content and interactive experiences.
- Work effectively with multiple stakeholders to gather requirements and propose user focused solutions.

Eligibility

Selection Criteria

Essential Criteria:

1. Full-stack development experience. Experience of server-side development in PHP as well as front-end technology such as HTML, CSS and JavaScript.
2. Attention to detail and the ability to produce bug-free code that is maintainable into the future.
3. A user-focused attitude to problem solving.

4. Strong communication skills, both written and verbal and the ability to work efficiently and achieve outcomes.
5. Ability and flexibility to work across multiple projects and ongoing maintenance and provide support to stakeholders.

Desirable Criteria:

Familiarity with the CMS Drupal.

A degree or related qualification in a relevant field.

Notes

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds, experiences, and perspectives. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds and people with a disability. To be eligible for ongoing or non-ongoing employment, Australian Citizenship is required.

Non-Ongoing until 1 April 2022.

For further information on the **position**, please call the **Contact Officer: Tim Siers, 6243 4426**

To Apply

TO APPLY, please visit: <https://www.awm.gov.au/get-involved/work-or-volunteer/employment>

Applications should be submitted in WORD (.doc or .docx) or .PDF by **Midnight (AEST) on 14 March 2021**. If you experience any problems with the application system please contact the Recruitment Team on 02 6243 4234 or email employment@awm.gov.au

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

To Apply

Position Contact	Tim Siers, 6243 4426
Agency Recruitment Site	https://www.awm.gov.au/get-involved/work-or-volunteer/employment

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Defence

Vacancy VN-0686934

Australian War Memorial

Closing Date: Sunday 14 March 2021

Public Programs
Public Programs Communications and Marketing

Job Title	Strategic Communications Manager
Job Type	Full-Time, Non-Ongoing
Location	Campbell ACT
Salary	\$79,351 - \$109,168
Classification	APS Level 6; Executive Level 1
Position Number	60002758
Agency Website	https://www.awm.gov.au/get-involved/work-or-volunteer/empl

Job Description

<https://www.awm.gov.au/get-involved/work-or-volunteer/employment>

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

The Australian War Memorial is currently undergoing the most significant development project since it first opened its doors in 1941. This presents an exciting opportunity for a Strategic Communication Manager to lead the delivery of internal and external communications for the Memorial during a time of change for the organisation.

We are seeking an experienced communications professional to help us deliver a strategy that establishes a strong narrative about the future of the Australian War Memorial, communicate important messages about changes onsite, and to tell compelling stories about the need for the development to a national audience.

The role requires an influential and strategic thinker with strong written and verbal communication skills, with hands-on approach developing communication strategies and materials for a variety of channels and audiences. Experience managing media issues and/or social media issues will be highly regarded.

The Australian War Memorial has a range of passionate stakeholders, including up to one million visitors annually, veterans, school students and teachers, Memorial staff and volunteers, military history groups and the general public.

Therefore the successful candidate will need to possess strong stakeholder management skills and an ability to tailor communication activities to suit diverse audiences.

This position will report to the Head of Communications and Marketing, and work closely with the Development Executive Project Director and supporting teams, to deliver accurate, timely, effective, and targeted internal and external communication and stakeholder engagement activities.

Duties

Under broad direction the Strategic Communication Manager will:

- Implement the strategic communications and engagement plan to support the Memorial's Development, ensuring all messaging aligns with the strategic objectives of the program

- Proactively engage internal and external stakeholders to gather information, prepare communication materials including media, advertising and associated collateral, and provide status updates on communication activities;
- Provide recommended responses and briefs for media enquiries, social media, and support internal communications messages relating to the Memorial Development
- Continually evaluate the effectiveness of communication activities and regularly report performance to the Memorial's Executive.
- Coordinate administration functions as required to support the Memorial's Development Strategic Communications and Stakeholder Engagement Working Group
- Perform day-to-day communications and stakeholder engagement functions as required by the Memorial.

Eligibility Notes

Non-Ongoing position for 18 Months

The successful applicant will be appointed to the level most suited to their experience and job relevant skills.

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds, experiences, and perspectives. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds and people with a disability. To be eligible for ongoing or non-ongoing employment, Australian Citizenship is required.

For further information on the position, please call the **Contact Officer: Jillian Marsh, 6243 4383**

To Apply

TO APPLY, please visit: <https://www.awm.gov.au/get-involved/work-or-volunteer/employment>

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About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

To Apply

Position Contact	Jillian Marsh, 6243 4383
Agency Recruitment Site	https://www.awm.gov.au/get-involved/work-or-volunteer/employment

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Defence

Vacancy VN-0685802

Department of Defence

Closing Date: Friday 12 March 2021

Capability Acquisition and Sustainment Group
Ships

Job Title	Acceptance Manager WA
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	\$103,994 - \$117,305
Classification	Executive Level 1
Position Number	CASG/00304/21
Agency Website	

Job Description

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

Duties

The Role

The key responsibilities for the Acceptance Manager WA are:

- Manage direct reports of the Certification Specialist plus the Waivers and Deviations Coordinator positions
- Amalgamate data and reports from the ship designer, ship builder and other NCB personnel into the certification tracking database to give justified confidence towards ship acceptance
- Liaise with the relevant Navy stakeholders to deliver their certification requirements such as, but not limited to, Aviation Facilities Certificate and Explosive Ordnance Storage
- Liaise with the nominated Class Society for Certificate of Construction and applicable SOLAS and MARPOL statutory certificates
- Investigate and report risks to certification plus develop and implement recommendations to deliver improvements within continuous shipbuilding
- Establish and implement a system to control and report waivers and deviations of build quality to stakeholders such as SEA1180 Project Office
- Coordinate activities with Navy Test and Evaluation Authority, Project Office and other organisations involved in the test and evaluation program

About our Team

The Naval Construction Branch (NCB), part of the Capability Acquisition and Sustainment Group (CASG), is accountable to the First Assistant Secretary Ships (FAS Ships) for the construction build assurance, test & evaluation and acceptance of all Naval vessels built at the Osborne Naval Shipyard (SA) or in the Henderson Naval Precinct (WA). The long-term, continuous build program outlined in the Commonwealth Government's Naval Shipbuilding Plan of 2017 requires Defence to introduce a new approach to waterfront management of ship and submarine construction and that is why NCB is inviting applications from talented, motivated and skilled people to drive this critical national agenda.

The Deputy Acceptance Manager WA will be required to work in a complex operating environment in Henderson WA as part of the NCB, which is headquartered in Adelaide. The position supports the implementation and delivery of continuous shipbuilding and is an integral part of the Technical area within NCB with the opportunity to provide Government oversight in ship construction, test & delivery. The position is accountable for leading the build quality acceptance function within the Henderson team, providing certification, waivers and deviations and formal acceptance of the shipbuilding product during its construction.

Our Ideal Candidate

To succeed in this role you must have personal drive and integrity with the ability to:

- build a collaborative team environment that provides services and outcomes consistent with the organizations operating model with a focus on achieving business objectives.
- lead the development and implementation of strategic initiatives that support the organizational operating model.
- influence the strategic focus of the organization through effective leadership.
- set high standards of performance by defining and delegating clear levels of responsibility and accountability.
- support the NCB leadership team by monitoring and effectively reporting the progress of assigned tasking in a timely manner

Eligibility

Bachelor of Engineering from an Australian Institution or a qualification gained elsewhere that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer OR tertiary qualifications or relevant experience in Marine Engineering in certification and delivery of ships for a minimum of 5 years

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Malcolm Waugh, 0407 838 621
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Department of Defence

Closing Date: Friday 12 March 2021

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Government Special Access Program (SAP) Security Officer (GSSO)
Job Type	Full-Time, Ongoing
Location	Williamstown NSW
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	CASG/00584/21
Agency Website	

Job Description

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

Duties

The Role

As the critical security enabling role within ACSPO, the Government Special Access Program (SAP) Security Officer (GSSO) is responsible for providing operational and tactical SAP security governance, management and advice.

The GSSO works under the broad direction of the ACSPO Security Manager, with opportunity for reasonable autonomy and accountability for the achievement of their required outcomes. The GSSO will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. The GSSO will provide detailed technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

The GSSO will be accountable, under limited direction, to perform and achieve complex SAP and collateral security work within an integrated workforce. The GSSO will be responsible to ensure they have knowledge of and ensure ACSPO's compliance with Australian and United States SAP policy requirements, the Defence Security Policy Framework, the Protective Security Policy Framework and relevant Australian government legislation.

The GSSO will understand all of the requirements for working in a highly classified environment as well as experience in managing a highly classified facility and capability. Accordingly, the GSSO will be accountable for the ACSPO Zone 5 on a day-to-day basis, leading the ongoing management and upkeep of this zone and its accreditation. Additional responsibilities will also include developing, implementing and managing the ACSPO SAP Security Standing Orders, conducting routine and ad hoc security governance activities, facilitating SAP security education and awareness programs, and reporting and investigating security incidents.

The GSSO will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex or sensitive SAP security issues. The GSSO will be required to identify, anticipate and respond to stakeholder needs and expectations to help ACSPO develop and maintain an F-35A security framework that meets Australian and global F-35 program requirements. The GSSO will be accountable to contribute towards ongoing self-improvement and professional development.

The GSSO will be required to perform regular and ongoing out-of-hours restriction duty as detailed in the Defence Enterprise Agreement 2017-2020, Part E 14.1 - 14.5. The out-of-hours restriction duty will be comprised of a minimum one week, but no more than two weeks per calendar month.

About our Team

ACSPO is a directorate in CASG, within the Department of Defence. ACSPO is the in-service support agency for the Australian F-35A Lightning II Air System. ACSPO engages with local, regional and international enterprise partners and suppliers of the F-35 Global Program; consisting of both foreign governments and industry, to provide sustainment support for the Capability Manager, the Royal Australian Air Force. ACSPO is a directorate in CASG, within the Department of Defence. ACSPO is the in-service support agency for the Australian F-35A Lightning II Air System. ACSPO engages with local, regional and international enterprise partners and suppliers of the F-35 Global Program; consisting of both foreign governments and industry, to provide sustainment

support for the Capability Manager, the Royal Australian Air Force.

The primary focus for ACSPO is governing across the Australian F-35A Air Combat Capability; including the ongoing management and continuous improvement of the various governance frameworks, processes and procedures in order to provide leading aviation asset management. Accepting transition of the remaining governance and asset management functions from the F-35A acquisition organisation also remains a priority for ACSPO.

The primary focus for ACSPO is governing across the Australian F-35A Air Combat Capability; including the ongoing management and continuous improvement of the various governance frameworks, processes and procedures in order to provide leading aviation asset management. Accepting transition of the remaining governance and asset management functions from the F-35A acquisition organisation also remains a priority for ACSPO.

Our Ideal Candidate

We are looking for someone with initiative, strong organisational skills and the ability to respond appropriately to pressures and changing priorities. This person will also have excellent interpersonal skills, and a passion for providing and executing efficient and effective security management practices and procedures.

The need to be flexible, adaptable, innovative, driven to succeed and confident in your abilities to work unsupervised and autonomously is critical to your success as the ACSPO GSSO Officer. Your willingness to support and assist other team members with tasks and activities outside your expertise; along with the ability to solve complex problems, are also professional attributes you must possess to be successful at integrating into the high performing lean team of ACSPO.

You will exercise absolute probity and sound judgement at all times and engender a more inclusive and capable organisation, where people can contribute and reach their potential.

Local, regional and international stakeholder engagement is a core aspect of the role. As such you must be adept at communicating effectively and with influence, to work collaboratively with stakeholders on complex and sensitive security matters and to represent the organisation with confidence and self-assurance.

Eligibility

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

Notes

About the Department of Defence

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To Apply

Position Contact	Timothy O'Donnell, 02 4077 9790
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686698

Department of Defence

Closing Date: Friday 12 March 2021

Capability Acquisition and Sustainment Group
Program Performance

Job Title	Assistant Director Agency Agreements
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$103,994 - \$117,305
Classification	Executive Level 1
Position Number	CASG/00691/21
Agency Website	

Job Description

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

Duties

The Role

The advertised role is responsible for managing the CASG Agreements function. This involves coordination and oversight of all Material Acquisition Agreements, Material Sustainment Agreements and the associated product schedules. The ability to negotiate outcomes between a diverse range of stakeholders to ensure new agreements are signed in a timely manner, the rolling program of review for extant agreements is met and the timely closure of agreements once the project has delivered is key to being successful in this role.

The role requires organisation and stakeholder management skills, adaptability and attention to detail. The role requires an energetic self starter who can manage a small team with a level of autonomy commensurate with being an EL1.

About our Team

DPAA plays a key role in the governance and assurance functions for CASG across the Capability Life Cycle. In addition to the agreements function the section also includes the Major Program Control Function, the Strategic Reporting Function and the coordination and production of the Major Projects Report for the JCPAA.

The synergies in having these functions together is integral to CASGs ability to govern and assure project and sustainment activities across the Capability life cycle.

Our Ideal Candidate

The ideal candidate will be organised and self motivated. They will have excellent attention to detail and be able to innovate as the agreements function and role evolves along with the Capability LifeCycle reform as well as any changes that may flow from the Defence Transformation Strategy.

They will have very strong negotiation and stakeholder management skills, be able to prioritise effort across a broad portfolio of activity and manage deadlines.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Peter Etherington, 02 5108 5880
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686714

Department of Defence

Closing Date: Friday 12 March 2021

Defence Intelligence Group
Intelligence Capability Division

Job Title	Assistant Director Intelligence Enterprise Capability Coordination; Assistant Director Intelligence Mission Data (IMD) Support and Coordination
Job Type	Full-Time, Ongoing
Location	Canberra Airport ACT, Russell ACT
Salary	\$103,994 - \$117,305
Classification	Executive Level 1
Position Number	DIG/00733/21
Agency Website	

Job Description

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

Duties

The Role

The Intelligence Capability Integration Branch in the Intelligence Capability Division (ICD) is seeking a number of suitable candidates to fill critical positions within the branch's Intelligence Enterprise Capability Coordination (IECC) team and the Intelligence Mission Data (IMD) Support and Coordination team and the Joint Targeting team.

We are looking for smart, outgoing analysts who excel at engaging with a broad group of stakeholders. You will use your skills to identify and define intelligence and IMD requirements, and provide strategic and operational advice to the ICD Senior Executive.

About our Team

IECC is the interface between the Integrated Investment Program and the Defence Intelligence Group (DIG). The team works with major Defence projects to identify and define the intelligence support required by projects to deliver Defence capability effects, and the DIG's ability to provide that support. IECC also provides direct advice and support to the Chief of Defence Intelligence and Head Intelligence Capability relating to Defence Intelligence equities in the IIP and support required from the DIG to support IIP projects.

The IMD Support and Coordination Team is responsible for the improvement, sustainment and coordination of IMD equities across the Australian Defence Force, Defence Intelligence Agencies, international partners and Industry stakeholders. The team is responsible for managing and maintaining the governance function of Defences IMD Enterprise, including coordinating requirements management, engagement with production leads and enabling dissemination of IMD for operational users.

The Joint Targeting Team is responsible for the management, sustainment and coordination of target intelligence and joint targeting enterprise equities across the Australian Defence Force, Defence Intelligence Agencies, international partners and Industry stakeholders. The team is responsible for managing the governance and coordination of capability management functions across the Defences Targeting Enterprise, including coordinating capability requirements management for the targeting enterprise, capability management of target intelligence, and advice to Chief of Defence Intelligence and Head Intelligence Capability relating to Defence targeting and target intelligence equities in the IIP.

Our Ideal Candidate

You will need to be an excellent critical thinker; a confident manager of a broad set of stakeholders; an advocate for the ICD; and comfortable working with various areas within Defence, the National Intelligence Community and our international partners.

You will be accountable to plan, lead and manage a range of resources and exercise the associated people and financial responsibilities to achieve business outcomes. You will take the initiative for achieving outcomes, progressing work, reviewing individual, team and business performance and focusing on identifying opportunities for continuous improvement. You will work independently and set team priorities that align with strategic objectives and communicate the expected outcomes.

Eligibility

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

Notes

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To Apply

Position Contact	Name Withheld, ici.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686749

Department of Defence

Closing Date: Monday 15 March 2021

Defence People Group
Head People Capability

Job Title	Family Liaison Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$60,422 - \$66,575
Classification	APS Level 3
Position Number	DPG/00820/21
Agency Website	

Job Description

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

Duties

The Role

As a Family Liaison Officer you will be an integral part of the DCO Canberra team and be at the forefront of helping Defence families connect and engage with their wider community and families.

The Family Liaison roles include:

- Organising and facilitating social functions to promote networking amongst Defence families and the wider community
- Promoting DCO programs and events
- Providing information and advice about local community resources and services
- Participating in Command and Unit facilitated social events and functions for families
- Building knowledge of community services and engaging with service providers to inform them of the needs of defence families

About our Team

Defence Community Organisation (DCO), soon to be renamed Defence Member and Family Support Branch, offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage military life

DCO supports Defence families' self-reliance and increases the capacity of the wider community to support the needs of Defence families.

The Family Liaison Officer will work collaboratively within our team that consists of Defence Social Workers, Military Support Officers and Educational Liaison Officers.

Our Ideal Candidate

Our Family Liaison Officer needs to:

- Have Excellent communication skills
- Be organised
- Be able to coordinate and manage functions and events
- Be innovative and use initiative
- Understand confidentiality
- Be able to work as part of a team

Eligibility

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

Notes

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To Apply

Position Contact	Mallika Moke, 0419 842 042
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686770

Department of Defence

Closing Date: Friday 12 March 2021

Defence People Group
Head People Capability

Job Title	HR Information Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra Airport ACT
Salary	\$75,109 - \$93,993
Classification	APS Level 5;APS Level 6
Position Number	DPG/00843/21
Agency Website	

Job Description

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

Duties

The Role

The successful candidate will be able to appropriately manage information and data in accordance with organisational policies relating to information security and privacy, and support others in the Department to do the same. In addition, the successful candidate will be contributing to the development of business processes that reflect improved information and data management practices, including the facilitation of HR Data Management Agreements, provision of HR Data Quality Services, liaison with internal and external requesters of Department of Defence People Data and provide support to the HR Information Steward role.

This role will also provide support in the implementation of the departmental Enterprise Information Management and the Enterprise Resource Planning programs of work.

About our Team

The Directorate of Workforce Information is the central business entity responsible for the Human Resource Data Warehouse, and the attendant provision of HR data and information for use across the Defence Enterprise. The Directorate provides the Enterprise's workforce data analytics capability and is a specialist provider of workforce information.

Our Ideal Candidate

As the ideal candidate you will be a self-motivated independent individual who will work collaboratively to achieve team and Divisional objectives that demonstrates initiative to shape and design new products to achieve the team objectives.

You will be able to earn the trust of a range of stakeholders by demonstrating your commitment to data accuracy, traceability, repeatability and adhering to data work standards and methodologies.

Eligibility

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

Notes

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

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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	Cintia Kaul, 02 5109 9645
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686776

Department of Defence

Closing Date: Wednesday 17 March 2021

Chief Information Officer Group
ICT Operations Division

Job Title	ICT Infrastructure Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$103,994 - \$117,305
Classification	Executive Level 1
Position Number	CIOG/02871/20
Agency Website	

Job Description

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

Duties

Your Role

The Service Monitoring and Reporting Directorate (SMRD) is seeking an EL1 ICT Infrastructure Manager to lead its team of ICT engineers. We are looking for a Team Leader to take responsibility for the Business and Technical aspects of the Directorate's Infrastructure fleet, who will have the ability to think strategically and communicate with both technical and non-technical people.

You will report directly to the Monitoring and Reporting Director and be responsible to sustain an ICT environment including

complex Server, Storage and Network technology. You will deliver projects in accordance with Defence policy and provide professional advice on complex infrastructure issues. You will be involved in stakeholder engagement, including managing expectations and ensuring delivery of services to meet their requirements.

The successful candidate will drive the future design and delivery of infrastructure solutions to meet expected capability, as well as keeping pace with the changing technological environment to ensure stakeholder needs are met

About our Team

SMRD's role is to support Operations and Governance through the provision of end to end monitoring, reporting and targeted analysis services to the Department.

Specifically SMRD provides the Department with situational awareness of ICT services by reporting performance and the impact of unplanned events and planned changes to Defence's Single Information Environment. SMRD delivers this outcome by monitoring and analysing ICT system data and providing dashboards and reports to the Executive and Defence operations to support decision-making, including: resolving ICT performance root causes; ICT governance integration and contract management; and near real time ICT situational awareness.

SMRD supports the Department through the provision of the following capabilities:

- End to End Monitoring and Reporting capabilities;
- Provision by exception specialised platform hosting services in support of Defence business;
- Provision of an enterprise data warehouse capability;
- Delivery of analysis in support of major ICT business issues, and service management incident / problem investigations.

Our Ideal Candidate

The position requires stakeholder (including industry) engagement and therefore will need to possess excellent communication and interpersonal skills. The candidate will be a high achiever and be motivated to learn and develop your leadership skills in support of the Directorate's capabilities and objectives.

Desired key attributes include:

- Extensive knowledge of the methodology, systems and procedures associated in managing a complex ICT environment;
- Strong business acumen and sound commercial judgement;
- Demonstrated experience managing teams in a complex environment;
- High level organisational skills, self-drive and initiative with the ability to influence others to achieve results and business objectives.

Technical skills in some or all of the following areas is desirable:

- Linux and Windows Systems Administration;
- Microsoft Hyper-V/VMware ESXi;
- Flash Storage Arrays;
- Microsoft SQL;
- Network technologies.

Eligibility

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

Notes

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To Apply

Position Contact	Brett Hartwell, (02) 6127 3755
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686794

Department of Defence

Closing Date: Monday 15 March 2021

NAVY
Navy Engineering

Job Title	EMSEC Technical Specialist
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	NAVY/00255/21
Agency Website	

Job Description

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

Duties

Your Role

An Emanation Security Technical Specialist (EMSEC) is required to join The Directorate Navy Engineering certification team to

provide specialist advice to RAN elements and participate in certification activities.

Supporting the Emanation Security Manager, the duties of the Emanation Security Technical Specialist includes travelling to various sites across Australia to perform a range of radio frequency measurements and analysis of the data in support of certification and accreditation of the Navy fleet, Air and Shore units. To perform effectively in the role a significant level of specialist training will need to be undertaken, however a basic understanding of RF communication systems and the use of electronic test equipment would be an advantage. Technical document analysis, assessment and report writing is an important element of this role, for which excellent Information Technology and communications skills in all formats is essential.

Please Note: This role requires the incumbent to work overtime/outside of core hours for up to 3 months of the year. If you have any questions regarding this role, please email or call the contact officer.

Our Team

Data Networks Cell supports Navy's Director General of Engineering by managing an enterprise Engineering Local Area Network and through the provision of Subject Matter Expertise on Navy Command Control and Communications including Tactical Data Links for Navy projects in order to ensure a secure and robust Defence Information Environment at sea. DNC's Emanation Security Team provides a specialised test capability that involves the measurement and analysis of ships classified systems.

Our Ideal Candidate

The ideal candidate will need to be self-motivated and able to work with minimal supervision achieve the goals of the team. To achieve this they must be able to positively engage and negotiate with a range of individuals, able to articulate issues and options for resolution in a complex test environment; have an interest in security; have a very high attention to detail; and have the ability to adapt to a range of conditions often outside the control of the team.

The incumbent of this role will be provided training and upskilling to achieve the specialised skills required and be able to manage a small team of his or her own.

This role will require the applicant to be able to obtain an NV2 security clearance that requires the provision of checkable personal information over the last 10 years for assessment by AGSVA.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Peter McCarthy, (02) 6192 7673
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686798

Department of Defence

Closing Date: Thursday 18 March 2021

Joint Capabilities Group
Joint Health Command

Job Title	Deputy Director Continuous Improvement and Innovation
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Campbell ACT
Salary	\$103,994 - \$117,305
Classification	Executive Level 1
Position Number	JCG/00902/21
Agency Website	

Job Description

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

Duties

The Role

The role of the Deputy Director Continuous Improvement and Innovation (CII) is to manage the delivery and implementation of end-to-end business improvement and innovation initiatives across Joint Health Command (JHC) including CII initiatives under the ADF Health Services Contract. Initiatives will range from simple business process changes to the management of more complex initiatives such as low value care and telehealth. The role will include the development of tools and frameworks to support CII initiatives, provision of advice to JHC initiative owners, coordination of stakeholders and implementation of initiatives. Activities this position will undertake include idea generation and assessment, project implementation and project evaluation.

About our Team

It is a newly established team led by an EL2 CII Director. The main function of the team is the management of end-to-end business improvement and innovation initiatives across JHC. The work aligns with JHC reform and continuous improvement agenda across all JHC Branches.

Our Ideal Candidate

Ideal attributes include:

- previous experience in continuous improvement and/or innovation
- previous experience in project management, evaluation or change management
- demonstrated experience in coordination of stakeholders
- demonstrated experience in stakeholder engagement
- demonstrated experience in working with multiple initiatives simultaneously
- ability to work independently

Eligibility

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

Notes

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To Apply

Position Contact	Paula Sear, 0419 672 857
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686804

Department of Defence

Closing Date: Friday 12 March 2021

Capability Acquisition and Sustainment Group
Ships

Job Title	Project Manager SEA5012
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$103,994 - \$117,305
Classification	Executive Level 1
Position Number	CASG/00804/21
Agency Website	

Job Description

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

Duties

The Role

Combat Management and Payload Systems (CMPS) Branch is seeking professional, motivated and very experienced EL1 Project Managers to perform complex project management of key Commonwealth Government's continuous naval ship building projects.

They are seeking candidates for SEA 5012-1 Integrated Underwater Surveillance System.

The successful applicant will have an opportunity to lead, influence, develop projects and deliver the capabilities to RAN and support of payload systems that will be integrated into major acquisition projects across Ships Division.

This is a senior position with responsibilities for intellectual and people leadership and management of an integrated workforce to deliver the project outcomes. A key focus will be delivering the project work program to meet Defence's Strategic and Force Structure Plans.

About our Team

Ships Division is one of the most dynamic organisations within CASG and offers a rewarding career. CMPS Branch develops and delivers combat systems and autonomous and remote underwater sensors into new and existing naval platforms.

CMPS Branch operates as a matrix organisation with three (3) delivery directorates supported by strategic development, engineering and logistics and commercial business directorates to deliver the outcomes of the Division. We work across both Acquisition and Sustainment environments developing and delivering products into new shipbuilding programs as well as providing update and upgrade products to existing fleet. Therefore our team is required to work harmoniously with all Ship Division Branches and Maritime Systems Division Branches to deliver our outcomes.

Our Ideal Candidate

Ships Division is seeking candidate with excellent personal attributes and extensive knowledge of project management, sound technical background to lead a team to deliver these capabilities into Navy. Candidate should have demonstrated experience and comprehensive knowledge of the Defence's Capability Life Cycle, proven experience with stakeholder relationships both internally and externally to Defence and strong communication skills. It is essential that the candidates have demonstrated utmost integrity, professionalism, self-motivation, positive attitude towards challenges, and persistence in achieving project outcomes. The candidates will be able to work under pressure with great resilience, focused to goals and attention to details. It is desirable the candidate have proven intellectual leadership with tertiary qualifications.

Successful applicant will be expected to perform the following major duties:

- Build and lead a highly performing project team, to deliver complex project to meet Ships Division outcomes;
- Provide advice and support to senior management on project issues associated with the management and delivery of the project;
- Build and sustain collaborative working partnerships and relationships with multiple stakeholders; and
- Deliver endorsed capabilities on time, to budget and within the scope while managing and providing advice on risks, issues and opportunities to meet desired outcomes.

Eligibility

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

Notes

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To Apply

Position Contact	Catherine Martin, catherine.martin1@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686810

Department of Defence

Closing Date: Friday 12 March 2021

Capability Acquisition and Sustainment Group
Ships

Job Title	Project Managers - Australian Interface and SEA5000 Future Frigate
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$103,994 - \$117,305
Classification	Executive Level 1
Position Number	CASG/00853/21
Agency Website	

Job Description

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

Duties

The Role

Combat Management and Payload Systems (CMPS) Branch is seeking highly experienced candidates with excellent personal attributes and extensive knowledge of Project Management to lead teams responsible for the development and delivery of the Australian Interface (AI) capability into Navy, work on Combat System related aspects of SEA 5000 Hunter Frigate Program and other upcoming ACAT I projects.

The candidate should have demonstrated experience and comprehensive knowledge of Defence's Capability Life Cycle, proven experience with stakeholder relationships both internally and externally to Defence and strong communication skills. It is essential that the candidate have demonstrated utmost integrity, professionalism, self-motivation, positive attitude towards challenges, and persistence in achieving project outcomes. The candidate will be able to work under pressure with great resilience, focused to goals and attention to details.

About our Team

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CMPS Branch operates as a matrix organisation with three (3) delivery directorates supported by strategic development, engineering and logistics and commercial business directorates to deliver the outcomes of the Division. We work across both Acquisition and Sustainment environments developing and delivering products into new shipbuilding programs as well as providing update and upgrade products to existing fleet. Therefore our team is required to work harmoniously with all Ship Division Branches and Maritime Systems Division Branches to deliver our outcome.

Our Ideal Candidate

The successful applicant will be expected to perform the following major duties:

1. Build and lead a highly performing project team, to deliver complex capability in support of CMPS Branch, SEA 4000 Phase 6 and SEA 5000 Phase 1 outcomes;
2. Provide advice and support to senior management on project issues associated with the management and delivery of the project;
3. Build and sustain collaborative working partnerships and relationships with multiple stakeholders; and
4. Deliver endorsed capabilities on time, to budget and within the scope while managing and providing advice on risks, issues and opportunities to meet desired outcomes.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Janie McDonald, 02 5108 9181
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686834

Department of Defence

Closing Date: Monday 15 March 2021

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

Job Title	Maintenance Requirement Determination Lead
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	CASG/00803/21
Agency Website	

Job Description

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

Duties

Your Role

“To enable optimal Air Power Capability”

Do you have the technical skills and experience required to be Defence's next Maintenance Requirement Determination (MRD) Lead?

Do you jump at the thought of being responsible for the management of policy, guidance and training related to MRD processes used within Defence to manage, control and optimise maintenance policy of ADF materiel?.

The MRD Lead is the leader of a section within the Reliability & Aircraft Maintenance Program (RAMP) Team who provide specialist technical support to Acquisition Project Offices and System Program Offices. This support is provided across the Defence Capability Life Cycle to safely deliver capability and cost of ownership outcomes. Additionally, we provide specialised technical support the Defence Aviation Safety Authority (DASA) with reviewing the suitability of Aircraft Maintenance Programs (AMPs) with respect to the Defence Aviation Safety Regulations.

As such your strategic insight, professional representative skills coupled with your ability to lead initiatives autonomously and remain aligned with the team's strategic goals will be essential to be successful in this role.

As the MRD Lead you will be required to use your communication and stakeholder engagement skills to liaise with a diverse and integrated workforce including ADF and contractors involved in ADF materiel maintenance management, policy and training.

You will be required to review and update ADF materiel maintenance policies and guidance material while applying your sound knowledge of MRD processes to identify innovative solutions to a vast range of complex problems.

You will be required to coordinate and facilitate conferences and conduct training programs on behalf of the Department of Defence.

Our Team

The RAMP Team consists of three technical specialised teams, which are the MRD Team, the AMP Team and the Reliability, Availability and Maintainability (RAM) Team. The AMP and RAM Teams are imbedded within DASA in Melbourne; while the MRD Team has historically been imbedded within the Air Domain Centre in Canberra. However, depending on where the successful candidate is based, the MRD Team can be moved to be collocated with the teams in Melbourne.

You will enjoy Australian Public Service conditions, which include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for home-based work. Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions.

Our Ideal Candidate

We are looking for a skilled collaborator, contributor, communicator and team player to be part of our integrated workforce.

Key attributes and experience we are looking for:

- Demonstrated experiential knowledge and skills with managing maintenance policy for complex materiel.
- Demonstrated understanding of Maintenance Requirement Determination processes and its application to complex materiel.
- Sound risk-based decision-making and judgement to provide expert advice and guidance.
- Excellent communication skills with an ability to negotiate and build relationships with various levels of stakeholders.

Eligibility

The successful applicant may commence on a 'Baseline' clearance however as a condition of engagement, they will be required to obtain and maintain a security clearance at 'Negative Vetting Level 1.'

Notes

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To Apply

Position Contact	Bob Teunisse, bob.teunisse@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686842

Department of Defence

Closing Date: Monday 15 March 2021

Australian Defence Force Headquarters
Vice Chief Defence Force Executive

Job Title	Capability Analyst, Staff Officer Preparedness
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$75,109 - \$93,993
Classification	APS Level 5; APS Level 6
Position Number	ADFHQ/00821/21
Agency Website	

Job Description

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

Duties

The Role

Your role will be to develop strategic-level direction and advice on Defence preparedness to defend Australia and its national

interests. This is an opportunity to work with strategy, risk, plans and force generation to support senior Defence decision-makers. Duties include drafting high-quality analyses and recommendations, understanding defence strategy and processes, collaborating, building effective relationships, independent analysis of complex issues and contributing to the work of a team.

APS 6 Staff Officers are expected to perform additional duties including leading analysis and developing recommendations, applying an understanding of defence strategy and processes and providing leadership to the team through a strong focus on timeframes, sharing expertise and mentoring other team members.

About our Team

Come and join a team of military and national security professionals that work collaboratively with a wide variety of Defence experts, institutions and processes to analyse, assess and explain complex strategic issues relevant to today and the longer term.

The Defence Preparedness Directorate is part of the ADF Headquarters. Team members produce analysis and briefs individually and collectively, represent the section and have opportunities to become familiar with how Defence works at the Strategic Centre. The Directorate reports to senior military officers and develops agenda papers for senior Defence committees and ministerial submissions.

Our Ideal Candidate

As the ideal candidate you have the skills and experience to improve the management of defence preparedness. You will be able to harness information and think strategically about Defence risks and priorities; you will manage limited resources to achieve results; your interpersonal skills will build productive relationships with stakeholders; and you will communicate with influence.

The ideal APS 6 Staff Officer will also have the insight required to critique and advance defence strategy, take responsibility for driving results and negotiate with confidence.

Eligibility

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

Notes

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

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To Apply

Position Contact	David Bolton, 02 5108 2937
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686845

Department of Defence

Closing Date: Wednesday 24 March 2021

Capability Acquisition and Sustainment Group
Submarines

Job Title	HR Officer – Workforce Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	CASG/00856/21
Agency Website	

Job Description

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

Duties

The Role

The successful candidate will play an important role as part of the Workforce team within the Submarine Division. Within the HR deliver function, the APS6 HR Officer is accountable under broad direction to perform and achieve complex human resource work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements. The following core capabilities are key to the role:

- Accountable to lead and manage the development and delivery of People projects, strategies and initiatives against business and workforce plans to achieve business outcomes.
- Accountable for researching, developing and providing verbal and written advice and recommendations on a range of HR topics, including People issues.
- Apply and maintain a high level of human resource management subject matter knowledge, experience and skills.
- Understand and apply legislative, regulatory and compliance requirements throughout activities across the employee lifecycle.
- Build and sustain relationships with internal and external stakeholders, exchange information to achieve business outcomes.
- Evaluate, develop and provide recommendations to improve service delivery of Human Resources functions across the Division.
- Accountable for accurate completion of work within timeframes and business requirements, share own expertise with others, guide and mentor less experienced employees.
- Select and recommend the appropriate course of action to meet changing stakeholder and client needs within legislative and policy requirements.

About our Team

The Submarine Division Workforce Management team is a small team of dedicated personnel, who are responsible for overseeing various HR matters across the Submarine Division.

The team provides strategic advice and information pertaining to Workforce Management and Planning. Your involvement in this team provides direct support to the leadership group through detailed research; analytical reports and implementing strategies to assist the Organisation to achieve its workforce related outcomes.

Our Ideal Candidate

The APS6 Workforce Officer is accountable to the EL1 Assistant Director Workforce. The successful candidate will be a team player with highly developed communication and stakeholder management skills and someone who genuinely believes in collaborating both within and across organisational boundaries to achieve outcomes. They will have a keen eye for detail, with a high degree of self-motivation to prioritise and complete tasks within specified timeframes. They will have the ability to work effectively in a small team with limited direction and will thrive in a busy workplace with multiple competing priorities and deadlines. **Eligibility**

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

Notes

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To Apply

Position Contact	Naval Shipbuilding Enterprise, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686867

Department of Defence

Closing Date: Monday 29 March 2021

Defence Science and Technology Group
Intelligence Surveillance & Space Division

Job Title	Science and Technology Leaders
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$173,836 - \$190,185
Classification	Executive Level 2
Position Number	DSTG/00048/21
Agency Website	

Job Description

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

Duties

The Role

We are seeking highly motivated science and technology leaders with a passion for delivering innovative and valued outcomes to Defence. The two leadership positions are:

- Resilient Multi-Mission Space (RMS) Science Technology and Research (STaR) Shot Leader
- Research Leader – Integrated Intelligence, Surveillance & Reconnaissance (ISR)

As the Resilient Multi-Mission Space (RMS) STaR Shot Leader you will be responsible for the leadership, development and management of the Resilient Multi-Mission Space (RMS) STaR Shot Program for Defence. This challenging and aspirational strategic research program is one of eight strategic research STaR Shots established as fundamental components of the More, together: Defence Science and Technology Strategy 2030. This STaR Shot aims to develop and demonstrate leap-ahead Space capability within 10 years in resilient global communications, position navigation and timing (PNT) and geospatial intelligence (GEOINT) capabilities direct to ADF users, enabled by a low earth orbit (LEO) SmartSat constellation.

The Research Leader – Integrated Intelligence Surveillance & Reconnaissance (ISR) will be responsible for setting a vision, leading, nurturing and inspiring a multidisciplinary branch of scientists and engineers who research technologies associated with the Defence ISR enterprise. You will lead the Integrated ISR Branch to undertake innovative research into High Frequency Radar, intelligence systems and information architectures which will deliver ISR products, at speed, to the operational community to enhance situation awareness and to protect the ISR mission.

These roles require you to:

- Lead collaborative opportunities and partnerships with Australia's leading scientists, building and sustaining effective relationships with a network of internal
- and external research partners across academia, industry and Government.
- Provide leadership and direction to ensure a high-level of integration and consistency.
- Lead transdisciplinary teams in the implementation of strategic guidance to establish the One Defence Science and Technology enterprise.
- Within the strategic context, exploit and enhance Defence leading edge capability by generating new knowledge and responding flexibly to a rapidly evolving environment.
- Maintain currency in Science and Technology disciplines relevant to the role.
- Work closely with stakeholders and sponsors to support the transition of research into Defence capability.
- Manage increasing and highly complex workloads within an integrated workforce, proactively manage change and promote a strong culture of scientific excellence.
- Deliver high quality scientific reporting including briefs, publications and presentations.
- Assess the future, anticipate priorities and develop long-term plans to achieve results.

About our Team

Intelligence, Surveillance and Space (ISS) Division undertakes internationally-recognised research and development into technologies aimed at enhancing the national capability to produce accurate, relevant and timely actionable intelligence for both Defence and national agency decision makers.

The division is also leading DST's Space Strategic Research Initiative, through close collaboration and partnerships with a range of Defence, Industry and Academic stakeholders.

Our Ideal Candidate

- You will be recognised as a leader, with at least 5 years experience, in a specific area of science & technology relevant to Defence and will have a distinguished international reputation.
- A trusted collaborator, you will be able to develop productive partnerships, work collaboratively across Defence and manage strategic relationships with key stakeholders including industry, Government and academia. You are someone who consults widely, shares information and drives knowledge transfer with a network of stakeholders internally and externally. You are passionate about actively creating opportunities to transition science and technology into the hands of the end user.
- A builder of effective transdisciplinary teams, you use an agile, outcome focused approach to program execution. You will have proven ability to manage a range of human, financial and physical resources to achieve business objectives whilst optimising resource allocation.
- An excellent communicator who can clearly and credibly present complex science concepts to different audiences.
- You will use your sound interpersonal skills to create a positive, diverse and inclusive culture that inspires people across organisational boundaries to excel and deliver impact for Defence. In addition, you are someone who models professional leadership behaviours and has taken an active role towards ongoing self improvement and professional development.

Eligibility

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

Notes

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To Apply

Position Contact	Dr Jolanta Ciuk, (08) 7389 6832
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686869

Department of Defence

Closing Date: Thursday 18 March 2021

ARMY
Forces Command

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	ARMY/00854/21
Agency Website	

Job Description

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

Duties

The Role

This position is responsible for the provision of technical advice to the Brigade Command, Executive and other stakeholders. There is a significant amount of development, implementation and reporting required to meet the key outputs. The role is responsible for the in year resource and business finance management, provision of advice, Army Resource Plan development and resource governance.

About our Team

The network of Business Intelligence Officers are geographically dispersed across Forces Command Headquarters, Brigades and Training Centres.

This position is embedded in an integrated, operational work environment in the Headquarters of the busy, 3rd Brigade.

Our Ideal Candidate

The ideal candidate will be accountable, under limited direction to perform and achieve complex business intelligence work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision making and Defences mission and policy requirements. The successful candidate will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgment in the interpretation of policy and in the application of practices and procedures. They will provide detailed business intelligence, professional advice and contribute to strategic resource planning.

Eligibility

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

Notes

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To Apply

Position Contact	Karen Connor, 02 8306 1172
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686872

Department of Defence

Closing Date: Monday 15 March 2021

Defence Executive Support Group
Defence Legal

Job Title	Special Counsel - Audit and Fraud Control
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$138,139 - \$144,930
Classification	Executive Level 2
Position Number	DESG/00061/21
Agency Website	

Job Description

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

Duties

The Role

Defence Legal (DL) is a national organisation which provides legal advice and other legal support services to Defence. We draw upon the professional talent of our people to pursue excellence in support of Defence operations, command, management and administration.

We are seeking an in-house lawyer with extensive general legal practice experience or experience in employment law, public law or the management and investigation of public interest disclosures to join the General Counsel-Defence Branch in Defence Legal.

As part of the General Counsel-Defence Branch, the Employment Law practice group provides specialist expertise in dealing with sensitive employment-related issues, discretionary payment schemes and public interest disclosures. The advertised position is the Special Counsel embedded within the Audit and Fraud Control Division to assist with managing public interest disclosures and

other employment-related matters.

This role includes working with sensitive personal information.

About our Team

The General Counsel-Defence is the lead legal adviser in strategic and specialist practice areas, including constitutional law; administrative law; employment law; public interest disclosure; health law, information and privacy law; work health and safety; regulatory compliance; environment, property and construction law; statutory interpretation; export control; foreign investment law; Woomera Prohibited Area related issues and general advising matters.

Our Ideal Candidate

The ideal candidate must be a team player with excellent communication and client service skills. Experience with public interest disclosures is preferred but not essential.

To be successful in this role you will need:

- highly developed analytical and communication skills;
- significant experience in administrative and employment law, including an understanding of ability to work alone with little direct supervision, as well as part of a team on larger projects;
- ability to advise on strategic issues and support high levels of the organisation;
- excellent attention to detail;
- excellent relationship management and team building skills;
- ability to manage external legal advisers and investigations.

Eligibility

Mandatory Qualifications

- Hold a relevant degree in law (or equivalent qualification)
- Hold a graduate diploma in legal practice (or equivalent);
- Be admitted as a lawyer, legal practitioner, barrister, solicitor or barrister and solicitor of the High Court or Supreme Court of an Australian State or Territory; and
- Be eligible to hold and maintain a practising certificate in the jurisdiction in which they practice.

Security Clearance

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

Notes

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To Apply

Position Contact	Ingrid Singh, (02) 6203 6875
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686879

Department of Defence

Closing Date: Monday 08 March 2021

Capability Acquisition and Sustainment Group
Commercial

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$75,109 - \$80,450
Classification	APS Level 5
Position Number	CASG/00939/21
Agency Website	

Job Description

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

Duties

The Role

The successful candidate will work in an environment providing customer support face to face and remotely via other engagement methods. The role will include support to some larger, more complex procurements as well as interaction with other elements of Non-Material Procurement Branch which support priorities such as Indigenous Procurement Policy.

About our Team

Non Materiel Procurement Branch delivers commercial expertise and solutions for procurement and contracting across the procurement life cycle to help Defence meet its objectives, maximize value for money and meet legislative and mandatory policy requirements. As part of our team we provide support services to various Groups and Services across Defence.

Our Ideal Candidate

Our ideal candidate will possess an understanding of procurement processes and practices; have a strong work ethic; and thrive in an environment where time management, good judgment, stakeholder engagement, strategic thinking, strong analytical and communication skills are vital assets.

You must be customer focused and have the flexibility and drive to be responsive to changing workplace objectives, priorities and requirements whilst supporting the team in achieving the outcomes of the role.

Eligibility

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

Notes

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To Apply

Position Contact	Lauren Bulley, 0411 612 337
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686889

Department of Defence

Closing Date: Thursday 18 March 2021

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Deputy Chief Engineer C130-J
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	\$103,994 - \$117,305
Classification	Executive Level 1
Position Number	CASG/00884/21
Agency Website	

Job Description

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

Duties

The Role

The role of the Deputy Chief Engineer C-130J reports directly to the Chief Engineer and is to provide the required governance and assurance management for effective engineering and capability conformance and compliance for the airworthiness of C-130J Hercules platform.

The position provides support across C-27J and C-130J platforms and will be expected to conduct a wide range of governance assurance and oversight activities including:

- Manage the team of C-130J engineering governance and assurance practitioners including performance
- Steward DASR principles and requirements
- Manage and facilitate relationships and effective communications with stakeholders
- Provide oversight of C-130J engineering capability to ensure the system is fit for purpose and meets AMG and DASR requirements
- Analyse platform engineering capability and manage the risks, issues and opportunities for decisions and actioning
- Drive innovative and effective engineering outcomes to support airworthiness of C-130J and the delivery of sustainment outcomes.

About our Team

The Air Lift Systems Program Office (ALSPO) at RAAF Base Richmond is a Business Unit within the Airlift and Tanker Systems branch of the Aerospace Systems Division within the Capability Acquisition and Sustainment Group. ALSPO is the in-service support agency responsible for sustaining and enhancing the RAAF's C-130J Hercules and C-27J Spartan aircraft. ALSPO, in partnership with industry, exists to support Air Mobility Group achieve its mission by providing effective sustainment support solutions.

The Deputy Chief Engineer position is part of the ALSPO Engineering Logistics Unit (ELU) team, whose role is to assure airworthiness of the C-27J and C-130J platforms. You will be a key manager in the ELU team, operating in a fast paced environment and you will be responsible for conducting governance and assurance activities for the sustainment contract including engineering research, reviews, data analysis and governance reporting.

Our Ideal Candidate

We are seeking an enthusiastic and motivated individual to join our team. As our ideal candidate, are you:

- Experienced in Aerospace Engineering and Governance Management?
- Want to work in a dynamic team and with the opportunity to shape and influence the outcomes of an Air Force program

The successful candidate will have:

- Skills and experience in Defence systems engineering, ideally with Aerospace Engineering
- Ability to manage a diverse team on complex projects
- Sound business acumen and a demonstrated understanding of the Defence Industry strategies
- The capacity to think strategically and develop plans to enhance the achievement of business level outcomes.
- Excellent communication and stakeholder engagement skills.
- High-level organisational skills, self-driven and initiative with the ability to influence and shape others' behaviours to achieve tasks and business objectives.
- Superior risk analysis and deductive reasoning skills to support effective decision making.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	WGCDR Tony Kiernan, 02 4579 4675
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686896

Department of Defence

Closing Date: Wednesday 17 March 2021

ARMY
Forces Command

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Singleton NSW
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	ARMY/00801/21
Agency Website	

Job Description

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

Duties

The Role

The APS6 Business Intelligence Officer will be accountable under broad direction to perform and achieve complex work within an integrated workforce as part of the Head of Corps Infantry Cell and will be accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

The successful candidate will work independently with autonomy and accountability for the achievement outcomes exercising both initiative and judgment in the interpretation of policy and the application of practices and procedures. The successful candidate may manage a team and be accountable to set work priorities and manage workflows.

The successful candidate will have stakeholder engagement in relation to complex or sensitive issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

The School of Infantry is seeking a self-motivated individual in a key role, with the skills to enable Head of Corps functions.

The Infantry Head of Corps Cell is a unique role providing oversight and support to 24.4% of Army inclusive of management of the Infantry Combat Badge, management of the Corps Funds, coordination of Corps support to ceremonial activities, coordination of input to doctrine and Employment Category Review, Combined Arms Conference and publication of the biannual Australian Infantry Magazine.

You will be based at The School of Infantry on Lone Pine Barracks within the Singleton Military Area. You may be required to travel to support Head of Corps and key events. As part of the team you will be required to work effectively with various stakeholders of all levels within the Military and APS including the relevant Base Support teams, EMOS staff and others delivering services on the bases.

Our Ideal Candidate

The School of Infantry is seeking a self-motivated, proactive and organized individual to fill the position of APS6 Business Intelligence Officer.

This is a great opportunity for anyone interested in developing their knowledge on how the Head of Corps Cell contributes to the

Infantry Corps, wider Army and Australian community.

This role will see you engaging with your peers across Defence to achieve the delivery of Royal Australian Infantry Head of Corps functions. You will oversee a range of projects inclusive of the management of the Infantry Combat Badge, management of the Corps Funds, coordination of Corps support to ceremonial activities, coordination of input to doctrine and Employment Category Review, Combined Arms Conference and publication of the biannual Australian Infantry Magazine.

You will be able to demonstrate strong skills in working with others, be stakeholder focused and align with the APS values and One Defence Leadership Behaviours.

Eligibility

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

Notes

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

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To Apply

Position Contact	CAPT Matthew Papalia, 0421 572 052
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686911

Department of Defence

Closing Date: Wednesday 17 March 2021

Capability Acquisition and Sustainment Group
Maritime Systems

Job Title	WHS Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	CASG/00822/21
Agency Website	

Job Description

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

Duties

The Role

Based in Sydney, the Maritime Cross-Platform Systems Program Office (MCPSPPO), within Maritime Systems Division, is the lead agency for delivery of cross-Class sustainment services and advice across the maritime environment. We are seeking a professional and proficient WHS Officer to join our high performing team.

MCPSPPO sustains and manages a range of complex military systems and supplies, through an extensive network of industry partners, domestic and off-shore. Our operating environment is complex and challenging, with elements of high risk work from the WHS perspective.

About our Team

The successful applicant will solely manage the WHS, environment and wellbeing activities of the organisation and be part of the Business Management team. The team undertakes a range of business management activities for the organisation.

Our Ideal Candidate

The WHS Officer, working under broad direction, is responsible for ensuring that the SPO complies with WHS legislation and regulations in all its business activities. The WHS Officer is responsible for the continual improvement and compliance of the SPO's work health & safety systems and practices, and in doing so will undertake WHS audits and incident investigations on a range of sites including those of industry partners, and ensure any remedial actions required are completed.

The WHS Officer is also responsible for management assurance that suppliers engaged by MCPSPPO comply with WHS legislation and regulations governing the activities. The WHS Officer must have a demonstrated knowledge of WHS legislation and regulations in both principle and practice, with a demonstrated ability to lead and coordinate actions across a diverse stakeholder base, and able to effectively engage at all organisational levels.

Eligibility

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

Notes

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

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includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a supportive work environment and a diverse workforce.

To Apply

Position Contact	Rekha Wijesinghe, 02 8440 4675
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686936

Department of Defence

Closing Date: Thursday 18 March 2021

NAVY
Fleet Command

Job Title	Senior Engineer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$103,994 - \$117,305
Classification	Executive Level 1
Position Number	NAVY/00736/21
Agency Website	

Job Description

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

Duties

The Role:

Through analysis of naval warfare and weapon firing exercises, the RAN Maritime Warfare Centre (MWC) supports current and future Navy platform and munitions programs throughout the product life cycle. This analytic function is essential to improve warfighting effectiveness, provide decision makers assurance of warfighting capability and drive improvements through identifying gaps and opportunities.

As an engineer in MWC you will apply your engineering knowledge to analyse and evaluate complex systems in the field of weapons and combat system performance. The role will require you to lead a small team, exercise a considerable degree of independence and provide technical/scientific advice to the Chief Engineer. You will need to engage in complex problem solving that will impact on strategic and/or operational outcomes for Defence relating to validation of systems and tactics in a warfare domain. Your excellent verbal and written communication skills will enable you to collaborate with Navy personnel, academia and industry with clarity and influence.

You will be able to employ your scientific and mathematical knowledge for the Design of Experiments to collect data, calculate risk for decision making and to evaluate performance for lethality assessment. The work you will undertake may include the analysis of real time data, operating real-time systems, providing oversight for software automation and investigating Machine Learning techniques for data analytics tasks.

You will be supported to build on your engineering knowledge in the areas of combat systems and guided weapons to develop your engineering skills/knowledge. There are learning opportunities in cutting edge areas such as data analytics and Machine Learning to directly support Defence's commitment to employ contemporary technologies to empower data-informed decision making.

About our Team:

The Maritime Warfare Centre's mission is to optimise and improve the warfighting effectiveness and lethality of Australia's maritime capability. This is achieved through the delivery of highly effective warfare products that support both the Fleet Commander and the Head of Navy Capability in the context of data-informed decision making.

The team you will be leading directly support this mission through test and evaluation activities focused on maximising warfighting effectiveness by measurement and analysis of combat systems, sensors and weapon systems.

Come join a team which works collaboratively with Engineers from different disciplines, industry and Government, civilian and military, to understand, shape and improve warfighting capabilities across Navy.

Our Ideal Candidate:

As the ideal candidate you have the motivation and ability to apply your strong analytical skills in the field of platform and weapon system evaluation. You will provide leadership to your team and contribute to a culture of cooperation for development and sharing of knowledge whilst exercising initiative and judgement. You will be required to undertake occasional work overseas, interstate and in remote locations as well as participating in trials on military platforms.

Candidates with an interest in any (or all) of the following areas are sought:

- Telemetry data acquisition and communication systems (Radio Frequency)
- Development of analytic systems for performance evaluation (e.g. software, hardware and data professionals)
- Guided and non-guided munitions
- Modelling and simulation
- Machine Learning and data analytics.

The successful candidate will have professional engineering qualifications and an interest to apply and improve their analytical skills and critical thinking in a maritime domain. Disciplines of interest include: Electrical Engineering, Mechatronics, Mechanical Engineering, Software Engineering or Systems Engineering. **Eligibility**

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mark Fernandez, 02 9537 5869
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686939

Department of Defence

Closing Date: Thursday 25 March 2021

Capability Acquisition and Sustainment Group
Submarines

Job Title	Project Acquisition Manager
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$103,994 - \$117,305
Classification	Executive Level 1
Position Number	CASG/00817/21
Agency Website	

Job Description

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

Duties

The Role

As the Acquisition & Project Manager for Submarine Abandonment Escape & Rescue (SAER) in the Collins Submarine Program, you will perform an important role in all SAER Procurement projects.

The position involves a mixture of acquisition and project support, as well as providing governance oversight of the Program.

The position is for a person who has strong communication, relationship management, project management and coordination skills who want to work in a highly collaborative environment that values technology and innovation.

You should have the ability to respond flexibly and to deliver integrated governance oversight, program coordination and project delivery solutions for SAER.

Reporting to the Director of the Submarine Rescue System, the Acquisition & Project Manager SAER is responsible for the leadership of a highly-skilled and dedicated workforce. The candidate is expected to exercise skills in complex problem solving, prioritisation, risk management and decision-making in support of Navy's program.

About our Team

The SAER team is a team of Asset Managers, Engineers, and Contract Managers that operates within the Collins Submarine Program. The team is responsible for the management of the Submarine Rescue System and SAER sustainment activities. The Submarine Abandonment, Escape and Rescue System is an Enabling Element for the Collins Class Submarines.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that aren't always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

If you require further information please email build.the.future@defence.gov.au

Our Ideal Candidate

We are seeking a motivated and experienced individual to join the SAER team. You will work in a dynamic environment requiring a number of key skills to undertake the following tasks:

- Delivery of acquisition project management and support services.
- Source and compile information to identify issues and track and report on project progress against established deliverables.
- Deliver advice, through briefs and presentations.
- Work in an environment consisting of Defence and industry personnel.
- Have worked successfully in an output focused team environment.
- Coordinate support activities for the team, identify risks and determine an appropriate course of action to meet stakeholder needs.
- Have excellent communication and interpersonal skills with the ability to influence and communicate across the organisation at all levels.
- Have experience in procurement planning, tendering, and contract formation and contract management activities.
- Wide range of commercial exposure and experience.

Eligibility

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

Notes

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To Apply

Position Contact	Naval Shipbuilding Enterprise, Build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0686985

Department of Defence

Closing Date: Thursday 18 March 2021

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

Job Title	Integrated Logistics Support Manager - Acquisition
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$103,994 - \$117,305
Classification	Executive Level 1
Position Number	CASG/01016/21
Agency Website	

Job Description

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

Duties

The Role

LAND2097 Phase 4 - Special Operations Rotary Wing Project Office (SORWPO) within Air Domain in Capability, Acquisition and Sustainment Group (CASG) is seeking an experienced Integrated Logistics Support Manager to join their team. You will lead and inspire a diverse and integrated team to deliver expert guidance, assurance and support to the project. You will develop and foster productive working relationships, and collaborate with Project Leads. As part of this role your duties will include:

- Managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Development of materiel logistics strategies and plans for information, communications, quality and resources that support the objectives of acquisition projects or activities.
- Review, analyse and report upon materiel logistics performance in acquisition.
- Understand and apply organisational processes and procedures in the development of Integrated Logistics Support Concepts and Plans.
- Evaluate materiel logistics activities, understand critical factors for success and initiate activities to ensure alignment with project objectives.

About our Team

LAND 2097 Phase 4 is an ACAT II project that will acquire a simple, proven and reliable Commercial (COTS) helicopter to support

Special Operations. By virtue of its smaller size, it will be optimised for dense urban environments and rapid deployability by C17.

The project released a Request for Tender for the acquisition of 12-18 helicopters as well as a support system with an initial 6 year support contract. This support system seeks to balance efficiencies gained by a 'power by the hour' based performance management framework, with the resilience and effectiveness required to support Special Operations. In the coming 12 months, the project will support options development for the investment business case, and prepare for and conduct contract negotiations with a Prime Contractor. In addition, the project has approached the market for agile and innovative design services to support an ongoing upgrade and technical refresh program.

Our Ideal Candidate

- Are you looking to take your career to an exciting new level?
- Are you experienced in ILS Management, preferably within aviation or land capabilities?
- Are you interested in contributing to the delivery of significant capability to the ADF? The successful candidate will have:
- Skills and experience in ILS Management, preferably in Defence or Defence Industry, and preferably within an aviation or land capability.
- Effective problem solving skills.
- An ability to manage a diverse team on complex projects.
- The capacity to think strategically and develop plans and processes.
- Excellent communication and customer service skills.
- High-level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks.
- Sound commercial and business acumen and a demonstrated understanding of the Defence Industry sector in Australia.

Eligibility

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

Notes

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To Apply

Position Contact	LTCOL Liam Cunningham, 0423 048 743
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Department of Defence

Closing Date: Thursday 11 March 2021

Capability Acquisition and Sustainment Group
Maritime Systems

Job Title	Quality Assurance Officer
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	\$75,109 - \$80,450
Classification	APS Level 5
Position Number	CASG/00544/21
Agency Website	

Job Description

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

Duties

The Role:

The Quality Assurance Officer role is accountable under broad direction to support the day to day activities of the Quality Management System. They are accountable to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision making and Defence's mission and policy requirements. Additionally they will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

An APS 5 Quality Assurance Officer will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the quality function based on legislation, policy and procedures. They will undertake specialist research and analysis, conduct reviews and perform procedural and clerical support work to achieve results.

About our Team:

The Australian Government is laying the foundations for a nationwide naval shipbuilding enterprise to support the implementation of the Naval Shipbuilding Plan. The Plan outlines the Australian Government's vision for the Australian naval shipbuilding enterprise and the significant investment required in coming decades.

In addition to being involved in building Australia's future naval fleet, at Hydrographic SPO you will also have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, occasionally working from home and working hours that aren't always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement 2017-2020.

Our Ideal Candidate:

The right person will demonstrate leadership behaviours and traits in accordance with Defence Values.

We are looking for a candidate with a demonstrated understanding of and experience in supporting and maintaining Quality Management Systems.

They will be accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

They will have a considerable level of stakeholder engagement and liaison with stakeholders in relation to quality system issues.

They will be organised, demonstrate attention to detail, have effective communication skills, can manage workflow and resources

whilst working in a dynamic and busy environment. They will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work.

They will be accountable to work within a team, communicate effectively (manage up and manage down) while managing workflow and resources.

Eligibility

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

Notes

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To Apply

Position Contact	Name Withheld, Build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Education, Skills and Employment

Vacancy VN-0686877

Australian Research Council

Closing Date: Wednesday 17 March 2021

Programs
Various

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Majura ACT
Salary	\$103,215 - \$111,149
Classification	Executive Level 1
Position Number	ARC2021-005
Agency Website	www.arc.gov.au

Job Description

www.arc.gov.au

The ARC is looking for an enthusiastic, professional and strategically focussed Assistant Director with strong interpersonal and organisational skills to lead a team within the National Competitive Grants Program (NCGP).

The Assistant Director roles will require excellent leadership skills, an ability to be flexible and proactive in change management approaches and possess an ability to work collaboratively with staff both within the branch and across the ARC. The Assistant Director role will take the lead and provide program management expertise and direction to teams administering the NCGP schemes and confidently engage with external stakeholders (such as the higher research sector and other government agencies), providing complex problem solving and issues management when required. Quality assurance will be a large part of this role, along with the ability to manage, lead and mentor a team for high performance.

Duties

The duties include but aren't limited to:

- Strategically lead and manage a team with expertise in grants and program management.
- Engage and collaborate with key stakeholders to build effective relationships that are mutually beneficial.
- Identify, establish and implement new system improvement initiatives.
- Managing and implementing cultural and procedural change with a customer focused culture within the work area.
- Provide high quality advice to Directors and the Chief Programs Officer (CPO) regarding the work of the team, including preparing highly complex written briefings and reports, draft Ministerial briefs and providing input to parliamentary requests.
- Supervise and mentor employees for high performance, by providing regular feedback and supporting the continual development of employee capability.

Eligibility

- Must be an Australia citizen
- Undergo ID verification check
- Commonwealth Security Clearance to Baseline level

Notes

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About the Australian Research Council

The role of Australian Research Council (ARC) provides advice to Government on research matters and delivers policy and programs that advances Australian research and innovation globally, as well as benefit the Australian community. The ARC funds the highest quality research through the National Competitive Grants Program (NCGP), a core component of the Australian Government's investment in research and innovation. We also evaluated the quality, engagement and impact of research, through the Excellence in Research for Australia (ERA) and the Engagement and Impact (EI) assessment, by comparing Australia's university research effort against international benchmarks. Our people are experts in their fields and enjoy challenging work. We work together to share knowledge and build our capability to support the research sector. This helps us work smarter and more effectively. We are located in Canberra and our culture is inclusive and supportive. Our people are confident, capable and committed. We nurture curiosity and encourage our people to keep learning. We are the flexible workplace champions for 2019 and have flexible work arrangements and a supportive environment. We help our people balance their whole life and be the best version of themselves.

To Apply

Position Contact	Kathie Dent, Chief Programs Officer, 02 6287 6629
Agency Recruitment Site	www.arc.gov.au

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Education, Skills and Employment

Vacancy VN-0686772

Department of Education, Skills and Employment

Closing Date: Friday 05 March 2021

Unique Student Identifier
Unique Student Identifier Engagement and Governance

Job Title	Senior Research Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,114 - \$96,895
Classification	APS Level 6
Position Number	20/0201
Agency Website	https://www.dese.gov.au/

Job Description

<https://www.dese.gov.au/about-us/work-with-us>

The Unique Student Identifier (USI) Branch is responsible for the implementation of a national unique student identifier. The USI is one of eight national policy initiatives set out in the National School Reform agreement (the agreement). Under the agreed milestones, all Australian students are to have a USI by the end of the agreement in 2023.

The Schools USI is an important national initiative that will support teaching, learning and student wellbeing, provide for more efficient administration, and facilitate research to inform policy development.

The USI branch is responsible for policy and legislation, design and implementation, engagement and governance, and has a dedicated project management function for the schools USI project.

The Engagement and Governance team support and enable the other workstreams in the branch. They bring a strong engagement focus, ensuring the needs of users and stakeholders are kept front of mind. The Engagement and Governance team work closely with the other workstreams, supporting them to engage in meaningful and unified ways. In particular, they are accountable for relationship management, communication, change management, external governance, and research and insights.

Duties

As a Senior Research Officer, you will work support the development of the Unique Student Identifier (USI) project through supporting the various work streams in the branch.

You will work in the Engagement and Governance team which is responsible for leading the strategies and deliverables that support relationship management, communication, change management, external governance and research and insights for the Schools USI Project.

As part of the team, you will work collaboratively with the branch and stakeholders to provide an understanding of the needs and experiences of USI users. You will play a central role in championing user needs, using a variety of research methods to understand customer behaviours, needs and motivations. You will analyse research findings to generate insights and explore opportunities to make the USI more user-centric.

You will have a demonstrated ability to tailor and lead research activities to achieve research objectives and project aims. You will prepare high quality documentation including reports and research artefacts to support the design and deliver process.

Key Duties:

- Develop research tools, techniques and artefacts to support research outcomes in line with best practice and inclusive user research frameworks.
- Conduct research including desktop research, contextual interviews, observations, surveys, focus groups, concept and usability testing.
- Analyse and synthesise research findings to understand user behaviours, needs and motivations leading to the creation of insights and opportunities.
- Prepare a range of high-quality research artefacts, including reports, personas, and journey maps to bring research to life.
- Work collaboratively and partner with internal and external stakeholders to develop trust-based relationships and share insights and opportunities to achieve positive results.
- Manage the development of research plans and initiatives, and support innovation through continuous improvement.
- Lead logistics, planning and administrative support activities to ensure effective and efficient research.
- Encourage a user-centred mindset across the branch.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing for similar roles in the Department over the next 12 months.

Notes

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

The Department of Education, Skills and Employment works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provides. Department of Education, Skills and Employment's primary focus is to equip Australians — at all life and career stages — with knowledge, skills and attributes to live well, thrive at work and contribute to community life. Strategic priorities include:

- Ensuring quality, affordable and accessible early education and care for families
- Improving schooling outcomes for children
- Preparing our future workforce through globally competitive tertiary education, training and research sectors
- Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers

Developing a strong evidence base for effective policy that reflects and understands varied needs of the Australian population, business and industry. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity. The Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

To Apply

Position Contact	Adele Marshall, (02) 6240 0362
Agency Recruitment Site	https://www.dese.gov.au/about-us/work-with-us

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Education, Skills and Employment

Vacancy VN-0686838

Department of Education, Skills and Employment

Closing Date: Wednesday 17 March 2021

International
International Partnerships International Network & Engagement

Job Title	Global Services Manager - Finance & Support
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$108,350 - \$119,750
Classification	Executive Level 1
Position Number	21/0210
Agency Website	https://www.dese.gov.au/

Job Description

<https://www.dese.gov.au/about-us/work-with-us>

International Division works across the department and other government agencies to sustain and grow our international education market and to ensure Australia is recognised as a regional and work leader in education. The Division provides leadership and coordination across government, delivering programs and policies to support mobility, the global exchange of knowledge and position us as a partner of choice for international collaboration. As part of this mission, the department has a network of International Counsellors located across the world.

Duties

This is a specialist position that not only requires strong financial and budget management skills but also an understanding of international exchange rates and mechanisms, Department of Foreign Affairs and Trade Service Level Agreements and APS corporate financial operations. Strong stakeholder engagement is also required as the role engages with our International Counsellors, Department of Foreign Affairs and Trade, Department of Finance and Austrade including their representatives at relevant posts and the corporate strategy cluster of the Department of Education, Skills and Employment. Risk management is also more complex as it needs to take into account the variation in administrative tasks that occur between different overseas missions.

Key knowledge and skills required for this position include:

- Strong analytical skills with the ability to translate information and data from a range of sources into new policies and other business improvements
- Experience and knowledge of the APS financial systems including an understanding of the PGPA Act and departmental delegations
- High-level numeracy skills together with high-level written and oral communication skills
- Highly developed stakeholder engagement skills
- Work collaboratively in supporting team leadership and cohesion
- Strong client service and problem/issue resolution skills

In addition, specific knowledge and skills relevant to the position include:

- Experience in the financial management of overseas posts and related matters concerning the employment of departmental officers posted overseas
- Experience in risk management and assessment
- The ability to analyse complex data sets and summarise for management reports

Eligibility

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

Notes

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About the Department of Education, Skills and Employment

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- Ensuring quality, affordable and accessible early education and care for families
- Improving schooling outcomes for children
- Preparing our future workforce through globally competitive tertiary education, training and research sectors
- Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers

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Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

To Apply

Position Contact	Chris Woodgate, 02 6240 2429
Agency Recruitment Site	https://www.dese.gov.au/about-us/work-with-us

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Education, Skills and Employment

Vacancy VN-0686854

Department of Education, Skills and Employment

Closing Date: Monday 15 March 2021

Technology and Services
IT Workplace Environment and Customer Support

Job Title	Service Desk Agent
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$70,988 - \$75,918
Classification	APS Level 4
Position Number	21/0213
Agency Website	https://www.dese.gov.au/

Job Description

<https://www.dese.gov.au/about-us/work-with-us>

The Service Desk Team provides support services to staff in the Department of Education, Skills and Employment, partner departments, client agencies and their Ministers and Assistant Ministers by being the first point of contact for information and assistance with IT and corporate services.

We provide support services for the following:

- Accessing the IT network
- Business and Office applications support
- Remote Access Services (RAS)

- Telephony/VoIP and Mobile Services
- Switchboard.

The team delivers its services by:

- Being the first point of contact
- Managing Incidents
- Promoting service automation and self-service where appropriate
- Ensuring services are provided in the most effective and efficient way
- Striving for excellence in customer service
- Caring for our staff
- Providing after-hours support

The Service Desk operates from 7 am to 7 pm, Monday to Friday on a roster.

Duties

The successful applicant will play a critical role in innovating and optimising the Service Desk function.

The key responsibilities of the role will be to:

- provide second level customer support for complex telephone calls and emails, including troubleshooting & escalation
- monitor and maintain Service Desk System Centre Service Manager (SCSM) queues, including the ability to accurately record in SCSM
- deal with client's problems quickly and effectively
- assist the team in achieving team targets/KPI's
- maintain knowledge across all Service Desk queues
- support and monitor the relationship with technical teams when dealing with follow up enquires
- contribute to meetings and general discussions
- assist other Service Desk Agents when required

Ideally the successful applicant will have well developed process development, problem solving or business analysis skills, demonstrated stakeholder management skills, experience working within a call centre environment, a future focus, and a demonstrated track record of delivery.

An IT and/or business background is desirable, and the successful candidate will be required to work allocated rostered shifts between 7am – 7pm weekdays.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

Notes

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

About the Department of Education, Skills and Employment

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To Apply

Position Contact	Sue Doyle, 02 6121 5314
Agency Recruitment Site	https://www.dese.gov.au/about-us/work-with-us

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Education, Skills and Employment

Vacancy VN-0686858

Department of Education, Skills and Employment

Closing Date: Monday 15 March 2021

Technology and Services
IT Workplace Environment and Customer Support

Job Title	Service Desk Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,377 - \$83,793
Classification	APS Level 5
Position Number	21/0214
Agency Website	https://www.dese.gov.au/

Job Description

<https://www.dese.gov.au/about-us/work-with-us>

The Service Desk Team provides support services to staff in the Department of Education, Skills and Employment, partner departments, client agencies and their Ministers and Assistant Ministers by being the first point of contact for information and assistance with IT and corporate services.

We provide support services for the following:

- Accessing the IT network
- Business and Office applications support
- Remote Access Services (RAS)
- Telephony/VoIP and Mobile Services
- Switchboard.

The team delivers its services by:

- Being the first point of contact

- Managing Incidents
- Promoting service automation and self-service where appropriate
- Ensuring services are provided in the most effective and efficient way
- Striving for excellence in customer service
- Caring for our staff
- Providing after-hours support

Duties

The successful applicant will play a critical role in innovating and optimising the Service Desk function.

Team Leader responsibilities include, but are not limited to:

- Ensuring adequate resources are allocated to the different tasks within the Service Desk daily, including phones, mailbox, service requests and incident management queues.
- Monitor CISCO Supervisor Console to ensure staff adherence.
- Monitor Service Desk Mailbox and action Urgent emails.
- Contribute to conducting Service Desk Team meetings and general discussions, including new and innovative ways of working.
- Complete staff induction, development, and support of Service Desk Tier 1 and 2 staff.
- Assist with Co-ordinating the Service Desk in a disaster
- Complete reviews of logged jobs to ensure that all relevant information such as troubleshooting is detailed before a request is forwarded to the appropriate second or third level team.
- Complete Team Leader reviews and provide constructive feedback to team members.

Ideally the successful applicant will have strong process development and problem-solving skills, sound stakeholder management skills and experience working within an IT Call Centre environment.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

Notes

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To Apply

Position Contact	Sue Doyle, (02) 6121 5614
Agency Recruitment Site	https://www.dese.gov.au/about-us/work-with-us

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Education, Skills and Employment

Vacancy VN-0686874

Department of Education, Skills and Employment

Closing Date: Monday 15 March 2021

Provider Analytics and Integrity
Provider Integrity Fraud Investigations and Tactical Operations

Job Title	Director, Fraud Investigations and Tactical Operations
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$127,501 - \$153,049
Classification	Executive Level 2
Position Number	21/0215
Agency Website	https://www.dese.gov.au/

Job Description

<https://www.dese.gov.au/about-us/work-with-us>

Reporting to the Assistant Secretary, Provider Integrity, the Director, Fraud Investigations and Tactical Operations, is accountable for contributing to the integrity of the ECEC sector by providing strategic leadership of child care fraud investigations and tactical operations. This includes partnership with internal and external partners, including law enforcement.

The Director also provides input and leadership in support of child care fraud control strategy and policy and undertakes liaison with other Branches and Teams, including Intelligence Analytics. The role also provides the Secretariat for the Multi-agency Child Care Fraud Working Group and provides governance of agreements with other entities to support child care fraud intelligence and investigations.

Duties

- Lead and conduct investigations into child care fraud, including via joint agency tactical operations
- Lead liaison with the CDPD and DESE legal team in support of prosecutions, including to ensure that briefs of evidence and section 220A notices have suitable content and quality
- Develop and lead joint operations with other parties such as AFP and NSW Police in pursuit of serious organised crime in child care
- Liaise with the intelligence team in support of fraud investigations and operations

- Participate in the Fraud Management Team and provide advice on the merits of taking on new investigations and report back on the outcome of investigations
- Participate in cross-Division work in support of fraud control including risk identification, controls and participation in the Child Care Integrity Committee
- Provide governance for the MOUs and JAAs with external entities including police, CDPP and the ACIC
- Lead the Multi-agency Child Care Fraud Working group including set up of this group and provision of the Secretariat
- Lead development of training packages for FAL criminal investigators and ensure there is a functioning SharePoint repository for guidance
- Analyse and interpret the FAL provisions as applicable to CCFIT operations
- Produce briefs, minutes, reports and other documents and statistical reports to a high standard
- Lead and be actively involved in change processes, driving change and innovation in your team
- Provide leadership in the delivery of strategic objectives for the Team, Branch, Division, Group and Department
- Effectively manage people, financial and physical resources in compliance with relevant Acts, Accountable Authority Instructions, Delegations and DESE policies
- Lead and manage people in a collaborative team environment based on supportiveness, development, knowledge sharing and effective communication
- Foster a performance culture by leading, coaching and mentoring staff, supporting career development, and effectively managing under performance
- Convey a positive and professional image of DESE and model the expected behaviours of the DESE Values, APS Code of Conduct and APS Values providing support to the SES to deliver Departmental and Government priorities.

Capabilities

- Have (or be able to acquire) a Diploma in Government Investigations or equivalent
- Qualifications and/or extensive experience in fraud control and investigations, risk identification and management, project management/business improvement and government policy and strategy
- Highly developed strategic, conceptual, analytical and verbal/written communication skills
- Ability to work collaboratively and with influence with internal and external stakeholders
- Demonstrated leadership and experience in managing a diverse, multidisciplinary team and geographically dispersed team in a dynamic, complex and changing environment
- Capacity to engage with complex issues and display sound judgement and interpersonal skills
- An ability to apply and interpret complex legislation with a sound knowledge of the early childhood education and care sector and Family Assistance Law.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a NV1 security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing for similar roles in the Department over the next 12 months.

Notes

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

About the Department of Education, Skills and Employment

The Department of Education, Skills and Employment works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provides. Department of Education, Skills and Employment's primary focus is to equip Australians — at all life and career stages — with knowledge, skills and attributes to live well, thrive at work and contribute to community life. Strategic priorities include: • Ensuring quality, affordable and accessible early education and care for families • Improving schooling outcomes for children • Preparing our future workforce through globally competitive tertiary education, training and research sectors • Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers Developing a strong evidence base for effective policy that reflects and understands varied needs of the Australian population, business and industry. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity. The Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

To Apply

Position Contact	Kay Millican, 02 6240 8768
Agency Recruitment Site	https://www.dese.gov.au/about-us/work-with-us

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Education, Skills and Employment

Vacancy VN-0686933

Department of Education, Skills and Employment

Closing Date: Thursday 18 March 2021

Delivery and Employer Engagement
Victoria State Office Victoria State Office

Job Title	Delivery & Engagement Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Bendigo VIC
Salary	\$78,377 - \$83,793
Classification	APS Level 5
Position Number	21/0227
Agency Website	https://www.dese.gov.au/

Job Description

<https://www.dese.gov.au/about-us/work-with-us>

The Victoria State Office supports a productive labour market by helping people into work, meeting employer needs, now and in the future, and increasing workforce participation. The Melbourne and Bendigo Employment team engages with a wide range of stakeholders across metropolitan Melbourne and Regional Victoria on behalf of the Department to deliver and support national policies and programs that support people find and keep a job, change jobs or create their own through self-employment and enjoy fulfilling careers. This is undertaken through the contract management of a number employment programs. Our key stakeholders including employment service providers. Commonwealth, State and local government agencies, and community groups that aim to get people into work.

Duties

We are looking for team members who can successfully undertake the duties of a Delivery and Engagement Officer by showing initiative, problem solving, informed decision-making and effective prioritising of work. The successful candidate will also be highly motivated with the ability to effectively liaise with departmental colleagues and external stakeholders on programs and policy

issues.

The successful applicants will demonstrate the following:

- The ability to build positive working relationships with a wide range of internal and external stakeholders and to represent the department professionally at meetings and events.
- Effective written and verbal communication skills and the ability to provide clear and accurate advice to stakeholders including providers, colleagues and managers.
- Sound analytical skills and the ability to interpret data, program guidelines and contractual frameworks correctly to resolve complex issues.
- Initiative, flexibility and the capacity to adapt to change to meet current and future business priorities.

Eligibility

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

Notes

Non-ongoing positions may be offered for an initial period of up to 18 months, with a possible extension of up to 3 years in total.

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

About the Department of Education, Skills and Employment

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To Apply

Position Contact	Kym Ivey, (03) 5430 5613
Agency Recruitment Site	https://www.dese.gov.au/about-us/work-with-us

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Education, Skills and Employment

Vacancy VN-0686948

Department of Education, Skills and Employment

Closing Date: Thursday 18 March 2021

International
Quality Frameworks ESOS Systems and Support

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$70,988 - \$83,793
Classification	APS Level 4; APS Level 5
Position Number	21/0231
Agency Website	https://www.dese.gov.au/

Job Description

<https://www.dese.gov.au/about-us/work-with-us>

The International Division, within the Higher Education, Research and International (HERI) Group, work closely across the department, other Australian government agencies, state and territory governments, and education providers to sustainably grow our international education sector and to ensure Australia is recognised as a regional and a world leader in education and training. We provide leadership and coordination across government, delivering programs and policies to support mobility, the global exchange of knowledge and position us as partner of choice for international collaboration. With staff based in 12 countries, we operate as policy advisors, diplomats, regulators, analysts and administrators and work closely with key foreign partner governments to advance Australia's economic and public diplomacy efforts.

Team description

The ESOS Systems and Support team within the International Division, manages the Provider Registration and International Student Management System (PRISMS), the delegated functions of the Education Services for Overseas Students (ESOS) agency for schools on behalf of the Secretary, and data exploration and analysis of PRISMS holdings.

For over 20 years, PRISMS application has been collecting data on international education providers, courses and students. PRISMS collects data on more than 500,000 international students studying in Australia and supports the ESOS legislative framework and student visa program. It is key to the operation of Australia's international education industry.

Duties

The ESOS Systems and Support team is seeking a skilled data analyst to manage its data assets and develop data products that will drive future policy and decision making in the international education sector. The data analyst function has a broad remit which includes data extraction, data exploration and visualisation. The ability to communicate conclusions drawn from analysed data in both written and verbal forms is core to the role.

The role incorporates several functions, including (under general direction):

- working with database administrators to develop the appropriate queries to extract PRISMS data.
- organising and analysing new and existing data sources as input for products for internal and external users within limited timeframes.

- maintaining PRISMS metadata.
- identifying and clarifying data requests from internal and external stakeholders.
- providing input to data-related functions of PRISMS, including the development and refinement of data dashboards, new reports and visualisations.
- liaising and negotiating with internal and external stakeholders in relation to integration of PRISMS and other education data sets, including whole of department and whole of government initiatives.
- Other duties as required.

The team's data analyst will need to build and maintain an effective relationship with the International Research and Analysis team in Analysis and Data Division and PRISMS developers. Experience with Microsoft PowerBI is advantageous but not a requirement of the position.

Eligibility

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

Notes

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

About the Department of Education, Skills and Employment

The Department of Education, Skills and Employment works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provides. Department of Education, Skills and Employment's primary focus is to equip Australians — at all life and career stages — with knowledge, skills and attributes to live well, thrive at work and contribute to community life. Strategic priorities include: • Ensuring quality, affordable and accessible early education and care for families • Improving schooling outcomes for children • Preparing our future workforce through globally competitive tertiary education, training and research sectors • Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers Developing a strong evidence base for effective policy that reflects and understands varied needs of the Australian population, business and industry. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity. The Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

To Apply

Position Contact	Warwick Miles, 02 6240 5417
Agency Recruitment Site	https://www.dese.gov.au/about-us/work-with-us

- 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-0686953

Department of Education, Skills and Employment

Closing Date: Thursday 18 March 2021

International
Quality Frameworks ESOS Systems and Support

Job Title	Senior Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,114 - \$96,895
Classification	APS Level 6
Position Number	21/0233
Agency Website	https://www.dese.gov.au/

Job Description

<https://www.dese.gov.au/about-us/work-with-us>

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Duties

The ESOS Systems and Support team is seeking a skilled senior data analyst to manage its data assets and develop data products that will drive future policy and decision making in the international education sector. The data analyst function has a broad remit which includes data extraction, data exploration and visualisation. The ability to communicate conclusions drawn from analysed data in both written and verbal forms is core to the role.

The role incorporates several functions, including:

- working with database administrators to develop the appropriate queries to extract PRISMS data.

- organising and analysing new and existing data sources as input for products for internal and external users within limited timeframes.
- maintaining PRISMS metadata.
- identifying and clarifying data requests from internal and external stakeholders.
- providing input to data-related functions of PRISMS, including the development and refinement of data dashboards, new reports and visualisations.
- liaising and negotiating with internal and external stakeholders in relation to integration of PRISMS and other education data sets, including whole of department and whole of government initiatives.
- advising on and maintaining data release policies for PRISMS data.
- leading engagement and development of low and intermediate level data requests and data products.
- input into high level and long term data requests and data products.
- advising on divisional data strategies.
- Other duties as required.

The team's data analyst will need to build and maintain an effective relationship with the International Research and Analysis team in Analysis and Data Division and PRISMS developers. Experience with Microsoft PowerBI is advantageous but not a requirement of the position.

Eligibility

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

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Notes

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To Apply

Position Contact	Warwick Miles, 02 6240 5417
Agency Recruitment Site	https://www.dese.gov.au/about-us/work-with-us

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Education, Skills and Employment

Vacancy VN-0686983

Department of Education, Skills and Employment

Closing Date: Thursday 18 March 2021

People, Parliamentary, Communication and Assurance
Enterprise Risk, Audit and Investigations Fraud Prevention and Investigations

Job Title	Intelligence Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$78,377 - \$83,793
Classification	APS Level 5
Position Number	21/0239
Agency Website	https://www.dese.gov.au/

Job Description

<https://www.dese.gov.au/about-us/work-with-us>

The Fraud Prevention and Investigations Team has overarching responsibility for fraud prevention, detection and investigations for the department. This includes developing, maintaining and reporting against our Fraud Control Framework, delivering fraud awareness programs and undertaking investigations of suspected fraud against the department and its programs.

This position is for an Intelligence Analyst whose job will be to review, collect, analyse and manage information, draft reports and assist in the overall detection and response to suspected fraud.

Duties

The successful candidate will assist the Assistant Director, Intelligence and Detection to:

- collect, collate and analyse data to produce high quality tactical and operational intelligence products
- undertake initial case assessments to inform fraud control and investigations decision-making

- support program areas to develop referral material when reporting suspected fraud or corruption to the team
- collaborate with key internal and external stakeholders to improve the department's ability to collect and utilise key datasets to produce useful intelligence products
- apply knowledge of information technology, data analysis, research and/or intelligence tradecraft to support fraud detection and investigation outcomes
- utilise departmental data sets to develop executive reports and briefing material detailing the department's compliance with mandatory fraud control requirements
- maintain awareness of contemporary fraud environment including current trends
- identify, implement and promote improved work practices
- manage data entry and quality assurance activities within the team's investigations and intelligence database (iBase)
- provide technical and administrative support on iBase to investigators and intelligence officers including liaison with the software provider for complex technical issues that require escalation.

The successful candidate will ideally:

- have highly developed interpersonal skills and will develop and contribute to productive working relationships with key stakeholders.
- embody a high standard of written and oral communications skills and stakeholder management
- demonstrate their ability to work independently and within a team environment with limited supervision
- be able to work within a framework of legislation, established principles, work practices and procedures in accordance with the department's mission and business objectives
- have previous experience in the use and administration of a case management database (iBase).

Prior experience within an intelligence, fraud control or investigations environment with training in intelligence from a government department or agency is highly desirable. A Certificate IV in Government – Fraud Control or Certificate IV in Government – Investigations is desirable.

Eligibility

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This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

Notes

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Developing a strong evidence base for effective policy that reflects and understands varied needs of the Australian population, business and industry. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity. The Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

To Apply

Position Contact	Jason Henderson, 02 6218 3198
Agency Recruitment Site	https://www.dese.gov.au/about-us/work-with-us

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Education, Skills and Employment

Vacancy VN-0686995

Department of Education, Skills and Employment

Closing Date: Thursday 25 March 2021

Delivery and Employer Engagement
Victoria State Office

Job Title	State Manager, VIC
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Bendigo VIC, Melbourne VIC
Salary	-
Classification	Senior Executive Service Band 1
Position Number	21/0235
Agency Website	https://www.dese.gov.au/

Job Description

<https://www.dese.gov.au/about-us/work-with-us>

The Delivery and Employer Engagement Division is responsible for managing frontline employment and vocational education services for the department. The division performs a range of functions, including account and contract management, policy development, policy implementation and review, stakeholder engagement and local labour market intelligence gathering. The

division has strong working relationships with contracted providers, employers, peak bodies and all levels of government.

As a State Manager (SES Band 1), you will be part of the division's leadership team and will contribute to corporate management, planning and reporting, and interdepartmental liaison and negotiations. You will be responsible for undertaking high level direction of labour market strategies and program delivery performance, and high-level representation with external stakeholders including employers, State and other Government agencies, local councils, nongovernment organisations and contracted providers, to collaboratively advance the department's business interests.

Your achievements will contribute substantially to government policy measures that sustain broader government economic performance, employment, skills, education and social goals.

Duties

Your role will include effective delivery of policies and programs to improve job prospects for young job seekers, mature age job seekers and Indigenous job seekers, as well as facilitate opportunities for greater female participation including in nontraditional roles.

The position of State Manager is responsible for:

- Leading and managing the functions of the Victoria State Office in achieving its business objectives, including through budget management, staff supervision, performance management, development and recruitment as required.
- Demonstrate a high level of representation with external stakeholders including State and other Government agencies, non-government organisations and contracted providers to collaboratively advance the department's business.

To be successful you will have the following skills, experience and attributes:

- Strong stakeholder management, negotiation and influencing skills, including the ability to represent and negotiate on behalf of the department
- High level ability to develop and manage key strategic relationships with a broad range of stakeholders, promoting the department's business objectives
- Demonstrated leadership skills to set strategic direction, develop long term plans and implement operational strategies
- Ability to work collaboratively across the department and stakeholders to respond to emerging issues
- Strong management experience, including an ability to effectively manage competing priorities and deliverables.

Tenure

The position will be filled on a temporary basis for a period of three years with an option to extend that term for an additional year subject to the agreement of the employee and the department.

- Candidates external to the Australian Public Service will be issued with a non-ongoing contract for the period of the term transfer arrangement.
- Ongoing APS employees will be transferred temporarily into the position for the duration of the term.

Eligibility

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

This is a designated security assessed position. The successful applicant will be required to obtain and maintain a Negative Vetting 1 security assessment at the level.

Notes

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

About the Department of Education, Skills and Employment

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- Ensuring quality, affordable and accessible early education and care for families
- Improving schooling outcomes for children
- Preparing our future workforce through globally competitive tertiary education, training and research sectors
- Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers

Developing a strong evidence base for effective policy that reflects and understands varied needs of the Australian population, business and industry. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity. The Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

To Apply

Position Contact	Margaret Kidd, 02 6121 7348
Agency Recruitment Site	https://www.dese.gov.au/about-us/work-with-us

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Education, Skills and Employment

Vacancy VN-0687003

Department of Education, Skills and Employment

Closing Date: Thursday 18 March 2021

Delivery and Employer Engagement Division
Youth Employment Branch Youth Jobs PaTH - Employability Skills Training

Job Title	Program Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$78,377 - \$96,895
Classification	APS Level 5;APS Level 6
Position Number	21/0241
Agency Website	https://www.dese.gov.au/

Job Description

<https://www.dese.gov.au/about-us/work-with-us>

The Youth Employment Branch within the Delivery and Employer Engagement Division is responsible for developing, implementing and managing initiatives to improve the engagement and employment participation of young people. In particular, the Branch manages delivery of the Employability Skills Training and Internship components of the Youth Jobs PaTH program and Transition to Work service.

Duties

The Branch is looking for highly skilled applicants to assist in the management of the existing youth programs and services, focusing on collaboration and linkages with other employment programs, the skills and training sector, and the New Employment Service Model set to commence in 2022. Program officers will support the ongoing program management of Employability Skills Training within Youth Jobs PaTH, and the

Transition to Work service, two key youth employment service programs.

Applicants are expected to possess or demonstrate the following skills in line with the APS Work Level standards:

APS 6

- demonstrated ability to understand problems, develop evidence-based solutions and communicate findings and recommendations accurately and effectively
- strong data literacy, including the ability to undertake research and analysis and utilise relevant data to prepare a range of reports/evidence-based documents for different audiences
- ability to communicate information through a variety of mediums (written, oral, visual) for a range of audiences
- strong interpersonal skills, with the ability to build and maintain relationships with stakeholders internal and external to the team and Department
- motivated, positive and proactive attitude.

APS5

- excellent oral, written and interpersonal skills with the ability to liaise with a diverse range of stakeholders
- good data literacy, including the ability to undertake research and analysis and utilise relevant data to prepare a range of reports/evidence-based documents for different audiences
- strong organisational skills
- motivated, positive and proactive attitude.

Eligibility

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This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

Notes

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To Apply

Position Contact	Peta Chapman, 02 6121 3445
Agency Recruitment Site	https://www.dese.gov.au/about-us/work-with-us

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Foreign Affairs and Trade

Vacancy VN-0686818

Austrade

Closing Date: Monday 22 March 2021

Digital Services and Outreach
n/a

Job Title	Deputy CEO, Digital Services and Outreach
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	-
Classification	Senior Executive Service Band 3
Position Number	2983
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

<https://austradejobs.nga.net.au/?jati=5513E421-4C43-2B7A-B637-BF44C7616F94>

The Deputy CEO, Digital Services and Outreach will lead the cultural and organisational shift within Austrade to become a connected digital first agency. They will have ultimate accountability for the delivery of Austrade's relationship with Government, research and insights, core digital services and platforms, programs and brand identity.

To ensure Austrade remains a business service organisation, the Deputy CEO, Digital Services and Outreach will be an expansive thinker with strong knowledge of government and international business, as well as commercial and international experience. To be successful, they will understand data and analytics with knowledge of trade and investment, and have a background in the global economy.

Duties

The successful candidate will be a strong leader, both of the whole function and their smaller executive team. Importantly, s/he will be a constructive disruptor and will bring the ability to thrive within a collaborative and values-based culture.

They will have low ego coupled with high EQ, be a strong networker and have high gravitas. In particular, they will demonstrate the following traits:

- **Strong intellect:** s/he will have a sharp mind coupled with the ability to shape the organisation and build a vision for the future;
- **Curiosity:** the candidate will demonstrate openness, flexibility, willingness to learn and an innate curiosity that will support them navigating a complex set up;

- **Resilience:** s/he will show the determination and perseverance to be a positive force for improvement and delivery within the organisation, able to navigate obstacles and set-backs; and
- **Credibility:** the candidate will possess the technical skills to make them credible with the Senior Leadership Team and will have the gravitas and charisma to make them a value thought partner.

Eligibility

- **Australian Citizenship** - Our successful candidate must be an Australian citizen
- **Security Clearance** - Our successful candidate will be subject to a number of vetting processes, including Negative Vetting 2 (NV2) prior to appointment.

Notes

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

About the Austrade

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

To Apply

Position Contact	Egon Zehnder, 02 9392 2222
Agency Recruitment Site	https://austradejobs.nga.net.au/?jati=5513E421-4C43-2B7A-B637-BF44C

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Austrade

Closing Date: Sunday 14 March 2021

Digital Innovation and Client Development
Digital Services

Job Title	Project Manager, Digital Education Hub
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW, Perth WA
Salary	\$102,373 - \$114,031
Classification	Executive Level 1
Position Number	1605_03/21
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Team India Digital Education Alliance (IDEA) is seeking a Project Manager to support the delivery of new products and services as part of the Digital Education Hub.

The Project Manager supports Team IDEA's Program Manager in delivering the strategic direction and delivery of Austrade's India NPP project by prioritising work activities in line with user needs and organisational objectives and working with their team to ensure that the solution delivers maximum business value.

Duties

- Lead IDEA led projects in collaboration with the Program Manager
- Schedule and coordinate cross team dependent projects against Team IDEA roadmap and milestones
- Track and report on cross team dependent projects ensuring projects meet established KPIs
- Plan and schedule forward strategies in line with Digital Services project management (Agile) framework
- Promote cross team collaboration
- Support strategic direction
- Engage with clients and stakeholders to understand user needs, identify opportunities and review and improve the product/service
- Work closely with the senior stakeholders and the delivery team to maintain an inspiring vision for the product that is user-focused and aligns with organisational priorities
- Work with the product team, users and other stakeholders to ensure that delivery meets user needs and maximises value by owning the product backlog –creating and prioritising user stories and accepting delivery –and being with the team to answer questions
- Support business change and communications (internal and external) activities to raise awareness and encourage adoption of the product/service
- Manage the India Digital Education Hub performance management framework
- Preparing progress reports for the Executive and stakeholders, justifying product direction and prioritisation of decisions
- Collate required data sets ensuring an updated analytics dashboard.

Eligibility

The successful applicant must be an Australian citizen and have, or be willing to undergo a security clearance to the level of Entry Level Screening as a condition of employment.

Notes

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

About the Austrade

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

To Apply

Position Contact	Vik Singh, 02 9392 2081
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0686797

Australian Centre for International Agricultural Research (ACIAR)

Closing Date: Monday 22 March 2021

Research Programs
Social Systems

Job Title	Research Program Manager Social Systems
Job Type	Full-Time, Non-Ongoing
Location	Bruce ACT
Salary	\$146,418 - \$183,462
Classification	Executive Level 2
Position Number	99953
Agency Website	https://www.aciar.gov.au

Job Description

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

The ACIAR Social Systems research program is one of our ten Research Programs and addresses questions most effectively answered, or led primarily, by social scientists.

The Social Systems RPM position is responsible for commissioning, co-developing and managing a coherent portfolio of research-for-development projects, closely aligned with the priorities of Australia's official development assistance program and contributing to ACIAR's strategy and thematic priorities. Projects typically involve partnerships that link the innovation systems in Australia and ACIAR partner countries in the Indo-Pacific region, bringing together partners in universities, public research and development agencies, and the private sector.

We are seeking an experienced senior research leader who can further develop a substantial research program, while also contributing to ACIAR's broader research portfolio management including peer review of ACIAR projects in other programs, contribution to scientific and policy submissions and reviews, and membership of internal committees.

The position of RPM is pivotal in ACIAR's distinctive partnership brokering model of research investment in developing countries. Individual RPMs deliver scientific leadership within their own research program and disciplinary strength, and they also work collectively across programs and across the portfolio as a whole to ensure technical excellence, procedural rigour and to capture opportunities for cross-program synergies. The Social Systems RPM, as with other RPMs, will be expected to mentor graduates and early career research officers and contribute to ACIAR's research outreach and capacity building activities. The appointee will be supported by a Program Support Officer (PSO). All RPMs are accountable to the ACIAR Executive and CEO through the Chief Scientist.

The position is based at our headquarters in Canberra (Bruce) but with extensive travel internationally and domestically.

Duties

Initiate, develop and manage the ACIAR Social Systems Program and contribute to ACIAR corporate activities through the following duties:

1. Assess research and innovation needs and identify research priorities in consultation with the Chief Scientist and General Manager Country Programs, consistent with the ACIAR 10 Year Strategy 2018-2027 and relevant Country Strategies that can appropriately be addressed through inter- or transdisciplinary research within a social sciences framing.
2. Contribute guidance and expertise to the integration of social science in projects across other parts of the ACIAR research portfolio, including on gender equity and the empowerment of women and girls.
3. Develop, implement, monitor, review and evaluate a program of activities addressing priorities relating to people, communities and institutions in the Indo-Pacific:
 - * identifying and conceiving original and innovative projects that involve research, development and capacity building in priority areas;
 - * assisting in brokering research partnerships and in preparing and assessing research and development proposals;
 - * developing the scientific and technical basis of contracts for approved projects;
 - * coordinating and monitoring progress of implementation of the projects by collaborating agencies; and
 - * analysing and evaluating the results of research in programs and projects and identifying extension and outreach initiatives.

4. Maximise the potential contribution of project findings to the solution of identified technical problems by facilitating the appropriate communication of the results of ACIAR projects, in consultation and collaboration with the ACIAR Outreach team. As appropriate, represent ACIAR at international seminars and workshops to promote research findings.
5. Advise the ACIAR executive and other agencies on production and policy matters relating to agriculture, land use and natural resource management in the Indo-Pacific from a social science perspective. Maintain effective liaison and communication with ACIAR research partners and stakeholders, within Australia and in partner countries, and represent ACIAR as required.
6. Manage the Social Systems Program procurement processes, budgeting, financial management and reporting in accordance with ACIAR policies, procedures and systems.
7. Contribute to activities in the ACIAR research portfolio, including peer review of ACIAR projects, technical input that informs ACIAR's contribution to multilateral initiatives, especially the gender elements of the CGIAR, contribution to submissions and reviews, and contribution to internal committees.
8. Supervise and mentor program support staff, graduates and early career research officers in accordance with ACIAR's Certified Agreement, Government policy and overarching legislation.
9. Contribute to the corporate development of ACIAR by assisting in the induction, training and mentoring of staff and participation in broader corporate activities.

Eligibility Notes

About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is an independent agency within the Australian Government Foreign Affairs and Trade portfolio. Our mission is to catalyse more productive, sustainable and resilient food and farming systems for the benefit of developing countries and Australia. We do this through brokering, funding and managing research partnerships between Australian scientists and developing countries, and investing in multilateral international agricultural research. Operating under the ACIAR Act 1982, we are a specialist element of Australia's overseas development assistance program, fostering international agricultural research and development partnerships for more sustainable agricultural systems, higher incomes and strengthened food security in partner countries. Our headquarters are in Bruce (Canberra). Further information on our current projects, programs and priorities can be found at <https://aciarc.gov.au>

To Apply

Position Contact	Daniel Walker, 0262170561
Agency Recruitment Site	https://aciarc.gov.au

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Health

Vacancy VN-0686811

Aged Care Quality and Safety Commission

Closing Date: Sunday 14 March 2021

Compliance
Compliance and Investigation

Job Title	Serious Incident Response Scheme Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - TAS TAS
Salary	\$69,523 - \$73,459
Classification	APS Level 4
Position Number	TBC
Agency Website	

Job Description

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

A full-time, ongoing opportunity exists for a Serious Incident Response Scheme Officer in our Hobart office. As a member of the Compliance team, this position is responsible to provide administrative support to the SIRS team.

Duties

- Perform team administrative duties including data entry
- Prepare and respond to routine communication via email and phone
- Liaising with service providers to amend errors or omissions in reports
- Maintain and edit records on the case management database and other Commission IT systems
- Undertake routine risk assessments

Eligibility

- Previous experience providing administrative and data entry support in a fast paced team environment.
- Strong attention to detail and accuracy with data entry
- Good verbal and written communication skills
- Results focused and ability to work to tight deadlines
- Ability to contribute productively in a team environment
- Ability to deal with sensitive information

Please note:

Previous experience in a government department is not necessary.

Notes

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check.

In your application please provide a statement of claims against the Essential Requirements in no more than 300 words.

Position Notes:

Salary offered will be between \$69,523 and \$73,459 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Merit Pool established through this selection process may be used to fill this or future vacancies on a non-ongoing or ongoing basis”

The diversity of our staff is very important to us. We welcome and actively encourage applications from people with disability, women, and people with culturally and linguistically diverse backgrounds. We recognize the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people.

How to Apply?

1. **Complete your application form (which could be found below the position description on our careers page)**
2. **A written response outlining your statement of claims and the strengths you would bring to the role against the Key Selection Criteria listed above (no more than a total of 1200 words)**
3. **Attach a copy of your resume along with the completed Application Form and Submit**

Please complete an online application form and submit to <https://www.agedcarequality.gov.au/about-us/careers> by 5:00pm (local time) on **Sunday 14 March 2021**. Only completed applications will be accepted.

Note: Recommended applicant must be available for commencement early May 2021

Contact Officer:

Please contact our recruitment team on (02) 9633 3262 or hrservices@agedcarequality.gov.au for assistance with accessing our website or with lodging your application. Specific questions about the role can be directed to Amanda Innes-Brown, Director, Compulsory Reporting Team on (03) 9958 2335 during business hours.

Reference Number: VN-0686811

Further information:

For further information about the Aged Care Quality and Safety Commission, office locations and other related resources, please visit <https://www.agedcarequality.gov.au/>.

For more information on the Australian Public Service, please visit

<http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4> and <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>.

About the Aged Care Quality and Safety Commission

To Apply

Position Contact	Amanda Innes-Brown, Director, Compulsory Reporting Team, (03) 9958 2335
Agency Recruitment Site	https://www.agedcarequality.gov.au/contact-us

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Health

Vacancy VN-0686788

Food Standards Australia New Zealand

Closing Date: Sunday 14 March 2021

Risk Management and Intelligence
Risk Management and Intelligence Behaviour and Regulatory Analysis

Job Title	Senior Social Scientist
Job Type	Full-Time, Ongoing
Location	Majura ACT
Salary	\$104,436 - \$116,334
Classification	Executive Level 1
Position Number	A0201
Agency Website	https://www.foodstandards.gov.au

Job Description

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

The EL1 position will, under broad direction, provide advice on how potential changes in food regulation (e.g. food labelling, food safety) will affect consumers, business and government. This will involve working with economists and other scientific staff to provide advice to the FSANZ Executive and Board. The successful applicant will manage projects and contribute to multi-disciplinary teams.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job.

Duties

In this role you will:

- Communicate the findings of original research and published literature and their implications for food regulation.

- Work as a member of project teams on the development or variation of food standards.
- Design and manage social science/behavioural research using relevant methods to examine consumer behaviour, attitudes and knowledge in relation to food (e.g. experiments, survey, in-depth interviews, focus group).
- Critically review published social science/behavioural literature and prepare literature reviews.
- Analyse qualitative and quantitative data.
- Manage and procure research services through competitive processes.
- Supervise and mentor staff, as required.
- Contribute to section management and administration.

Eligibility

Conditions of engagement include a six-month probation period, health and character clearances (including police records check and possible security clearance).

To be eligible for engagement, applicants must be Australian citizens, unless special approval is given by the CEO. An agreement between the Australian and New Zealand Governments provides opportunities for New Zealand citizens to apply for FSANZ positions that are located in the New Zealand office.

Notes

Tell us why you are right for this job while ensuring you address the selection criteria. Your statement should be no more than 750 words. Ensure that you include your CV as well.

Position contact: Trevor Webb on (02) 6271 2605 or trevor.webb@foodstandards.gov.au

Applications for this position close at 11:59pm (AEDT) 14 March February 2021.

For help in applying contact: Recruitment@foodstandards.gov.au

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

About the Food Standards Australia New Zealand

Food Standards Australia New Zealand (FSANZ) is an independent statutory authority responsible for developing food standards in Australia and New Zealand. Our work supports a safe food supply for Australian and New Zealand consumers and contributes to industry innovation and competitiveness, informed consumer choice and broader public health goals. We also have responsibility for managing food incidents including food recalls.

To Apply

Position Contact	Trevor Webb, (02) 6271 2605
Agency Recruitment Site	https://www.foodstandards.gov.au/careers/Pages/default.aspx

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Health

Vacancy VN-0686857

National Blood Authority

Closing Date: Tuesday 16 March 2021

National Blood Authority
Fresh Blood Products & Business Systems Blood and Data Services Section

Job Title	Senior Project Officers (several)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Lyneham ACT
Salary	\$84,063 - \$94,835
Classification	APS Level 6
Position Number	20037078
Agency Website	www.blood.gov.au

Job Description

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

The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia.

We have several positions available for a period of 12 months, with the possibility of extension and/or permanency.

You will be part of the Blood and Data Services Section. This is a dynamic section that supports governments, health service organisations and health care professionals to improve patient outcomes through the appropriate utilisation of blood and blood products.

Your role will be to manage projects relating to the development, review, promulgation and evaluation of clinical practice guidelines or programs relevant to blood products and services. These projects are based on processes that are currently evolving in the broader blood sector and will require an ability to utilise and implement established processes as well as consider and assess the appropriateness of alternative processes as they continue to emerge.

We are looking for great people with a demonstrated record in exercising initiative, critical thinking and judgement in the interpretation of policy and the application of practices and procedures; in providing detailed technical, professional, and/or policy advice in relation to complex problems; in applying strong stakeholder engagement and negotiation skills; and who have excellent oral and written communication skills.

Duties

Although not exhaustive, the duties and responsibilities of these positions will require you to:

1. Manage projects, programs and contracts in accordance with the objectives of the *National Blood Agreement* and government policies
2. Assist in coordinating and managing human and financial resources, workflow and team performance
3. Work in a collaborative manner as a member of a team and assist in coaching, mentoring and developing team members and implementing organisational change
4. Propose and implement innovations within a culture of continuous improvement
5. Prepare papers, technical minutes, presentations and correspondence
6. Undertake detailed analysis of reports and proposals and formulate recommendations
7. Build effective relationships and achieve negotiation outcomes with internal and external stakeholders, and
8. Contribute to NBA organisational strategy and culture.

Eligibility

These are Designated Security Assessed Positions (DSAP) at Negative Vetting – Level 1. The successful applicants must be Australian Citizens capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

These positions require some interstate travel.

Notes

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

These roles are non-ongoing opportunities with the possibility of extension or conversion to ongoing employment. Non-ongoing offers are for an initial period of up to 12 months, with possibility of extension up to a maximum period of three years. A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must be done within 12 months of the date of this vacancy advertised on Public Service Gazette.

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

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia

To Apply

Position Contact	Sandra Cochrane, 02 6151 5005
Agency Recruitment Site	https://www.blood.gov.au/current-vacancies

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Home Affairs

Vacancy VN-0686996

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Thursday 18 March 2021

Chief Executive Officer
Executive Branch Ministerial and Executive Support; Strategy, Communication
and Reporting

Job Title	Advisor
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	\$73,939 - \$91,295
Classification	APS Level 5; APS Level 6
Position Number	Various
Agency Website	https://www.acic.gov.au/

Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group. The ACIC protects Australia from criminal threats through coordinating a strategic response and the collection, assessment and dissemination of intelligence and policing information.

Working in consultation with other Home Affairs portfolio agencies, National Intelligence Community agencies and ACIC divisions, the successful candidate will have an important role in advising on issues central to government priorities and the role and functions of the ACIC. Work at the ACIC offers unique policy experience in an operational agency, contributing to making Australia hostile to criminal exploitation.

The Executive Branch plays a key role in shaping policy and strategy for our agency, and providing advice and assistance to core stakeholders across government. This includes stakeholder liaison, ministerial and executive support, communication and supporting the agency's planning and governance functions. We have several vacancies across the Branch at the APS 5 and APS 6 level.

Duties

Ministerial and Executive Support positions will assist to:

- support agency interactions with Portfolio ministers' offices and refine ministerial processes and support for parliamentary processes
- establish a framework for supporting senior executive attendance at high level meetings and forums to effectively position the agency
- consider the effects and implications for the agency of new policy and legislative changes proposed by other agencies and identify opportunities to strengthen Australia's response to serious and organised crime
- ensure high-quality, accurate and well-argued funding proposals are submitted to Government through new policy proposals

Strategy, Communication and Reporting positions will support:

- delivery of ACIC strategic planning documents including the corporate plan and business plans
- regular accurate performance reporting through monthly, quarterly and annual reporting, including preparation of the annual performance statements
- ensuring the agency meets its legislative reporting requirements including preparation of the Annual Report
- management of the ACIC's internal policy framework
- providing strategic, coordinated communication advice to the agency to ensure all communication with internal and external audiences is consistent, integrated and effective

Eligibility

This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain a Negative Vetting 1 clearance. In assessing suitability for employment the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.

Notes

Candidates will be required to specify the classification (APS5, APS6 or both) they wish to be considered for.

The ACIC is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is for a safer Australia that is better connected, informed and capable of responding to crime. We work with our state and territory, national and international partners on investigations and to collect intelligence to improve the national ability to respond to crime impacting Australia. Our coercive powers give us a unique intelligence collection capability and allow us to inform and provide critical contributions to national strategies to combat serious and organised crime, cybercrime and national security threats. We are the conduit for sharing criminal information and intelligence between all state, territory and Commonwealth law enforcement agencies. We provide national criminal information and intelligence services to more than 70,000 police officers and other accredited users on a daily basis to keep them, and the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our role includes reducing serious and organised crime threats of most harm to Australians and the national interest, and providing national policing information systems and services.

To Apply

Position Contact	Amy, 02 6268 7928
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Australian Federal Police

Closing Date: Thursday 18 March 2021

Ministerial, Policy and Performance
ACT Policing

Job Title	Coordinator - Band 9 - Ministerial, Policy and Performance, ACT Policing
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$150,339 - \$198,377
Classification	Executive Level 2
Position Number	Job Req: 5926
Agency Website	https://www.afp.gov.au/careers

Job Description

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

Australian Federal Police

Policing for a safer Australia - the world is changing, crime is changing, we are changing to meet new challenges.

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

Applications are invited from suitably qualified people who are interested in an appointment to the AFP. Applicants should demonstrate a commitment to the core values of the AFP, and their application must address selection criteria and the relevant work level standards.

The AFP offers a generous remuneration and conditions package, full details can be found [here](#).

As an inclusive organisation, the AFP provides opportunity for all Australians to fairly gain employment in the AFP. We appreciate that everyone is unique and acknowledge that diversity in thought leads to greater transparency and improved consideration in our decision making. To support our employees we also provide flexible work arrangements.

The AFP delivers community policing services in the ACT through ACT Policing. This is undertaken in accordance with the Policing Arrangement between Commonwealth and ACT Governments.

Duties

As an Executive Level AFP appointee you will ensure the achievement of outcomes are in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

Appointees at the Executive Level work under the strategic direction of the senior executive and are responsible for the leadership and management of a number of teams to deliver outcomes.

Appointees at this level require in depth knowledge and understanding of the AFP business and the impact of roles and functions undertaken in relation to the organisation's reputation to effectively manage operations.

An Executive Level role is responsible for leading and managing a team/s dedicated to delivering a business function to the AFP. The role has both a practical and strategic focus requiring the application of sound business principles in the management of resources to meet AFP outputs in the most effective and efficient manner.

Applications are sought from suitably qualified individuals wishing to be considered for the Coordinator role within the Ministerial, Policy & Performance portfolio of ACT Policing.

Ministerial, Policy and Performance (MPP) provides an executive support service to ACT Policing, the Minister's Office and the ACT Government through coordinating and executing various tasks and functions including Ministerial support, legislation and policy development, contribution to national forums, and organisational statistical reporting. These all support ACT Policing's delivery of services and accountability to the ACT Government as per the Policing Arrangement and Purchase Agreement. The MPP team is staffed by a mixture of sworn and professional members to provide a balance of corporate and operational policing knowledge and skills.

Successful applicants will thrive in a complex and challenging environment and have a strong track record of leading teams to achieve results. They will be highly regarded for their leadership capabilities, strategic and lateral thinking aptitude, productive working relationships, stakeholder management skills and their ability to communicate and negotiate effectively. At this level you will be expected to have strong leadership, coaching and mentoring abilities.

The Coordinator role requires proven leadership capabilities and the ability to cultivate strong relationships with internal and external stakeholders and the ability to work collaboratively at all levels.

Eligibility

Essential Requirements

- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Contemporary knowledge and experience relevant to the role.
- Demonstrated ability to lead a team.

Highly Desirable Requirements

- At least 3 years' experience leading diverse teams or managing government relations.

Notes

About the Australian Federal Police

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

To Apply

Position Contact	Detective Acting Inspector Callum Hughes, 02 51264013
Agency Recruitment Site	https://www.afp.gov.au/careers/vacancies

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**Australian Transaction Reports and Analysis Centre
(AUSTRAC)**

Closing Date: Wednesday 17 March 2021

Regulation, Education and Policy
Education, Capability and Communications Policy

Job Title	Specialist, Policy
Job Type	Full-Time, Ongoing
Location	Chatswood NSW, Melbourne VIC, Barton ACT
Salary	\$87,655 - \$99,859
Classification	APS Level 6
Position Number	284
Agency Website	https://www.austrac.gov.au/

Job Description

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

AUSTRAC (the Australian Transaction Reports and Analysis Centre) is Australia's financial intelligence unit and its anti-money laundering and counter-terrorism financing regulator. Our purpose is to build resilience in the financial system and use financial intelligence and regulation to disrupt money laundering, terrorism financing and other serious crime.

The Policy Section is an integral part of AUSTRAC. The Specialist, Policy is a policy officer who works collaboratively with different areas of the agency to develop and support policy initiatives to strengthen and improve regulatory outcomes achieved by the anti-money laundering and counter-terrorism financing (AML/CTF) regime. This includes developing internal policy positions and developing drafting instructions for legislative instruments (Rules). The role also :

- provides advice on policy and operational issues to the Department of Home Affairs to support the progression of legislative reforms to the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*, and
- provides supports for AUSTRAC's engagement with international AM/CTF fora.

Duties

The Specialist under broad supervision is responsible for:

- undertaking research and analysis including on complex policy matters
- providing policy advice to support AUSTRAC's intelligence and regulatory functions, and the delivery of the AUSTRAC CEO's priorities
- responding to internal and external stakeholder inquiries in relation to policy issues
- supporting the development of legislative reforms under the AML/CTF Act
- preparing written briefing and submissions
- supporting AUSTRAC's engagement with the Financial Action Task Force and the Asia Pacific Group on Money Laundering

- developing and maintaining internal and external relationships to facilitate and communicate changes to the AML/CTF legal and policy framework

Strong analytical skills, the ability to understand legislative frameworks, and good oral and written communication skills are essential. The successful applicant must be able to convey complex policy advice succinctly and develop policy solutions that are efficient and effective from an operational perspective. In addition, the successful applicant must work well in a team environment whilst possessing the ability to operate independently under limited supervision. Strong organisational and time management skills, attention to detail and the ability to work under pressure will be highly regarded. Legal qualifications are desirable. **Eligibility**

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

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

Notes

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

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

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Robyn Bantoft, 02 9950 0762
Agency Recruitment Site	https://www.austrac.gov.au/about-us/careers/how-apply

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Industry, Science, Energy and Resources

Vacancy VN-0686958

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date: Sunday 21 March 2021

Finance
Financial Performance and Analysis

Job Title	Financial Performance and Analysis Coordinator
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$100,710 - \$108,985
Classification	Executive Level 1
Position Number	TBA
Agency Website	http://www.csiro.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=70985&company=CSIRO>

The Opportunity

- Can you provide financial advice and expertise to CSIRO Executive and Board?
- Do you have finance experience in the government sector?
- Join CSIRO – Australia’s premier science & technology research organisation

The successful candidate will provide day-to-day financial management advice and expertise with a strong focus on providing financial advice and analysis to the CSIRO Executive, Leadership Team and Board. The role will achieve significant financial reporting outcomes and contribute to the delivery of accurate, quality financial reporting, forecasting and modelling. Reporting to the Finance Manager - Financial Performance & Analysis you will provide strategic input and analytical advice across CSIRO and assist management with the delivery of their CSIRO business objectives.

Duties

Your duties will include:

- Planning, managing and delivering the organisational forecasting, modelling and analysis including working with internal stakeholders in its development and delivery
- Communicating actions and risks found in forecasting, modelling and analysis to key stakeholders, as well as the development of new models

- Providing financial advice and analysis, including analysis of new investments, proposals and business cases, analysis of major project feasibility and preparation of required documentation
- Assisting the Finance Manager in the development of scenarios and financial planning as a response to organisational priorities, strategies and support for investment decision making
- Managing and contributing to the design, delivery and implementation of projects including new processes and systems

Location: Black Mountain, ACT preferred or Clayton, VIC

Salary: AU\$98k - AU\$106k plus up to 15.4% superannuation

Tenure: Indefinite

Reference: 70985

To be considered you will need:

- A completed tertiary qualification in accounting or finance as well as completion of the CA/CPA Program, or equivalent work experience.
- Technical knowledge and/or experience in management accounting, reporting, forecasting, budgeting and project accounting in the government sector.
- Ability to identify, analyse and manage financial risk, provide mitigation strategies and develop and deliver appropriate responses.
- To develop and communicate financial management advice, building relationships with internal and external stakeholders to influence outcomes and communicate findings.
- Experience exercising initiative and agility in the delivery of high-quality outputs with flexibility under minimal supervision.
- A history of providing leadership and direction for others in the team by coaching and supporting staff, fostering open communication and strong collaboration.

For full details about this role please review the [Position Description](#)

Eligibility

Eligibility

The successful applicant will be required to obtain and maintain a security clearance at a minimum of a baseline level

Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. [Balance](#)

Diversity and Inclusion

We are working hard to recruit diverse people and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish. [Diversity and Inclusion Strategy](#)

We are committed to the safety and wellbeing of all children and young people.

About CSIRO

At [CSIRO](#), Australia's national science agency, we solve the greatest challenges through innovative science and technology.

Join us and start creating tomorrow today!

How to Apply

For further information about this job, please click on **Apply now** to visit our website. Please apply on-line and provide a one-page maximum cover letter, outlining how your skills, knowledge and experience will be relevant to this role, and a copy of your current CV.

Applications Close

Sunday 21 March 2021, 11:00pm AEST

Notes

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Angela Eschbach, 02 6218 3562
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=709858

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Industry, Science, Energy and Resources

Vacancy VN-0686968

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date: Sunday 28 March 2021

Job Title	Cyber Security Operations Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Perth WA, Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	\$115,605 - \$135,467
Classification	Executive Level 1;Executive Level 2
Position Number	TBA
Agency Website	http://www.csiro.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=72008&company=CSIRO>

The Opportunity

- **Are you an experienced Cyber Security Manager looking for your next challenge?**
- **Can you lead and manage a team of high performing professionals?**
- **Join CSIRO's IMT Business Unit and help contribute to our cyber security!**

The Cyber Security Services (CSS) team operates within the Information Management & Technology (IMT) business unit focusing on ongoing security operations, cyber resilience, and data protection. CSS is seeking an efficient and analytical individual to lead and manage the Cyber Security Operations team focusing on incident response, monitoring, and analytics. This person will need to be self-motivated, comfortable working under pressure in a confidential environment and able to manage competing priorities.

The Cyber Security Operations Manager will be highly competent in managing and improving the ongoing functions of a SOC (Security Operations Centre) including responding to one or more incidents ranging from simple to complex within high stress, but rewarding environment. The successful candidate will be expected to demonstrate the effective leadership of the team. They will also contribute to the evolving technical capabilities within the team, undertake professional development supporting the ever-changing cyber environment and mentor other team members.

Duties

Your duties will include:

- Directing both the Monitoring & Analytics and Incident Response teams within CSS Operations
- Driving and supporting the ongoing evolution of CSIRO's cyber threat detection and response capability

- Ensuring effective responses to security incidents through the appropriate application of resources
- Taking ownership of potentially high-pressure security incidents involving inappropriate or malicious activity and behaviour, intrusions, compromises, threats, and anomalies
- Supporting, contributing and influencing organisational wide cyber security deliverables
- Liaise with government and law enforcement agencies with investigations, incidents, collection of evidence, and sharing of threat intelligence and advisories

Location: Sydney, NSW; Black Mountain, ACT; Clayton, VIC; Brisbane, QLD or Perth, WA

Salary: AU\$113,338 - AU\$132,811 plus up to 15.4% superannuation

Tenure: Indefinite

Reference: 72008

To be considered you will need:

- Formal tertiary qualifications in one or more of the following: Computer Science, Engineering or related technical field. In lieu of this, a minimum of ten (10) years' experience working in an ICT environment may be substituted
- At least two (2) years managing a cyber security team in an operational capacity or at least five (5) years managing an IT team
- Experience with leading and the application of monitoring, analysis, and management of security events and incidents using multiple sources and industry tools within a complex environment
- Ability to apply leadership, analytical, conceptual thinking, and technical skills to detect, investigate, and manage malicious activity and behaviour, intrusions, compromises, threats, and anomalies on the network
- High level of experience in collaborating widely both internally and externally and providing advice and recommendations to managers and staff
- Strong organisational, mental resilience, analytical and problem-solving skills

For full details about this role please review the [Position Description](#)

Eligibility

Eligibility

The successful applicant will be required to hold or have the ability to obtain and maintain a security clearance at the NV1 (SECRET) level.

Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. [Balance](#)

Diversity and Inclusion

We are working hard to recruit diverse people and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish. [Diversity and Inclusion Strategy](#)

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About CSIRO

At [CSIRO](#), Australia's national science agency, we solve the greatest challenges through innovative science and technology.

Join us and start creating tomorrow today!

How to Apply

Please visit our website to apply on-line, providing a cover letter and CV that best demonstrate your motivation and ability to meet the requirements of this role.

Applications Close

Sunday 28 March 2021, 11:00pm AEDT

Notes

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Angela Eschbach, 02 6218 3562
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=720088

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Industry, Science, Energy and Resources

Vacancy VN-0687023

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date: Sunday 14 March 2021

Job Title	Legal Counsel (Corporate and Governance)
Job Type	Full-Time, Ongoing
Location	Black Mountain ACT, Clayton VIC
Salary	\$113,338 - \$132,811
Classification	
Position Number	72230
Agency Website	http://www.csiro.au

Job Description

<https://jobs.csiro.au/>

- **Provide solutions-focussed legal advice & support within CSIRO**
- **Establish legal leadership through education, compliance programs and working groups**
- **Solve complex problems and minimise risk - Australian Science, Australia's future!**

In the role of Legal Counsel (Corporate & Governance), you will provide high-quality, practical legal advice, tailored to meet the requirements and circumstances of CSIRO's Board, Executive, Business Units and Enterprise Support Services. Taking into account CSIRO's compliance obligations, this legal advice will fall within the areas relevant to the practice of the Enterprise Legal Team, such as corporate governance, compliance, administrative law, privacy and freedom of information (FOI), property, procurement, ITC, work health and safety, workers' compensation, employment, industrial relations, litigation and research ethics.

Location: Black Mountain (Canberra) ACT or Clayton (Melbourne) VIC
(other major capital city locations may be considered)

Salary: AU\$113k - AU\$132k per annum, plus up to 15.4% superannuation

Tenure: Indefinite

Reference: 72230

To be considered you will hold a degree in law from an Australian tertiary institution, or a comparable overseas qualification which is appropriate to the classification and duties of the Legal Counsel role. You will also have:

- A current Australian practising certificate or entitlement to hold an Australian practising certificate.
- A minimum of four years of post-admission experience, in private, in-house and/or government legal practice, in the area of public law (including administrative law, privacy law and FOI).
- Strong and extensive technical knowledge and applied post-admission experience in public law, in particular, FOI and privacy.
- Strong team and interpersonal skills, and a history of professional behaviours.
- Strong problem-solving skills and a flexible approach to change.
- High-level communication and influencing abilities.
- A record of adherence to professional ethics and standards.

To see all the criteria required for success in this role, click on the 'Position Details' link below.

[Position Details](#)

Flexible Working Arrangements

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CSIRO's Commitment to Diversity

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We are committed to the safety and wellbeing of all children and young people.

About CSIRO

At [CSIRO](#), Australia's national science agency, we solve the greatest challenges through innovative science and technology.

Join us and start creating tomorrow today!

How to Apply

Apply online at .

<https://jobs.csiro.au/job/Canberra%2C-ACT-Legal-Counsel-%28Corporate-&-Governance%29/717/>

. Please provide a CV and cover letter outlining your motivations for applying and your suitability for the role, paying particular attention to the requirements outlined in the [Position Details](#).

Applications Close

Sunday 14 March, 2021 (11pm AEDT)

We reserve the right to withdraw this ad prior to the closing date.

Duties

- Provide high-quality, pragmatic legal advice, documentation and decision-making support, primarily in relation to privacy law and FOI, supporting other areas as required:
 - that is accurate, clear, timely, risk-adjusted and solutions-focused; and
 - which takes into account strategic priorities, applicable law and CSIRO and Commonwealth policy considerations.
- Develop an understanding of the business, strategic objectives, external regulators, stakeholders, political context and relevant industry partners of CSIRO generally.
- Demonstrate privacy law and FOI leadership through, amongst other things, handling requests, providing practical advice and supporting and participating in relevant internal education, compliance programs and working groups.
- Exercise initiative and influence to build relationships with key internal clients (such as the Director Governance, Chief Operations Officer, Chief Information Officer, Chief Information Security Officer, Chief Finance Officer and Director Science Impact & Policy) and position the Enterprise Legal Team as a "trusted advisor" in CSIRO.
- Contribute to the on-going legal education and training of internal clients and CSIRO staff in areas of strategic priority falling within the Enterprise Legal Team practice, including privacy, FOI and data protection law.
- Maintain confidentiality when dealing with personal and commercially sensitive information.
- Generate improved solutions to complex problems and resolve issues efficiently and effectively using creativity, reasoning and past experience.
- Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO's reputation.

- Work collaboratively as part of a geographically-dispersed team to carry out tasks in support of CSIRO's strategic and scientific objectives and compliance obligations.
- Adhere to the spirit and practice of CSIRO's Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
- Other duties as directed.

Eligibility

The successful applicant will be required to obtain and provide a National Police Clearance or equivalent.

Notes

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Catriona Dove, 02 6246 5273
Agency Recruitment Site	https://jobs.csiro.au/

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Industry, Science, Energy and Resources

Vacancy VN-0687029

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date: Thursday 18 March 2021

Governance
Legal

Job Title	Legal Counsel (Privacy/FOI)
Job Type	Full-Time, Ongoing
Location	Acton ACT, Clayton VIC
Salary	\$113,338 - \$132,811
Classification	
Position Number	72305
Agency Website	http://www.csiro.au

Job Description

<https://jobs.csiro.au/>

- **Provide high-quality, pragmatic legal advice & support within CSIRO**
- **Establish privacy law and FOI leadership and build strong relationships with internal clients**
- **Make a difference! - Contribute to ongoing legal education and training**

In the role of Legal Counsel (Privacy/FOI), you will be a key member of the Enterprise Legal Team, providing high-quality, practical legal advice, tailored to meet the requirements and circumstances of internal clients. Taking into account CSIRO's strategic objectives and legislative compliance obligations, this legal advice will fall within the primary areas of privacy law and FOI. Where possible, you will also have the opportunity to gain experience in other Enterprise Legal Team practice areas.

Location: Black Mountain (Canberra) ACT or Clayton (Melbourne) VIC
(other major capital city locations may be considered)
Salary: AU\$113k - AU\$132k per annum, plus up to 15.4% superannuation
Tenure: Indefinite
Reference: 72305

To be considered you will hold a degree in law from an Australian tertiary institution, or a comparable overseas qualification which is appropriate to the classification and duties of the Legal Counsel role. You will also have:

- A current Australian practising certificate or entitlement to hold an Australian practising certificate.
- A minimum of four years of post-admission experience, in private, in-house and/or government legal practice, in the area of public law (including administrative law, privacy law and FOI).
- Strong and extensive technical knowledge and applied post-admission experience in public law and, in particular, FOI and privacy.
- Strong team and interpersonal skills, and a history of professional behaviours.

- Strong problem-solving skills and a flexible approach to change.
- High-level communication and influencing abilities.
- A record of adherence to professional ethics and standards.

To see all the criteria required for success in this role, click on the 'Position Details' link below.

[Position Details](#)

Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. [Balance](#)

CSIRO's Commitment to Diversity

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About CSIRO

At [CSIRO](#), Australia's national science agency, we solve the greatest challenges through innovative science and technology.

Join us and start creating tomorrow today!

How to Apply

Apply online at

<https://jobs.csiro.au/job/Canberra%2C-ACT-Legal-Counsel-%28PrivacyFOI%29/718071200/>.

Please provide a CV and cover letter outlining your motivations for applying and your suitability for the role, paying particular attention to the requirements outlined in the [Position Details](#).

Applications Close

Thursday 18 March, 2021 (11pm AEDT)

We reserve the right to withdraw this ad prior to the closing date.

Duties

- Provide high-quality, pragmatic legal advice, documentation and decision-making support, primarily in relation to privacy law and FOI, supporting other areas as required:
 - that is accurate, clear, timely, risk-adjusted and solutions-focused; and
 - which takes into account strategic priorities, applicable law and CSIRO and Commonwealth policy considerations.
- Develop an understanding of the business, strategic objectives, external regulators, stakeholders, political context and relevant industry partners of CSIRO generally.
- Demonstrate privacy law and FOI leadership through, amongst other things, handling requests, providing practical advice and supporting and participating in relevant internal education, compliance programs and working groups.
- Exercise initiative and influence to build relationships with key internal clients (such as the Director Governance, Chief Operations Officer, Chief Information Officer, Chief Information Security Officer, Chief Finance Officer and Director Science Impact & Policy) and position the Enterprise Legal Team as a “trusted advisor” in CSIRO.
- Contribute to the on-going legal education and training of internal clients and CSIRO staff in areas of strategic priority falling within the Enterprise Legal Team practice, including privacy, FOI and data protection law.
- Maintain confidentiality when dealing with personal and commercially sensitive information.
- Generate improved solutions to complex problems and resolve issues efficiently and effectively using creativity, reasoning and past experience.
- Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
- Work collaboratively as part of a geographically-dispersed team to carry out tasks in support of CSIRO’s strategic and scientific objectives and compliance obligations.
- Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
- Other duties as directed.

Eligibility

The successful applicant will be required to obtain and provide a National Police Clearance or equivalent.

The successful applicant will be required to obtain and maintain a security clearance at the NV1 level, within 6 months of appointment.

Notes

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Catriona Dove, 02 6246 5273
Agency Recruitment Site	https://jobs.csiro.au/

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Industry, Science, Energy and Resources

Vacancy VN-0686812

Department of Industry, Science, Energy and Resources

Closing Date: Sunday 14 March 2021

Strategic Policy
Ministerial Liaison and Governance Planning and Performance

Job Title	Departmental Performance Planning and Reporting Officers
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$85,333 - \$92,540
Classification	APS Level 6
Position Number	507019
Agency Website	http://www.industry.gov.au/

Job Description

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

The Planning and Reporting section is part of the Ministerial Liaison and Governance branch in the Department of Industry, Science, Energy and Resources (DISER). The section is responsible for supporting our department's executive to fulfil our performance management requirements under the Public Governance, Performance and Accountability Act 2013 (PGPA Act) and the Public Governance, Performance and Accountability Rule 2014 (PGPA Rule).

We work closely with DISER's senior executive, the Department of Finance, and DISER's strategic policy, analysis and communications areas to deliver our reporting framework, performance measures and processes.

We collaborate across our department's divisions to develop key performance management documents, including the corporate plan, business plans and the annual report.

Duties

Our ideal candidates will have the following attributes:

- Strong project management capabilities: We are looking for experienced, energetic and proactive project managers who can prioritise effectively and work to tight timeframes. They will see tasks through to completion, producing high quality work while working in a dynamic and complex environment. They will also need to be resilient to change, uncertainty and shifting priorities.
- A strong teamwork orientation: They will be willing to go the extra mile to help team mates through work peaks. They will be committed to maintaining and building a great team culture, where we work hard but also take the time to celebrate our achievements.
- Well-developed communication skills: They will have excellent verbal and written communication skills. They will be able to synthesise complex technical information into succinct and simple to understand advice, plans, briefs and reports. They will tailor these products to their intended audiences, including managers, collaborators, the senior executive and ministers.
- Excellent stakeholder engagement abilities: They will be able to cultivate and maintain effective professional working relationships with internal and external stakeholders. They will also provide exceptional service to our stakeholders.
- Understanding of performance reporting legislative requirements (or ability to quickly develop this): Our ideal candidates will understand and accurately apply the requirements of the PGPA Act, the PGPA Rule and the Commonwealth performance framework.

You will apply the attributes listed above in a fast paced and supportive team environment to assist with the delivery of the department's key performance products, including:

- the corporate plan
- business plans
- quarterly performance statements
- the annual report – including the annual performance statements
- the performance information in the portfolio budget statements

Your work will include:

- project planning for the corporate plan, annual report etc.
- helping lead the continuous improvement and reform of the department's performance framework, performance measures, processes and deliverables – this will include producing advice for our executive on best practice approaches
- working with all divisions across the department to manage performance information input and develop our departmental narrative for planning and reporting documents
- preparing briefing papers for the department's Executive Board and committees
- preparing briefing papers for our ministers on our planning and reporting products
- proactively managing progress of projects you are responsible for, identifying and escalating emerging issues early.

Eligibility

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

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

Notes

We aim to fill an ongoing APS 6 position and a non-ongoing APS 6 (for an initial period of 12 months with the possibility of extension). A merit pool may be established to fill future ongoing and non-ongoing APS 6 vacancies should they become available within 12 months from the date advertised.

For further information about this job, please click on **Apply now** to visit the department's Current Vacancies page.

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

About the Department of Industry, Science, Energy and Resources

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

To Apply

Position Contact	Fleur D'Souza, 02 6102 9833
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Department of Industry, Science, Energy and Resources

Closing Date: Sunday 14 March 2021

Strategic Policy
Ministerial Liaison and Governance Risk

Job Title	Senior Risk Governance Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$85,333 - \$92,540
Classification	APS Level 6
Position Number	507255
Agency Website	http://www.industry.gov.au/

Job Description

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

The Governance and Risk section is responsible for supporting corporate governance and building a positive risk culture across the department. Our two key objectives are:

1. Build organisational capability (through advice, facilitation, training and communications).
2. Develop and implement frameworks, tools and resources.

Our work supports the Secretary to have an appropriate system of risk oversight and internal controls for the management of the entity as per the requirement of the PGPA Act.

Duties

Our ideal candidate will have experience in corporate roles of larger entities, with demonstrable expertise in governance and risk management desirable.

We are seeking:

- an excellent communicator, both written and verbal, with a confidence in presenting information to small groups
- strong skills in judgement, research and analysis, problem solving and planning (highly desirable)
- an ability to work independently and as part of a team, with an ability to think strategically, practically and pragmatically to achieve objectives.

In this role you will be supporting teams across the department in risk management and governance and play a key role in implementation of projects and initiatives of the Governance and Risk team. You will:

- develop and implement policies, programs and training
- undertake work that is complex or sensitive, and operate under broad direction. Exercise sound decision-making and apply good judgement to secure outcomes
- promote and manage relationships with internal and external stakeholders including private industry
- drive, manage and coordinate cross-agency collaboration, initiatives, activities and relationships
- research, plan, implement, monitor and evaluate projects, including ability to interpret and apply legislation
- prepare, review and clear briefs and correspondence.

Eligibility

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

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

Notes

This recruitment process is being used to fill a non-ongoing APS Level 6 position for an initial period of 6 months with the possibility of extension. 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.

For further information about this job, please click on **Apply now** to visit the department's Current Vacancies page.

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

About the Department of Industry, Science, Energy and Resources

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

To Apply

Position Contact	Markus Koeck, 02 6243 7494
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0686868

Department of Industry, Science, Energy and Resources

Closing Date: Tuesday 16 March 2021

Chief Finance Officer Group
Portfolio Budget Accounting and Financial Policy Budget Policy

Job Title	Budget Officer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$85,333 - \$92,540
Classification	APS Level 6
Position Number	507237
Agency Website	http://www.industry.gov.au/

Job Description

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

The Budget Policy team in the Portfolio Budget Accounting and Financial Policy Branch, Corporate and Digital Division, is responsible for coordinating the Commonwealth Budget process for the Industry, Science, Energy and Resources Portfolio, and is the central point of contact for all Budget related matters.

The team includes the Portfolio Liaison function, which is responsible for liaising with the portfolio's eleven agencies on all Budget and finance related matters.

The team provides advice on Budget processes to policy and program areas across the portfolio, and reports through the Chief Financial Officer to the Deputy Secretary responsible for Corporate.

The team works closely with the External Budgets Team, which is responsible for coordinating the financial aspects of the Budget process, including advice on costing new policy proposals (NPPs).

This is a non-ongoing 12 month role with an opportunity for extension.

Duties

The ideal candidate exemplifies personal drive and integrity, possesses experience in relevant APS roles, and has an understanding of the Commonwealth Budget and other financial processes.

As an APS6 in the Budget Policy team, the Budget Officer (Portfolio Liaison) role requires the following attributes:

- excellent written and oral communication skills
- terrific organisation and coordination skills
- strong ability to build relationships to support a collaborative approach and get things done
- positive approach to resolving issues
- ability to work under time pressure and in a dynamic environment
- understanding of government Budget and financial processes
- strong ability to analyse agencies' estimates, costings and other data, identify issues, and support the Portfolio Liaison Officer to provide advice to executives.

What you will do

The Budget Officer role is responsible for assisting the Portfolio Liaison Officer in the provision of Budget policy related activities for and on behalf of the portfolio and includes the following key duties:

- provide advice to agencies on the Budget and related processes
- support Budget processes, including the development of the portfolio budget submission and new policy proposals, and coordination of portfolio responses to whole-of-government Budget related activities
- assist in producing Budget documentation
- analyse agencies' estimates, costings and other data with the Portfolio Liaison Officer, support portfolio agencies to work through financial and Budget issues, including with the central agencies
- support the Portfolio Liaison Officer to provide advice to executives
- assist with responses to the Parliamentary Budget Office
- other duties as required.

Eligibility

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

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

Notes

For further information about this job, please click on **Apply now** to visit the department's Current Vacancies page.

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

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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	Damian Doyle, (02) 6102 9180
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0686870

Department of Industry, Science, Energy and Resources

Closing Date: Tuesday 16 March 2021

Digital Economy and Technology
National Security Engagement Economic Security Policy

Job Title	Managers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$127,425 - \$137,194
Classification	Executive Level 2
Position Number	507277
Agency Website	http://www.industry.gov.au/

Job Description

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

Do you want to work at the intersection of economic policy and national security?

The Department of Industry, Science, Energy and Resources (DISER) is looking for professional, dynamic and highly motivated Executive Level 2 Officers to fill two vacancies in its National Security Engagement Branch, Technology and National Security Division. The Canberra based positions are;

- Manager, National Security Strategy and Engagement
- Manager, Economic Security Policy.

The roles are fast paced, varied and present an opportunity to help develop the Department's capability to engage with the national security community on strategic policy issues associated with the Government's industry and innovation policy agendas. More broadly, the Division advises on the impacts of technology and how the digital economy will drive jobs and growth. We are responsible for supporting the growth of Australia's technology sector, cyber security and critical technologies policy, national security engagement, and Australia's international engagement on digital economy and technology issues.

As a Manager in the National Security Engagement Branch you will ideally have experience working in the national security arena, an excellent record in stakeholder engagement, analytical and strategic thinking skills, and clear oral and written communication.

Your experience and skills will be instrumental in engaging with government, industry and the research and development community. They will also allow you to positively contribute to strategic policy that will allow Australia to confidently innovate, engage and do business in a complex global security environment. **Duties**

The ideal candidate will have:

- a demonstrated ability to lead, mentor and manage the performance of diverse teams and build capability,
- thrive in dynamic fast-paced environments and be a highly motivated self-starter,
- be comfortable with ambiguity and have an ability to complete tasks with limited or incomplete guidance,
- a good knowledge of regional and global geopolitical issues, particularly as they impact on Australia's economy and national security,
- strong writing, editing and presentation skills including the development of accurate and concise briefing documents,
- confidence working independently and responding to changing priorities,
- demonstrated ability to build positive and constructive relationships with colleagues, management and other internal and external stakeholders,
- demonstrated sound judgement, professional and personal integrity, and
- skills, experience and/or qualifications in national security will be highly regarded.

The successful candidates will:

- provide advice to portfolio Ministers and the executive on national security issues,
- monitor international developments on key geo-strategic issues, with the capacity to process and assess information to provide risk management advice to a range of stakeholders,
- analyse international issues, forecasting trends and identifying the implications of strategic issues for portfolio and whole-of-government policymakers,
- liaise with the national security community on emerging issues and collaborate with department stakeholders,
- manage trusted relationships and facilitate the department's engagement at national security forums and on cross cutting national security issues relevant to the portfolio,
- drive outreach and engagement within the portfolio and external stakeholders including supporting a portfolio level community of interest on national security issues,
- build Portfolio literacy on national security issues, and
- prepare high quality and timely reports, communication materials, and briefings on a range of topics.

Eligibility

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

These positions require a **Negative Vetting 2 security clearance or higher**. The successful applicants will be required to obtain and maintain a clearance at this level.

Notes

This recruitment process is being used to fill two ongoing Executive Level 2 positions. A merit pool may be established to fill future ongoing and non-ongoing vacancies should they become available within 12 months from the date advertised.

For further information about this job, please click on **Apply now** to visit the department's Current Vacancies page.

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

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To Apply

Position Contact	Justin Skelly, 02 6213 7835
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0686892

Department of Industry, Science, Energy and Resources

Closing Date: Tuesday 16 March 2021

Questacon
Science and Learning STEM Content and Improvement

Job Title	Senior Exhibit Developer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Deakin ACT
Salary	\$85,333 - \$92,540
Classification	APS Level 6
Position Number	507151
Agency Website	http://www.industry.gov.au/

Job Description

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

Questacon – The National Science and Technology Centre is a division of the Australian Government Department of Industry, Science, Energy and Resources. Our Vision is “a better future for all Australians through engagement with science, technology and innovation.” We deliver on that vision through our Mission “to excite and motivate people through inspiration learning experiences”. Science communication is at the heart of what we do.

We have Five Strategic Priorities:

1. Operate Australia’s National Science and Technology Centre across two facilities to deliver hands on science engagement.
2. Deliver on our National Presence Strategy and engagement role to build STEM capacity.
3. Facilitate community STEM engagement through national networks and flagship activities.
4. Provide leadership in Australia’s informal learning sector of science centres and museums and actively contribute to the work of the National Cultural Institutions.
5. Focus on remaining a high performing organisation through our passionate, creative and imaginative people.

As an employee of Questacon; your manager, peers and team members are all jointly responsible for helping us to meet those priorities and make Questacon an amazing place to work.

The Questacon Concepts team is responsible for communicating inspirational and contemporary science, technology and innovation to the Australian public through interactive and provocative exhibitions and installations.

The team undertakes the research and generates the objectives and goals for exhibitions, including new topics and themes. The team produces individual exhibit concepts, associated messaging, and written interpretation. To support this work, the team builds and maintains networks and knowledge partnerships to inform engaging and accurate exhibitions and STEM

content. The team also plays a key role in the ongoing strategic planning and direction of content in the Questacon centre.

Duties

This role requires a creative and dynamic leader who can work effectively across Questacon, with external content experts and the wider museum and science education sector, to deliver high quality exhibition research and experience concepting. The successful candidate will have a proven track record of motivating and coordinating their teams to realise contemporary installations for the public. They will hold tertiary qualifications or equivalent professional expertise in exhibition development from the science centre and/or museum sector, science communication, and have an understanding of operating in a public service environment.

The Senior Exhibit Developer plays an influential role in shaping and steering exhibitions for Questacon. Working closely with the team's manager, the successful candidate will support the ongoing development of a small team, coordinate tasks and workloads, and inspire their team to imagine new experiences for our visitors and audiences. This is rare opportunity to fill a critical creative role within a National Cultural Institution.

Working consistently with the expectations for an APS6 in the APS Work Level Standards, the Senior Exhibit Developer is responsible for:

- Creatively producing a wide variety of interactive experiences that meet exhibit design philosophies, educational aims and provide an engaging visitor experience.
- Developing clear, educational science communication messaging for a generalist audience ranging from early childhood through to secondary students and adults. This includes writing content for graphic panels, screen-based multimedia, and exhibition support materials.
- Effectively collaborate with 3D and graphic designers, production workshop staff, safety officers, learning teams and external scientists and experts to realise exhibits and installations.
- Supervising a small team of Exhibit Developer staff that may include student interns and short-term contractors, including oversight of administration, record keeping and other duties as required.
- High-level research, staying informed and developing relationships that will keep Questacon engaged with the science centre community, new research in science and technology, and informal learning environments.
- Leading research, development and implementation of audience evaluation to inform exhibit and exhibition development.
- Construction and evaluation of physical 'proof of concept' exhibit prototypes to ensure the aims and objectives of exhibitions are met.
- Playing an influential role in managing and delivering on multiple projects, including organising yourself and others to meet deadlines with a quick turn-around and conflicting timelines.
- Maintaining and supporting clear communication across the organisation, including contribution to project briefing and reporting, and drawing on negotiation and interpretation skills to advocate for STEM accuracy across a multidisciplinary cohort.

Eligibility

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

The successful candidate must have, or be able to obtain an ACT Government Working with vulnerable people (WWVP) registration.

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

Notes

This process is being undertaken for an APS6 ongoing vacancy.

A merit pool may be established to fill future ongoing and non-ongoing similar vacancies should they become available within 12 months from the date advertised.

Non-ongoing opportunities may be offered for an initial period of up to 18 months with the possibility of extension (maximum 3

years).

For further information about this job, please click on **Apply now** to visit the department's Current Vacancies page.

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

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To Apply

Position Contact	Dylan Barker, 02 6222 2236
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0686915

Department of Industry, Science, Energy and Resources

Closing Date: Thursday 11 March 2021

Australian Renewable Energy Agency
Chief Finance Officer Business Development and Transactions

Job Title	Manger
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$127,425 - \$137,194
Classification	Executive Level 2
Position Number	507245
Agency Website	http://www.industry.gov.au/

Job Description

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

ARENA was established by the Australian Government to make renewable energy technologies more affordable and increase the amount of renewable energy used in Australia. ARENA's expert staff and independent Board are responsible for investing in renewable energy projects, supporting research and development activities, and increasing knowledge about renewable energy.

The Business Development & Transaction team supports the development of projects from concept through to funding approval, as well as the development and implementation of new funding programs.

Duties

Our ideal candidate will have demonstrated leadership skills, strong critical thinking and analytical skills, in depth knowledge of, and compliance with, legislative, financial and administrative frameworks, along with an understanding of the energy sector with an emphasis on renewables.

You will lead a team to develop and deliver projects and programs that support ARENA to make renewable energy solutions more competitive and to increase the deployment of renewable energy technologies for Australia, and lead the development of ARENA's A-lab program.

You will successfully collaborate internally (including with the Department of Industry, Science, Energy and Resources) and with other governments and industry stakeholders to ensure programs are designed for high impact, and that knowledge sharing activities are coordinated and consistent with broader communications and engagement activities.

Eligibility

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

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

Notes

For further information about this job, please click on Apply now to visit the department's Current Vacancies page.

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To Apply

Position Contact	Ian Kay, 02 6159 7999
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0686829

IP Australia

Closing Date: Friday 19 March 2021

Policy and Corporate
Innovation and Technology Group Innovation and New products Platform

Job Title	IT Platform Engineer – Specialisation: Data Scientist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$103,505 - \$116,494
Classification	Executive Level 1
Position Number	5631
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Duties

- Influence work direction and development of projects
- Be part of a supportive, collaborative and agile team
- Be part of shaping IP Australia's future with new disruptive technologies

IP Australia

IP Australia is a unique and innovative Australian Government Agency that works with Australians to help them protect their inventions, brands, designs, and plant varieties through the administration of patents, trademarks, designs, and plant breeder's rights: their Intellectual Property (IP). We have a strong sense of purpose, ensuring Australians benefit from great ideas.

About our Innovation and Technology Group

As an enabler to the Agency, The Innovation and Technology Group (ITG) is responsible for supporting the IT Strategy 2022 and establishing the key technology platforms and supporting capabilities to increase business alignment, uplift delivery maturity and position IT for scalability. ITG will achieve this by embracing contemporary and innovative technologies to deliver smart solutions and new approaches that cement IP Australia as a powerhouse in the Intellectual Property ecosystem.

About our Section

The Innovation Section Leads innovation and undertakes business transformation initiatives using emerging technologies to deliver strategic improvements across the intellectual property ecosystem.

The section is driving internal business transformation and innovation through the implementation of cognitive computing, automation and process re-engineering supported by a data driven culture.

Externally, the section is developing innovative products and services through collaboration with wider IP ecosystem including global IP offices.

The Position

As the Platform Engineer – Data Scientist, you will work with internal and external stakeholders to collaborate on machine learning developments and facilitate research and product development. We are transforming our operating model and seeking an individual who is interested in driving innovation, delivery in a fast-paced agile environment and making a difference through their work, with background in machine learning, data science or statistical analysis.

The Person

We are seeking a highly motivated and experienced Data Scientist who is interested in driving innovation, and delivery in a fast-paced agile environment. We are looking for a team player with a great attitude, the ability to multi-task, someone who strives to achieve targets and who is prepared to get in and get the job done. Equally importantly, we're looking for someone who shares our values and culture, who brings passion and positivity, and makes sure their team embodies the same culture.

To be successful in this role, you must have:

- Experience in undertaking statistical analysis, modelling and testing.
- Experience in developing machine learning and data science solutions.
- Ability to develop solutions using Python.
- A strong understanding of the system development lifecycle.
- A demonstrable passion for innovation and a dedication to working collaboratively.
- Ability to explain or translate complex models and findings to business stakeholders.

The following experience or skills would be well regarded:

- A qualification or experience in data science specialising in machine learning, data science or statistical analysis.
- Experience in undertaking full-stack development.
- Experience in 'data wrangling' with complex datasets (using databases such as SQL, MongoDB, Spark or Elasticsearch).
- Experience in using open source tools for machine learning purposes (development of ensemble models and deep learning models and applying natural language processing techniques).

For additional information, please refer to the position profile.

Interested? We'd love to hear from you.

Eligibility

- Experience in undertaking statistical analysis, modelling and testing.
- Experience in developing machine learning and data science solutions.
- Ability to develop solutions using Python
- A strong understanding of the system development lifecycle
- A demonstrable passion for innovation and a dedication to working collaboratively.
- Ability to explain or translate complex models and findings to business stakeholders

Notes

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Michael Burn, (02) 6283 2341
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0686951

IP Australia

Closing Date: Friday 31 December 2021

Customer Services
Customer Experience Group Pre Exam and Information Services or Post
Exam

Job Title	Customer Operations Officer (APS 4) Temporary Employment Register
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$67,813 - \$73,501
Classification	APS Level 4
Position Number	5726
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Duties

IP Australia

IP Australia is a unique and innovative Australian Government Agency that works with Australians to help them protect their inventions, brands, designs, and plant varieties through the administration of patents, trade marks, designs, and plant breeder's rights: their Intellectual Property (IP). We have a strong sense of purpose, ensuring Australians benefit from great ideas.

The Group

The Customer Experience Group (CEG) within the Customer Services Division (CSD) of IP Australia ensures Australians benefit from the effective use of intellectual property by:

- Providing pre and post examination and research and information services to internal and external customers and stakeholders
- Enabling an effective quality management system (QMS) and offering strategic, targeted and evidence based technical training to the CSD as well as selected regional IP offices

The Role

The Customer Operations Officer (APS 4) Temporary Employment Register will be used to fill various short-term non-ongoing employment opportunities (for a period of up to 12 months with the possibility of extension) in the Customer Experience Group (CEG) within the next 12 months.

Customer Operations Officers work within one of the teams in either the Pre Exam and Information Services or the Post Exam section of the Group. The specific IP-related tasks and service requests they perform vary according to the teams but may relate to information services, examination workflow, new applications, fees, service request management, international, amendments, post acceptance, extensions of time and/or opposition matters.

Customer Operations Officers play a vital role in the delivery of high performing core business and internal operations for the agency. They apply their knowledge of IP rights legislation in accordance with their delegation to process service requests and respond to queries. They have a strong focus on customer service, are an escalation point of contact for our customers and leave a lasting impression on their overall experience.

The Person

We are looking for someone who demonstrates the following:

- Ability to effectively engage with customers and stakeholders and deliver high quality written and verbal communications
- Demonstrated ability to interpret and apply legislation and makes decisions in accordance with delegations
- Self-motivation, with a track record of taking responsibility and delivering results
- Ability to work effectively in a team and manage relationships and competing priorities

Applications are encouraged from Aboriginal and Torres Strait Islanders with relevant experience.

Further information can be found in the position profile.

Eligibility

There is mandatory training required for this role. It is a condition of engagement that the successful applicant completes Stage 1 of the IP Rights Administration Program (a competency-based training program) within four months of engagement, and Stage 2 of the Program within four months of successful completion of Stage 1.

Notes

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Natalie Anderson, 02 6283 2710
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0686817

Australian Maritime Safety Authority

Closing Date: Thursday 11 March 2021

Corporate Services
Governance Procurement

Job Title	Advisor Procurement
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$107,948 - \$125,895
Classification	Executive Level 1
Position Number	1324
Agency Website	https://www.amsa.gov.au/about

Job Description

<https://careers.amsa.gov.au/en/job/492332/advisor-procurement>

\$107,948 - \$125,895 + superannuation (15.4%)
Canberra based
12 months non-ongoing

Duties

ABOUT THE ROLE

The Advisor Procurement is responsible for contributing to the development and implementation of updated procurement

documentation and policy to reflect best practice.

Specifically in this role you will provide advice and support to AMSA's divisions for the procurement of equipment and services by implementing appropriate procurement processes and contracts that comply with established Commonwealth and AMSA policies and procedures. You will be responsible for one direct report and have the opportunity to assist on strategic and complex procurement activities.

Reporting to the Senior Advisor Procurement, you will be part of a strong customer focused and results driven team of professionals.

Eligibility

ABOUT THE PERSON

The successful candidate will be suitably qualified with over five years' experience in procurement, tendering and contracting. You will have a comprehensive understanding of the principles of Government procurement guidelines and processes (particularly the Commonwealth Procurement Guidelines), including contracts administration and project management.

You will have experience managing staff with ability to operate effectively in an autonomous environment while being comfortable within a larger team. You will have experience raising complex contracts and associated documentation, including various approaches to market and ongoing contract management requirements. Your ability to interpret, analyse and provide advice on procurement, purchasing and contract management policies and procedures, will be key to your successful.

For a full list of prerequisites and required capabilities for this role, please refer to the position description (available from our website).

Notes

HOW TO APPLY

All applications should be completed on our website via the Careers at AMSA page [by 11:55pm \(AEST\) Thursday 11 March 2021](#). As part of your application you will need to provide;

- your resume; and
- a one page pitch (maximum 800 words) outlining how your skills and experience meet the prerequisites and required capabilities of the role – please see link to the position description for full details

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	AMSA Recruitment, 02 6279 5000
Agency Recruitment Site	https://careers.amsa.gov.au/en/job/492332/advisor-procurement

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0686855

Australian Maritime Safety Authority

Closing Date: Sunday 14 March 2021

Operations
Executive Director

Job Title	Support Officer, Training
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$65,914 - \$74,187
Classification	APS Level 4
Position Number	2097
Agency Website	https://www.amsa.gov.au/about

Job Description

<https://careers.amsa.gov.au/en/job/492333/support-officer-training>

\$65,914 - \$74,187 + superannuation (15.4%)
Canberra based
Ongoing

Duties

ABOUT THE ROLE

The Support Officer Training will be responsible for providing day to day support in the ongoing development and delivery of the Operations Training Plan across all staff within the Operations Division.

Specifically in this role, you will coordinate induction for new employees, maintain and update induction material to ensure relevant information is provided. You will be responsible for maintaining and monitoring the training and budget records for Operations to ensure accurate and timely reporting data.

Eligibility

ABOUT THE PERSON

People who are successful in this position must have the following pre-requisites:

- Demonstrated experience in an varied administrative support role
- Experience in training coordination, including liaison with training providers and diverse internal stakeholders.

- Experience with coordination of staff travel arrangements
- Ability to use Microsoft office applications
- Tertiary qualifications (or progress towards qualifications) in a relevant discipline would be desirable

For a full list of prerequisites and required capabilities for this role, please refer to the position description (available our website).

Note: Information about our terms and conditions of employment are contained in *the AMSA Enterprise Agreement 2016-2019*. **Notes**

HOW TO APPLY

Please complete your application on our website via the Careers at AMSA page [by 11:55pm Sunday 14 March 2021](#). You will need to provide:

- your resume; and
- a one page pitch (maximum 800 words) outlining how your skills and experience meet the requirements of the role – please see link to the position description for full details.

If you are having difficulties or have questions about our online recruitment system, please contact Human Resources on recruitment@amsa.gov.au

Note: AMSA levels are different to Australian Public Service (APS) levels. An AMSA Level 3 is recognised as more equivalent to an APS 4 - in role, responsibilities and remuneration. Under the *AMSA Enterprise Agreement 2016-2019*, an appointee's commencement salary will normally be based on the minimum salary point for each classification level.

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	AMSA Recruitment, 0262795805
Agency Recruitment Site	https://careers.amsa.gov.au/en/job/492333/support-officer-training

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0686884

Civil Aviation Safety Authority Australia

Closing Date: Monday 15 March 2021

Corporate Services
People & Culture Capability, Culture & Inclusion

Job Title	Recruitment Team Leader
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	\$100,696 - \$117,739
Classification	Executive Level 1
Position Number	1782
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Recruitment Team Leader is accountable for managing the day-to-day activities of the recruitment team and developing and implementing recruitment strategies to meet CASA's resourcing requirements. Under the broad direction of the Section Manager, the Recruitment Team Leader develops and implements policies and procedures that will enable CASA to provide high quality recruitment to meet CASA's projected workforce needs, ensuring quality administration and customer service to managers, staff, and candidates seeking to work in CASA.

The role involves interacting with managers, staff, external applicants, recruitment providers and associated suppliers of services on a daily basis and as such it is essential candidates have exemplar communication, management and customer service skills.

Duties

The Recruitment Team Leader is responsible for the following deliverables:

- lead and manage a small dynamic team including building capability through coaching others, providing performance feedback, conflict resolution and encouraging career development.
- provide professional recruitment advice and recruitment services to meet the diverse needs of CASA, ensuring practices and processes reflect contemporary recruitment best practice.
- implement and evaluate strategies to deliver a high-quality recruitment administration and customer service to managers and staff on all external and internal recruitment.
- liaise with external service providers and other government agencies on current and proposed recruitment changes that impact, or are likely to impact, the Authority and/or its staff.
- undertake and co-ordinate research projects, programs, and operational plans to deliver against CASA's strategic people management plans.

- undertake complex recruitment issues and reports and develop capability of other staff within the team.
- promote workplace safety, inclusion, participative management and environmental management in the workplace and behaviours and actions that are in accordance with CASA's Values.

Eligibility

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

- prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- be an Australian citizen or a permanent resident.

Notes

This is an expected vacancy.

Our ideal candidate will have a high attention to detail with the ability to manage concurrent tasks and projects. They will have highly developed stakeholder management skills with a proven ability to work cooperatively with a broad range of internal and external stakeholders and have the following skills and experience:

- Demonstrated ability to lead a team.
- Demonstrated experience in contemporary recruitment policy, practice, and procedures.
- Strong written and verbal communication skills including the ability to tailor communication to different and diverse audiences, including senior executives.
- Demonstrated experience in planning, managing and delivering projects in a timely manner, including an understanding of and ability to apply risk management principles.
- Critical thinking skills and an ability to analyse information from a range of sources, including data, to identify gaps and suggest improvements.
- Well-developed organisational skills, including the ability to adapt to change, work with limited direction and manage competing priorities.
- Demonstrated expertise in Human Resource Management Information Systems.
- Relevant tertiary qualifications and relevant professional memberships will be highly regarded.

About the Civil Aviation Safety Authority Australia

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

development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Barb Phelan, 02 6217 1758
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0686824

Department of Infrastructure, Transport, Regional Development and Communications

Closing Date: Sunday 14 March 2021

People, Governance, Parliamentary and Communication Division
Human Resources and Property Branch

Job Title	Senior HR Advisor - Performance Case Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$82,635 - \$92,620
Classification	APS Level 6
Position Number	33622
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 (the Department) is responsible for the design and implementation of the Australian Government's infrastructure, transport and regional development policies and programs, and is the lead agency for communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences.

The Human Resources and Property Branch, part of the People, Governance, Parliamentary and Communication Division in the Department of Infrastructure, Transport, Regional Development and Communications, is responsible for the delivery of a broad range of innovative human resource services and practices to ensure staff are equipped to meet immediate and emerging challenges, and work collaboratively with the branches to coordinate and deliver professional centralised services to the Department.

Duties

The opportunity we have available

The Human Resources and Property Branch is looking to fill a HR professional role at the APS6 level on a full-time, ongoing basis. This role is responsible for performance case management. A merit-pool will also be established to fill vacancies as they arise over the next 12 months.

What will you do?

In these roles you will enjoy working as part of a small and collaborative team, and will also have the opportunity to work on HR projects and implement new initiatives.

A summary of key duties in each of the roles include:

Performance Case Management (APS6 – ongoing) – Working closely with the Assistant Director, this role is responsible for the management of sensitive and complex case management in the APS context for performance management matters. Applicants for this role must demonstrate the ability to effectively interpret performance/underperformance management guidelines and relevant legislation, and provide advice and support to managers and employees undergoing case management processes. Strong organisational skills, attention to detail and the ability to work independently and as part of a team are necessary for this role. You will be supported to further develop your case management skills, and opportunity exists to review current policy and participate in a refresh of performance management strategy for the department.

Who are we looking for?

In addition to the discipline-specific skills and experience, the successful candidates can demonstrate good judgement, strong communication skills and be able to build effective and productive relationships with stakeholders, clients and team members. Excellent verbal and written communication skills are essential along with attention to detail, numeracy and analytical skills. We work in a changing environment with competing priorities therefore excellent organisational and project management skills and a strong focus on achieving results is critical.

Our ideal candidate has:

*The ability to research, interpret and maintain knowledge of relevant legislation and guidelines, and departmental frameworks.

* Demonstrated skills, knowledge and experience in developing and implementing end to end performance case management.

* The ability to work independently with limited direction to deliver quality outcomes within allocated timeframes.

- * The ability to provide quality advice and support to employees and managers using an honest, open and flexible approach, and apply sound judgement and decision making skills.
- * The ability to maintain excellent records.
- * The ability to identify and solve problems, make decisions and deal effectively with day to day operational issues.
- * The ability to innovate and seek continuous improvement in relation to initiatives, systems and processes, and to think strategically.
- * The ability to operate effectively in an environment of competing priorities and tight deadlines, including the capacity to respond quickly to changes in requirements.
- * The ability to be self-directed, able to work in a busy team, take personal responsibility for deliverables, and be given autonomy to take action and achieve results.
- * Excellent communications skills and the ability to adapt communication styles to situational circumstances.

Eligibility

Eligibility requirements

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

- * **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.
- * **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- * **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Vetting Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

How to apply

Applications for this opportunity close at **11:59pm AEDT, Sunday 14 March 2021**.

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of **no more than two pages** clearly outlining the following:

- * Your background, capabilities and experiences, and how these align with the advertised role.
- * Why you are interested in the role and what you can offer us
- * Any specific examples or achievements that demonstrate your ability to perform the role.

You should also provide a CV, to a **maximum of three pages**. The capabilities and behaviours required to be successful for this role are identified in the 'Who are we looking for' section.

Your application should be received through the department's [online recruitment system](#). **Applications via Indeed will not be accepted.**

If you experience any issues with the system please contact the Recruitment Team on 02 6274 6161 or via email to recruitment@infrastructure.gov.au to discuss an alternative way to submit your application.

Notes

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, LGBTIQ+ and people with disability.

To Apply

Position Contact	Alison O'Donnell, (02) 6274 7306
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0686825

Department of Infrastructure, Transport, Regional Development and Communications

Closing Date: Tuesday 09 March 2021

Portfolio Strategy and Policy Coordination Division
Portfolio Strategy and International Engagement Branch

Job Title	APS Level 5 - Policy Officers, Portfolio Strategy and Policy Coordination
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$74,667 - \$79,171
Classification	APS Level 5
Position Number	33624
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers/index.aspx>

About the division

The Portfolio Strategy and Policy Coordination Division provides a range of policy advice, strategic and coordination services across the department. The division comprises the Portfolio Strategy and International Engagement Branch, the Policy Coordination Branch and the Transition and Internal Coordination Branch.

About the branches

The **Portfolio Strategy and International Engagement Branch** supports the Australian Government's international and multilateral agenda and is responsible for delivering the department's International Engagement Strategy. We lead the Australian Government's engagement in multilateral international telecommunications bodies such as the International Telecommunication Union and the Asia Pacific Telecommunity. We also provide an integrated and quality enabling service to the department for departmental planning and reporting, so that it can maintain high performance and accountability standards.

The **Policy Coordination Branch** collaborates across the department to develop whole of portfolio policy priorities and positions. We support the Deputy Prime Minister and portfolio ministers with high-level briefing for Cabinet and other matters, and for the Infrastructure and Transport Ministers' meetings. We also provide analysis on emerging external issues affecting the telecommunications and postal markets, and scopes regulatory reform opportunities, including reporting on the department's business-as-usual approach to regulatory reform to our external government stakeholders.

Duties

The opportunities we have available

We are looking to fill three positions:

Policy Officer, International Engagement – Multilateral Section, Portfolio Strategy and International Engagement Branch

The Policy Officer, International Engagement – Multilateral will provide insights into the breadth of department's international engagement, and have the opportunity to contribute to advancing Australia's broader international and multilateral agenda. The role will also provide the opportunities to participate in international forums and witness international engagement first hand.

You will work in a fast paced environment and contribute to delivery of the following functions:

- * coordinate tasks to deliver on the department's international engagement for the Australian Government's broader international agenda
- * maintain an understanding of the department's operating environment, its activities and initiatives and the broader international context
- * develop and manage networks with internal and external stakeholders on policy and project issues
- * provide policy analysis and succinct briefing for the Executive and Ministers on matters addressed and discussed in international forums, and
- * prepare written communications of a high standard, appropriate to the target audience.

Policy Officer, Cabinet Coordination and Briefing Section, Policy Coordination Branch

The Policy Officer, Cabinet Coordination and Briefing Section role will offer an in-depth insight into the Australian Government's broader policy agenda and how the department interacts with other departments and agencies. You will analyse policy, portfolio priorities and broader impacts. You will work extensively with the Deputy Prime Minister's Office and Senior Executive. You will work in a fast-paced environment and contribute to delivery of the following functions:

- * coordination of policy comments and drafting suggestions for Cabinet Submissions
- * coordination and development of policy advice to support the Deputy Prime Minister at Cabinet meetings
- * advice to staff on Cabinet workflows and briefing, and
- * development of ministerial correspondence and meeting briefs related to Australian Government policies.

Adviser, Performance Planning Section, Portfolio Strategy and International Engagement Branch

You will contribute to management of the performance framework by:

- * supporting the development of high-quality performance framework deliverables, including annual performance statements and performance information for corporate plans and Budget documents
- * maintaining an understanding of the department's operating environment, its activities and initiatives and thinking strategically, to be able to advise on framework improvements
- * advising program managers and the Executive on the performance framework, (including statutory requirements, Department of Finance guidance and relevant ANAO audit findings)
- * drafting clear, accessible content in templates, emails and external documents
- * engaging relevant stakeholders to keep them informed and coordinate input
- * facilitating feedback and approvals from the Secretary, the Audit and Risk Committee, and Senior Executive, and
- * preparing and implementing project plans for deliverables, and adapting to change.

Who are we looking for?

Our ideal candidates will:

- * **Support strategic thinking**, including through the ability to quickly develop an understanding of policies and programs across the department, and where connections exist with policies and initiatives across the Australian Government
- * **Communicate with influence**, showing excellent written and oral communication skills — including the

ability to develop clear and effective content across a range of subject areas, and to communicate confidently with Senior Executive

* **Support productive working relationships**, including collaborating across teams within the department and the Australian Government

* **Achieve results** and demonstrate strong organisational skills

* **Display personal drive and integrity**, including the ability to manage competing priorities and deadlines, and to work calmly in a dynamic and pressured environment

Eligibility

Eligibility requirements

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

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

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

* **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting Level 1 (for Policy Officers) and Baseline (for Adviser position). 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 5 years for Baseline Vetting clearances and for at least 10 years for Negative Vetting Level 1 clearance. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

How to apply

Applications for this opportunity close at **11.59pm AEDT, Tuesday 9 March 2021**.

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide:

1. a statement of **no more than 500 words** indicating which of the advertised role/s you are applying for, and outlining your background, capabilities and experience, and how these align to the capabilities sought in our ideal candidates.
2. your CV, to a **maximum of three pages**. 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 recruitment system please contact the Recruitment Team on 02 6274 6161 or via email at recruitment@infrastructure.gov.au to discuss an alternative way to submit your application.

Notes

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, LGBTQI+ and people with disability.

To Apply

Position Contact	Rithy Lim, 02 6274 6442
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0686966

Department of Infrastructure, Transport, Regional Development and Communications

Closing Date: Wednesday 17 March 2021

People, Governance, Parliamentary and Communications
Governance, Parliamentary and Integrity Branch Governance Section

Job Title	APS Level 5 & 6 Team Members - Governance, Parliamentary and Integrity
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$74,667 - \$92,620
Classification	APS Level 5; APS Level 6
Position Number	33701
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers/index.aspx>

A little bit about us

The division is responsible for the provision of high quality business services, systems, support and advice to the department and ministerial offices. We provide ministerial and parliamentary services, human resource management services, risk management oversight, governance and other corporate services.

The opportunity we have available

We currently have opportunities at the APS 5 and APS 6 levels across the Governance, Parliamentary and Integrity Branch.

Governance Section

The Governance Section supports the department's governance arrangements by ensuring consistency, coordinating effective frameworks and reporting, and implementing strategies for continuous improvement. This includes responsibilities for internal and external planning and reporting, delegated decision-making arrangements, appointments policy and reporting, the Accountable Authority Instructions (AAIs), freedom of information, complaints management, ethical behaviour awareness raising, and whole-of-Government coordination and reporting activities.

We have opportunities to join our team across the Planning and Reporting team and the Governance Policy and Delegations team, including:

- supporting the department's governance framework, including providing support to one of the department's senior governance committee
- providing advice to line areas regarding appointments processes, including Cabinet and Federal Executive Council templates, processes and timelines
- managing, or assisting to manage, the data and records associated with appointments, delegations and authorisations to ensure accuracy and currency of information for compliance and internal and external reporting activities
- assist with the implementation of the department's conflict of interest policy;
- providing advice on team functions, such as appointments processes, ethical behaviour and or general governance issues
- assisting with the maintenance of, and providing advice about, Accountable Authority Instructions;
- managing and developing relationships with internal and external clients, service providers and other stakeholders by managing various whole-of-Government and whole-of-department coordination activities; and
- contributing to the delivery of the department's corporate plan, annual report, and business planning processes
- assist with periodic updates of the department's portfolio and program briefing suite
- managing the department's client services and complaints management processes
- providing administrative assistance across the section
- ensure record keeping practices are current and effective

Ministerial and Parliamentary Services

The Minister and Parliamentary Services section (MPS) manages a range of parliamentary activities for the Department, including processing and handling all ministerial documents, coordination of departmental appearances at Senate Estimates and committee hearings, accounts payable services for ministerial offices, coordinating legislation across the portfolio, and management of the Parliamentary Document Management System (PDMS). This is an opportunities to showcase your superior administration skill set in close proximity to the federal parliamentary system.

We have opportunities available across our team including:

- Providing a range of core customer services including registering, quality checking and transmission of ministerial correspondence, submissions, briefs and Parliamentary documents
- Project managing and coordinating our large portfolio through the Senate Estimates process, including coordinating the delivery of responses to Questions on Notice
- Providing support and training to Divisional Unit Coordinators and Departmental Liaison Officers in

managing parliamentary documents and PDMS

- Leading portfolio-wide processes to deliver suites of parliamentary documents, such as Question Time Briefs, and large batches of Parliamentary Questions on Notice.
- Supporting the development and delivery of portfolio-wide document management processes
- Providing friendly and professional assistance to members of the portfolio who have questions about parliamentary documents and processes
- For APS 6 positions, managing staff as they complete day to day document management tasks

Duties

What will you do?

You will work in a small team led by an EL1. The occupant of each position will need to be adaptable, and work effectively as a member of a small team.

This selection process may also be used to establish a merit pool, which may be accessed to fill ongoing and non-ongoing vacancies for similar roles in the department over the next 12 months.

What else can we offer?

The successful candidate for the role will gain the opportunity to:

- build exceptional stakeholder engagement skills and a network across the department
- develop a working understanding of the department's role in connecting Australians, enriching communities and empowering regions
- contribute to the development of departmental processes that build professionalism and drive continuous improvement
- work as part of a dynamic team.

Who are we looking for?

To be successful in this position, our ideal candidates will have:

- an interest in enabling services, and demonstrated coordination and organisational skills including the ability to achieve deliverables within tight timeframes while managing competing priorities
- excellent attention to detail, both when managing day to day work and also when carrying out quality control for ministerial documents
- the ability to communicate with impact and influence, including the ability to tailor language and advice to different audiences
- effective stakeholder engagement skills including the ability to collaborate across teams and build effective professional networks
- the ability to work as part of a team with integrity, professionalism and applying initiative.

While not essential:

- for positions in our Ministerial and Parliamentary Services team, prior experience with the whole-of-government Parliamentary Document Management System (PDMS) is highly desirable
- for positions in our Governance section, the ability to interpret and understand legislation, an understanding of the Public Governance, Performance and Accountability Act 2013, or the ability to quickly learn is highly desirable.

Eligibility

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination

conducted by the department's preferred medical provider.

- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline. 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, Wednesday 17 March 2021**.

In applying, you are not required to address individual selection criteria. Rather, you should provide a statement of **no more than two pages** outlining your background, area of interest, capabilities and experiences, and how these align with the advertised roles. You should also provide a CV, to a **maximum of three pages**. The capabilities and behaviours required to be successful for this role are identified in the 'Who are we looking for' section.

Your application should be received through the department's online recruitment system. Applications via Indeed will not be accepted.

If you experience any issues with the system please contact the Recruitment Team on 02 6274 6161 or via email to recruitment@infrastructure.gov.au to discuss an alternative way to submit your application.

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

About the Department of Infrastructure, Transport, Regional Development and Communications

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- Building stronger communities through major infrastructure planning, investment advice and delivery, and strategic development of policies and programs.
- Supporting a thriving aviation industry, connecting even our most remote residents with the rest of the country and the world.
- Making sure that all transport users benefit from a safe and secure transport system.
- Managing some of Australia's most significant infrastructure projects which affect the wider community, including regulating airports, implementing the Smart Cities Plan and the development of the Western Sydney Airport and the delivery of Melbourne to Brisbane Inland Rail.
- Enabling all Australians to connect to effective communications services and technologies, including through the rollout of the National Broadband Network and the Mobile Black Spot Program.
- Supporting inclusiveness and growth in Australia's creative sector, and protecting and promoting Australian content and culture.

We seek people with a wide variety of skills and competencies, and look for applicants who demonstrate they will strive to support the behaviours we seek to foster in our workforce. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Indigenous Australians, people from culturally and linguistically diverse backgrounds, carers, LGBTQI+ and people with disability.

To Apply

Position Contact	Natasha Walter / Prue Pickering, 02 6274 7968 / 02 6274 7537
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0686969

National Film and Sound Archive of Australia

Closing Date: Sunday 21 March 2021

NFSA
Corporate Data Integrity & Analytics

Job Title	Data Analyst
Job Type	Full-Time, Non-Ongoing
Location	Pymont NSW, Acton ACT
Salary	\$79,460 - \$88,712
Classification	APS Level 6
Position Number	88241 & 89652
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

The National Film and Sound Archive of Australia's (NFSA) Corporate branch requires two Data Analysts to undertake a suite of analytics and reporting functions on the NFSA's corporate and collections datasets for a 12-month period. The roles require applicants with strong programming skills and a mature understanding of metadata to provide collection insights and work dynamically with unique data sets. Strong communication skills and the ability to provide innovative solutions are key aspects of this role.

The NFSA is undergoing an exciting time of digital transformation and these roles are key to providing data for both business-as-usual tasks and special projects. The successful applicants will work with a range of stakeholders to inform and explore the NFSA's unique dataset of culturally significant material in the national audio-visual collection.

Duties

Job Details

Under general direction undertake the following duties:

- Gather and analyse metadata held in NFSA systems including audiovisual collections databases.
- Analyse data held in multiple sources to provide reporting for both internal and external stakeholders.

- Communicate effectively with stakeholders to produce data, draft reports, and build visualisation tools for a range of stakeholders.
- Provide advice to stakeholders on metadata and work with other branches to improve data integrity in systems for enhanced analytics solutions.
- Work with discretion on sensitive datasets.

Eligibility

Selection Criteria

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

1. Proficiency working with programming languages including Python, HTML, CSS and JavaScript, with specific experience using the Pandas and NumPy libraries.
2. Demonstrated experience with data extraction processes and a strong understanding of metadata standards and relational datasets.
3. Strong attention to detail, with the ability to work independently and manage a range of tasks to meet competing deadlines.
4. Well-developed written and oral communication skills with the ability to liaise effectively with stakeholders of all levels and varying technical knowledge.
5. Knowledge of /ability to learn and develop an understanding of archival practices and standards for audiovisual preservation processes.

Desirable qualifications and/or equivalent experience:

- Data visualisation experience working with software such as D3 and PowerBI
- Relevant qualifications and/or experience in the galleries, libraries, archives or museums (GLAM) industry.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen;
- Satisfactorily complete an Australian Federal Police National Police Check; and
- Obtain and maintain an Australian Government Baseline Security Clearance.

Assessment Process

The assessment process for this position will include:

- A written application;
- Resume; and
- Referee checking.

The assessment process for this position may also include:

- A written test;
- Presentation;
- IT application test;
- Research task;

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

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Lauren Curless, Coordinator, Data Integrity & Analytics, Ph: 02 6248 2124
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0687009

National Film and Sound Archive of Australia

Closing Date: Sunday 14 March 2021

Collection
Industries

Job Title	Curatorial and Accessioning Officer
Job Type	Full-Time, Ongoing
Location	Acton ACT
Salary	\$57,662 - \$64,221
Classification	APS Level 3
Position Number	88482
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

The National Film and Sound Archive of Australia's (NFSA) Collections Branch requires a Curatorial and Accessioning Officer to assist with curatorial and accessioning activities within the Industries team. The role requires someone who will embrace and celebrate the ambitious and rewarding challenges of digital archiving in the twenty-first century. The National Film and Sound Archive (NFSA) is the custodian of Australia's analogue and born-digital national audiovisual collection which contains over 3 million items. Our mandate is to collect, preserve and share the remarkable story of the Australian audiovisual experience through the creativity and history represented in film, television, radio, recorded sound, interactive media and associated contextual documentation and ephemera.

Duties

Job Description

Under close supervision as a member of a team, improve the control and accessibility of the collection by examining, assessing and packaging collection materials. Create descriptive database records for collection materials. Train other staff members in the entry of data into the collection management database.

Undertake activities to assist with the development of the Collection for the National Film and Sound Archive of Australia (NFSA). Undertake accessioning, research and acquisition activities across all audiovisual formats and documentation and artefacts, consistent with curatorial values and practices.

Job Details

Undertake the following duties:

1. Examine and assess collection materials of all formats and enter intellectual and physical information describing them into the collection management database. Prepare and label collection materials for storage.
2. Assist with the selection of offers in accordance with the NFSA's Collection Policy, agreed targets, objectives and procedures.
3. Upgrade existing database records as directed.
4. Undertake research to assist in the development of the National Collection, its identification, dissemination and preservation.
5. Provide administrative assistance and assist in special projects with a focus on data quality and the collection.

Eligibility

Desired Skills and Experience

Selection Criteria

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

1. Experience in the principles of collection description, handling and control of collection materials in the archive, museum or library environment, with particular reference to audiovisual materials.
2. Describe your research and analytical skills.
3. Describe your ability to process and accurately input information into a database.
4. Describe your administration and communications skills and experience, particularly in relation to working in a team environment.
5. Describe your knowledge of audiovisual production, culture and industry and how it relates to this role.

Qualifications and Experience

Library, Archive or Museum qualifications or experience with the management of audiovisual materials is desirable.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen; and
- Satisfactorily complete an Australian Federal Police National Police Check.

The other eligibility that may be included in a job would also include the following:

- Obtain and maintain an Australian Government Baseline Security Clearance; and
- Obtain and maintain a Working with Vulnerable People registration.

Assessment Process

The assessment process for this position will include:

- A written application;
- Resume; and
- Referee checking.

The assessment process for this position may also include:

- A written test;
- An interview;
- Presentation;

- IT application test;
- Research task;
- Question and answer paper; and
- Psychological testing.

Notes

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.

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Chris Arneil, 02 6248 2279
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0687013

National Film and Sound Archive of Australia

Closing Date: Sunday 14 March 2021

Engagement
Marketing and Partnerships

Job Title	Social Media and Digital Marketing Officer
Job Type	Full-Time, Non-Ongoing
Location	Acton ACT, Pyrmont NSW
Salary	\$79,460 - \$88,712
Classification	APS Level 6
Position Number	89607
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

The [National Film and Sound Archive of Australia \(NFSA\)](#)'s mission is to collect, preserve and share Australia's vibrant and diverse audiovisual culture as embodied by our evolving collection - reflecting who we were, who we are, and who we want to be. The NFSA is seeking a Social Media and Digital Marketing Officer, to produce a wide range of engaging content for its social media channels, share our Collection, and promote NFSA exhibitions and public programs online. The position requires creativity, intellectual curiosity, analytical skills, channel ownership, as well as consistent collaboration as part of an integrated MarComms team. The Social Media and Digital Marketing Coordinator will become a key member of an integrated MarComms team, which contains Marketing and Design, Communications/Publicity, Creative (AV) Production, and Graphic Design - and sits within the NFSA's Engagement Branch.

The Engagement Branch – split between our Sydney and Canberra offices - exists to promote stories that connect, provoke, and celebrate. It is responsible for all aspects of public engagement: exhibitions and public programs, education, visitor experience, venue hire, digital engagement, marketing and partnerships, the NFSA website and social media, and communications.

The NFSA has a strong presence on Facebook, Twitter, Instagram and YouTube (for audience/reach information please refer to the 2019-20 Annual Report: www.nfsa.gov.au/collection/curated/annual-report-2019-20). As part of our Engagement strategy, we are looking to further solidify our position among Australia's national collecting institutions, enhance the breadth and depth of engagement with our collection, and increase visitation and attendance to NFSA events and exhibitions.

Desired start date: Please note that interviews will take place in March 2021, with the successful candidate to start as soon as possible.

Duties

Job Details

This position reports to the NFSA Manager Marketing and Communications.

Under limited direction, the Social Media and Digital Marketing Officer will undertake the following duties:

- Development, implementation, and ongoing evaluation of a content plan for social media, with selections based on the NFSA's collection and public programs. The plan must support the NFSA's Engagement strategy and strategic vision, be suitable for each platform, and contribute to the delivery of the organisation's KPIs.

- Photographing, shooting and editing content for publication on social media platforms.
- Manage real-time reporting and analysis of key performance data, as well as identify industry trends and emerging opportunities.
- Commission and edit social media content from curators and other colleagues in the organisation
- The successful candidate will be required to work after hours occasionally, in order to document NFSA public events for social media or monitor online discussions. Flexible starting times will be available on those occasions. Candidates are encouraged to view our [events calendar](#) to gain an understanding of NFSA's public programs.
- If based in Sydney, regular travel to Canberra will be required.
- Development, implementation, and ongoing evaluation of digital marketing campaigns, including advertising, marketing partnerships.
- Conceiving, writing and scheduling EDMs – as required.
- Undertake other administrative duties – such as processing payments, CRM support, monitoring of NFSA social media inboxes - as required.

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

Selection Criteria

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

1. 5+ years of producing compelling and high-performing content (including video capture and editing) for social media or digital platforms.
2. A proven track record in generating high engagement and increasing brand awareness. Please provide links to your portfolio, or to 3 social media posts you are particularly proud of (based on engagement, reach, creativity, etc).
3. Experience managing online communities and social media crisis.
4. Experience developing, implementing and analysing marketing/advertising campaigns online and across social media platforms.
5. Highly developed written and audiovisual communication skills, with the ability to deliver a message effectively by tailoring it for its intended audience.

Desirable criteria

1. Genuine interest in Australia's audiovisual heritage, and in using a collection to engage, educate, entertain and inspire change.
2. Experience of Adobe creative suite, Office365, Dropbox, Campaign Monitor
3. Experience in the public or cultural sector.

Qualifications and/or equivalent experience required:

Demonstrable experience in social media production, digital marketing, public relations and/or journalism.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen
- Satisfactorily complete an Australian Federal Police National Police Check

The other eligibility that may be required as part of future work:

- Obtain and maintain a Working with Vulnerable People registration.

Assessment Process

The assessment process for this position will include:

- A written application;
- Resume;
- Interview;
- Referee checking.

Notes

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About the National Film and Sound Archive of Australia

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To Apply

Position Contact	Alice Tynan, (02) 8202 0137
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0686729

National Gallery of Australia

Closing Date: Sunday 14 March 2021

Marketing and Engagement
Marketing and Engagement

Job Title	Production Manager, Publishing
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$101,121 - \$115,385
Classification	Executive Level 1
Position Number	PN2217
Agency Website	http://stage2.nga.gov.au/

Job Description

<https://nga.gov.au/aboutus/jobs/employment.cfm>

Production Manager, Publishing
Creative Design Studio
Executive Level 1
Position No. 2217
\$101,121 to \$115,385 pa
Ongoing Vacancy

The position

Operating within a dynamic and fast-paced environment, the Creative Studio comprises the Gallery's publishing, image rights and sales, exhibition design and workshop functions. The Production Manager, Publishing is responsible for project and production management of the Gallery's publishing program which includes exhibition catalogues, books on the collection, children's titles and other art books.

This new role will suit a highly organised individual with excellent communication skills and high-level project management experience. It requires the ability to think creatively and strategically, while still being across the detail of many competing projects. Effective leadership skills are needed as well as a robust, dogged and pragmatic approach to ensure projects stay on track.

Ideally you will have worked in a gallery or similar cultural environment before and have great experience managing the processes of an illustrated book publishing program in a commercial environment and be well-versed in image rights and permissions and procurement. You will be responsible for ensuring that the Gallery's published books are delivered on time, to budget and to specification.

This is a full-time, ongoing employment opportunity available within the Creative Studio Department, Marketing and Engagement Portfolio.

How to apply

If you are interested in this role you must submit a current resume/CV, the NGA Personal Particulars form and a short pitch of 1-2 pages which details how your skills, experience and qualifications are relevant to this role and how they meet the requirements of the position. Please note that the selection criteria do not need to be addressed individually.

Contact

Further information about the position may be obtained by contacting Daryl West-Moore Head of Creative Studio daryl.west-moore@nga.gov.au (02) 6240 6739. The Recruitment Officer may also be contacted on (02) 6240 6447.

Closing date

Applications **close at midnight on Sunday, 14 March 2021** and should be emailed to recruitment@nga.gov.au.

Duties

Effectively manage concurrent Gallery publishing projects end to end including leadership of project teams and formulating and managing budgets and schedules. Ensure sound practice in the scoping of projects and achievement of project milestones.

Oversee the work of contracted editors, designers and other suppliers engaged to contribute to publications including coordination of procurement and selection, contract negotiation, scheduling, reviews and approvals of work.

Update and manage the Gallery's long-range publishing plan and schedule aligned to the Gallery's artistic program and content priority areas.

Manage the Gallery's co-publishing agreements with exhibition and publishing partners and ensure stakeholder relationships are effectively managed.

Contribute to the development of fundraising strategies for publishing projects including the identification of grant opportunities and preparation of submission material when required.

Work closely with internal teams including Commercial, Marketing, Communications and Digital to maximise retail, wholesale and promotional opportunities for Gallery publications; develop new strategies for increased sales particularly as the Gallery expands its digital presence. **Eligibility**

- Relevant tertiary qualification (or equivalent experience) in project management, production management or publishing.

Notes

About the National Gallery of Australia

The National Gallery of Australia (the National Gallery) is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our values include art for everyone, striving for excellence, creative engagement, courage and respect.

To Apply

Position Contact	Daryl West-Moore, 02 6240 6739
Agency Recruitment Site	https://nga.gov.au/aboutus/jobs/employment.cfm

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Prime Minister and Cabinet

Vacancy VN-0686862

Aboriginal Hostels Limited

Closing Date: Tuesday 06 April 2021

AHL Executive
Business Development & Employment

Job Title	General Manager - Business Development and Employment
Job Type	Full-Time, Ongoing
Location	Darwin NT, Brisbane QLD, Phillip ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	New PN
Agency Website	

Job Description

<https://www.ahl.gov.au/employment>

Aboriginal Hostels Limited (AHL) is a company wholly owned by the Australian Government. AHL's business operations provide a cost effective national network of safe, comfortable, culturally appropriate and affordable accommodation for Aboriginal and Torres Strait Islander people who need to live away from home to access services and economic opportunity. A Board of Directors appointed by the Minister for Indigenous Affairs is responsible for setting the strategic direction of the Company, consistent with the priorities and expectations of the Minister.

Duties

The General Manager, Business Development and Employment is a key member of the AHL Executive team, working closely with and supporting the CEO and the Board of Directors. You will be responsible for building and aligning current and future organisational capability to deliver on strategic goals. In leading innovative business transformation and cultural change, you will focus on leading and managing:

- Business Development and Communication, including developing effective working relationships with key external stakeholders across government and community organisations, media management, develop and implement a communication and marketing strategy to drive increased occupancy and leverage donations, sponsorship and other funding opportunities.
- Business Strategy, including Board and committee secretariat, corporate planning and reporting, strategic projects, and submissions to parliamentary committees and portfolio liaison.
- AHL's people and culture, including developing an agile workforce, increasing Indigenous employment, developing a rewarding, inclusive and high performing organisational culture and ensuring health, safety and well-being of employees. To be successful in this highly rewarding and challenging role, you will be an outstanding leader with the agility and experience to lead, develop and implement reform and provide strategic advice on emerging opportunities and ongoing business process improvement.

You will have a strong commercial focus with significant experience in human resource management, business improvement and development, communications and marketing. You must also demonstrate an ability to engage, influence and build productive relationships with external stakeholders in developing and implementing key business improvements. Your people focus and sound judgement skills will be complemented by high-level business acumen, intellectual rigour, well developed communication skills and a high level of resilience and integrity.

Further information may be obtained from Mr Dave Chalmers, Chief Executive Officer, via email dave.chalmers@ahl.gov.au or phone 02 6212 2011.

Before applying, please obtain selection documentation by contacting Ms Regina Gorecki, Director Human Resources via email regina.gorecki@ahl.gov.au .

Eligibility

This is an Affirmative Measures – Indigenous Employment. To be eligible to apply under the Affirmative Measures initiative, applicants must be:

- of Aboriginal and/or Torres Strait Islander descent
- identify as an Aboriginal and/or Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal and/or Torres Strait Islander person.

Successful applicants may be required to provide documents pertaining to their Indigenous heritage.

Notes

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Regina Gorecki, 02 6212 2079
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0686863

Aboriginal Hostels Limited

Closing Date: Tuesday 06 April 2021

AHL Executive
Operations

Job Title	General Manager - Operations
Job Type	Full-Time, Ongoing
Location	Phillip ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	GM
Agency Website	

Job Description

<https://www.ahl.gov.au/employment>

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Duties

The General Manager, Operations is a key member of the AHL executive team working closely with and supporting the CEO and the Board of Directors. You will be responsible for building and aligning current and future organisational capability to deliver on strategic goals. In leading the AHL hostel service delivery, you will focus on leading and managing:

- Business Objectives, including implementing efficient and cost effective network of hostels operating 24/7 across Australia and delivery of high-quality customer service in three service categories: (i) multipurpose, (ii) education, and (iii) health and medical.
- Operational priorities, including lifting occupancy levels across AHL hostels, increasing secondary education student participation and ongoing review and realignment of hostel portfolio to meet contemporary needs and expectations.
- Stakeholder engagement, including developing effective working relationships with key external stakeholders across government and community organisations to support AHL's vision to improve the quality of life and economic opportunity for Indigenous Australians. This will include harnessing opportunities to grow and improve business as well as negotiating partnerships to support AHL's objectives.

To be successful in this highly rewarding and challenging role, you will be an outstanding leader with the agility and experience to lead, develop and implement reform and provide strategic advice on emerging opportunities and ongoing business process improvement.

You will have a strong commercial focus with significant experience in successful management of efficient and effective business operation, preferably in delivery of quality accommodation services. You must also demonstrate an ability to engage, influence and build productive relationships with external stakeholders in developing and implementing key business decisions. Your people focus and sound judgement skills will be complemented by high level business acumen, intellectual rigour, well developed communication skills and a high level of resilience and integrity.

Further information may be obtained from Mr Dave Chalmers, Chief Executive Officer, via email dave.chalmers@ahl.gov.au or phone 02 6212 2011.

Before applying, please obtain selection documentation by contacting Ms Regina Gorecki, Director Human Resources via email regina.gorecki@ahl.gov.au.

Eligibility

Notes

This is an Identified Position*. Identified positions are open to all members of the community. Indigenous peoples, and non-Indigenous peoples with a commitment to working with Aboriginal and Torres Strait Islander Peoples are encouraged to apply. Documents pertaining to an applicant's Indigenous heritage are not required.

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

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

About the Aboriginal Hostels Limited

To Apply

Position Contact	Regina Gorecki, 02 6212 2079
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0686885

Aboriginal Hostels Limited

Closing Date: Tuesday 16 March 2021

Hostel Operations
Perth

Job Title	Operations Manager - Identified Position
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$80,305 - \$84,444
Classification	APS Level 6
Position Number	3121
Agency Website	

Job Description

<https://www.ahl.gov.au/employment>

AHL's purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for Indigenous Australians who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

We are looking for motivated and experienced individual to join AHL in a fast paced, operational environment. Based in Perth WA, reporting to the Business Manager, the Operations Manager will be critical to the organisation in overseeing the operations of a number of hostels in Western Australia. Your role will be to ensure appropriate and efficient services are delivered to our residents, as well providing support and guidance to staff. Success in this role requires strong management and leadership experience, excellent communication skills, commitment and passion for servicing the indigenous community, and willingness to work on the ground.

Duties

- Ensure high quality accommodation services for AHL residents
- Lead a high performing team to deliver quality customer service
- Financial, people & performance management
- Facilities Management
- Develop and maintain productive relationships with stakeholders

For more information about the role go to: <https://ahl.gov.au/employment>

Eligibility

- Provide evidence of Australian Citizenship;
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain the relevant mandatory qualification/s
- Satisfactorily complete a Probation period
- Drivers Licence

Notes

Identified positions are open to all members of the community. Indigenous peoples, and non-Indigenous peoples with a commitment to working with Aboriginal and Torres Strait Islander Peoples are encouraged to apply. Documents pertaining to an applicant's Indigenous heritage are not required.

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

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Jacinta, 0436 191 684
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0686888

Aboriginal Hostels Limited

Closing Date: Tuesday 16 March 2021

Hostel Operations
Perth

Job Title	Operations Manager - Affirmative Measure
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA
Salary	\$80,305 - \$84,444
Classification	APS Level 6
Position Number	3121
Agency Website	

Job Description

<https://www.ahl.gov.au/employment>

AHL's purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for Indigenous Australians who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

We are looking for motivated and experienced individual to join AHL in a fast paced, operational environment. Based in Perth WA, reporting to the Business Manager, the Operations Manager will be critical to the organisation in overseeing the operations of a number of hostels in Western Australia. Your role will be to ensure appropriate and efficient services are delivered to our residents, as well providing support and guidance to staff. Success in this role requires strong management and leadership experience, excellent communication skills, commitment and passion for servicing the indigenous community, and willingness to work on the ground.

Duties

- Ensure high quality accommodation services for AHL residents
- Lead a high performing team to deliver quality customer service
- Financial, people & performance management
- Facilities Management
- Develop and maintain productive relationships with stakeholders

For more information about the role go to: <https://ahl.gov.au/employment>

Eligibility

- Be of Aboriginal and/or Torres Strait Islander descent, and
- Identify as an Aboriginal and/or Torres Strait Islander, and
- Be accepted by your community as being Aboriginal and/or Torres Strait Islander
- Hold Australian Citizenship
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain the relevant mandatory qualification/s
- Satisfactorily complete a Probation period
- Drivers Licence

Notes

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Jacinta, 0436 191 684
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0686904

Australian National Audit Office

Closing Date: Monday 15 March 2021

AASG
AASG

Job Title	Intern - Financial Audit
Job Type	Casual, Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 1
Position Number	117/2021
Agency Website	https://www.anao.gov.au

Job Description

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

The opportunity:

This internship is an exciting opportunity to apply what you are learning, develop new skills and get that competitive edge when it comes time to apply for graduate programs. Initially a 6 month casual contract will be offered with a possibility of extension to 12 months or to the end of your degree. The start date and hours would be flexible and based on your study schedule, with the main priority that the work does not interfere with the completion of your degree.

Duties

You will:

- Receive an hourly rate of \$17.64 to 26.76 per hour (depending on age) which includes a 20% loading in lieu of leave entitlements;
- Get real-world hands on experience learning, applying and reviewing financial statements according to accounting standards;
- Work as part of a team to support various phases of audits, working on continuous monitoring strategies, fieldwork testing, business walkthroughs and preparing reports of audit issues;
- Interact daily with various levels of management and other government agencies, expanding your network of finance professionals and industry representatives;
- Obtain and develop an understanding of the ANAO audit approach, methodology & tools; and
- Acquire knowledge about identifying and analysing various accounting and auditing issues.

Eligibility

The successful people will:

- be a student majoring in Accounting, Audit, Finance or other economic disciplines;
- be active, responsible and energetic;
- be interested in developing their skills and building a career in audit;
- have a good knowledge of accounting (basic); and
- be living in Canberra (where our office is located).

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a [security clearance](#) at the level specified [above](#).

Notes

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Careers, 02 6203 7560
Agency Recruitment Site	https://www.anao.gov.au/careers/vacancies

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Prime Minister and Cabinet

Vacancy VN-0686905

Australian National Audit Office

Closing Date: Monday 15 March 2021

AASG
AASG

Job Title	Intern - Financial Audit (Affirmative Measure)
Job Type	Casual, Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 1
Position Number	117/2021
Agency Website	https://www.anao.gov.au

Job Description

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

The opportunity:

This internship is an exciting opportunity to apply what you are learning, develop new skills and get that competitive edge when it comes time to apply for graduate programs.

Initially a 6 month casual contract will be offered with a possibility of extension to 12 months or to the end of your degree. The start date and hours would be flexible and based on your study schedule, with the main priority that the work does not interfere with the completion of your degree.

Duties

You will:

- Receive a salary of \$17.64 to 26.76 per hour (depending on age) including a 20% loading in lieu of leave entitlements;
- Get real-world hands on experience learning, applying and reviewing financial statements according to accounting standards;
- Work as part of a team to support various phases of audits, working on continuous monitoring strategies, fieldwork testing, business walkthroughs and preparing reports of audit issues;
- Interact daily with various levels of management and other government agencies, expanding your network of finance professionals and industry representatives;
- Obtain and develop an understanding of the ANAO audit approach, methodology & tools; and
- Acquire knowledge about identifying and analysing various accounting and auditing issues.

Eligibility

The successful people will:

- be a student majoring in Accounting, Audit, Finance or other economic disciplines;
- be active, responsible and energetic;
- be interested in developing their skills and building a career in audit;
- have a good knowledge of accounting (basic); and
- be living in Canberra (where our office is located).

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a [security clearance](#) at the level specified [above](#).

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Careers, 02 62037560
Agency Recruitment Site	https://www.anao.gov.au/careers/vacancies

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Prime Minister and Cabinet

Vacancy VN-0686946

Australian National Audit Office

Closing Date: Sunday 21 March 2021

AASG
AASG

Job Title	Director, Financial Audit - AASG
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,688 - \$121,352
Classification	Executive Level 1
Position Number	TBA
Agency Website	https://www.anao.gov.au

Job Description

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

The duties of the Director – Financial Audit include:

- Leading and managing a work team responsible for complex, moderate to high-risk and strategically important audit services including:
 - Allocating work in accordance with team priorities
 - Planning, investigation and report writing
 - End-to-end project management
 - Strategic resource management.
- Exercising quality control and a high level of professional and technical expertise.
- Formulating and contributing to the development of strategic solutions, operational plans and work plans.
- Liaising with stakeholders across the Australian Government sector and representing the ANAO.
- Managing and developing a high-performing team by providing effective leadership.
- Reviewing staff performance and providing regular, meaningful feedback.

Duties

The successful candidate will have the following:

- Exceptional accounting, auditing and/or IT technical skills.
- Detailed knowledge of financial statement and related audit risk-based methodologies and practices.
- Demonstrated research, analytical and presentation skills.
- The ability to translate complex information for a non-technical audience.
- A strong track record in project management.
- The ability to communicate effectively both verbally and in writing.
- The ability to establish positive working relationships with team members and stakeholders.
- Experience managing and leading a team, providing ongoing guidance and support.

Eligibility

Given the nature of the work within Audit Assurance Services Group, an accounting or equivalent tertiary qualification is highly desirable. Candidates who hold a CA or CPA will be highly regarded.

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO

employees. The preferred applicant will be required to obtain and maintain a [security clearance](#) at the level specified in the Job Description.

Notes

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Careers team, 02 6203 7560
Agency Recruitment Site	https://www.anao.gov.au/careers/vacancies

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Prime Minister and Cabinet

Vacancy VN-0686952

Australian National Audit Office

Closing Date: Sunday 21 March 2021

AASG
AASG

Job Title	Director, Financial Audit (Affirmative Measure)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,688 - \$121,352
Classification	Executive Level 1
Position Number	TBA
Agency Website	https://www.anao.gov.au

Job Description

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

The duties of the Director – Financial Audit include:

- Leading and managing a work team responsible for complex, moderate to high-risk and strategically important audit services including:
 - Allocating work in accordance with team priorities
 - Planning, investigation and report writing
 - End-to-end project management
 - Strategic resource management.
- Exercising quality control and a high level of professional and technical expertise.
- Formulating and contributing to the development of strategic solutions, operational plans and work plans.
- Liaising with stakeholders across the Australian Government sector and representing the ANAO.
- Managing and developing a high-performing team by providing effective leadership.
- Reviewing staff performance and providing regular, meaningful feedback.

Duties

The successful candidate will have the following:

- Exceptional accounting, auditing and/or IT technical skills.
- Detailed knowledge of financial statement and related audit risk-based methodologies and practices.
- Demonstrated research, analytical and presentation skills.
- The ability to translate complex information for a non-technical audience.
- A strong track record in project management.
- The ability to communicate effectively both verbally and in writing.
- The ability to establish positive working relationships with team members and stakeholders.
- Experience managing and leading a team, providing ongoing guidance and support.

Eligibility

Given the nature of the work within Audit Assurance Services Group, an accounting or equivalent tertiary qualification is highly desirable. Candidates who hold a CA or CPA will be highly regarded.

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO

employees. The preferred applicant will be required to obtain and maintain a [security clearance](#) at the level specified in the position description.

Notes

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

About the Australian National Audit Office

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To Apply

Position Contact	Careers team, 02 6203 7560
Agency Recruitment Site	https://www.anao.gov.au/careers/vacancies

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Prime Minister and Cabinet

Vacancy VN-0686989

Australian Public Service Commission

Closing Date: Thursday 18 March 2021

Integrity, Performance and Employment Policy
Employment Policy

Job Title	Assistant Director – Integrity, Performance and Employment
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$103,764 - \$118,926
Classification	Executive Level 1
Position Number	21_13
Agency Website	https://www.apsc.gov.au/

Job Description

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

We are seeking capable professionals to join our Integrity, Performance and Employment Policy Group.

Critical to your success will be your ability to provide high level advice on a range of complex and sensitive matters using your analytical skills and verbal and written communication skills. You will have experience across a broad suite of HR/employment or ethics/integrity activities. You will work collaboratively as part of a team and will have experience managing and mentoring staff effectively. You will be the role model of a positive team member.

With a proven track record in providing accurate and professional advice and service, your strategic mindset and evidence-based decision making will enable you to enhance the integrity and employment policy function. In addition, your innovative mindset and commitment to continuous improvement will see you become a broader contributor to the agency and the Group leadership team. Results driven, you are respected for your highly developed stakeholder management and leadership skills, problem solving and influencing strengths, and collaborative working style.

Successful candidates will demonstrate willingness and ability to become a subject matter expert in the APS integrity or employment framework, including the Public Service Act 1999.

About the role

Duties

We are looking to fill ongoing and non-ongoing vacancies in the Integrity, Performance and Employment Policy Group and will be seeking to establish a merit pool for future use.

Assistant Directors in the Integrity, Performance and Employment Policy Group are key leadership positions. The Group acts as a trusted advisor to the Commission, the APS and Government on employment and integrity matters, provides legal services, and manages the parliamentary and ministerial support and liaison functions for the Commission. The Group supports the APS Commissioner in the exercise of his statutory functions under the Public Service Act 1999 and subordinate legislation, including in relation to the APS Values and Code of Conduct, the integrity of agency heads, the application of merit, SES employment matters and the compulsory transfer of staff in Machinery of Government changes. Additionally, the Group supports the Commission by providing all legal services to support across the agency, Remuneration Tribunal, Defence Force Remuneration Tribunal and Merit Protection Commission.

The duties of the Assistant Director, Integrity and Employment Policy, may include:

- Provide specialist, high level policy advice and interpretation on the APS employment framework or integrity matters that are complex and sensitive.
- Develop and interpret employment or integrity policy and guidance.
- Prepare complex and/or sensitive correspondence and documentation.
- Establish and implement improvements and new initiatives.
- Manage, deliver and monitor projects, including APS reform initiatives or reviews of existing policy and guidance material.

- Liaise with internal and external stakeholders, participate in committees and use networks across the APS in order to develop policy and provide advice to HR practitioners, APS managers and senior management.
- Manage a small team to deliver outcomes and achieve results.

Eligibility

- **Citizenship:** to be eligible for employment with the Commission, you must be an Australian Citizen or, in limited circumstances, in the process of obtaining it.
- **Security Clearance:** all roles at the Commission require a minimum of a baseline security clearance and successful applicants must have the ability to obtain and maintain this level of clearance.
- **Police check:** successful applicants are required to undergo a mandatory Australian Federal Police check.

How do I opt into the RecruitAbility scheme?

You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must tick the 'opt in' box in order to participate in the scheme. Details about the RecruitAbility scheme can be found on www.apsc.gov.au.

Notes

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 200 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Steph Taylor, 02 6202 3543
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0686449

Department of the Prime Minister and Cabinet

Closing Date: Monday 15 March 2021

Infrastructure & Environment
National Bushfire Recovery Agency Domestic Policy

Job Title	Recovery Support Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Tumut NSW
Salary	\$85,320 - \$95,880
Classification	APS Level 6
Position Number	PMC/2021/025
Agency Website	

Job Description

<https://www.pmc.gov.au/work-for-us>

The Opportunity

The National Bushfire Recovery Agency is seeking registrations from eligible candidates for a non-ongoing opportunity as a Recovery Support Officers (RSO) at the APS6 classification for the bushfire-affected Snowy Valleys region.

RSOs provide advice and assistance to individuals and communities on bushfire recovery support. RSOs are not decision makers or advocates, instead, RSOs work with local governments and state agencies to help people understand bushfire recovery assistance that is available.

Based in Tumut, the Snowy Valleys RSO will:

- work with individuals affected by bushfires to apply for government bushfire recovery assistance
- answer questions about government bushfire recovery measures
- represent the Agency at community forums and events, either individually or as a member of a small team
- have a good understanding of community bushfire recovery needs, including through working in communities alongside local council staff members and identifying how Commonwealth funded projects are achieving the intended outcomes
- develop and support complex relationships with local communities and facilitate connections as needed
- support the Agency's Liaison Network as required
- support local councils in bushfire recovery efforts, including working in close consultation with local council Community Recovery Officers, where applicable, and
- complete other tasks as required to support the Agency's recovery planning and delivery.

What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions.
- Exciting and fulfilling work at the heart of government with career development and networking opportunities difficult to find elsewhere.
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- We support flexible working practices including working from home and our offices are designed to enable flexible working approaches through spaces that have been designed to accommodate a range of working styles (whilst at all times adhering to social distancing principles and appropriate hygiene practices). This type of working supports increased communication and collaboration, and encourages agility and innovation. PM&C staff have the flexibility to make use of activity-based working principles, allowing them to choose where and how they work in an open space, while using integrated technological solutions.

Duties

Our Ideal Candidate

RSO's need to be proactive, resilient, and flexible with excellent communication and engagement skills. You need to have a good understanding of local issues facing bushfire affected communities.

The skills and experience we are looking for in RSOs includes:

- excellent listening and communication skills
- empathy and resilience
- contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives
- initiative and strong abilities to manage uncertainty and change
- understanding of governments bushfire recovery support
- previous experience in a government service delivery and/or community engagement is desirable.

You must be able to travel regularly within your region, and from time-to-time to Canberra and state recovery offices.

Eligibility

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

The successful applicant must hold a current NSW drivers licence.

Notes

This position is Identified which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people.

This position is required to liaise with Aboriginal and Torres Strait Islander people, communities and service providers.

You will require cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples
- demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples
- demonstrated capability and commitment to continue to develop cultural competency

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the Department of the Prime Minister and Cabinet

To Apply

Position Contact	NBRA HR, (02) 6228 6670
Agency Recruitment Site	https://www.pmc.gov.au/work-for-us

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Prime Minister and Cabinet

Vacancy VN-0686564

Department of the Prime Minister and Cabinet

Closing Date: Monday 15 March 2021

Corporate and Ministerial Support Division
Ministerial and Parliamentary Support Branch Ministerial Correspondence and Briefs Section

Job Title	Ministerial Liaison Officer, Ministerial and Parliamentary Support (Casual Opportunities)
Job Type	Casual, Non-Ongoing
Location	Canberra ACT
Salary	\$69,865 - \$74,718
Classification	APS Level 4
Position Number	PMC/2021/026
Agency Website	

Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

The Opportunity

The Ministerial Correspondence and Briefs Section in the Ministerial and Parliamentary Support Branch is looking to establish a pool of non-ongoing casual employees as a back-up workforce. These employees are to be called-upon when there is an unexpected surge in the required deliverables of the Section.

The term of the non-ongoing arrangement is three years. However, apart from the initial full-time one-month training period, there are no guarantees as to how often these employees will be required. There is also an expectation that when the employees are required they would generally be available at relatively short notice.

The role of Ministerial Liaison Officer contributes to the processing of ministerial correspondence and briefs for the Prime Minister and other Ministers in the Prime Minister and Cabinet portfolio. This is from delivery, registration and allocation through to quality assurance, printing and dispatch. Key responsibilities for the positions include:

- processing ministerial correspondence in accordance with Ministerial and departmental requirements;
- exercising discretion and judgement, including the ability to action tasks within established work practices and priorities and identifying priority and sensitive tasks for escalation;
- other tasks associated with the roles and responsibilities of the ministerial team.

What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions.
- Exciting and fulfilling work at the heart of government with career development and networking opportunities difficult to find elsewhere.
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- We support flexible working practices including working from home and our offices are designed to enable flexible working approaches through spaces that have been designed to accommodate a range of working styles (whilst at all times adhering to social distancing principles and appropriate hygiene practices). This type of working supports increased communication and collaboration, and encourages agility and innovation. PM&C staff have the flexibility to make use of activity-based working principles, allowing them to choose where and how they work in an open space, while using integrated technological solutions.

Duties

Our Ideal Candidate

Our ideal candidate will have excellent attention to detail, a sound working knowledge of ministerial correspondence, briefs and submissions or a strong capacity to develop these skills quickly. Experience in coordinating ministerial correspondence and briefs on electronic document management databases is highly desirable.

The work is fast paced and has a high degree of visibility within PM&C. An effective interpersonal style, drive and first rate judgement will make you an asset to the team. As our ideal candidate, you will exercise sound judgement, with the ability to identify matters requiring escalation. You will be responsive to demands and be able to prioritise work tasks.

We are seeking someone who is professional and passionate about continuously improving processes and expanding the knowledge within the team and across the department to enhance the support provided to the Prime Minister's and Portfolio Ministers' Offices.

A baseline security clearance will also be required, or the willingness and ability to obtain one. The successful candidates will also have the availability to be called on to work when required.

Eligibility

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

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

Notes

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

About the Department of the Prime Minister and Cabinet

To Apply

Position Contact	Tracy Ambrose, (02) 6271 5328
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0686900

Department of the Prime Minister and Cabinet

Closing Date: Wednesday 17 March 2021

APS Reform
APS Reform

Job Title	Advisers, APS Reform Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$77,139 - \$95,880
Classification	APS Level 5;APS Level 6
Position Number	PMC/2021/027
Agency Website	

Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

The Opportunity

The APS Reform Office in PM&C is a new and dynamic division, established to help drive the Government's ambitious APS reform agenda. We are a proactive and solutions-focussed team that supports the delivery of change initiatives across the APS – and we have direct responsibility for delivering a number of these initiatives. Our work seeks to have an explicit whole of APS focus and impact.

We work in a high-tempo and high-profile environment. You will have the opportunity to help drive significant and positive change for the APS, and to be part of a dynamic, positive and collaborative team culture. The division is comprised of four teams: Citizen Engagement, APS Reform, the Delivering Great Policy Project, and APS-wide Communications.

Citizen Engagement

The Citizen Engagement Team leads whole-of-APS measurement of public trust, satisfaction and experience with Australian public services by:

- Delivering a comprehensive research suite including multiple research projects and through regular collection of Citizen Experience Survey data.
- Managing quantitative and qualitative research and reform projects with tight timeframes.
- Taking quantitative and qualitative results and creating practical opportunities to improve service-delivery
- Creating and delivering engaging projects from design through to reporting.
- Liaising with officers across the APS and with the private and non-government sectors, including academia.

APS Reform

- The APS Reform Section supports the delivery of the Government's APS reform agenda by:
- Supporting the design and delivery of APS reform initiatives across the APS – engaging in innovative policy development and enterprise-wide strategic engagements, which deliver key reforms prioritised by the Secretaries Board.
- Working with key stakeholders across the APS to deliver, sustain and embed real change in the APS.
- Designing and delivering key messages and strategic communications across the APS to support the reform agenda.

Delivering Great Policy

This Delivering Great Policy team support efforts to uplift policy capability across the APS by:

- Facilitating external partnerships and developing products to promote the Delivering Great Policy initiative across the APS.
- Showcasing examples of great policy making across the APS.
- Supporting APS agencies to uplift policy capability through enhanced L&D offerings.

APS-wide Communications

The team supports APS enterprise wide communications by:

- Developing a framework for APS-wide communications for endorsement by the COO Committee
- Curating and producing content to support APS-wide communications such as the APS Connecting Us Newsletter.
- Delivering high profile events such as the APS 200 and partnerships with the Institute of Public Administration Australia (IPAA).

We are seeking a candidate for the position of **Adviser (APS 6), Citizen Engagement** (high performing APS 5 will be considered).

This is an exciting opportunity to work for a team responsible for measuring the public's trust, satisfaction and experience of Australian public services and using the results to drive real changes in service-delivery across the enterprise. **Duties**

Our Ideal Candidates

Across the Division, our staff come from a broad range of backgrounds including policy, data, project delivery, change management and communications.

We are looking for people passionate about the APS and its future and who enjoy navigating a clear path through complexity, building effective and collaborative internal and external relationships, shaping and contribute to the delivery of outcomes, and bringing their unique experiences and perspectives to benefit the team.

Skills and attributes required across all our roles include:

- ability to work as part of a team and have good interpersonal skills.
- clear and persuasive written and verbal communication.
- a probing mind, with the ability to think through problems, organise work and drive practical actions to achieve an outcome.
- the ability to think at a system-wide level and develop ideas which can have an enterprise-wide impact
- capability to provide accurate and timely advice, and
- a willingness to develop their own skills and knowledge and learn about PM&C and the APS more broadly.

In addition, the vacancy in the Citizen Engagement team will require the ability (and a desire) to engage with, understand and communicate quantitative and qualitative research, methods, data and statistics.

What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions.
- Exciting and fulfilling work at the heart of government with career development and networking opportunities difficult to find elsewhere.
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- We support flexible working practices including working from home and our offices are designed to enable flexible working approaches through spaces that have been designed to accommodate a range of working styles (whilst at all times adhering to social distancing principles and appropriate hygiene practices). This type of working supports increased communication and collaboration, and encourages agility and innovation. PM&C staff have the flexibility to make use of activity-based working principles, allowing them to choose where and how they work in an open space, while using integrated technological solutions.

Eligibility

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

Notes

This process will also be used to create a merit pool to fill future vacancies in the Division at the APS5 and APS6 levels.

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

About the Department of the Prime Minister and Cabinet

To Apply

Position Contact	Ilona Balint, (02) 6228 6794
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0686922

Department of the Prime Minister and Cabinet

Closing Date: Monday 29 March 2021

Industry, Infrastructure & Environment
Various

Job Title	Advisers, Industry, Infrastructure & Environment Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$109,644 - \$124,963
Classification	Executive Level 1
Position Number	PMC/2021/029
Agency Website	

Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

The Opportunity

The Industry, Infrastructure and Environment Division offers fascinating work on issues that matter to communities. The content is diverse, the work is hard and fast but meaningful, and the people are great. Our responsibilities are wide ranging from energy and

climate change, infrastructure investment and transport policy, communications and the arts, agriculture and regional policy, industry and science, water and the environment. Across these issues, we work with other Commonwealth agencies to analyse and advise on policy and programs, as well as on issues related to Budget, Cabinet processes, and legislation and other Parliamentary processes. We ensure the Cabinet and Government has clear advice, policy debate is well informed and choices are presented so Government's decisions are made effectively, communicated and delivered. We work closely with others to get things done, make a difference and focus on what matters most.

We:

- provide advice to the Prime Minister, Assistant Minister and our senior executive, including on policy issues being considered by Cabinet
- work across Government to help develop proposals for Cabinet's consideration
- assess and understand current and emerging policy issues, and think about potential solutions
- help monitor and report on the delivery of existing programs and initiatives
- draft correspondence for the Prime Minister.

Duties

Our Ideal Candidate

Our ideal candidate:

- is a great writer and clear communicator – we influence by communicating clearly
- can build and maintain strong relationships – these are our currency
- is flexible and resilient – we work at a fast tempo and manage changing priorities
- is smart – we need people with exceptional comprehension and analytical skills, who can to quickly analyse information, identify critical information and present ideas clearly
- is strategic and can draw links between policies and broader Government aims
- can mentor junior staff and build the capacity of others in a team environment.

Tertiary level qualifications are considered desirable.

Indigenous job seekers are strongly encouraged to apply.

What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions,
- Exciting and fulfilling work including career development and networking opportunities,
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

Eligibility

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

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 12 months from the opening date of this advertisement.

Contact Officers

Anthea Fell on (02) 6271 5290 or at Anthea.Fell@pmc.gov.au

Matthew Strapp on (02) 6271 5789 or at Matthew.Strapp@pmc.gov.au

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

About the Department of the Prime Minister and Cabinet

To Apply

Position Contact	See above, See above
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0686843

National Drought and North Queensland Flood Response and Recovery Agency

Closing Date: Wednesday 17 March 2021

Communications and Engagement
Engagement

Job Title	Director, Strategic Leadership Regional Recovery Officer (RRO) Network
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$125,115 - \$148,907
Classification	Executive Level 2
Position Number	N DFA/2021/002
Agency Website	https://www.droughtandflood.gov.au/

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NDNQFRRA>

About Us

The Agency works collaboratively with primary producers, communities, all levels of government, and not for profit organisations. It represents the Government's ongoing commitment to supporting those who are living through the immediate and longer-term effects of drought, and floods in North Queensland, ensuring they're given timely and the appropriate level and type of support and advice, and are able to better prepare for and withstand future economic shocks.

The Agency's guiding principles are "Locally led, locally understood and locally implemented" for flood, and "Work together. Simplify. Act" for drought. As such, it is critical that the Agency has a strong regional presence, and the gravitas to work through any barriers that typically arise when policy and programs cut across all levels of government, into non-government and industry interests.

The Opportunity

The Director Regional Recovery Officer Network will provide strategic leadership and management of the Agency's national network of Regional Recovery Officers (RROs). As the Director, you will work closely with the Senior RRO's, and the Director's in the Drought, Flood and Community Engagement branches, to manage the Agency's stakeholder and engagement activities nationally.

Duties

Our Ideal Candidate

Our ideal, candidate will have a positive and proactive attitude and proven experience in a leadership role and managing people. You must be able to manage multiple priorities and be resilient, responsive and flexible. You must be able to think on your feet and able to work under limited direction. You will have strong leadership, communication and interpersonal skills, which will allow you to engage effectively with stakeholders from a variety of backgrounds and levels of seniority.

Eligibility

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

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 12 months from

the opening date of this advertisement.

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

About the National Drought and North Queensland Flood Response and Recovery Agency

The National Drought and North Queensland Flood Response and Recovery Agency (the Agency) was established by the Prime Minister to lead a national response to the drought affecting large parts of the country and to continue supporting North Queensland communities affected by wide-spread flooding in early 2019. The Agency's guiding principle is "Locally led, locally understood and locally implemented". The Agency brings together and works collaboratively with primary producers, communities, all levels of government, agricultural communities and not for profit organisations. It represents the government's ongoing commitment to supporting those who are living through the immediate and longer-term effects of drought, and the 2019 floods in North Queensland, ensuring they're given the appropriate level and type of support and advice in a timely manner, and are better able to prepare for and withstand future economic shocks. Further details of the Agency can be found at: • www.droughtandflood.gov.au • <https://www.facebook.com/droughtfloodaus/> • <https://twitter.com/droughtfloodaus>

To Apply

Position Contact	Kate Woodbridge, 0418 822 116
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NDNQFRRRA

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Prime Minister and Cabinet

Vacancy VN-0686853

National Indigenous Australians Agency

Closing Date: Wednesday 17 March 2021

Corporate
People and Shared Services

Job Title	Senior WHS Regional Adviser, West South Region, People and Shared Services
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Perth WA
Salary	\$109,644 - \$124,963
Classification	Executive Level 1
Position Number	NIAA/2021/051
Agency Website	https://www.niaa.gov.au/

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NIAA>

The Opportunity

We are committed to the health, safety and wellbeing of our people - we value inclusion and sustaining a healthy and capable workforce. The National Indigenous Australians Agency (NIAA) are looking for suitably skilled and capable individuals that are passionate and have experience and enthusiasm for work health and safety (WHS). We work in a complex, challenging, and fast paced environment, and work collaboratively with each other to achieve our objectives.

The WHS Section is responsible for the development, implementation and maintenance of the agency WHS Management system, frameworks and initiatives, and supports the day to day WHS requirements and response required to sustain a safe work environment. The section is proactive and responsive. We pivot to address emerging issues and resolve quickly whilst also maintaining a strategic focus, which provides you with variety and the ability to broaden and diversify your skills. The section provides the platform for legislative compliance with WHS legislation and aims to reduce the risk and impact of work related injury and illness through the provision of robust WHS systems, advice, guidance and support.

The Senior WHS Advisers play a key leadership role when working with staff, supervisors and the Senior Executive to develop and implement solutions that address local WHS issues. Key deliverables of the role include:

- Providing timely and accurate WHS advice and support to the regional managers and staff of the Region.
- Providing support for HSRs and FAO in the Region.
- Developing, review and assist with implementation of WHS Management System documents and elements.
- Engaging with Regional Managers and staff at all levels.
- Providing advice to regional health and safety committees/forums.

WHS Reporting Additional priorities include:

- promoting and providing advice on WHS matters across the staffing cohort, which may include speaking at internal meetings and executive committees.
- educating staff and supervisors on various WHS topics and working along-side the HSRs.
- managing key stakeholder relationships with the Regulator (Comcare) and other relevant authorities.
- providing written reports on WHS metrics including in-depth commentary and strategic solutions-focused advice.
- supporting continuous improvement projects that underpin an effective WHS Management System, including policy and procedure review maintaining awareness of legislative changes and amendments.

- performing other ad-hoc tasks that support the WHS team to respond to Agency-wide WHS matters.

This position is based in Melbourne, VIC, consideration may also be given to working in

- Adelaide, SA
- Perth WA

The successful applicant must be able to demonstrate experience in providing an outreach service for the above locations to be considered. **Duties**

Our Ideal Candidate

The WHS Regional Adviser is a passionate and driven WHS professional who strives for a safe working environment in a complex setting. WHS Regional Advisers will have:

- relevant qualifications and training, and extensive knowledge of the WHS legislation, preferably across Federal government and will possess as a minimum:
 - Tertiary qualifications in WHS (Cert IV, Diploma or Advanced Diploma).
- resilience when facing challenges and be comfortable working alongside a fast-paced and collaborative team and developing a deep understanding of NIAA priorities, values and deliverables.
- demonstrated writing skills and the ability to produce high quality written products in a timely and accurate manner is essential.
- demonstrated ability to exercise discretion, initiative, sound judgement and close attention to detail, along with the ability to work through rapidly changing priorities in a fast-paced section.
- demonstrated highly developed communication skills, and the willingness and ability to meet tight deadlines and adaptability to meet quickly evolving circumstances.

The WHS Regional Adviser roles are located in the region in which they support and report to the Director, WHS Section.

What we offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions,
- Exciting and fulfilling work including career development and networking opportunities,
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

Eligibility

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

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

Notes

Identified Position

This position is Identified which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people.

This position has limited contact with Aboriginal and Torres Strait Islander people, communities and service providers, but is still required to have the capacity and willingness to further develop these skills. You will require capacity to attain cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples
- ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples
- willingness and commitment to continue to develop cultural competency.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Nathan J Lester, (02) 6152 3389
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NIAA

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Prime Minister and Cabinet

Vacancy VN-0686861

National Indigenous Australians Agency

Closing Date: Thursday 18 March 2021

Program Performance Delivery Group
Grants Management Unit Central

Job Title	Agreement Manager, Grants Management Unit
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Alice Springs NT
Salary	\$69,865 - \$74,718
Classification	APS Level 4
Position Number	NIAA/2021/052
Agency Website	https://www.niaa.gov.au/

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NIAA>

The Opportunity

The National Indigenous Australians Agency (NIAA) has an exciting APS4 opportunity within the Grants Management Unit in Alice Springs, Northern Territory. You will be expected to support the work of agreement management by undertaking basic agreement management and administrative tasks under the supervision and guidance of senior staff. You will develop a practical working knowledge of the grant lifecycle and agreement management; and will develop practical skills in assessing financial statements, and the ability to use online databases.

To fill the role, we are looking for employees who can demonstrate the following competencies:

- Basic analytical and problem solving skills.
- Ability to manage agreements with a lower level of complexity and identify potential risks to relevant internal stakeholders when appropriate.
- Ability to perform basic analysis of performance and understand financial statements.
- Demonstrated ability to undertake quality assurance activities for funding agreements. Ability to maintain appropriate and accurate records.
- Flexibility, good judgement and political nous.

Duties

Our Ideal Candidate

Our ideal candidates are passionate about better understanding the key issues faced by Aboriginal and Torres Strait Islander peoples. Candidates should exhibit sound judgement and professionalism, and have the capacity to work flexibly and responsively to achieve results.

Additionally candidates will have the following Technical Skills and Knowledge:

- A strong understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- Knowledge and understanding of the dynamics and protocols of local Indigenous communities and the issues and interests of those communities.
- Basic knowledge of the agreement management process, guidelines and legislation.
- A basic understanding of financial statements and how to analyse them.
- A basic understanding of risk assessment, actions and treatments.
- The ability to use online data management systems.

Candidates will also be able to demonstrate the following Capabilities.

Communication and Relationships:

- Communicates sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
- Has a demonstrated high level capability and commitment to continue to develop cultural competency.
- Resolves moderately complex issues through discussion and persuasion.
- Establishes relationships and builds trust and respect with internal and external stakeholders, within defined parameters.
- Works with stakeholders to achieve program and organisational objectives.

Judgement and Political Nous:

- Assists others to understand required standards and procedures.
- Anticipates and responds within defined parameters to moderately complex issues and risks that may affect community, project and organisational outcomes.
- Makes sound judgements based on a strong understanding of the context, underlying issues and the agreement management process.

Agility and Resistance:

- Helps others to develop solutions to resolve problems.
- Responds in a calm and reasoned way in difficult situations.
- Makes good use of available resources to achieve outcomes.

Professionalism and Integrity:

- Develops and applies a sound understanding of community needs and perspectives.
- Helps stakeholders to apply their capabilities and strengths to achieve quality outcomes.
- Assists others to understand and comply with requirements, standards and processes.
- Operates in a fair and inclusive way.

Problem Solving:

- Makes decisions with some autonomy, based on evidence and careful judgement
- Explains the reasons behind goals, decisions and policies
- Thinks in an imaginative way and makes new connections.

What we offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions,
- Exciting and fulfilling work including career development and networking opportunities,
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

Eligibility

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

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur with 12 months from the opening date of this advertisement.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Pauline Borisi, (08) 7978 1922
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NIAA

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686781

Services Australia

Closing Date: Thursday 11 March 2021

Infrastructure and Operations Services
Enterprise Infrastructure Platforms

Job Title	Infrastructure Engineering Expert
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Greenway ACT
Salary	\$102,402 - \$113,471
Classification	Executive Level 1
Position Number	EXT-EL-2021-363
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Services Australia supports the economic, health and social wellbeing of Australia by delivering high-quality services and payments for the community on behalf of the Government. To effectively maintain or enhance our products and services requires delivery of business outcomes through better planning and prioritisation attributed to the use of human-centred design and agile techniques.

The Infrastructure and Operations Division is seeking multiple Infrastructure Experts for its mainframe team. Candidates will serve as Leaders and Subject Matter Experts (SME) in one or multiple areas of mainframe technologies in a large IBM system Z environment. They will have strong technical and leadership skills.

These roles require proven leadership skills and experience in the support of design, installation, configuration, rationalisation and consolidation of mainframe hardware, software, storage systems, mainframe communication technologies and Independent Software Vendor (ISV) packages.

Successful candidates must have demonstrated leadership skills mentoring and leading technical teams to deliver quality solutions and knowledge transfer along with technical expertise in one or multiple areas of mainframe technologies in a large IBM system Z environment.

Duties

- Support the team leader in the administrative and technical management of the team.
- Design, provision and deploy mainframe hardware and/or mainframe software.
- Design, deploy and support disaster recovery solutions for core business systems.
- Design, deploy and support future capabilities on the mainframe
- Manage infrastructure requirements to meet future demand.
- Provide mentorship and assistance to other team members.

Eligibility

Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain).

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.

Work in a multi-disciplinary team of IT professionals in large IBM z/OS environment.

Some after hours and weekend work will be required to support business.

Be part of an after-hours on call support Roster.

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

About the Services Australia

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

To Apply

Position Contact	Peter Cottrell, 02 6141 8707
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686821

Services Australia

Closing Date: Monday 15 March 2021

Technology Strategy and Performance
ICT Strategic Sourcing

Job Title	Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Greenway ACT
Salary	\$102,402 - \$113,471
Classification	Executive Level 1
Position Number	EXT-EL-2021-469
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

ICT Strategic Sourcing Branch is responsible for the creation and fostering of relationships with ICT vendors, and the active management of ICT contracts and procurement for Services Australia.

We provide advice on ICT procurement processes, software licensing, the preparation of procurement plans, associated probity requirements, and the development of statements of requirement and spending proposals. We provide contract management for ICT labour hire, telecommunications contracts, IBM, SAP, Microsoft and other major contracts for the agency. We are engaged with a large number of panels, including managing whole-of-government based procurement.

Cost management and optimisation are key to our ability to provide value for money to the agency and our partner organisations. We support the agency's Master Plan and Technology Strategy and enhance the agency's strategic sourcing capabilities by focusing on the continued development of our partnerships with our internal and external stakeholders.

Assistant Directors in the ICT Strategic Sourcing Branch are expected to:

- promote and manage relationships with internal and external stakeholders by representing Services Australia with credibility and professionalism that ensures the consistent delivery of ICT procurement and contract management
- actively contribute to the leadership of the Branch.

Duties

- Provide specialist ICT procurement advice to internal and external stakeholders and contribute to the Agency's strategic direction for ICT procurement and contract management.
- Provide leadership and manage staff to build capability through coaching, mentoring, succession planning, conflict resolution, identification of training needs and providing performance feedback.
- Manage ICT contract management and procurement functions including working in partnership with business areas to support business outcomes.
- Undertake complex contract negotiations, dispute resolution and manage legal and probity matters.
- Liaise with internal and external stakeholders, participate in committees and use networks across the APS in order to provide advice to senior management.
- Represent the Agency and participate in external and cross-agency forums, committees, conferences and seminars.
- Ensure compliance with Commonwealth Procurement frameworks including the Public Governance, Performance and Accountability Act 2013 (PGPA Act) and the Commonwealth Procurement Rules 2017.

Eligibility

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

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

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

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

Notes

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

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

About the Services Australia

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To Apply

Position Contact	Lee Johnson, 02 6217 4022
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686832

Services Australia

Closing Date: Monday 28 February 2022

Various
Various

Job Title	Technology Services - Temporary Employment Register - APS4 to EL2
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$73,959 - \$140,926
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	TER-M-2021-365
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

The Technology Services Temporary Employment Register will be used to fill various roles within the Technology Services Group. We are seeking candidates with skills and experience in the following technical roles:

- Business Analyst
- Cyber Security
- Data Analyst
- Developer
- Engineer
- IT Architect
- Project-Programme
- System Analyst
- Test Engineer

Duties

Please refer to the relevant Job Pack/s on the Services Australia current vacancies page for more information about the duties and skills required for each identified role.

Eligibility

A Security Clearance at the Baseline or Negative Vetting 1 level may be required. Successful candidates must have the ability to obtain and maintain the relevant security clearance.

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 eligibility and suitability checks. These checks include 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

Being on the register doesn't guarantee that we'll contact you.

Non-ongoing (temporary) employment opportunities will be offered for a specified term or for the duration of a specified task.

Casual opportunities will be offered for an irregular/intermittent term. Shifts may be for a few hours or a full day. There is no set roster or guarantee of hours. Casual employees will be paid a loading in addition to the base hourly rate in lieu of payment for public holidays and accruing any type of leave (personal and annual leave), except long service leave.

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

About the Services Australia

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

To Apply

Position Contact	recruitment.management@servicesaustralia.gov.au, Recruitment Team
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686847

Services Australia

Closing Date: Wednesday 17 March 2021

Enterprise Portfolio Management Office
Various Strategic Governance and Engagement

Job Title	Governance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$73,959 - \$79,806
Classification	APS Level 5
Position Number	EXT-APSL-2021-477
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Work context:

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Job description:

The Strategic Governance and Engagement team sits within Transformation Project Group, Enterprise Portfolio Management Office. The Governance Officer is responsible for the delivery of administrative and secretariat support to one of more strategic committees in the Transformation Projects Group.

The Governance Officer uses effective organisational and administrative skills to support the governance processes of the agency/group and provides accurate and timely advice on policy and procedure for committee management in the agency.

Duties

- Provide secretariat services to one or more Strategic Committees.
- Undertake organisation and logistics of meetings.
- Ongoing and timely support for the preparation of forward agendas, ensuring deadlines for papers are met.
- Undertake coordination tasks and project work related to governance matters as required to support the effective operation of the work area.
- Assisting with other ad-hoc secretariat tasks.
- Identify ways to improve systems or processes to ensure an effective secretariat function is maintained.
- Build relationships and actively and effectively engage with a wide range of key stakeholders across work areas to improve outcomes.
- Apply an agile mindset to deliver individual and work area objectives.

Eligibility

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

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

About the Services Australia

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

To Apply

Position Contact	Michelle Phillis, (02) 6141 8607
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686850

Services Australia

Closing Date: Wednesday 17 March 2021

Enterprise Portfolio Management Office
Various Strategic Governance and Engagement

Job Title	Senior Governance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$81,870 - \$94,670
Classification	APS Level 6
Position Number	EXT-APSL-2021-485
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Senior Governance Officers contribute to the management of the Agency's major transformation programmes, by delivering high-quality governance and secretariat services.

Senior Governance Officers engage with staff across the Agency, the Australian Public Service and external advisors involved in the Transformation Projects Group governance committees, including Senior Executives.

The Senior Governance Officer will work under the broad direction of the committee manager to deliver the ongoing secretariat and governance processes for a number of high-level strategic committees. To be successful in the role, the Senior Governance officer will have well developed organisational skills and writing skills.

Duties

- Pro-actively tracking and monitoring action items registers, governance calendars, Terms of Reference and other critical governance activities.
- Engaging with Agency and external stakeholders to coordinate and influence the timely preparation of material for strategic governance committees.
- Providing secretariat and 'on-the-ground' support for Senior Executive governance committees. This can include logistical coordination and minute-taking.
- Writing minutes, corporate documents and briefs for a range of audiences including external stakeholders and Senior Executives.
- Strategically analysing and interpreting corporate documents in order to contribute to the writing of briefs and talking points for Senior Executive audiences.
- Supporting Transformation Project Group responses to ad-hoc requests, including parliamentary requirements for information, Agency governance initiatives and a wide range of reporting requirements.
- Proactively problem-solving and suggesting solutions in the face of dynamic timeframes and priorities.

Eligibility

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

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

About the Services Australia

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

To Apply

Position Contact	Lorna Stansfield, (02) 6141 9068
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686859

Services Australia

Closing Date: Wednesday 17 March 2021

Enterprise Portfolio Management Office
Various Strategic Governance and Engagement

Job Title	Assistant Director, Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$102,402 - \$113,471
Classification	Executive Level 1
Position Number	EXT-EL-2021-496
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Work context:

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Job description:

The Assistant Director, Strategic Governance supports the Transformation Projects Group strategic governance committees. They provide high-level specialist, professional and expertise in governance and administrative functions. They will be involved in providing high-level strategic and operational support to support the delivery of effective governance and secretariat services. Assistant Directors work under the broad direction of senior staff to deliver quality outcomes. They exercise a considerable degree of independence, with decision-making substantially dependent on their professional judgement and considerations of wider agency implications. In performing a leadership role, Assistant Directors support innovation, changes in workplace practices and organises work in the context of competing priorities and strategic direction.

The role requires a high-level of professionalism, discretion, tact and diplomacy in dealing with sensitive and/or confidential matters.

Duties

- Writing complex minutes, corporate documents and briefs for a wide range of audiences including external stakeholders, Senior Executives, and the Minister for Government Services.
- Undertaking strategic analysis and interpretation of corporate documents in order to construct briefs and talking points for Senior Executive audiences.
- Engage with Agency and external stakeholders to coordinate and influence the timely preparation of material for strategic governance committees.
- Proactively problem-solve and respond with flexibility to dynamic timeframes and priorities.
- Lead and coordinate Transformation Project Group responses to ad-hoc requests, including parliamentary requirements for information, Agency governance initiatives and a wide range of reporting requirements.
- Develop and manage effective and productive working relationships with internal staff at all levels, external Australian Public Service (APS) agencies and other key stakeholders.
- Provide strategic direction and quality assurance support for members of the Governance team. This includes leading process improvement and other team initiatives.
- Develop staff capability through coaching, mentoring and succession planning.

Eligibility

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

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

About the Services Australia

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

To Apply

Position Contact	Marcii Frazer, (02) 6133 0630
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686873

Services Australia

Closing Date: Monday 15 March 2021

Enterprise Strategy and Governance
Various

Job Title	Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$102,402 - \$113,471
Classification	Executive Level 1
Position Number	EXT-EL-2021-460
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Work context:

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Job description:

The Enterprise Strategy and Governance Division provides strategic advice and oversight of the governance framework and parliamentary support to the Minister, CEO, Executive and key stakeholders. There are various positions available at the EL1 Assistant Director level in the Enterprise Strategy and Governance Division. Candidates' experience and skills will be assessed against suitable roles. This includes:

Assistant Director – Parliamentary Services is responsible for delivering high quality, customer focussed services to the Minister's Office, the CEO and Executive. This role leads a small team that provides strategic level advice and quality parliamentary services and products to enable the effective and efficient operations of Parliamentary business for the agency. The role requires demonstrated judgement, parliamentary business acumen (including Cabinet), and demonstrated ability to build and maintain strong stakeholder relationships, strategic thinking, and a proven ability to deliver complex outcomes in a challenging environment.

Assistant Director – Risk Analysis and Enterprise Governance may lead a multi-disciplinary team to provide specialist advice, or undertake, best practice enterprise risk management in alignment with agency risk management policies and frameworks. A major aspect of the role is providing advice on matters such as enterprise risk assessment, control effectiveness, risk appetite and tolerance. In addition, this role supports the provision of strategic level advice on enterprise governance and assurance activities, as it relates the management of the agency's enterprise risks. The role exercises a considerable degree of independence and undertakes a leadership role. The role requires high-level judgment, strategic thinking and drives innovation in risk practices.

Assistant Director – Committee Secretariat under broad direction is responsible for leading the work of the Executive and Secretariat teams. The role requires effective organisational and administrative skills to support the governance processes of the agency's senior Committees and ensures accurate and timely advice on policy and procedure for committee management in the agency.

Strong leadership is critical to success in these roles. The agency expects its leaders to:

- Develop positive relationships across internal and external stakeholders, and collaborate with their peers
- Inspire and motivate their teams to be innovative, creative and high performing
- Communicate effectively, manage change well, and be flexible and resilient when dealing with change
- Support a culture of inquiry and safe challenge so that issues can be resolved as they arise.

In performing a leadership role, Assistant Directors operate with a significant degree of independence and work under the guidance of a Director to deliver quality outcomes. **Duties**

- Build and maintain positive and enduring relationships with key stakeholders to achieve outcomes, including providing advice and support to external parties and senior executives.
- Undertake complex analysis, planning and interpretation while applying significant judgement to manage escalated, highly complex and/or sensitive issues.
- Identify, adapt and respond to new and emerging strategic issues or challenges.
- Optimise and improve the delivery of services and support through innovation, systems, process improvement and technology.
- Build staff and team capability through positive leadership, coaching and capability development to increase performance, engagement, wellbeing and retention.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain) some roles may require a Negative Vetting Level 1.

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

The candidate will work in a high pace work environment with Senior Executives.

A current drivers licence may be required.

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

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

About the Services Australia

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

To Apply

Position Contact	Doris Gibb, (02) 61331248
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686875

Services Australia

Closing Date: Monday 15 March 2021

Enterprise Strategy and Governance
Various

Job Title	Parliamentary, Secretariat and Risk – APS6
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$81,870 - \$94,670
Classification	APS Level 6
Position Number	EXT-APSL-2021-468
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Work context:

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Job description:

The Enterprise Strategy and Governance Division provides strategic advice and oversight of the governance framework and parliamentary support to the Minister, CEO, Executive and key stakeholders. There are various positions available at the APS6 level in the Enterprise Strategy and Governance Division. Candidates' experience and skills will be assessed against suitable roles. This includes:

Parliamentary Officer – Parliamentary Services is responsible for delivering high quality, customer focussed services to the Minister's Office, the CEO and Executive. This role may lead a small team that contributes to and coordinates strategic level advice

and quality parliamentary services and products to enable the effective and efficient operations of Parliamentary business for the agency. The role requires sound judgement, parliamentary business acumen (including Cabinet), and demonstrated ability to build and maintain strong stakeholder relationships, the ability to think strategically, and the ability to deliver complex outcomes in a challenging environment.

Senior Risk Advisor – Reporting is responsible for coordinating the Enterprise Risk Management function, and providing advice, support, and guidance on effective risk management practices. This role undertakes high-level administrative support and is expected to organise their own workflow and make independent decisions relating to their area of responsibility. Under the support and general direction of a more senior employee you will work independently or as part of a team and may be required to work on a number of projects or responses to business requests as directed by the branch leadership team.

Committee Administration Assistant is responsible for the day to day management of one, or more, Strategic Committees, including the management of the Forward Work Program, agenda development and recording the outcomes of committee meetings. This role uses effective organisation and administrative skills to support the governance processes of the agency's senior Committees and provides accurate and timely advice on policy and procedure for committee management in the agency.

Strong leadership is critical to success in these roles. The agency expects its leaders to:

- Develop positive relationships across internal and external stakeholders, and collaborate with their peers
- Inspire and motivate their teams to be innovative, creative and high performing
- Communicate effectively, manage change well, and be flexible and resilient when dealing with change
- Support a culture of inquiry and safe challenge so that issues can be resolved as they arise.

Duties

- Build and maintain positive working relationships with key stakeholders to achieve outcomes, including providing advice and support to senior executives.
- Undertake complex analysis, planning and interpretation while applying judgement to manage escalated, complex and/or sensitive issues.
- Identify, adapt and respond to new and emerging issues or challenges.
- Contribute to optimising and improving the delivery of services and support through innovation, systems, process improvement and technology.
- Manage a small team and build capability through positive leadership, coaching and capability development to increase performance, engagement, wellbeing and retention.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain) some roles may require a Negative Vetting Level 1.

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 current drivers licence may be required.

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

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

About the Services Australia

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To Apply

Position Contact	Susanne Lander, (02) 6133 0575
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686878

Services Australia

Closing Date: Monday 15 March 2021

Enterprise Strategy and Governance
Various

Job Title	Parliamentary, Secretariat and Risk - APS5
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$73,959 - \$79,806
Classification	APS Level 5
Position Number	EXT-APSL-2021-466
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Work context:

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To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Job description:

The Enterprise Strategy and Governance Division provides strategic advice and oversight of the governance framework and parliamentary support to the Minister, CEO, Executive and key stakeholders. There are various positions available at the APS5 level in the Enterprise Strategy and Governance Division. Candidates' experience and skills will be assessed against suitable roles. This includes:

Parliamentary Officer – Parliamentary Services is responsible for delivering high quality, customer focussed services to the Minister's Office, the CEO and Executive. This role may lead a small team that contributes to and coordinates strategic level advice and quality parliamentary services and products to enable the effective and efficient operations of Parliamentary business for the agency. The role requires sound judgement, parliamentary business acumen (including Cabinet), and demonstrated ability to build and maintain strong stakeholder relationships, the ability to think strategically, and the ability to deliver complex outcomes in a challenging environment.

Senior Risk Advisor – Reporting is responsible for coordinating the Enterprise Risk Management function, and providing advice, support, and guidance on effective risk management practices. This role undertakes high-level administrative support and is expected to organise their own workflow and make independent decisions relating to their area of responsibility. Under the support and general direction of a more senior employee you will work independently or as part of a team and may be required to work on a number of projects or responses to business requests as directed by the branch leadership team.

Committee Administration Assistant is responsible for the day to day management of one, or more, Strategic Committees, including the management of the Forward Work Program, agenda development and recording the outcomes of committee meetings. This role uses effective organisation and administrative skills to support the governance processes of the agency's senior Committees and provides accurate and timely advice on policy and procedure for committee management in the agency.

Strong leadership is critical to success in these roles. The agency expects its leaders to:

- Develop positive relationships across internal and external stakeholders, and collaborate with their peers
- Inspire and motivate their teams to be innovative, creative and high performing
- Communicate effectively, manage change well, and be flexible and resilient when dealing with change
- Support a culture of inquiry and safe challenge so that issues can be resolved as they arise.

Duties

- Build and maintain positive working relationships with key stakeholders to achieve outcomes, including providing advice and support to senior executives.
- Undertake complex analysis, planning and interpretation while applying judgement to manage escalated, complex and/or sensitive issues.
- Identify, adapt and respond to new and emerging issues or challenges.
- Contribute to optimising and improving the delivery of services and support through innovation, systems, process improvement and technology.
- Manage a small team and build capability through positive leadership, coaching and capability development to increase performance, engagement, wellbeing and retention.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain) some roles may require a Negative Vetting Level 1.

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 current drivers licence may be required.

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

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

About the Services Australia

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

To Apply

Position Contact	Lisa Selems, (02) 6132 2773
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686891

Services Australia

Closing Date: Wednesday 17 March 2021

Enterprise Portfolio Management Office
Various Strategic Governance and Engagement

Job Title	Senior Programme Officer - Engagement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$81,870 - \$94,670
Classification	APS Level 6
Position Number	EXT-APSL-2021-472
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Work context:

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Job description:

Senior Programme Officers provide operational support to the Transformation Projects Group. They work as part of a team and engage with the Group's transformation programmes and projects to understand key milestones, outcomes and achievements and develop communication solutions for staff in the Group on these activities. They will design, develop and implement stakeholder engagement strategies and content. They work also in collaboration with the Group's Strategic Governance team to support the development of content for governance committees including papers, presentations and talking points.

Senior Programme Officers work under the broad direction of Assistant Directors and Directors to deliver quality outcomes. They exercise a degree of independence, including managing competing priorities and alignment to strategic direction.

Duties

- Design, develop, implement and evaluate stakeholder engagement, communications and governance papers and talking points.
- Liaise with internal and external stakeholders to ensure positive outcomes.
- Work across the team to schedule, coordinate and publish stakeholder engagement and communications content.
- Prepare draft written material including Executive messaging, presentations, talking points, papers and corporate documentation for review by senior staff.
- Proof, edit and quality assure content.
- Maintain effective relationships to deliver stakeholder engagement strategies and products.
- Support the development of presentations and talking points for stakeholder engagements and executive engagements.
- Support the development of papers and talking points for governance committees.

Eligibility

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

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

About the Services Australia

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

To Apply

Position Contact	Katie Langham, (02) 6132 2733
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686897

Services Australia

Closing Date: Wednesday 17 March 2021

Enterprise Portfolio Management Office
Various Strategic Governance and Engagement

Job Title	Assistant Director, Engagement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$102,402 - \$113,471
Classification	Executive Level 1
Position Number	EXT-EL-2021-522
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Work context:

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Job description:

Assistant Directors support the Transformation Projects Group by ensuring the high quality and consistent delivery of stakeholder engagement solutions that align to the strategic priorities of the agency.

They are responsible for engaging with programmes and projects to understand key milestones, outcomes and achievements and supporting the translation of these complex activities to staff. They articulate how these achievements relate to the broader portfolio of work, and contribute to commitments to Government.

Assistant Directors will manage the design, development, implementation and evaluation of stakeholder engagement strategies and content. They work in collaboration with the Group's Strategic Governance team to develop products for committees and forums. They may manage a team and support staff to produce efficient and effective outcomes.

Assistant Directors work under the broad direction of senior staff to deliver quality outcomes. They exercise a considerable degree of independence, with decision-making substantially dependent on their professional judgement and considerations of wider agency implications. In performing a leadership role, Assistant Directors support innovation, changes in workplace practices and organises work in the context of competing priorities and strategic direction.

Duties

- Lead and support the development and delivery of strategies, stakeholder engagement content, strategies and products.
- Provide oversight, and report on the achievements and future direction of programmes and projects in the Group.
- Develop and review complex written material in line with Group priorities and outcomes.
- Develop executive reports, briefs and corporate documentation and support the development of papers and proposals for governance committees.
- Manage effective and productive working relationships with internal staff at all levels, external Australian Public Service (APS) agencies and other key stakeholders.
- Managing the scheduling, coordination and publishing of stakeholder engagement and communications content.
- Develop staff capability through coaching, mentoring and succession planning.

- Determine strategic direction for the work area aligned to agency goals and objectives.

Eligibility

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

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

About the Services Australia

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

To Apply

Position Contact	Marcii Frazer, (02) 6133 0630
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686898

Services Australia

Closing Date: Wednesday 17 March 2021

Enterprise Portfolio Management Office
Enterprise Project Office EPM Digitisation Delivery and Integration

Job Title	Senior Business Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$81,870 - \$94,670
Classification	APS Level 6
Position Number	EXT-APSL-2021-324
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Services Australia (the agency) makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

The Enterprise Project Office manages the agency's Portfolio, Programme and Project (P3) Framework and templates and provides support for registered programmes and projects. Through the Enterprise Portfolio Management Digitisation Project, the Branch will implement a new P3 management tool across the agency to strengthen delivery capability. The Branch also provides portfolio reporting and analysis to strategic committees.

The EPM Digitisation Delivery and Integration team is responsible for the development, design and implementation of the Enterprise Portfolio Management Tool which will automate the management and reporting of portfolio, programmes and projects. The team is also responsible for integration, training and support for the EPM solution.

Senior Business Analysts work with stakeholders to elicit requirements and capture business needs for the EPM solution. They collaborate with staff, strategic partners and stakeholders to define and clarify business needs and validate solutions that meet those needs and objectives, producing artefacts and documents, including user journey maps to document business requirements and solution outcomes.

Duties

- Liaise with stakeholders to understand, gather and analyse their requirements and concerns in line with the agency's business objectives.
- Assist in defining and clarifying business needs to contribute to potential business needs and recommended improvements for consideration by senior staff and provide analysis, verification and validation on the recommended improvements.
- Participate in and perform elicitation requirement techniques such as brainstorming, workshops, prototyping, observation or interviews, and confirm or report on results.
- Produce business analyst artefacts and documents including textual statements, matrices, diagrams and formal models to contribute to the analysis of requirements.
- Examine and organise requirements to record and identify dependencies, relationships and logical sequences.

- Manage workload for self and support and mentor staff including coaching and training to build knowledge and capability.

Eligibility

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

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

About the Services Australia

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To Apply

Position Contact	Veronica Boller, 02 6141 9070
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia

Closing Date: Wednesday 17 March 2021

Experience and Data Services
Connection, Identity and Authentication Provider Authentication

Job Title	Senior Technology Design Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Tuggeranong ACT
Salary	\$118,503 - \$140,926
Classification	Executive Level 2
Position Number	EXT-EL-2021-434
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Services Australia (the agency) makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

The Connection, Identity & Authentication branch is responsible for providing ICT applications and services in support of myGov, GovPass, Services Connect, Interactive Voice Recognition (IVR), and Provider Digital Access. The Provider Authentication & IVR section is seeking a highly motivated and experienced person to be part of the team supporting whole-of-government digital platforms focused on Interactive Voice Recognition.

Technology Design describes the function of mapping business and functional requirements into the best overall strategic system landscape for the ICT encompassing:

- technical infrastructure requirements
- system landscape components
- strategies for development, data integration, user access and security.

The Senior Technology Design Manager is responsible for the delivery of ICT technology and solution services necessary to achieve the strategic objectives of the ICT organisation. The Senior Technology Design Manager provides leadership in the deployment of future technologies and enhancements to the existing ICT solution.

The Senior Technology Design Manager operates with a significant degree of independence and works under the broad guidance of senior staff to deliver quality outcomes. They operate with a high level of autonomy, with decision-making highly dependent on their own judgement.

In performing a leadership role, the Senior Technology Design Manager identifies and drives innovation, manage and leads change, and has an active role in contributing to and implementing the agency's strategic direction.

Duties

- Establish the direction and priorities of the team and ensure projects are consistent with corporate goals.
- Collaborate, negotiate, and manage relationships with a broad range of internal and external stakeholders to achieve project outcomes and build service delivery capability.
- Oversee the management of teams, including managing performance, attendance and health and well-being. Develop staff capability through coaching, mentoring and succession planning to increase performance, engagement and retention.
- Drive innovation, continuous improvement, and manage and lead change.
- Oversee team contribution to costings process.
- Oversee, review and advise on a range of written material including technical and corporate documentation.

Eligibility

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

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

About the Services Australia

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

To Apply

Position Contact	Joanna Kulasingham, 0408 521 965
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686919

Services Australia

Closing Date: Wednesday 17 March 2021

Enterprise Portfolio Management Office
Enterprise Project Office EPM Digitisation Delivery and Integration

Job Title	Assistant Director, Business Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$102,402 - \$113,471
Classification	Executive Level 1
Position Number	EXT-EL-2021-309
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Services Australia (the agency) makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

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The Enterprise Project Office manages the agency's Portfolio, Programme and Project (P3) Framework and templates and provides support for registered programmes and projects. Through the Enterprise Portfolio Management Digitisation Project, the Branch will implement a new P3 management tool across the agency to strengthen delivery capability. The Branch also provides portfolio reporting and analysis to strategic committees.

The project is responsible for the development, design and implementation of the Enterprise Portfolio Management (EPM) solution which will automate the management and reporting of portfolio, programmes and projects. The team also has responsibility for integration, training and support for the EPM solution.

The Assistant Director, Business Analyst roles lead engagement with stakeholders to design and deliver solutions that meets the agency's outcomes. There is a strong focus on collaboration with staff, strategic partners and stakeholders to gather, understand, analyse and document requirements and concerns. These roles produce high quality business analysis artefacts, including user journey maps, to document business requirements and solution outcomes and work closely with developers and testers to ensure that requirements are implemented as specified. Working under the broad direction of senior staff, they exercise a considerable degree of initiative, judgement.

Duties

- Liaise with a range of stakeholders to understand, gather and analyse their core requirements and concerns in order to meet their needs and the agency's business objectives.
- Prepare, perform and coordinate elicitation requirement techniques such as brainstorming, workshops, prototyping, observation or interviews, and confirm or report on results.
- Assess the current state of the business to identify and recommend improvements for consideration by senior staff and provide strong analysis, verification and validation on the recommended improvements.
- Assess and validate solutions to determine how closely the solution meets the agency's objectives.
- Prepare, review and contribute to clear business and stakeholder requirement documentation including prioritising, organising and verifying the requirements.
- Manage and mentor staff including coaching and guidance to build knowledge and capability.
- Produce and review business analyst artefacts, including specifying and modelling requirements using textual statements, matrices, diagrams and formal models.

Eligibility

Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain).

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.

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Notes

Non-ongoing positions available for up to 12 months with the possibility of extension.

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About the Services Australia

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To Apply

Position Contact	Veronica Boller, 02 6141 9070
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686925

Services Australia

Closing Date: Monday 15 March 2021

Operations Management
Operational Response Channel Operations Facility

Job Title	Program Officer-Channel Operations Facility
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$73,959 - \$79,806
Classification	APS Level 5
Position Number	EXT-APSL-2021-552
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Work context:

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To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Our frontline staff are the face and voice of Services Australia, providing the touch point between our customers and our systems, and using our reach and access to deliver integrated and connected services. Using your exceptional customer service skills you will help the agency deliver its transformational objective to modernise its customer experience.

Job description:

We are recruiting to fill at the APS5 level in our Customer Service Delivery Group, Operations Management Division. The Operations Management Division supports customer service delivery with tools and strategies to enable consistent, efficient and

effective service delivery. The division is responsible for supporting a range of strategic, workforce and emergency management initiatives in line with the agency Master Plan, the management of the Channel Operations Facility, and managing and supporting the Workload Management functionality.

Operational Response Branch supports service delivery and agency stakeholders on a range of strategic and operational telephony, incident management, emergencies, business continuity and escalation matters. The branch supports the Customer Service Delivery Group through management of the Channel Operations Facility (COF), telephony real-time management, incident management, payment contingency coordination, implementation of new business initiative, emergency management operations, business continuity, escalations, and Workload Management and Digitisation.

The COF 24x7 team will work closely with the other operational teams in the Operational Response Branch and the broader agency to deliver a smooth, seamless transition to after core hour's services across real time, incident, escalation, and emergency management operations.

- an EL2 Director will manage four teams of four staff on rotating shifts
- shifts to cover 0700 - 1900 and 1900 - 0700 Australian Eastern Time
- shifts to be operational on national and non-national public holidays
- each shift rotation does two nights and two days of work, followed by four whole days off
- each team has 1x EL1, 2x APS6, and 1x APS5 staff.

Program Officers are influential team members who support the agency's operational response across the real time, incident and emergency management for the Customer Service Delivery Group, Payments and Integrity Group and other identified areas. They work in a fast paced dynamic environment and need good problem solving and analytical skills. **Duties**

- monitor operational performance across customer and provider channels telephony, systems and tools to ensure optimal user experience
- monitor and report on the achievement of business outcomes, performance indicators and quality assurance to assist the leadership team in managing overall agency and program performance
- assist in the development and review of Incident Management Framework related policies and/or procedures
- liaise with stakeholders to resolve and/or escalate issues
- collaborate with stakeholders to resolve escalated and/or sensitive and systemic issues
- support the branch to draft a range of written material and communications products, including draft reports and briefs for review by senior employees.

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.

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

About the Services Australia

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To Apply

Position Contact	Michael Field, 0455 072 937
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686927

Services Australia

Closing Date: Monday 15 March 2021

Operations Management
Operational Response Channel Operations Facility

Job Title	Senior Program Officer - Channel Operations Facility
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$81,870 - \$94,670
Classification	APS Level 6
Position Number	EXT-APSL-2021-553
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Work context:

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To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Our frontline staff are the face and voice of Services Australia, providing the touch point between our customers and our systems, and using our reach and access to deliver integrated and connected services. Using your exceptional customer service skills you will help the agency deliver its transformational objective to modernise its customer experience.

Job description:

We are recruiting to fill at the APS6 level in our Customer Service Delivery Group, Operations Management Division. The Operations Management Division supports customer service delivery with tools and strategies to enable consistent, efficient and effective service delivery. The division is responsible for supporting a range of strategic, workforce and emergency management initiatives in line with the agency Master Plan, the management of the Channel Operations Facility, and managing and supporting the Workload Management functionality.

Operational Response Branch supports the Customer Service Delivery Group through management of the Channel Operations Facility (COF), telephony real-time management, incident management, payment contingency coordination, implementation of new business initiative, emergency management operations, business continuity, escalations, and Workload Management and Digitisation.

The COF 24x7 team will work closely with the other operational teams in the Operational Response Branch and the broader agency to deliver a smooth, seamless transition to after core hour's services across real time, incident, escalation, and emergency management operations.

- an EL2 Director will manage four teams of four staff on rotating shifts
- shifts to cover 0700 - 1900 and 1900 - 0700 Australian Eastern Time
- shifts to be operational on national and non-national public holidays
- each shift rotation does two nights and two days of work, followed by four whole days off
- each team has 1x EL1, 2x APS6, and 1x APS5 staff.

Senior Program Officers within the COF work under the direction of the Assistant Director and/or Director to assist managing the agency's operations 24x7. They are influential team members who support and may need to make important time critical decisions around the agency's operational response across real time, incident and emergency management for the Customer Service Delivery Group, Payments and Integrity Group and other identified areas. They work in a fast paced dynamic environment where good problem solving and analytic skills are essentials. **Duties**

- gathering, examining, and evaluating comprehensive information, applying strong research, analytical, creativity, problem solving and decision making skills to identify to assess the links between interconnected issues with a high level of detail and judgement
- providing specialist advice and liaising with stakeholders to understand and anticipate their requirements, potential areas of concern and impact of incidents
- developing or contributing to the development of incident management and escalations related to network support and communication products
- provide operational support and expertise in supporting the agency response to emergency situations
- provide operational intelligence and identify opportunities for improvements, support change and develop innovative solutions to unique situations
- manage risk and make balanced decisions using professional judgement, while maintaining an understanding of the agency strategic environment.

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.

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

About the Services Australia

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To Apply

Position Contact	Michael Field, 0455 072 937
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686928

Services Australia

Closing Date: Monday 15 March 2021

Operations Management
Operational Response Channel Operations Facility

Job Title	Assistant Director - Channel Operations Facility
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$102,402 - \$113,471
Classification	Executive Level 1
Position Number	EXT-EL-2021-554
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Work context:

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Our frontline staff are the face and voice of Services Australia, providing the touch point between our customers and our systems, and using our reach and access to deliver integrated and connected services. Using your exceptional customer service skills you will help the agency deliver its transformational objective to modernise its customer experience.

Job description:

We are recruiting to fill at the EL1 level in our Customer Service Delivery Group, Operations Management Division. The Operations Management Division supports customer service delivery with tools and strategies to enable consistent, efficient and effective service delivery. The division is responsible for supporting a range of strategic, workforce and emergency management initiatives in line with the agency Master Plan, the management of the Channel Operations Facility, and managing and supporting the Workload Management functionality.

Operational Response Branch supports the Customer Service Delivery Group through management of the Channel Operations Facility (COF), telephony real-time management, incident management, payment contingency coordination, implementation of new business initiative, emergency management operations, business continuity, escalations, and Workload Management and

Digitisation.

The COF 24/7 team will work closely with the other operational teams in the Operational Response Branch and the broader agency to deliver a smooth, seamless transition to after core hour's services across real time, incident, escalation, and emergency management operations.

- an EL2 Director will manage four teams of four staff on rotating shifts
- shifts to cover 0700 - 1900 and 1900 - 0700 Australian Eastern Time
- shifts to be operational on national and non-national public holidays
- each shift rotation does two nights and two days of work, followed by four whole days off
- each team has 1x EL1, 2x APS6, and 1x APS5 staff.

The EL1 Assistant Director will work under the broad direction of the Director and National Manager to assist and optimise the management of the agency's operations 24/7. Assistant Directors within the COF are highly influential team members who support the agency's operational response across real time, incident and emergency management for the Customer Service Delivery Group, Payments and Integrity Group and other identified areas. They work in a fast paced dynamic environment, need to very good problem solving and analytical skills with the ability to nature, and develop these skills in others. They exercise a considerable degree of independence, with decision-making substantially dependent on their high-level judgement and consideration of wider agency implications. **Duties**

- quickly build relationships, collaborate and liaise with internal and external stakeholders in time critical and potentially sensitive situations to understand operational drivers and impacts to ensure timely resolution to issues
- provide operational intelligence around the state of play for the Senior Executive to inform priorities for the day ahead
- perform expert research and analysis including the coordination of accurate and informative documentation such as reports and briefs, for consideration by executives and the Minister
- implement risk mitigation strategies and resolve complex and/or escalated issues that adversely affect operations and service delivery to customers
- provide leadership to implement COF related operational policy, procedures and initiatives
- ensure health, safety and wellbeing of all team members in a shift environment, while developing leadership skills and broader capability through coaching and mentoring, management of performance and attendance.

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.

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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

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To Apply

Position Contact	Michael Field, 0455 072 937
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686929

Services Australia

Closing Date: Monday 15 March 2021

Operations Management
Operational Response Channel Operations Facility

Job Title	Director - Channel Operations Facility
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$118,506 - \$140,926
Classification	Executive Level 2
Position Number	EXT-EL-2021-555
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

Work context:

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To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Our frontline staff are the face and voice of Services Australia, providing the touch point between our customers and our systems, and using our reach and access to deliver integrated and connected services. Using your exceptional customer service skills you will help the agency deliver its transformational objective to modernise its customer experience.

Job description:

We are recruiting to fill at the EL2 level in our Customer Service Delivery Group, Operations Management Division. The Operations Management Division supports customer service delivery with tools and strategies to enable consistent, efficient and effective service delivery. The division is responsible for supporting a range of strategic, workforce and emergency management initiatives in line with the agency Master Plan, the management of the Channel Operations Facility, and managing and supporting the Workload Management functionality.

We are recruiting to fill positions at the Executive Level 2 in our Customer Service Delivery Group, in the Operations Management Division, Operational Response Branch Emergency Management New Initiatives and Projects Team and the 24x7 COF Teams. These positions help the Australian Community by managing and improving the delivery of services through strong leadership, change management and innovative thinking.

Operational Response Branch supports the Customer Service Delivery Group through management of the Channel Operations Facility (COF), telephony real-time management, incident management, payment contingency coordination, implementation of new business initiative, emergency management operations, business continuity, escalations, and Workload Management and Digitisation.

Emergency Management New Initiatives and Projects Team supports the agency's emergency response delivery payments and services to Australians impacted by disasters and pandemics. The team also delivers projects such as standing up Contact Centre services for federal elections and the Census.

24x7 COF Teams will work closely with the other operational teams in the Operational Response Branch and the broader agency to deliver a smooth, seamless transition to after core hour's services across real time, incident, escalation, and emergency management operations.

- an EL2 Director will manage four teams of four staff on rotating shifts
- shifts to cover 0700 - 1900 and 1900 - 0700 Australian Eastern Time
- shifts to be operational on national and non-national public holidays
- each shift rotation does two nights and two days of work, followed by four whole days off
- each team has 1x EL1, 2x APS6, and 1x APS5 staff.

Directors also provide strategic support to the Executive and business areas in the management of agency services. This includes real-time operations, management of programs, projects, contracts and business support. They work under the broad direction of a National Manager, exercise a considerable degree of independence, with decision-making dependent on their high-level judgement and consideration of wider agency implications. **Duties**

- collaborate with business partners to understand operational drivers, challenges and form strong working relationships across the agency
- provide strong leadership to implement operational policy, procedures and customer service initiatives as they relate to program assurance and related change initiatives
- provide operational intelligence and recommendations for improvements to the Senior Executive
- develop advanced plans and frameworks relevant to agency operations
- make balanced decisions using professional judgement, while maintaining an understanding of the agency strategic environment
- develop staff capability at all levels through coaching and mentoring, management of performance, attendance and health and well-being.

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.

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

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Notes

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About the Services Australia

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To Apply

Position Contact	Kelly Taylor, 02 6209 6038
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0686961

Various
Various

Job Title	Developer / Senior Developer (Data Engineer)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$73,959 - \$94,670
Classification	APS Level 5; APS Level 6
Position Number	EXT-M-2021-601
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

We are seeking to fill multiple APS5 Developer and APS6 Senior Developer roles across multiple technology platforms and multiple teams. The roles will contribute to the high quality and consistent delivery of our programs of work.

Working as part of a team, you will focus on supporting, enhancing and maintaining applications and frameworks in the software development life cycle. Specifically, you will engage in the design and development of high quality solutions in support of business and technical requirements. You will use your significant knowledge, education and experience to perform, manage and provide leadership for technology solutions and maintain critical systems that allow us to continue to provide essential services to the Australian Public.

These roles ideally suit experienced, skilled and confident Developers who are looking to expand their current experience in a dynamic and diverse work environment collaborating with industry leaders and senior experts.

Duties

- Undertake a range of design, software development, prototyping, testing and maintenance activities under guidance from development experts and managers, where applicable.
- Perform analysis of technical requirements to support project evaluation with proposed solutions.
- Define software and technical designs for the realisation of medium to high complexity custom solutions or conversion and migration solutions.
- Ensure delivery of high quality data engineering services and meeting quality standards for software development as well as complying with endorsed software development methodologies.
- Provide go-live support and maintenance for development deliverables, propose and facilitate innovative solutions to meet enterprise and user requirements.
- Build productive relationships and collaborate with stakeholders to ensure effective and timely resolution of production issues as well as providing comprehensive technical support to senior management.
- In leadership roles, manage and support a small team including, but not limited to, managing performance, attendance, health and wellbeing, setting priorities, monitoring work plans and workloads, developing staff capability through coaching, training and succession planning.

Eligibility

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

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

Successful candidates may be required to work out of hours supporting production systems and application releases they may be required to work in a shift environment.

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

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

About the Services Australia

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

To Apply

Position Contact	Kunwar Ranjan, 08 8131 6284
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia

Closing Date: Wednesday 17 March 2021

Various
Various

Job Title	Development Expert (Data Engineer)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC
Salary	\$102,402 - \$140,926
Classification	Executive Level 1; Executive Level 2
Position Number	EXT-M-2021-603
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

We are seeking to fill multiple Executive Level 1 (Development Expert) and Executive Level 2 (Senior Development Expert) roles across multiple technology platforms and multiple teams. The roles will contribute to the high quality and consistent delivery of our programs of work.

The technical skillsets required for EL 1 and EL 2 Development Experts in the data engineering domains are similar. At the EL 1 level, there is a clear expectation of depth and breadth of technical skills, experience in leading solution delivery, and demonstrable leadership. An EL 2 Senior Development Expert will also have significant leadership responsibilities and engage pro-actively with development of strategy and execution plans.

Working as part of a team, you will focus on supporting, enhancing and maintaining applications and frameworks in the software development life cycle. Specifically, you will engage in the design and development of high quality solutions in support of business and technical requirements. You will use your significant knowledge, education and experience to perform, manage and provide leadership for technology solutions and maintain critical systems that allow us to continue to provide essential services to the Australian Public.

Duties

- Perform and manage delivery of technical services (systems design, development, prototyping, unit testing and maintenance activities).
- Delivery of high quality solutions for highly complex problems in enterprise environments.
- Undertake work planning for technology teams in conjunction with peers and team members.
- Perform high-level analysis of technical requirements to support project evaluation with proposed solutions.
- Undertake technical design and development of highly complex solutions (using COTS or custom solutions), and/or standard conversion and migration solutions.
- Manage releases and ensure go-live production support and maintenance for products and solutions developed by the team.
- Proactively share knowledge and expertise as the subject matter expert, and provide assistance and mentorship to less experienced colleagues.
- Lead and manage the operations of a team including overseeing work priorities and resource management, performance management, health and wellbeing.

Eligibility

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

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.

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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

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About the Services Australia

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To Apply

Position Contact	Anthony Rietkerk, 02 6120 7011
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0686618

Department of Social Services

Closing Date: Friday 19 March 2021

Community Grants Hub
Central and Southern Region

Job Title	Service Assurance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$77,728 - \$83,008
Classification	APS Level 5
Position Number	042_02/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description <https://dssc Careers.nga.net.au/?jati=D6208EAD-3E10-4E95-B467-BF31E99F6B1A>

The Department of Social Services develops policies and manages programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Victorians so that they can live a life they value.

We are building an inclusive workplace that embraces diversity of backgrounds and differences to realise the potential of our employees for delivering services aimed at enhancing the lives of vulnerable Australians.

If you want a career within a department striving to make Australian communities places we can all thrive, then we encourage you to apply.

The Community Grants Hub (CGH) provides end-to-end grant management for Australian government departments, agencies and organisations. The delivery network, which is situated in 15 locations across Australia, oversees the management of grants administration.

The Central and Southern Branch covers the management of DSS grants and Disability Employment Services (DES) contracts in New South Wales, the Australian Capital Territory, Victoria and Tasmania. It also represents the department at the state/local level including gathering intelligence to provide back to policy owners, and supports the implementation of the department's place based initiatives.

Duties

Our team has a strong focus on federally funded Employment Services – in particular Disability Employment Services and associated programs. Our work drives better outcomes for people with disabilities and helps them to find work and keep a job.

This role is responsible for undertaking more complex activities across a range of service assurance functions, including quality assurance, compliance, feedback and assessments.

KEY ACCOUNTABILITIES and TASKS

- conduct assurance activities of a more complex nature, including responses to queries and complaints and the review and management of tip-offs
- undertake assessments and evaluations of the quality and compliance of work undertaken by funded providers, in accordance with relevant program guidelines and funding arrangements
- based on evaluations, investigations and assessment of information, formulate recommendations for the consideration of delegates
- conduct assessments and determine eligibility for payments or services in accordance with legislative policy and procedural frameworks
- work with team to achieve KPIs and service standards
- identify issues of concern, and escalate these appropriately
- prepare and dispatch written feedback for providers of commonwealth-funded services

- gather and analyse information to determine grant recipient compliance with funding requirements
- support effective communication with stakeholders, including collating and sending template based correspondence, arranging meetings and follow up of information
- mentor and coach less-experienced team members.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

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

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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About the Department of Social Services

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

To Apply

Position Contact	Sam Fish, 03 9643 1219
Agency Recruitment Site	https://dsscareers.nga.net.au/?jati=D6208EAD-3E10-4E95-B467-BF31E9

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

Vacancy VN-0686619

Department of Social Services

Closing Date: Friday 19 March 2021

Community Grants Hub
Central and Southern Region

Job Title	Team Leader / Senior Practitioner
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$85,137 - \$95,695
Classification	APS Level 6
Position Number	041_02/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

<https://dsscareers.nga.net.au/?jati=30962BC2-7426-BC66-4F3C-BF31EA0D3542>

We are building an inclusive workplace that embraces diversity of backgrounds and differences to realise the potential of our employees for delivering services aimed at enhancing the lives of vulnerable Australians. If you want a career within a department striving to make Australian communities places we can all thrive, then we encourage you to apply.

The Community Grants Hub (CGH) provides end-to-end grant management for Australian government departments, agencies and organisations. The delivery network, which is situated in 15 locations across Australia, oversees the management of grants administration.

The Central and Southern Branch covers the management of DSS grants and Disability Employment Services (DES) contracts in New South Wales, the Australian Capital Territory, Victoria and Tasmania. It also represents the department at the state/local level including gathering intelligence to provide back to policy owners, and supports the implementation of the department's place based initiatives.

Duties

Our team has a strong focus on the federally funded Employment Services – in particular Disability Employment Services and programs that run as part of this. Our work drives better outcomes for people with disabilities and helps them to find work and keep a job.

This role is responsible for leading, supporting and guiding staff within individual teams to consistently deliver high quality outcomes for the department. The role is also responsible for providing subject matter expertise that supports resolution of complex quality assurance or assessment activities.

ACCOUNTABILITIES

- Manage the team resources in an accountable, flexible manner to support optimal efficiency and responsiveness in the delivery of business outcomes, and the flow of work in an equitable manner.

- Provide guidance, coaching and advice to staff on complex cases, stakeholder management and policy.
- Undertake assurance activities, particularly those with higher sensitivity, complexity and risk levels.
- Support staff in the adoption and implementation of standardised business practices, including working with staff to identify and resolve barriers to adoption.
- Supervise staff using a proactive and supportive approach to delivering feedback, identifying and resolving staff concerns and issues and building staff capability.
- Monitor and analyse service delivery and performance indicators and implement corrective actions and treatments as required. Including auditing the work of staff to ensure appropriate program guidelines, protocols, processes, checklists and templates are used.
- Monitor changes to, and provide insights about the application of guidelines, legislation, policy and other documentation.
- Prepare process resources to support staff to incorporate best practice and standard operating procedures into their roles and explain them to staff where necessary.
- Contribute to the development of high impact reports that measure the team's activities and identify areas for improvement.
- Participate in decision making at a leadership level and support effective communication and change management in relation to business practices.
-

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

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

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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

About the Department of Social Services

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people with diverse linguistic and cultural backgrounds. We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and encourage applications from Aboriginals and Torres Strait Islander people for vacancies in the Department. The Department aims to provide an inclusive workplace where each person's unique perspectives and abilities are valued and applied in the development and delivery of meaningful social policy.

To Apply

Position Contact	Teresa Velez, 03 9623 8272
Agency Recruitment Site	https://dsscareers.nga.net.au/?jati=30962BC2-7426-BC66-4F3C-BF31EA

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Social Services

Vacancy VN-0686620

Department of Social Services

Closing Date: Friday 19 March 2021

Community Grants Hub
Central and Southern Region

Job Title	Grant Agreement Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Bendigo VIC
Salary	\$77,728 - \$83,008
Classification	APS Level 5
Position Number	044_02/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

<https://dsscareers.nga.net.au/?jati=6EEA8EAB-CDAB-01CB-B9FD-BF31EA2BA8C3>

The Department of Social Services develops policies and manages programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Victorians so that they can live a life they value.

We are building an inclusive workplace that embraces diversity of backgrounds and differences to realise the potential of our employees for delivering services aimed at enhancing the lives of vulnerable Australians. If you want a career within a department

striving to make Australian communities places we can all thrive, then we encourage you to apply.

The Community Grants Hub (CGH) provides end-to-end grant management for Australian government departments, agencies and organisations. The delivery network, which is situated in 15 locations across Australia, oversees the management of grants administration.

The Victoria State Office covers the management of DSS government grants to organisations in Victoria that provide services on behalf government. It also represents the department at the state/local level including gathering intelligence to provide back to policy owners and designers, and supports the implementation of the department's place-based initiatives.

Duties

This role is responsible for monitoring the delivery of services funded by government grants to ensure the funded organisations are delivering against the program outcomes and are compliant with their grant agreement.

Teams play a key role in providing intelligence on how grant programs are being implemented on the ground, capturing the 'voice of the customer' to inform key policy decisions.

ACCOUNTABILITIES:

- monitoring performance against objectives, targets and outcomes and ensuring that accountability requirements are met
- conduct assessments and evaluations of the quality and compliance of work undertaken by grant recipients, in accordance with relevant grant agreements and program guidelines
- sharing knowledge and working collaboratively within immediate and wider teams to contribute towards the achievement of team objectives and priorities
- plan and conduct effective and purposeful engagements with stakeholders to gather information, provide support and identify opportunities to improve performance, capability and outcomes
- demonstrate positivity and a solution-focused way of working to achieve results
- analyse information to assess risk and determine grant recipient compliance with regulatory obligations
- develop and maintain knowledge and understanding of relevant program guidelines, legislation and policy frameworks
- identify, document and escalate issues and provide local intelligence on the impact of policies and programs
- prepare high quality accurate correspondence, submissions and briefings/responses.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

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

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

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To Apply

Position Contact	Jody Salmon, 03 9643 1178
Agency Recruitment Site	https://dssc Careers.nga.net.au/?jati=6EEA8EAB-CDAB-01CB-B9FD-BF31

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Social Services

Vacancy VN-0686621

Department of Social Services

Closing Date: Friday 19 March 2021

Community Grants Hub
Central and Southern Region

Job Title	Grant Agreement Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Bendigo VIC
Salary	\$70,775 - \$76,074
Classification	APS Level 4
Position Number	045_02/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

<https://dsscareers.nga.net.au/?jati=A9B299E0-5E48-51AD-8326-BF31EA9CC409>

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Duties

This role is responsible for the planning, administration and conduct of grant management activities, gathering and analysing evidence to assess grant recipient performance and identify risks, issues and improvement opportunities, developing relationships to support productive partnerships.

ACCOUNTABILITIES

- support the high quality planning and administration of grant agreement performance for grants of lower complexity
- gather and analyse evidence to assess grant recipient performance against program objectives, and identify risks, issues and improvement opportunities
- help develop relationships with grant recipients to support productive partnerships that deliver performance outcomes
- support effective and purposeful engagements with stakeholders to gather information, provide support and identify opportunities to improve performance, capability and outcomes
- record information obtained through engagements and other performance activities, in corporate systems
- participate in stakeholder engagements
- respond in a positive and flexible manner to change and uncertainty
- support performance assurance by identifying opportunities, gaps, risks and issues and supporting the formulation and implementation of appropriate strategies, interventions, treatments and controls

- understand and identify risks and issues, and apply judgment to determine when escalation is required to help achieve resolution
- assist in the preparation of high quality accurate correspondence, submissions and briefings/responses
- develop and maintain knowledge and understanding of relevant program guidelines, legislation and policy frameworks.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

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About the Department of Social Services

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

To Apply

Position Contact	Bronwen Lane, 03 9643 1224
Agency Recruitment Site	https://dsscareers.nga.net.au/?jati=A9B299E0-5E48-51AD-8326-BF31EA

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Social Services

Vacancy VN-0686802

Department of Social Services

Closing Date: Thursday 18 March 2021

Community Grants Hub
Northern and Western Region

Job Title	APS Level 5 - Compliance Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA
Salary	\$77,728 - \$83,008
Classification	APS Level 5
Position Number	061_02/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

<https://dsscareers.nga.net.au/be/index.cfm?event=jm.previewSavedCPJobAd&AudienceTypeID=57CB1573-79C3>

The Department of Social Services develops policies and manages programs that support the lifetime wellbeing of Australians and their families. Our staff have the fulfilling role of supporting the delivery of programs that help the most vulnerable people in our community.

Our team has a strong focus on the federally funded Employment Services – in particular Disability Employment Services and programs that run as part of this. Our work drives better outcomes for people with disabilities and helps them to find work and keep a job.

Duties

Our team has a strong focus on federally funded Employment Services – in particular Disability Employment Services and associated programs. Our work drives better outcomes for people with disabilities and helps them to find work and keep a job.

This role is responsible for undertaking more complex compliance activities across a range of service assurance functions, including quality assurance, grant agreement compliance, client feedback and assessments.

Key Accountabilities and Tasks:

1. conduct assurance activities of a more complex nature, including responses to queries and complaints and the review and management of tip-offs
2. gather and analyse information to determine grant recipient compliance with funding requirements
3. undertake assessments and evaluations of the quality and compliance of work undertaken by funded providers, in accordance with relevant program guidelines and funding arrangements
4. based on evaluations, investigations and assessment of information, formulate recommendations for the consideration of delegates
5. conduct assessments and determine eligibility for payments or services in accordance with legislative policy and procedural frameworks
6. prepare and dispatch written feedback for providers of commonwealth-funded service providers
7. work with team to achieve KPIs and service standards
8. identify issues of concern, and escalate these appropriately
9. support effective communication with stakeholders, including collating and sending template based correspondence, arranging meetings and follow up of information
10. mentor and coach less-experienced team members.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

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

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

This recruitment process is being used to fill current and future ongoing and non-ongoing vacancies. A merit pool of suitable applicants will be created which may be used to fill future vacancies should they become available over the next 12 months. Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

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delivery. We welcome and encourage applications from Aboriginals and Torres Strait Islander people for vacancies in the Department. The Department aims to provide an inclusive workplace where each person's unique perspectives and abilities are valued and applied in the development and delivery of meaningful social policy.

To Apply

Position Contact	Cindy Schomaker, (08) 9338 3870
Agency Recruitment Site	https://dsscareners.nga.net.au/be/index.cfm?event=jm.previewSavedCPJc

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Social Services

Vacancy VN-0686852

Department of Social Services

Closing Date: Thursday 18 March 2021

Community Grants Hub
Health Grants

Job Title	APS Level 5 - Funding Arrangement Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	\$77,728 - \$83,008
Classification	APS Level 5
Position Number	072_02/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

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

The Community Grants Hub (the Hub) administers community-based grants on behalf of Australian Government departments, agencies and organisations. With over 800 staff and contractors across Australia, the Hub plays a critical role in designing, selecting, establishing and managing grants across the Australian Government. The Hub supports over 33,000 community grants worth approximately \$9.5 billion in grant recipient payments through the Grant Payment System (GPS)*.

The Hub is responsible for:

- administrating grant programs on behalf of the accountable policy branch / client agency, consistent with Commonwealth Grants Rules and Guidelines 2017
- representing the department at the State / Local level including gathering intelligence to provide back to policy owners
- supporting the implementation of the department's initiatives Central and Southern Branch and Health Grants Branch are a part of the Community Grants Hub Group and delivered by state and territory offices.

The role of state and territory offices is to:

- professionally manage grants, administered procurement and regulation, including risk monitoring and service provider relationship management
- gather and analyse local and place-based intelligence to improve program design and service delivery ensure grant, contracts and services are implemented on time, to budget and in accordance with policy frameworks to help achieve expected outcomes for service
- undertake compliance activities including where necessary investigating and reviewing complaints and service provider performance
- representing the department at the State / Local level including gathering intelligence to provide back to policy owners.

Duties

Several positions are available in a number of teams in the Sydney Office of the Community Grants Hub. The Funding Arrangement Manager is responsible for the planning, administration and conduct of funding arrangement activities; gathering and analysing evidence to assess funding recipient performance and identify risks, issues and improvement opportunities; and developing relationships to support productive partnerships.

With support from the Team Leader, the key responsibilities of the Funding Arrangement Manager include but are not limited to:

- supporting high quality administration of funding arrangement performance assurance activities, particularly those with moderate to high complexity
- gathering and analysing evidence to assess funding recipient performance against program aims
- supporting performance assurance by identifying opportunities, gaps, risks and issues and supporting the implementation of appropriate strategies, interventions, treatments and controls
- understanding and identifying business risks and issues and confidently apply judgment to determine when escalation is required to help achieve resolution
- identifying and contributing to the development of improvement opportunities to help achieve policy, program and process improvement
- data entry and reporting using multiple IT systems (GPS*, Excel, ARC, ESSWeb, Microsoft Service Manager, Outlook)
- supervision of staff at the APS4 level may be required.

We are looking for someone with the following skills and experience:

- sound judgement and strategic thinking
- management of competing priorities within a dynamic environment
- the ability to learn and engage with new processes quickly
- the ability to understand and learn corporate systems (including ARC, GPS, SAP)
- team player with good interpersonal and communication skills
- a positive, solution-focused attitude.

Eligibility

This recruitment process is being used to fill current ongoing vacancies within the Health Grants Branch. A merit pool of suitable applicants will be created which may be used to fill future vacancies should they become available over the next 12 months, including vacancies throughout the NSW office. Non-ongoing vacancies will be offered for a period of up to 18 months with the

possibility of extension (up to a total period of 3 years).

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis. Some inter and intra-state travel may be required. A current driver's licence is desirable, but not essential.

Notes

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

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

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To Apply

Position Contact	Kristi Hawkins, 02 9942 5778
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Department of Social Services

Closing Date: Thursday 18 March 2021

Social Security
Executive

Job Title	Executive Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Woden ACT
Salary	\$125,028 - \$147,410
Classification	Executive Level 2
Position Number	084_02/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

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

The Deputy Secretary Social Security, is seeking an experienced and high performing officer to undertake the role of Executive Officer. In the role you will provide a range of high-level executive, secretariat and project support services.

You will be responsible for monitoring initiatives within the social security stream, developing strategic advice, managing communications and implementing strategies to achieve strategic and operational objectives.

Executive Officers are required to understand the organisational context and take initiative to meet stream objectives. You will perform a leadership role in helping implement the strategic direction of the stream and you will exercise sound judgement to provide advice and create solutions to complex issues. You will need to build and maintain strong relationships with senior staff, the Executive, and key stakeholders.

Duties

The Executive Officer's role involves a broad range of activities including:

- working as part of the executive team to provide high level strategic briefings, advice and support the Deputy Secretary, often on complex and sensitive issues
- working with other business areas and senior managers to implement strategic and operational initiatives
- overseeing, reviewing and reporting on the activities of the stream as necessary, to ensure it is operating effectively
- being a contact and facilitation point for other deputy secretaries, senior staff or Ministers' offices
- identifying and addressing potential opportunities, risks and emerging issues that affect the stream
- preparing correspondence, briefs, documentation, reports and submissions, including on complex and/or sensitive issues, and drive work to completion in a timely manner
- reviewing and analysing data to inform the development of briefs or reports
- providing secretariat services as required.

We are seeking candidates who are enthusiastic, flexible and possess excellent organisation and communication skills in order to progress complex and often competing tasks in a fast-paced environment.

The role holds a position of trust with a high level of professionalism.

Eligibility

The successful candidate will have the following attributes.

- excellent interpersonal skills and the ability to develop collaborative working relationships
- well-developed written and verbal communication skills
- highly developed policy, strategic and analytical skills
- highly developed organisational skills to drive the efficient and effective management of priorities and outcomes
- a high degree of autonomy, exercising good judgement and handling matters in a sensitive manner.

During peak periods, some additional hours or working outside of standard hours may be required.

The Executive Officer is allocated a car parking space.

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

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

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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

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To Apply

Position Contact	Belinda Dradrach, 02 6146 0627
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0686970

Department of Social Services

Closing Date: Thursday 01 April 2021

Data and Evaluation Group
Data Strategy and Development

Job Title	Executive Level 2 - LSIC Survey Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Woden ACT
Salary	\$125,028 - \$147,410
Classification	Executive Level 2
Position Number	070_02/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

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

This position sits within the National Centre for Longitudinal Data (NCLD) within the Data and Evaluation Group.

The aim of the NCLD is to promote a longitudinal evidence base that informs policies and practices to improve the lifetime wellbeing of people and families in Australian communities. The Centre also seeks to influence the architecture of longitudinal surveys in Australia through collaboration and discussion with other agencies and organisations who manage complementary surveys.

The four active longitudinal surveys managed in the NCLD are:

- Building a New Life in Australia (BNLA)
- The Household, Income and Labour Dynamics in Australia Survey (HILDA)
- The Longitudinal Study of Australian Children (LSAC)
- The Longitudinal Study of Indigenous Children (LSIC).

Duties

Footprints in Time: the Longitudinal Study of Indigenous Children (LSIC) aims to improve the understanding of, and policy response to, the diverse circumstances faced by Aboriginal and Torres Strait Islander children, their families, and communities. The study gives insight into the lives of around 1700 families with Aboriginal and/or Torres Strait Islander children. Children in the study come from remote, rural and urban locations across Australia.

The LSIC Survey Manager will be an Aboriginal or Torres Strait Islander person who will hold a leadership position in the study (EL2) and oversee engagement on the study, study design and data use. The position will work with the existing two EL2s to lead defined aspects of LSIC.

This new position will have responsibility to increase awareness and use of the study across government, academics and the broader community through:

- leading the strategic direction of the study
- leading the engagement of community leaders, academics and government agencies
- leading the production of engagement products, including the summary reports, newsletters and calendar
- supervision of the design and content development team
- review and assessment of researcher applications for the LSIC datasets.

This new position will also, in conjunction with the other EL2s:

- raise the cultural awareness of all NCLD staff
- provide cultural advice for all aspects of the LSIC administration
- advise on the ethical use of LSIC incentives.

Eligibility

Proposed applicants for this position should demonstrate their claims against the following criteria:

- must be an Aboriginal and/or Torres Strait Islander person
- capacity to act as a principal advisor in the area of Aboriginal and Torres Strait Islander cultural awareness, including contributing to the development of and/or providing advice on all aspects of NCLD business
- an understanding of survey design and research processes
- knowledge of and compliance with legislative frameworks, government decision making and agency guidelines and regulations
- proven capacity to engage and manage stakeholders through change, resolving conflict and managing sensitivities
- experience overseeing and preparing a range of written material, such as business cases, Senate Estimates submissions, Ministerial and agency briefs and corporate documentation.

The role will likely require some (COVID-safe) travel. It would preferably be based in Canberra to allow greater engagement with the Canberra based staff as well as the departmental executive.

This recruitment process is being used to fill current and future ongoing and non-ongoing vacancies. A merit pool of suitable applicants will be created which may be used to fill future vacancies should they become available over the next 12 months. Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years).

Some of these non-ongoing vacancies may become ongoing in the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

Notes

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check. The successful applicant/s will be asked to provide confirmation of heritage.

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

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

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

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

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To Apply

Position Contact	Annette Neuendorf, 02 6146 2297
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0686819

National Disability Insurance Agency

Closing Date: Thursday 11 March 2021

Communications and Engagement
Media and Marketing Branch Markets, Government and Engagement

Job Title	EL1 Assistant Director Marketing
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Robina QLD
Salary	\$104,191 - \$114,036
Classification	Executive Level 1
Position Number	0132_02/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Media and Marketing Branch enhances the NDIA's reputation amongst key stakeholders with a focus on participants. They deliver strategic and impactful media, marketing and digital solutions, supported by market research and insights. The Marketing team aims to positively influence the NDIS brand, build proactive engagement with the Scheme and create insight led behaviour change through timely, accessible and inclusive marketing.

The EL1 AD Marketing is responsible for actively managing key internal and external stakeholder relationships and may be required to represent and negotiate on behalf of the NDIA to advance the NDIA's interests across a range of forums.

Duties

Responsibilities may include but are not limited to:

- Establishing and maintaining internal and external networks to facilitate development and delivery of targeted marketing activities.
- Managing the delivery of NDIS campaigns, research projects and content strategies.
- Managing and reviewing creative content and asset library including video, animation, products, promotional material, photos, icons and brand attributes.
- Managing the sourcing, planning, production, distribution, evaluation and reporting of NDIA designed video content, ensuring that video content meets Agency priorities.
- Supporting marketing functions including brand, campaigns, insights, advertising, partnerships, sponsorship, video and content production for the NDIA, providing specialist advice and expertise in contemporary marketing tools.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Desired Qualifications

Degree in Marketing & Communications will be highly regarded

General

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

This position will be offered Non-ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Meeghan Webster, 0436 622 893
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0686839

National Disability Insurance Agency

Closing Date: Sunday 14 March 2021

Corporate Services and CFO
Chief Counsel Administrative Appeals Branch

Job Title	NDIA EL2 Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Surry Hills NSW, Parramatta NSW, Brisbane QLD, Geelong VIC
Salary	\$130,936 - \$142,985
Classification	Executive Level 2
Position Number	0102_02/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The EL2 Lawyer (Legal Stream) is accountable under broad direction to undertake work with a high level of complexity or sensitivity that delivers quality outcomes across the legal functions of the NDIA and contributes to NDIA's objectives to "build a world-leading NDIS".

The position is an important team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across wide-ranging activities of substantial depth involving significant detail and complexity in relation to administrative appeals cases in the AAT. It will provide the leadership, control, planning, resource management, performance management and decision making for the team membership to support legal aspects of cases in the AAT.

The EL2 Lawyer (Legal Stream) will exercise a significant degree of independence and will use a high-level of decision-making and judgement. It will coordinate and assume responsibility for provision of high quality legal advice, support and services in relation to alternate dispute resolution and advocacy services, and appeals to the Federal Court.

Duties

Responsibilities may include but are not limited to:

- Providing high quality legal advice, support and services to internal clients in the management and resolution of participant related reviews in the AAT.
- Leading a team of lawyers running AAT matters, both in-house and as instructors to external firms, including oversight of all legal aspects of AAT cases, workflow prioritisation and mentoring to provide support in legal matters.
- Applying alternate dispute resolution methods and advocacy skills to resolving applications/reviews, in keeping with model litigant principles.
- Conducting litigation in the AAT on behalf of the CEO of the Agency, including:
 - o appearing in the AAT, at case conferences, conciliations and directions hearings;
 - o providing legal advice;
 - o conducting relevant research;
 - o preparing submissions and other documents for the purposes of litigation;
 - o briefing counsel;
 - o liaising with external legal services providers on outsourced matters, as applicable; and
 - o managing cases through interlocutory negotiations and, where required, through to final hearing.
- Establishing and maintaining excellent working relationships with clients and other stakeholders including courts and tribunals, other government agencies, states and territories, the legal profession, and people with disability and their representatives.
- Managing the priorities of clients and available resources (including staff) to deliver results on time and within budget.
- Managing transactional work of a legal nature, including administrative processes incidental to the provision of associated legal services.

- Advising on the operation of legislation, instruments, guidelines and policies, including providing advice to the CEO and DCEO in the context of AAT matters.
- Advising on drafting and assisting in preparation of legislative and other instruments in the context of AAT matters.
- Developing a range of written material, including briefing material for the CEO, Deputy CEOs, ministers, board papers, media releases, reports to parliamentary committees and correspondence.
- Working in a business partnering capacity with the Agency, regularly meeting with branches within a specified portfolio and identifying and advising on relevant legal and associated risks.
- Leading business partnering activities, including delivering capacity development and legal training on a particular area of law or specialisation.
- Leading projects or assuming a 'champion' role to inform on precedents, protocols and intranet/internet content development.
- Leading the development of business improvement activities such as systems, processes and practical tools including training to support alternative dispute resolution and good administrative decision-making.
- Leading the improvement of the in-house legal practice with an emphasis on the development and mentoring of AAT lawyers.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment. Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

This position will be offered Non-ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Nick Parmeter, 0436646916
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0686846

National Disability Insurance Agency

Closing Date: Sunday 14 March 2021

Corporate Services and CFO
Chief Counsel Administrative Appeals Branch

Job Title	NDIA EL1 Lawyer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Geelong VIC, Parramatta NSW, Surry Hills NSW, Brisbane QLD, Canberra ACT
Salary	\$114,036 - \$123,079
Classification	Executive Level 1
Position Number	0106_02/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The EL1 Lawyer (Legal Stream) is accountable under broad direction to undertake complex work that delivers quality outcomes across the functions of the NDIA. It will apply well-established policy, principles, practices and procedures to achieve outcomes that supports and contributes to NDIA's objectives to "build a world-leading NDIS".

The position will be accountable for supporting legal aspects of administrative appeals cases in the AAT. It is a team leadership position, supporting planning and coordination of the legal team. The position will work closely with, mentor and lead other team members to manage and advise on the Agency's legal risk through the provision of high quality legal advice, support and services in relation to alternate dispute resolution and advocacy services and the development of the Agency's in-house legal practice for applications in the AAT.

The EL1 Lawyer (Legal Stream) will have a considerable level of contact with internal and external stakeholders and will be required to communicate with those stakeholders.

Duties

- Providing high quality legal advice, support and services to internal clients in the management and resolution of participant related reviews in the AAT.
- Providing support and/or leading a team of lawyers, including oversight of all legal aspects of AAT cases, workflow prioritisation and supervising and mentoring junior staff.
- Applying alternate dispute resolution methods and advocacy skills to resolving applications/reviews, in keeping with model litigant principles.
- Conducting litigation in the AAT on behalf of the CEO of the Agency, including:

- o appearing in the AAT, at case conferences, conciliations and directions hearings;
 - o providing legal advice;
 - o conducting relevant research;
 - o drafting submissions and other documents for the purposes of litigation;
 - o briefing counsel; and
 - o liaising with external legal services providers on outsourced matters, as applicable.
- Establishing and maintaining excellent working relationships with clients and other stakeholders including people with disability and their representatives, courts and tribunals, other government agencies and legal professionals.
 - Managing the priorities of clients and available resources to deliver results on time and within budget.
 - Managing transactional work of a legal nature, including administrative processes incidental to the provision of associated legal services.
 - Advising on the operation of legislation, instruments, guidelines and policies in the context of AAT matters.
 - Advising on drafting and assisting in preparation of legislative and other instruments, in the context of AAT matters.
 - Working in a business partnering capacity with the Agency, regularly meeting with branches within a specified portfolio and identifying and advising on relevant legal and associated risks.
 - Supporting business partnering activities, including delivering capacity development and legal training on a particular area of law or specialisation.
 - Leading projects or assuming a 'champion' role to inform on precedents, protocols and intranet/internet content development.
 - Managing, supporting and contributing to business improvement activities, including legal education and the development of systems, processes and practical tools.
- (NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment. Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

This position will be offered Non-ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Chris Herscovitch, 0436839927
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0686860

National Disability Insurance Agency

Closing Date: Sunday 14 March 2021

Corporate Services and CFO
Chief Counsel Administrative Appeals Branch

Job Title	NDIA APS6 Lawyer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Geelong VIC, Surry Hills NSW, Parramatta NSW, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$86,630 - \$92,451
Classification	APS Level 6
Position Number	0165_02/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS6 Lawyer (Legal Stream) works within a team, managing administrative review applications in the AAT. They will apply relevant legislation and case law, as well as NDIA policy, principles, practices and procedures to achieve outcomes that supports and contributes to NDIA's objectives to "build a world-leading NDIS".

The position will be accountable for supporting a case load of applications in the AAT, individually and as part of a team. It will provide high quality legal advice, support and services, and supports the development of the Agency's in-house legal practice for applications in the AAT. The role will work under limited direction, set priorities and manage workflows, demonstrate sound judgement and strong legal skills with alternate dispute resolution and advocacy services and offer innovative solutions in line with the NDIS, AAT and other legislative schemes.

The APS6 Lawyer (Legal Stream) will have a considerable level of contact with internal and external stakeholders and will be required to communicate with those stakeholders.

Duties

- Providing high quality legal advice, support and service to internal clients in the management and resolution of participant related reviews in the AAT.
 - Conducting litigation in the AAT on behalf of the CEO of the Agency, including:
 - o appearing in the AAT, at case conferences, conciliations and directions hearings;
 - o providing legal advice;
 - o conducting relevant research;
 - o drafting submissions and other documents for the purposes of litigation;
 - o briefing counsel; and
 - o liaising with external legal services providers on outsourced matters, as applicable.
 - Establishing and maintaining excellent working relationships with clients and other stakeholders including courts and tribunals, other government agencies, states and territories, the legal profession, and people with disability and their representatives.
 - Managing the priorities of clients and available resources to deliver results on time and within budget.
 - Applying alternate dispute resolution methods and advocacy skills to resolving applications/reviews, in keeping with the model litigant principles.
 - Drafting advice on straightforward legal matters, managing a caseload of matters and advising with the support of senior lawyers in the context of AAT matters.
 - Undertaking preliminary work to support senior lawyers in advising in moderately complex legal matters in the context of the AAT environment.
 - Supporting and contributing to business improvement activities, including the development of systems, processes and practical tools.
- (NOTE: the key responsibilities of the role are based on current priorities and may change over time)

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.

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

About the 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	Adrian Pascale, 0476 846 973
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0686899

National Disability Insurance Agency

Closing Date: Tuesday 23 March 2021

Chief Counsel
Deputy Chief Counsel Information Law and Privacy

Job Title	APS4 Lawyer
Job Type	Full-Time, Ongoing
Location	Surry Hills NSW, Geelong VIC, Melbourne VIC, Canberra ACT
Salary	-
Classification	APS Level 4
Position Number	0108_02/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS4 Lawyer is a team membership role that will work within defined parameters relating to their area of responsibility under supervision where required. The APS4 lawyer will apply well-established policy, principles, practices and procedures to achieve outcomes that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme". They will provide operational and administrative support that is informed and directed by sound knowledge and may undertake some research and analysis activities.

Duties

- Assisting with and providing excellent legal services to the Agency.
- Establishing and maintaining excellent working relationships with clients and other stakeholders including courts and tribunals, other government agencies, states and territories, the legal profession, and people with disability and their representatives.
- Managing priorities and available resources to deliver results on time and within budget.
- Preparing and undertaking initial research and draft advice on low risk matters to contribute to a range of material including:
 - o Board papers,
 - o media releases,
 - o intranet content / website content,

- o and correspondence.
 - Supporting and contributing to business improvement activities, including the development of systems, processes and practical tools.
 - Undertaking research and analysis on legal precedents to support the team and project work.
- (NOTE: the key responsibilities of the role are based on current priorities and may change over time)

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Kathryn Luis, 0439 139 584
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0686916

National Disability Insurance Agency

Closing Date: Tuesday 23 March 2021

Chief Counsel
Deputy Chief Counsel Information Law and Privacy

Job Title	APS6 Lawyer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Surry Hills NSW, Melbourne VIC, Geelong VIC
Salary	\$86,630 - \$92,451
Classification	APS Level 6
Position Number	0142_02/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS6 Lawyer is accountable under limited direction to undertake complex work that is guided by legislation, policies, procedures, standards, methodologies and precedents. It will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

The APS6 Lawyer position is a team membership position that may be required to perform work that involves team leadership around mentoring and the team requiring the setting of priorities and managing workflows of a team.

Duties

- Providing legal advice to the executive and business areas.
 - Managing the priorities of clients and available resources to deliver results on time and within budget.
 - Establishing and maintaining excellent working relationships with clients and other stakeholders including courts and tribunals, other government agencies, states and territories, the legal profession, and people with disability and their representatives.
 - Preparing and undertaking initial research and advice on medium level risk matters to contribute to a range of material including:
 - o briefing material for Ministers,
 - o Board papers,
 - o media releases,
 - o reports to Parliamentary committees,
 - o intranet content / website content
 - o and correspondence.
 - Contributing to business improvement activities, including the development of systems, processes and practical tools.
 - Drafting advice on straightforward legal matters, managing a caseload of matters and advising with the support of senior lawyers including Principal Lawyers, Deputy Chief Counsel and Chief Counsel.
 - Undertaking preliminary work to support senior lawyers including Principal Lawyers, Deputy Chief Counsel and Chief Counsel in advising in moderately complex legal matters.
- (NOTE: the key responsibilities of the role are based on current priorities and may change over time)

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

About the National Disability Insurance Agency

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To Apply

Position Contact	Kathryn Luis, 0439 139 584
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0686987

National Disability Insurance Agency

Closing Date: Thursday 18 March 2021

Operations and Support Division
Operations and Housing Support Branch Participant Experience Delivery

Job Title	EL1 AD Operations Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Braddon ACT
Salary	\$104,191 - \$114,036
Classification	Executive Level 1
Position Number	0181_02/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The EL1 AD Operations Support is accountable under broad direction to undertake very complex work that delivers quality outcomes across the National Delivery functions of the NDIA.

The position is an important team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across wide-ranging activities of substantial depth involving significant detail. It will provide the leadership, control, planning, resource management, performance management and decision making support for the team.

Duties

- Implementing team strategies and aligning outcomes with the Agency's broader strategic directions and performance targets.
 - Managing team performance and outputs to ensure Agency targets are met in relation to planning decisions.
 - Conducting and managing risk assessment and risk management activities.
 - Identifying and leading business improvement initiatives, implementing change management strategies and quality assurance activities.
 - Undertaking reporting activities including trend analysis to support process improvements.
 - Managing work packages or projects to ensure timely delivery of planning outcomes.
 - Maintaining an understanding of the NDIA Act 2013 and the Agency's alignment with other government mainstream services.
- (NOTE: the key responsibilities of the role are based on current priorities and may change over time)

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

About the National Disability Insurance Agency

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To Apply

Position Contact	Richard McCoy, 0436678450
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0686990

National Disability Insurance Agency

Closing Date: Wednesday 17 March 2021

Partner and Contact Centre Division
Contact Centre Branch Participant Experience Delivery

Job Title	EL1 Assistant Director NCC Performance Reporting
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Geelong VIC, Dandenong VIC
Salary	\$104,191 - \$114,036
Classification	Executive Level 1
Position Number	0150_02/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The NDIA National Contact Centre (NCC) is the main communication channel for people to contact the NDIA. The NCC responds to enquiries from participants, prospective participants, providers, organisations and the general public. The NCC completes a range of processing workloads including outbound call campaigns and internal IT support. It delivers a wide range of customer enquiry and contact services related to the entire NDIS participant and provider pathway.

The EL1 Assistant Director NCC Performance Reporting will provide the leadership, control, planning, resource management, performance management and decision making for the team of specialist and support resources working within the positions assigned Work Area.

Duties

Responsibilities may include but are not limited to:

- Providing leadership support to teams delivering services in the NCC environment.
- Monitoring and analysing NCC performance against Key Performance Indicators.
- Working with key stakeholders to ensure NCC evidence and data informs and supports business decisions and outcomes.
- Monitoring risk and making evidence informed risk mitigation and management recommendations.
- Monitoring business processes and ensuring customer service standards are met by the team.
- Supporting the branch and Agency regarding work allocations, data analysis and manipulation, performance analysis and reporting.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

This position will be offered Non-ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

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To Apply

Position Contact	Mark Dougherty, 03 5272 7459
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0686992

National Disability Insurance Agency

Closing Date: Thursday 18 March 2021

Operations and Support Division
Operations and Housing Support Branch High Decision Delegates

Job Title	EL1 AD Delivery Support High Decision Delegate
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Braddon ACT, Melbourne VIC
Salary	\$104,191 - \$114,036
Classification	Executive Level 1
Position Number	0178_02/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The EL1 AD Delivery Support High Decision Delegate (HDD) is accountable under broad direction to undertake very complex work that delivers quality outcomes across the National Delivery functions of the NDIA.

The position is an important team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across wide-ranging activities of substantial depth involving significant detail. It will provide the leadership, control, planning, resource management, performance management and decision making support for the team.

Duties

- Implementing team strategies and aligning outcomes with the Agency's broader strategic directions and performance targets.
- Managing team performance and outputs to ensure Agency targets are met in relation to high decision planning outcomes.
- Conducting and managing risk assessment and risk management activities.
- Identifying and leading business improvement initiatives, implementing change management strategies and quality assurance activities.
- Undertaking reporting activities including trend analysis to support process improvements.
- Managing work packages or projects to ensure timely delivery of planning outcomes.
- Maintaining an understanding of the NDIA Act 2013 and the Agency's alignment with other government mainstream services.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

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.

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To Apply

Position Contact	Richard McCoy, 0436678450
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0686864

Australian Bureau of Statistics

Closing Date: Monday 22 March 2021

Census
2021 Census of Population and Housing

Job Title	Remote Area Management Team Leaders,
Job Type	Casual, Non-Ongoing
Location	Various locations - QLD QLD, Various locations - NSW NSW, Various locations - NT NT, Various locations - SA SA, Various locations - WA WA
Salary	-
Classification	
Position Number	-
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=B2A5B458-55B3-6DC9-EEDC-BF31ADE3FAED>

Remote Area Management Team Leaders are responsible for managing the collection in a workload area that may include one or more discrete Aboriginal or Torres Strait Islander communities, regional towns, other dwellings such as pastoral properties, mining camps, road-houses, and national parks in remote or very remote areas.

With support from the Census Operations Manager you will lead a small team (up to four members) undertaking census collection activities. You will be responsible for conducting daily quality checks to ensure forms are completed and monitor the progress of your team's workload.

An understanding of and ability to communicate with Aboriginal and Torres Strait Islander people are key selection criteria. To ensure these skills and attributes are present within the Census workforce, some RAMT roles will be filled by suitable Aboriginal and Torres Strait Islander applicants.

In this role you will use a satellite phone and an electronic device (i.e. a tablet) to carry out your work. You will need to be comfortable using an electronic device to complete activities such as data entry, scanning documents, writing, sending emails and other activities as required.

Duties

Engagement Managers from the ABS Centre of Aboriginal and Torres Strait Islander Statistics (CoATSIS) will work closely with Census staff to engage with Aboriginal communities and assist with recruitment activities. The Remote Area Management Team (RAMT) will work closely with their Census Operations Manager and Census Engagement Manager throughout their employment to successfully undertake their work in their area.

Key responsibilities for Remote Area Management Team Leaders include:

- Review your workload and finalise the Remote Area Management Team plan
- Engage with members of the community to raise awareness of the Census
- Lead and manage a small team
- Undertake quality assurance processes
- Recruit and train field staff within communities, remote towns, pastoral stations, roadhouses, caravan parks, hotels etc.
- Manage and keep secure all recruitment, payroll and WHS forms
- Manage and keep secure all Census forms
- Manage and keep secure electronic devices
- Support the Census Operations Manager, as required
- Conduct quality review processes of forms with the assistance of field staff
- Return completed forms to the ABS.

Eligibility

We are looking for people who have demonstrated experience or knowledge in:

- Issues affecting Aboriginal and/or Torres Strait Islander people
- Communicating sensitively and effectively with Aboriginal and/or Torres Strait Islander people
- Working within a larger team and following instructions and procedures
- Leading or managing a team
- Working and making decisions independently
- Strong communication and stakeholder engagement skills
- Communicating with electronic devices including satellite phones and other mobile devices
- Working in remote and regional areas of Australia, including experience in driving a 4wd in a remote area and over long distances.
- An ability to read and navigate maps
- Maintain attention to detail when working in high volume environment operating with tight deadlines.
- A current first aid certificate is highly desirable.
- Applicants who live in or have worked in the nominated area will be highly regarded.
- Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

Notes

Training

You must be available to attend and complete online and face-to-face training prior to commencing work in the field.

Training will cover all aspects of your role, including technology, systems you will be using and work health and safety considerations.

Training will be scheduled late May 2021 and early July (may be subject to change) and may include travel depending on your location.

Hours and availability

To be eligible for the RAMT Leader role you must be available from 10 May 2021 to 30 September 2021.

The total hours of work will vary over the period of the roles, depending on the workload. Some days will be busier than others, and your work pattern will vary.

There will be some flexibility in your working hours however to be successful in this role you will likely need to work a mix of weekdays and weekends between 8:00am to 8:00pm.

The ABS is committed to providing a safe and healthy work environment for its workers and to make every effort, where reasonably practicable, to eliminate or minimise risks associated with ABS operations, including risks relating to COVID-19. This commitment includes Field Staff engaged for the Census, who will have face-to-face interactions with the public as part of their role. ABS will comply with all COVID-19 Legislation and/or policy outlined by the Commonwealth, state or territory government.

We strongly encourage potential candidates to consider the job description, and the inherent duties of the role and whether they may suit their individual circumstances and health when deciding to apply for Field Staff roles.

About the Australian Bureau of Statistics

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To Apply

Position Contact	ABS National Recruitment, 1800 249 583
Agency Recruitment Site	https://abs.nga.net.au/?jati=B2A5B458-55B3-6DC9-EEDC-BF31ADE3FA

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Treasury

Vacancy VN-0686865

Australian Bureau of Statistics

Closing Date: Monday 10 May 2021

Census
2021 Census of Population and Housing

Job Title	Remote Area Management Team Members (Affirmative Measures)
Job Type	Casual, Non-Ongoing
Location	Various locations in NSW NSW, various locations in QLD QLD, Various locations in WA WA, Various locations in SA SA, various locations in NT NT
Salary	-
Classification	
Position Number	-
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/cp/?audienceypcode=ext+>

Remote Area Management Team Members are responsible for assisting the Remote Area Management Team Leader and supporting the Census operations and collection in the workload.

An understanding of and ability to communicate with Aboriginal and Torres Strait Islander people are key selection criteria. To ensure these skills and attributes are present within the Census workforce, some RAMT roles will be filled by suitable Aboriginal and Torres Strait Islander applicants.

In this role you will use a satellite phone and an electronic device (i.e. a tablet) to carry out your work. You will need to be comfortable using an electronic device to complete activities such as data entry, scanning documents, writing, sending emails and other activities as required.

Duties

Key responsibilities for Remote Area Management Team members include:

- Assist with recruiting and training field staff within communities, remote towns, pastoral stations, roadhouses, caravan parks, hotels etc.
- Engage with members of the community to raise awareness of the Census
- Conduct interviews and deliver Census forms to non-private dwellings (i.e. hotels) and private dwellings (i.e. houses)
- Manage and keep secure all recruitment, payroll and WHS forms
- Manage and keep secure all census collection forms
- Manage and keep secure the electronic device
- Return completed forms back to the ABS.
- Support the RAMT Leader, as required.

Your qualities, experience and skills

We are looking for people who have demonstrated experience or knowledge in:

- Issues affecting Aboriginal and/or Torres Strait Islander people
- Communicating sensitively and effectively with Aboriginal and/or Torres Strait Islander people
- Working within a larger team and following instructions and procedures
- Working and making decisions independently
- Strong communication and stakeholder engagement skills
- Communicating with electronic devices including satellite phones and other mobile devices
- Working in remote and regional areas of Australia, including experience in driving a 4wd in a remote area and over long distances.
- An ability to read and navigate maps
- Maintaining attention to detail when working in high volume environment operating with tight deadlines.
- A current first aid certificate is highly desirable.
- Applicants who live in or have worked in the nominated area will be highly regarded.
- Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

Eligibility

You can use the following checklist to see if you meet the physical requirements of this role and could safely perform the following duties:

- Driving to/from your work area, during the day or evening in various types of weather and terrain.
- Repeatedly getting in and out of a vehicle.
- Walking around the workload area during the day and evening in varying types of weather conditions. This may involve negotiating steep, uneven and/or slippery terrain, several flights of stairs, and unexpected obstacles.
- Carrying Census materials in a satchel, which may include a mobile device and Census forms.
- Lifting boxes of Census materials weighing up to 9kg.
- Working for several hours and taking regular rest breaks.
- Using a desktop computer or tablet and telephone.
- If required, undertaking overnight travel to the workload area, this could include travel over several days to undertake enumeration, and may involve driving in rural or remote areas.

As a worker, you are responsible for:

- Taking reasonable care for your own health and safety.
- Taking reasonable care that your actions or omissions do not impact the health and safety of other people, including other Census field workers.
- Complying, so far as you reasonably can, with any reasonable instruction that is given to you by the ABS in order for the ABS to comply with the Work Health and Safety Act 2011.
- Cooperating with any reasonable instruction, policy and procedure given to you by the ABS in relation to work health and safety.

Notes

The ABS is committed to providing a safe and healthy work environment for its workers and to make every effort, where reasonably practicable, to eliminate or minimise risks associated with ABS operations, including risks relating to COVID-19. This commitment includes Field Staff engaged for the Census, who will have face-to-face interactions with the public as part of their role. ABS will comply with all COVID-19 Legislation and/or policy outlined by the Commonwealth, state or territory government.

We strongly encourage potential candidates to consider the job description, and the inherent duties of the role and whether they may suit their individual circumstances and health when deciding to apply for Field Staff roles.

You will need to upload your resume, provide referee details, answer a range of tick box/ multiple choice questions as well as provide some written responses to demonstrate the skills we are looking for. By using the application link above you can preview the application form to prepare your answers.

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

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

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To Apply

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Agency Recruitment Site	https://abs.nga.net.au/cp/?audienceypcode=ext+

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Treasury

Vacancy VN-0686866

Australian Bureau of Statistics

Closing Date: Sunday 21 March 2021

Census
2021 Census of Population and Housing

Job Title	Local Engagement Officers (LEO)
Job Type	Casual, Non-Ongoing
Location	Various locations in NSW NSW, various locations in QLD QLD, various locations in NT NT, Various locations in WA WA, Sydney NSW, various locations in ACT , Various locations in SA SA, various locations in VIC VIC
Salary	-
Classification	
Position Number	-
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=618D415A-30D6-7986-AB35-BF313A72F5AC>

The Local Engagement Officer (LEO) roles are critical for us to deliver our commitment to improve the quality and relevance of Census data for all Australians, including diverse population groups. You will represent the ABS and be its direct link with community groups and key stakeholders.

You are likely to engage with local stakeholders and people within the community, such as Culturally and Linguistically Diverse populations, people with disability, the elderly, and Aboriginal and/or Torres Strait Islanders.

To better support our Aboriginal and/or Torres Strait Islander communities, some LEO roles will be reserved for Aboriginal and Torres Strait Islander applicants.

You will use an electronic device (i.e. a phone) to carry out your work. You will need to be comfortable using an electronic device to complete administrative activities such as data entry into ABS mobile applications, scanning documents, writing and sending emails and other activities as required. A significant part of the role is communicating with other team members. You should be comfortable communicating via video and using other collaborative tools to engage with your staff.

If you are an Aboriginal and/or Torres Strait Islander person we strongly encourage you to apply.

Duties

Key responsibilities for the Local Engagement Officer include:

- Undertake training and receive and distribute field materials relevant to your role.
- Interact with the public and respond to queries about the Census. This could include running information and/or fill in form sessions where required.
- Coordinate Pop-up hubs including engaging with venues, managing a team of field staff, ensuring materials and equipment are ready, and completing work health and safety checks.
- Assist with recruiting, training and managing field staff to assist with pop-up hubs and other Census activities.
- Work independently, both from home and in the field, using your own vehicle to travel to various locations within your work area.
- Complete administration forms, including effort recording and report issues in line with reporting arrangements.
- Connect with diverse population groups and communities.
- Taking reasonable care for your own health and safety and taking reasonable care that your actions or omissions do not impact the health and safety of other people, including other Census field workers.
- Other duties as directed.

Eligibility

The successful candidate will exhibit most of the below experience, skills and qualities:

Experience working with and supporting Aboriginal and Torres Strait Islander peoples and/or people from culturally and linguistically diverse (CALD) backgrounds is preferred.

Experience working with people with disability, youth or the elderly is also desirable.

Experience in community engagement and developing relationships at a local level.

Self-motivated, able to work and make decisions independently.

Established good quality communication skills.

Good attention to detail and a keen eye for accuracy.

Skills in administration, including proficiency in Information Technology (IT) and implementing processes according to prescribed procedures.

Ability to work in a busy, high volume environment operating with tight deadlines and working variable hours.

Notes

You can use the following checklist to ensure you meet the physical requirements of this role and could safely perform the following duties:

- Driving to/from your work area, during the day or evening in various types of weather and terrain.
- Carrying Census materials in a satchel, which may include a mobile device and Census forms.
- Lifting boxes of Census materials weighing up to 9kg.
- Working at a pop-up hub (e.g. booth at shopping Centre) for up to several hours, but taking regular rest breaks.
- Working at a home workstation for up to several hours and taking regular rest breaks.
- Using a desktop computer or tablet and mobile phone.
- If required, undertaking overnight travel to the workload area. This would involve driving in rural or regional areas.

While at work, you must exercise duty of care by:

- Taking reasonable care for your own health and safety.
- Taking reasonable care that your actions or omissions do not adversely affect the health and safety of others.
- Adhering to your allocated check-in and check-out procedures whilst conducting field work.
- Complying, so far as you are reasonably able to, with any reasonable instruction given by the ABS to allow the ABS to comply with Work Health and Safety laws.

The ABS is committed to providing a safe and healthy work environment for its workers and to make every effort, where reasonably practicable, to eliminate or minimise risks associated with ABS operations, including risks relating to COVID-19. The ABS is monitoring the rapidly changing COVID-19 environment and actively managing safety measures in field work and for field staff consistent with Government advice. Current information will be provided to candidates at the appropriate time of employment.

This will include guidance for workers regarding appropriate social distancing, hygiene and any other applicable guidance whilst working for the ABS.

We strongly encourage potential candidates to consider the job description, and the inherent duties of the role and whether they may suit their individual circumstances and health when deciding to apply for field staff roles.

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

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

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To Apply

Position Contact	Australian Bureau of Statistics National Recruitment, 1800 249 583
Agency Recruitment Site	https://abs.nga.net.au/?jati=618D415A-30D6-7986-AB35-BF313A72F5A0

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Treasury

Vacancy VN-0686901

Australian Bureau of Statistics

Closing Date: Monday 10 May 2021

Census
2021 Census of Population and Housing

Job Title	Remote Area Management Team Members
Job Type	Casual, Non-Ongoing
Location	various locations in QLD QLD, Various locations in NSW NSW, various locations in NT NT, Various locations in SA SA, Various locations in SA SA, Various locations in WA WA
Salary	-
Classification	
Position Number	-
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=B2A5B458-55B3-6DC9-EEDC-BF31ADE3FAED>

Remote Area Management Team Members are responsible for assisting the Remote Area Management Team Leader and supporting the Census operations and collection in the workload.

An understanding of and ability to communicate with Aboriginal and Torres Strait Islander people are key selection criteria. To ensure these skills and attributes are present within the Census workforce, some RAMT roles will be filled by suitable Aboriginal and Torres Strait Islander applicants.

In this role you will use a satellite phone and an electronic device (i.e. a tablet) to carry out your work. You will need to be

comfortable using an electronic device to complete activities such as data entry, scanning documents, writing, sending emails and other activities as required.

Edit Position Description

Duties

Key responsibilities for Remote Area Management Team members include:

- Assist with recruiting and training field staff within communities, remote towns, pastoral stations, roadhouses, caravan parks, hotels etc.
- Engage with members of the community to raise awareness of the Census
- Conduct interviews and deliver Census forms to non-private dwellings (i.e. hotels) and private dwellings (i.e. houses)
- Manage and keep secure all recruitment, payroll and WHS forms
- Manage and keep secure all census collection forms
- Manage and keep secure the electronic device
- Return completed forms back to the ABS.
- Support the RAMT Leader, as required.

Your qualities, experience and skills

We are looking for people who have demonstrated experience or knowledge in:

- Issues affecting Aboriginal and/or Torres Strait Islander people
- Communicating sensitively and effectively with Aboriginal and/or Torres Strait Islander people
- Working within a larger team and following instructions and procedures
- Working and making decisions independently
- Strong communication and stakeholder engagement skills
- Communicating with electronic devices including satellite phones and other mobile devices
- Working in remote and regional areas of Australia, including experience in driving a 4wd in a remote area and over long distances.
- An ability to read and navigate maps
- Maintaining attention to detail when working in high volume environment operating with tight deadlines.
- A current first aid certificate is highly desirable.
- Applicants who live in or have worked in the nominated area will be highly regarded.
- Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

Eligibility

You can use the following checklist to see if you meet the physical requirements of this role and could safely perform the following duties:

- Driving to/from your work area, during the day or evening in various types of weather and terrain.
- Repeatedly getting in and out of a vehicle.
- Walking around the workload area during the day and evening in varying types of weather conditions. This may involve negotiating steep, uneven and/or slippery terrain, several flights of stairs, and unexpected obstacles.
- Carrying Census materials in a satchel, which may include a mobile device and Census forms.
- Lifting boxes of Census materials weighing up to 9kg.
- Working for several hours and taking regular rest breaks.
- Using a desktop computer or tablet and telephone.
- If required, undertaking overnight travel to the workload area, this could include travel over several days to undertake enumeration, and may involve driving in rural or remote areas.

As a worker, you are responsible for:

- Taking reasonable care for your own health and safety.
- Taking reasonable care that your actions or omissions do not impact the health and safety of other people, including other Census field workers.
- Complying, so far as you reasonably can, with any reasonable instruction that is given to you by the ABS in order for the ABS to comply with the Work Health and Safety Act 2011.
- Cooperating with any reasonable instruction, policy and procedure given to you by the ABS in relation to work health and safety.

Notes

The ABS is committed to providing a safe and healthy work environment for its workers and to make every effort, where reasonably practicable, to eliminate or minimise risks associated with ABS operations, including risks relating to COVID-19. This commitment includes Field Staff engaged for the Census, who will have face-to-face interactions with the public as part of their role. ABS will comply with all COVID-19 Legislation and/or policy outlined by the Commonwealth, state or territory government.

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You will need to upload your resume, provide referee details, answer a range of tick box/ multiple choice questions as well as provide some written responses to demonstrate the skills we are looking for. By using the application link above you can preview the application form to prepare your answers.

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Agency Recruitment Site	https://abs.nga.net.au/?jati=B2A5B458-55B3-6DC9-EEDC-BF31ADE3FA

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Treasury

Vacancy VN-0686902

Australian Bureau of Statistics

Closing Date: Monday 22 March 2021

Census
2021 Census of Population and Housing

Job Title	Remote Area Management Team Leaders (Affirmative Measures)
Job Type	Casual, Non-Ongoing
Location	various locations in QLD QLD, Various locations in NSW NSW, Various locations in WA WA, Various locations in SA SA, various locations in NT NT
Salary	-
Classification	
Position Number	-
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=BD3EEA5D-2434-0422-137D-BF3171B43E2F>

Remote Area Management Team Leaders are responsible for managing the collection in a workload area that may include one or more discrete Aboriginal or Torres Strait Islander communities, regional towns, other dwellings such as pastoral properties, mining camps, road-houses, and national parks in remote or very remote areas.

With support from the Census Operations Manager you will lead a small team (up to four members) undertaking census collection activities. You will be responsible for conducting daily quality checks to ensure forms are completed and monitor the progress of your team's workload.

An understanding of and ability to communicate with Aboriginal and Torres Strait Islander people are key selection criteria. To ensure these skills and attributes are present within the Census workforce, some RAMT roles will be filled by suitable Aboriginal and Torres Strait Islander applicants.

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Edit Position Description

Duties

Engagement Managers from the ABS Centre of Aboriginal and Torres Strait Islander Statistics (CoATSIS) will work closely with Census staff to engage with Aboriginal communities and assist with recruitment activities. The Remote Area Management Team (RAMT) will work closely with their Census Operations Manager and Census Engagement Manager throughout their employment to successfully undertake their work in their area.

Key responsibilities for Remote Area Management Team Leaders include:

- Review your workload and finalise the Remote Area Management Team plan
- Engage with members of the community to raise awareness of the Census
- Lead and manage a small team
- Undertake quality assurance processes
- Recruit and train field staff within communities, remote towns, pastoral stations, roadhouses, caravan parks, hotels etc.
- Manage and keep secure all recruitment, payroll and WHS forms
- Manage and keep secure all Census forms
- Manage and keep secure electronic devices
- Support the Census Operations Manager, as required
- Conduct quality review processes of forms with the assistance of field staff
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Eligibility

We are looking for people who have demonstrated experience or knowledge in:

- Issues affecting Aboriginal and/or Torres Strait Islander people
- Communicating sensitively and effectively with Aboriginal and/or Torres Strait Islander people
- Working within a larger team and following instructions and procedures
- Leading or managing a team
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- Applicants who live in or have worked in the nominated area will be highly regarded.
- Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

Edit Position Eligibility Requirements

Notes

Training

You must be available to attend and complete online and face-to-face training prior to commencing work in the field.

Training will cover all aspects of your role, including technology, systems you will be using and work health and safety considerations.

Training will be scheduled late May 2021 and early July (may be subject to change) and may include travel depending on your location.

Hours and availability

To be eligible for the RAMT Leader role you must be available from 10 May 2021 to 30 September 2021.

The total hours of work will vary over the period of the roles, depending on the workload. Some days will be busier than others, and your work pattern will vary.

There will be some flexibility in your working hours however to be successful in this role you will likely need to work a mix of weekdays and weekends between 8:00am to 8:00pm.

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To Apply

Position Contact	ABS National Recruitment, 1800 249 583
Agency Recruitment Site	https://abs.nga.net.au/?jati=BD3EEA5D-2434-0422-137D-BF3171B43E2

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Treasury

Vacancy VN-0686903

Australian Bureau of Statistics

Closing Date: Sunday 21 March 2021

Census
2021 Census of Population and Housing

Job Title	Local Engagement Officers (LEO) Affirmative Measures
Job Type	Casual, Non-Ongoing
Location	various locations in QLD QLD, various locations in NT NT, Various locations in SA SA, Various locations in NSW NSW, Various locations in WA WA
Salary	-
Classification	
Position Number	-
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=618D415A-30D6-7986-AB35-BF313A72F5AC>

The Local Engagement Officer (LEO) roles are critical for us to deliver our commitment to improve the quality and relevance of Census data for all Australians, including diverse population groups. You will represent the ABS and be its direct link with community groups and key stakeholders.

You are likely to engage with local stakeholders and people within the community, such as Culturally and Linguistically Diverse populations, people with disability, the elderly, and Aboriginal and/or Torres Strait Islanders.

To better support our Aboriginal and/or Torres Strait Islander communities, some LEO roles will be reserved for Aboriginal and Torres Strait Islander applicants.

You will use an electronic device (i.e. a phone) to carry out your work. You will need to be comfortable using an electronic device to

complete administrative activities such as data entry into ABS mobile applications, scanning documents, writing and sending emails and other activities as required. A significant part of the role is communicating with other team members. You should be comfortable communicating via video and using other collaborative tools to engage with your staff.

If you are an Aboriginal and/or Torres Strait Islander person we strongly encourage you to apply.

Duties

Key responsibilities for the Local Engagement Officer include:

- Undertake training and receive and distribute field materials relevant to your role.
- Interact with the public and respond to queries about the Census. This could include running information and/or fill in form sessions where required.
- Coordinate Pop-up hubs including engaging with venues, managing a team of field staff, ensuring materials and equipment are ready, and completing work health and safety checks.
- Assist with recruiting, training and managing field staff to assist with pop-up hubs and other Census activities.
- Work independently, both from home and in the field, using your own vehicle to travel to various locations within your work area.
- Complete administration forms, including effort recording and report issues in line with reporting arrangements.
- Connect with diverse population groups and communities.
- Taking reasonable care for your own health and safety and taking reasonable care that your actions or omissions do not impact the health and safety of other people, including other Census field workers.
- Other duties as directed.

Eligibility

The successful candidate will exhibit most of the below experience, skills and qualities:

Experience working with and supporting Aboriginal and Torres Strait Islander peoples and/or people from culturally and linguistically diverse (CALD) backgrounds is preferred.

Experience working with people with disability, youth or the elderly is also desirable.

Experience in community engagement and developing relationships at a local level.

Self-motivated, able to work and make decisions independently.

Established good quality communication skills.

Good attention to detail and a keen eye for accuracy.

Skills in administration, including proficiency in Information Technology (IT) and implementing processes according to prescribed procedures.

Ability to work in a busy, high volume environment operating with tight deadlines and working variable hours.

Notes

You can use the following checklist to ensure you meet the physical requirements of this role and could safely perform the following duties:

- Driving to/from your work area, during the day or evening in various types of weather and terrain.
- Carrying Census materials in a satchel, which may include a mobile device and Census forms.
- Lifting boxes of Census materials weighing up to 9kg.
- Working at a pop-up hub (e.g. booth at shopping Centre) for up to several hours, but taking regular rest breaks.
- Working at a home workstation for up to several hours and taking regular rest breaks.
- Using a desktop computer or tablet and mobile phone.
- If required, undertaking overnight travel to the workload area. This would involve driving in rural or regional areas.

While at work, you must exercise duty of care by:

- Taking reasonable care for your own health and safety.
- Taking reasonable care that your actions or omissions do not adversely affect the health and safety of others.
- Adhering to your allocated check-in and check-out procedures whilst conducting field work.
- Complying, so far as you are reasonably able to, with any reasonable instruction given by the ABS to allow the ABS to comply with Work Health and Safety laws.

The ABS is committed to providing a safe and healthy work environment for its workers and to make every effort, where reasonably practicable, to eliminate or minimise risks associated with ABS operations, including risks relating to COVID-19. The ABS is monitoring the rapidly changing COVID-19 environment and actively managing safety measures in field work and for field staff consistent with Government advice. Current information will be provided to candidates at the appropriate time of employment.

This will include guidance for workers regarding appropriate social distancing, hygiene and any other applicable guidance whilst working for the ABS.

We strongly encourage potential candidates to consider the job description, and the inherent duties of the role and whether they may suit their individual circumstances and health when deciding to apply for field staff roles.

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

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

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To Apply

Position Contact	Australian Bureau of Statistics National Recruitment, 1800 249 583
Agency Recruitment Site	https://abs.nga.net.au/?jati=618D415A-30D6-7986-AB35-BF313A72F5AC

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Treasury

Vacancy VN-0687018

Australian Bureau of Statistics

Closing Date: Wednesday 17 March 2021

Methodology
Statistical Methodology , Methodology Transformation

Job Title	Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Belconnen ACT, Brisbane QLD, Melbourne VIC, Perth WA, Adelaide SA
Salary	\$127,028 - \$146,843
Classification	Executive Level 2
Position Number	21/MD_EL2
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/cp/?audienceypcode=ext+>

Directors in Methodology Division are senior methodologists/analysts/researchers that direct teams developing quantitative methodology for official statistics. We are looking to fill one or more roles of Director, Executive Level 2 in Statistical Methodology Branch and Methodology Transformation Branch.

Note: ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed.

It is a general expectation that employees of the Australian Public Service (APS) are Australian citizens.

If you are identified as the preferred applicant for a job, you will be required to undergo a number of pre-employment checks, which may include a police records check and health clearance.

Whilst this position currently does not require the occupant to have a security clearance, it may at some time in the future and to continue performing those duties you must be prepared to obtain a security clearance at that time.

Duties

The responsibilities include:

- Lead and manage a methodological work unit, project or program with a high level of complexity or sensitivity, to deliver statistical outcomes aligned to ABS corporate goals, based on high level decision-making and judgement.
- Provide a high level of methodological leadership and strategic advice to senior management, within ABS and APS legislative frameworks, policies, guidelines and regulations and utilising statistical best practice and methodological developments that are relevant to official statistics.
- Initiate, establish and maintain strong collaborative relationships with key internal and external stakeholders, representing and negotiating on behalf of the ABS to advance the agency's interests in cross-agency, inter-jurisdictional, international and other forums.
- Develop and manage staff ensuring they have the necessary expertise to deliver high quality methodological solutions, including through a program of change.

Eligibility Notes

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

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To Apply

Position Contact	Anders Holmberg, 02 6252 5263
Agency Recruitment Site	https://abs.nga.net.au/cp/?audienceypcode=ext+

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Treasury

Vacancy VN-0687025

Australian Bureau of Statistics

Closing Date: Wednesday 17 March 2021

Social Statistics
Health and Vital Statistics Health and Vitals

Job Title	Mortality Data Coder/Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	\$65,541 - \$73,721
Classification	APS Level 4
Position Number	21/H&V_APS4
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/cp/?audienceypcode=ext+>

We are looking fill the role of mortality data coder/analyst to support the coding, compilation and reporting of mortality data within the Section. Responsibilities include ICD-10 coding of death records, quality assurance of coded data and contribution to statistical outputs.

Duties

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

- Ability to support the strategic directions of the ABS and the Health and Vital Statistics Section.
- Strong analytical and numeracy skills and ability to develop new skill sets that support achievement of team goals.
- Demonstrated personal drive and integrity and ability to work productively as part of a diverse team.
- Strong written and oral communication skills.
- Understanding of, or experience working with public health information. Knowledge of medical terminology, coding using the International Classification of Diseases or application of epidemiological concepts all highly desirable.

Eligibility

To be eligible for this role you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- may need to obtain (or hold) and maintain at least a Baseline security clearance.

Notes

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

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To Apply

Position Contact	Lauren Moran, 07 3222 6246
Agency Recruitment Site	https://abs.nga.net.au/cp/?audienceypcode=ext+

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Treasury

Vacancy VN-0686784

Australian Taxation Office

Closing Date: Wednesday 17 March 2021

Service Delivery
Client Account Services

Job Title	Service Delivery Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Penrith NSW, Adelaide SA
Salary	\$130,343 - \$147,734
Classification	Executive Level 2
Position Number	EXT_SD_398_21
Agency Website	http://www.ato.gov.au/careers

Job Description

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

Duties

We are seeking dynamic leaders to join our Client Account Services (CAS) branch.

As a Service Delivery Director, in the Client Account Services business area, your highly developed leadership skills will be critical to the success of our large, operational workforce. You'll inspire others to achieve excellence by driving initiatives that support the corporate vision.

You will empower staff while leading and developing productive and adaptable teams who are committed, passionate and embody our cultural traits.

Your work will include planning and implementing all priorities in your work area and delivering complex, technical or sensitive programs of work. You'll champion innovative solutions to strategic issues while understanding broader environmental impacts.

You'll work closely with your business partners and senior leadership to equip staff to deliver a positive, client-centric and progressive service to the Australian community.

Eligibility Notes

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

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

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About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Fran Southward, (07) 3213 3747
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Australian Taxation Office

Closing Date: Wednesday 17 March 2021

Service Delivery
Various branches

Job Title	Service Delivery Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Chermside QLD, Dandenong VIC, Moonee Ponds VIC, Newcastle NSW, Wollongong NSW, Perth WA
Salary	\$108,307 - \$118,077
Classification	Executive Level 1
Position Number	EXT_SD_408_21
Agency Website	http://www.ato.gov.au/careers

Job Description

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

Duties

We are seeking enthusiastic leaders to join our Service Delivery Branch.

As a Service Delivery Officer, across our Client Account Services (CAS) and Commonwealth Business Registry Service (CBRS) business areas, you will use your extensive people management experience to guide staff to confidently and consistently deliver quality outcomes.

Your work will include consulting and collaborating with key business partners to ensure our strategies contribute to the improvement of products, approaches and interactions with the relevant client experience group.

You will apply your knowledge of statutory, regulatory and policy frameworks to provide advice on complex issues and to drive the design and implementation of new measures and legislation.

Eligibility Notes

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To Apply

Position Contact	Victoria Hopley, (02) 4223 2445
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0686844

Australian Taxation Office

Closing Date: Thursday 18 March 2021

Enterprise Solutions and Technology
Service Operations

Job Title	IT Technology Specialist (Data Centre Facilities Director)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Canberra ACT, Sydney NSW
Salary	\$130,343 - \$147,734
Classification	Executive Level 2
Position Number	EXT_EST_399_21
Agency Website	http://www.ato.gov.au/careers

Job Description

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

Duties

We are seeking an energetic and experienced Data Centre Facilities Director to join our dynamic Service Operations – Infrastructure Services team.

As a Data Centre Director, you'll lead a busy team that specialises in IT Property Infrastructure Services using Agile methodologies. This role allows you to combine your management, technical and commercial skills.

You'll be involved in the management of the two Data Centres and IT Property Infrastructure Projects. You will be a technical specialist in all aspects of Data Centres including power, HVAC, Data Cabling, Fire and DC Monitoring. This includes coordination with ATO Vendors.

You will provide accurate specialist advice and recommendations to ATO Management on a quarterly basis. You'll work with the team to transfer your knowledge of Data Centre Facilities whilst developing innovative strategies and encouraging a culture of continuous improvement.

This is an exciting time to join us in this newly created role. With the upcoming establishment of new Data Centres, you will have opportunities to create processes and procedures that will shape our future.

Eligibility Notes

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

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To Apply

Position Contact	Tina Tsiros, (02) 6216 4347
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Australian Taxation Office

Closing Date: Thursday 11 March 2021

ATO People
Workforce Analytics

Job Title	Data Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Box Hill VIC, Gosford NSW, Sydney NSW, Newcastle NSW
Salary	\$84,556 - \$97,085
Classification	APS Level 6
Position Number	EXT_ATOP_393_21
Agency Website	http://www.ato.gov.au/careers

Job Description

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

Duties

We are seeking an experienced Data Analyst to join our Workforce Analytics team.

As a Data Analyst, in our ATO People business area, you'll undertake complex research, analysis and data extraction. Using your knowledge of programming, data mining and modelling techniques you'll address workforce related business problems and to support data driven decision-making.

You will work with various HR/People System data sets to perform one or a combination of Data Wrangling, Data Analytics and Visualisation, Data Science and Business Engagement to solve complex enterprise data requirements; and produce visualisations to communicate findings to business partners.

You may be a team coach or lead a smaller operational team and be expected to review the quality of work undertaken by others within a work group.

Eligibility

Notes

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To Apply

Position Contact	Karl Strichow, (02) 4923 1794
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0686886

Australian Taxation Office

Closing Date: Thursday 11 March 2021

ATO People
Workforce Analytics

Job Title	Data Analysis Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Canberra ACT, Gosford NSW, Newcastle NSW, Sydney NSW
Salary	\$108,307 - \$118,077
Classification	Executive Level 1
Position Number	EXT_ATOP_394_21
Agency Website	http://www.ato.gov.au/careers

Job Description

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

Duties

We are seeking an experienced Data Analysis Manager to join our Workforce Analytics team.

As a Data Analysis Manager, in our ATO People business area, you'll lead a team to address workforce related problems and support data driven human resource decision-making.

This is an exciting opportunity to apply your knowledge of complex research, analysis and data extraction, programming, data mining and modelling techniques. You'll work with various HR/People System data sets to perform Data Wrangling, Data Analytics and Visualisation, Data Science and Business Engagement to solve multifaceted enterprise data requirements. You'll plan and deliver detailed, technical projects to business partners, resolving issues and providing high-level policy advice.

You will lead and mentor a team, building capability, developing and encouraging others to achieve their potential.

Eligibility Notes

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To Apply

Position Contact	Karl Stirchow, (02) 4923 1794
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0686962

Commonwealth Grants Commission

Closing Date: Tuesday 16 March 2021

N/A
N/A

Job Title	Research Analyst
Job Type	Full-Time, Ongoing
Location	Braddon ACT
Salary	\$110,892 - \$116,581
Classification	Executive Level 1
Position Number	Various
Agency Website	https://www.cgc.gov.au/careers

Job Description

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

The Commonwealth Grants Commission (CGC) provides advice to the Australian Government on the equitable distribution of GST revenue to State and Territory governments. Operating under the *Commonwealth Grants Commission Act 1973*, we are a small independent agency comprising:

- A Commission, which makes decisions about how to measure States' relative fiscal capacities according to the principle of horizontal fiscal equalisation (HFE)
- A Secretariat, which provides support and advice to the Commission.

Our workplace is small and friendly, with predictable work flows that support a healthy work-life balance. The Commission's work is a key plank of Australia's federal financial relations, with a direct impact on Australians' wellbeing. Working for the Commission provides the opportunity to enhance research and analysis skills, and to gain a detailed understanding of the operation of State budgets and Commonwealth-State financial arrangements.

Located in Canberra, the CGC is seeking to fill a vacancy and establish a merit list of talented people from which to draw suitable candidates for expected future vacancies at the EL1 level. The salary structure is listed below.

- Executive Level 1 (\$110,892 - \$116,581)

For further information on working with us and the recruitment process, please visit the CGC's [Careers](#) page. **Duties**

You will use your skills and experience in economic and statistical analysis to undertake research that is anchored in State and Territory fiscal policies. You will use your initiative to support Directors to manage projects, including determining priorities and ensuring deadlines are met. You will harness your strong verbal and written communication skills to build productive relationships and explain complex issues clearly.

Successful applicants will have the ability to:

- undertake complex research and analysis of the underlying influences on State spending and revenue raising capacity
- collect data to support analysis, and to facilitate the development and implementation of assessments measuring the differences between States in service delivery costs and revenue raising capacity
- write papers and reports for the Commission and external stakeholders, including State treasuries
- engage with Commonwealth, State and Territory government agencies, and data providers

An interest in Commonwealth-State finances and tertiary qualifications in economics, or a similar field, would be highly desirable. **Eligibility**

Baseline security clearance or the ability to obtain clearance.

Notes

About the Commonwealth Grants Commission

The Commonwealth Grants Commission (CGC) provides advice to the Australian Government on the equitable distribution of GST revenue to State and Territory governments.

To Apply

Position Contact	Recruitment Team, 02 6218 5700
Agency Recruitment Site	https://www.cgc.gov.au/careers

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Treasury

Vacancy VN-0686940

Infrastructure and Project Financing Agency (IPFA)

Closing Date: Wednesday 10 March 2021

People, Performance and Finance
People, Performance and Finance

Job Title	Corporate Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$84,897 - \$111,427
Classification	APS Level 6
Position Number	IPFA8
Agency Website	https://www.ipfa.gov.au/

Job Description

The Role

The Corporate Manager role sits within IPFA's People, Performance and Finance Team and reports to the Chief Corporate Officer. The People, Performance and Finance Team has a central role in supporting IPFA as a high performing Executive Agency and in meeting IPFA's governance obligations. It delivers all corporate functions and drives adherence to a range of important policies and procedures.

Responsibilities of this role include:

- Oversight and management of IPFA's systems for organisational performance data including corporate key performance indicators.
- Preparation of monthly management reports covering analysis of performance information and other operational activities for the CEO, Chief Corporate Officer and Leadership Team.
- Collaborating with project teams to design and distribute surveys seeking performance feedback to IPFA's clients.
- Supporting the Chief Corporate Officer in preparation of the Corporate Plan, Annual Report and Budget Statements as required.
- Liaison with IPFA's shared services provider to facilitate invoicing, expense management and payment processing including account receivables, claims for reimbursement and other transactions.
- Supporting IPFA's procurements and asset management as required including managing IPFA's entries on AusTender.
- Participation in internal audit activities as required by the Chief Corporate Officer.
- Administrative support to the Chief Corporate Officer, including management of shared email accounts and travel reporting.
- Establishing and developing standard operating procedures (SOPs) on corporate and performance processes as required.
- Undertaking other written and analytical tasks to support the IPFA's performance and corporate functions as necessary.

Duties

Key Skills and Attributes

- **Supports strategic thinking** with strong analytical and research skills drawing on multiple information sources and an ability to understand the relationship between operational tasks and organisational goals.
- **Achieves Results** through strong organisational and project management skills and an ability to respond to competing priorities concurrently whilst maintaining a client focus.
- **Cultivates productive working relationships** by building and sustaining positive relationships with team members, stakeholders and clients, recognising diversity.
- **Demonstrated personal drive, integrity and resilience** to offer insights and expertise as an effective team member with outstanding attention to detail and a commitment to excellence.
- **Communicates with influence** through clear and concise oral and written communication.

IPFA's Values

IPFA values its people, and is committed to a diverse, collaborative and inclusive workplace, where all team members feel valued and empowered and clearly understand their contribution to IPFA's strategic goals. The strength of our people is the key enabler for ensuring that we are able to deliver on our advisory roles to Government.

IPFA's organisational values are: Integrity; Excellence; Client-focused; Collaborative; and Dynamic.

Our team members share the wider Australian Public Service values. We are impartial, committed to service, accountable, respectful and ethical. Our team members also act consistently with the APS Code of Conduct

Eligibility

Application Process

IPFA uses a range of assessment options and processes to assist in selecting suitably qualified and experienced applicants. IPFA's processes are designed to select the right people for our roles.

What are the steps?

- **Apply** - Complete and submit your pitch – see below
- **Shortlist** - Applicants for this process will be assessed on their written application.
- **Interview** - Shortlisted applications will be invited to attend an interview. Interviews may be held in person, via video or over the phone.
- **Referees** - Referees may be contacted for further assessment of suitability.
- **Process Complete** - After the delegate has approved the process, a merit pool may be established. All applicants will be notified of their outcome. The merit pool may be used to fill similar vacancies across IPFA as they arise.

It is a requirement of employment with IPFA that employees can obtain and retain an Australian baseline security clearance. IPFA will coordinate this application process for the successful candidate.

Notes

How to Apply

If this sounds like the opportunity you are looking for, we want to hear from you! Submit an application via people@ipfa.gov.au by 11:59pm on Wednesday 10 March 2021. As part of your application you will need to provide:

- your resume, including the contact details of two referees
- a 'one page pitch' (see below).

How To Write Your 'Pitch'

Your pitch is your opportunity to tell us why you are the right fit for a position with IPFA.

Tell us why you want to work for us, and why you are interested in the advertised role(s). We want to know how your skills and experience would contribute to the role and the work of IPFA. Make sure to highlight relevant examples and accomplishments that demonstrate your ability to perform the role.

Your pitch should be written in an easy to read font and simple, consistent format. Subheadings are acceptable should you wish to

use them. We encourage you to avoid duplicating information that can be found elsewhere in your application i.e. your resume.

Communication from IPFA

Please ensure the contact information you supply is up to date. Your e-mail address will be used for any further communication. If you are selected for an interview, you will be contacted by phone or email.

You can update your contact details or withdraw your application at any time by contacting people@ipfa.gov.au.

If you experience any difficulties submitting your application, please contact the IPFA at people@ipfa.gov.au.

Diversity and Inclusion

At IPFA, you will be part of a supportive, friendly and inclusive environment, where every team member's voice is encouraged and valued. Client focus and commitment are important to us, and we strive to enable our team members to feel energised, empowered and to bring their best self to work. Applicants whatever your culture, age, religion, background, gender identity or with a disability are encouraged to apply.

About the Infrastructure and Project Financing Agency (IPFA)

IPFA was established on 1 July 2017 as an independent Executive Agency. It sits within the Treasury Portfolio. IPFA's purpose is to:

- Provide independent commercial and financial advice to support the delivery of Australian Government infrastructure projects.
- Build the Australian Government's capability to deliver infrastructure priorities.
- Strengthen confidence in the Australian Government's investment through better informed decisions and investment management.

Through its specialist commercial and financial expertise, IPFA provides advice on infrastructure investments to the Cabinet, Portfolio Ministers, and all agencies across Government, and supports delivery with our portfolio and private sector partners. This role presents an exciting opportunity to be part of a team at the forefront of shaping commercial and financial advice to the Australian Government on nationally significant infrastructure investments for the benefit of all Australians. IPFA promotes an inclusive, flexible working environment and is committed to developing our staff. Applicants whatever your culture, religion, background, gender identity or with a disability are encouraged to apply.

To Apply

Position Contact	Carol Bellettini, 0427 380 568
Agency Recruitment Site	

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Treasury

Vacancy VN-0686816

Royal Australian Mint

Closing Date: Wednesday 17 March 2021

Royal Australian Mint
Engineer, Operations and Logistics

Job Title	Production Operator (Toolroom)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	\$60,294 - \$64,533
Classification	APS Level 3
Position Number	Several
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

Production Operators (Toolroom)
APS Level 3
Non-Ongoing 18 months with the possibility of extension / Ongoing
Base Salary \$60294 - \$64533
Base Hourly \$30.82 – \$32.99

Excellent 15.4% Superannuation
Excellent working conditions and opportunities
Unique one-of-a-kind work
Great team

Are you interested in working on challenging projects and helping to make a product of national and international significance?

We are looking for interested and committed machine operators and workshop staff to join our team. If you enjoy working with technology, have pride in your work, and want a challenging and supportive job, we are interested in you!

Our team perform machining and toolmaking activities in a workshop environment. Members of the team are expected to work well with others and be passionate about their role in producing precision tooling that supports the Mint.

You might have technical background, or you might just be good with your hands. Either way, if you're familiar with machinery and tools, have an appreciation for quality, aren't scared to have a go and have a general familiarity with computers you're a fit.

Members need to be flexible, willing and able to apply their skills to meet the demands, love to learn new things, and driven towards continuous improvement.

We offer training, support and flexibility. We have excellent and modern machines, tools and staff facilities.

Duties

Under general direction, the duties of this role include:

- Diligent compliance with all WHSE requirements in the workshop
- Daily operation of machine tools such as CNC metal cutting machines; heat treatment machines; quality machines
- Workshop activity including using power tools; hand tools and other equipment
- Detailed hand polishing of coinage tools
- Finished part checking and recording
- Daily record keeping and data entry duties
- Daily, weekly and monthly inventory management duties including organising and collecting stocks and consumables for manufacturing, stocktaking and assigning of stock to work orders
- General workshop duties

Eligibility

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

- Ability to operate machinery, particularly computer controlled machinery. Similar or relatable past experience is advantageous

- A technical qualification or certificate in a similar trade or occupation would be favourable
- Experience in using precision measuring instruments and hand and power tools
- Ability to maintain accurate records and to use computers and software such as Microsoft Windows and Excel at a moderate level, as well as use other job specific software databases
- Experience performing detailed metal polishing, or similar work where fine dexterity and attention is needed would be advantageous
- Experience with inventory management tasks such as stock controlling, issuing and stock taking
- Capability of performing workshop duties including manual handling, using lifting aids such as trolleys and jacks
- Possessing relatable workshop skills and qualifications are advantageous such as forklift license, first aid certificates, and welding certificates or similar

To apply for this position, you must include:

- 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). This must be completed and submitted with your application so that we can assess your eligibility for employment.
- A one-page-pitch which describes how your skills meet the requirements of the role as detailed in Knowledge, Skills and Experience stated above. Your pitch should demonstrate an understanding of the role giving details on how your skills and experience meet the required capabilities of the above criteria and what value you can add to the Mint. 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.

Notes

These full time positions will be offered on a Non-ongoing basis for 18 months with the possibility of extension or Ongoing and will work 37.5 hours per week with conditions of service set out by the Royal Australian Mint Enterprise Agreement 2016-2019.

For more information on the role, please contact Mr Ash Moffat on (02) 6202 8739.

Applications for this position as detailed above should be forwarded to mintrecruitment@ramint.gov.au by close of business on Wednesday 17 March 2021.

Information on applying for a job in the Australian Public Service can also be found at the Employment page of our website. Applicants must be Australian Citizens and be prepared to undergo and maintain a security clearance to the appropriate level.

About the Royal Australian Mint

To Apply

Position Contact	Ash Moffat, 62028739
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Royal Australian Mint

Closing Date: Thursday 18 March 2021

Royal Australian Mint
Engineering, Operations and Logistics

Job Title	Senior Machinist
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$75,034 - \$79,106
Classification	APS Level 5
Position Number	Several
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

We are looking for Senior Machinists to work on an ongoing full time basis. This ongoing employment opportunity is available to all members of the community.

The Job

Are you interested in working on challenging projects and helping to make a product of national and international significance?

We need highly skilled and passionate machinists with extensive CNC and manual expertise to continue our journey towards being the benchmark in machining and toolmaking. If machining and CNC programming is your thing and you want to work in a progressive team with modern tools, we are interested in you!

Our team perform machining and toolmaking activities in a workshop environment. Members of the team are expected to work well with others and be passionate about their role in producing precision tooling that supports the Mint.

You will have a strong background in precision machining, programming CNC machines and well as operating manual machines. Your attention to detail, love of precision engineering and drive to do the best work possible makes you the perfect fit.

Senior Machinists need to be flexible, willing and able to apply their skills to meet the demands, love to learn new things, and driven towards continuous improvement. You will mentor and coach others along the way.

We offer training, support and flexibility. We have excellent and modern machines, tools, and staff facilities.

Duties

Under limited direction, you will:

- Develop toolpaths, fixtures and machining strategies using CAD and CAM software
- Complete machining of complex tools, jigs, fixtures and parts by programming and operating the Toolroom's CNC, laser, automation and manually operated manufacturing machinery
- Be a Toolroom guru: support other tradespeople, operators and apprentices by providing mentoring, training and trouble shooting
- Provide first support for both software and hardware issues including the setup and configuration of CAD, CAM and data management software with RAMs networked environment
- Conduct quality assurance functions such as metrology and CMM reporting
- Assist in the planning of jobs and manufacturing activity
- Undertake R&D activity to analyse and improve the team's processes, methods and performance including project managing continuous improvement initiatives
- Undertake future training for new machine tools, software, and technologies.
- Assist to commission and setup new machines and processes.

Eligibility

How to apply

Applicants will need to complete a multi-stage selection process. Your initial written application will need to include

- A Personal Details form
- Resume including 2 available referees (preferably a current or former employer/manager/business owner who can comment on your employment history and abilities)
- A written pitch / cover letter providing an outline of your experience and qualifications relevant to the role (maximum 2 pages)

Optional:

- Written referee letters
- Relevant certificates and evidence of skills and qualifications

Please go to About the Mint on the Mint's website at www.ramint.gov.au (see Agency Link) to find the supporting documentation for your written application.

These full time ongoing positions will work 37.5 hours per week with conditions of service set out by the Royal Australian Mint Enterprise Agreement 2016-2019.

For more information on the role, please contact Mr Ash Moffat on (02) 6202 8739.

Applications for this position as detailed above should be forwarded to mintrecruitment@ramint.gov.au by close of business on Thursday 18 March 2021.

Notes

Information on applying for a job in the Australian Public Service can also be found at the Employment page of our website. Applicants must be Australian Citizens and be prepared to undergo and maintain a security clearance to the appropriate level.

About the Royal Australian Mint

To Apply

Position Contact	Mr Ash Moffat, 62028739
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Parliamentary Department

Vacancy VN-0686744

Department of Parliamentary Services

Closing Date: Friday 12 March 2021

Corporate Services
Corporate Operations Well-being & Performance

Job Title	Assistant Director Work Health & Safety
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	-
Classification	Executive Level 1
Position Number	JR26875
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dej

Job Description

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

The Department of Parliamentary Services (DPS) has an exciting opportunity for a PEL1 Assistant Director Work Health and Safety (WHS) to lead and manage a small team delivering services relating to WHS and injury management in a high tempo, operational and diverse working environment.

We are seeking a WHS professional that is highly motivated, confident in their skills and capability, and who enjoys working on multiple tasks and is flexible with competing priorities. The successful candidate will have a strong client service focus, an ability to liaise and work collaboratively with a range of stakeholders, and embrace a work culture around continuous improvement and innovation. They will also have highly developed writing skills, relevant WHS qualifications and experience, and an excellent working knowledge of the Work Health & Safety Act 2011 and Safety, Rehabilitation and Compensation Act 1988.

With a workforce of approximately 1,000 staff, DPS supports the functioning of the Australian Parliament and parliamentarians through the provision of professional services, advice, facilities, building management and capital works. DPS has a culture of service excellence and innovation and is proud to be the custodian of the Australian Parliament House, as the working symbol of Australian democracy and a destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

Duties

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

Eligibility

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

Notes

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

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Dominic Stokes, 02 6277 8207
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS&site=&lang=

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Communications and the Arts

Vacancy VN-0686924

Australian Communications and Media Authority

Closing Date: Monday 15 March 2021

Communications Infrastructure
Licensing and Infrastructure Safeguards Licence Allocations

Job Title	Assistant Manager – Radio and Broadcasting Operations and Policy
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Belconnen ACT
Salary	\$99,425 - \$112,122
Classification	Executive Level 1
Position Number	A210030
Agency Website	http://www.acma.gov.au

Job Description

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

As EL 1, Assistant Manager - Radio and Broadcasting Operations and Policy, the occupant of this position is expected to:

- manage a team of specialist technical staff delivering technical licensing services in support of the ACMA's corporate objectives
- liaise and communicate effectively with government agencies, non-government clients and members of the public about radiocommunications licensing matters
- manage the Accredited Persons scheme
- contribute to, and manage the resolution of operational, technical and policy related matters
- prepare complex and/or sensitive correspondence and corporate documentation, reports, submissions, proposal papers and briefs on operational and technical policy related matters

- have demonstrated working knowledge of the licensing requirements under the *Radiocommunications Act 1992*, the *Broadcasting Services Act 1992* and other subordinate instruments.

Duties

The ACMA's Communications Infrastructure Division (CID) carries out a range of functions including spectrum planning and engineering, licensing and infrastructure safeguards and spectrum allocations.

The Licence Allocation Section (LAS) provides a range of licensing, frequency assigning and other spectrum management services. LAS is also responsible for managing complex enquiries and complaints associated with the issue of licences under the *Radiocommunications Act 1992* and the *Broadcasting Services Act 1992*.

This opportunity is for an ongoing EL1 to play an important role in managing technical and operational policy issues associated with the ACMA's delivery of day-to-day licensing activities. The role includes the supervision and management of a small team of technical officers within the section.

As Assistant Manager - Radio and Broadcasting Operations and Policy you will have demonstrated experience in, and/or a sound understanding of radiocommunications licensing practice and policy, combined with strong analytical skills and the ability to provide timely, accurate and high-quality advice to assist the Manager, Licence Allocation and the ACMA senior management team.

You will have a keen eye for detail, strong problem-solving skills, and demonstrated experience in interpreting and applying legislation, rules and procedures. You will thrive on the opportunity to manage a small team.

Eligibility

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

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

Notes

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

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

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

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

About the Australian Communications and Media Authority

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

To Apply

Position Contact	Patrick Emery, (03) 9963 6874
Agency Recruitment Site	https://www.acma.gov.au/careers

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Promotion Notice

Promotion Notice OC-039803

Australian Competition and Consumer Commission

Sarah Agius
83648987

Promotion Notice Details

From

Agency	Australian Competition and Consumer Commission
Classification	APS Level 5

To

Position Details	Payroll Liaison Manager
Location	Melbourne
Classification	APS Level 6
Position	EA2021/14
Advertised	VN-0685269 : PS2 Daily Gazette Friday - 15 January 2021

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

This notice is part of the electronic PS9 Weekly Gazette Thursday - 04 March 2021 Published by Australian Public Service Commission.

Promotion Notice OC-039922

Australian Electoral Commission

Natalie Tobin
829-86562

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 6

To

Position Details	Assistant Director, Operations
Location	Brisbane
Classification	Executive Level 1
Position	2020-254 10518
Advertised	VN-0684331 : PS45 Daily Gazette Friday - 20 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-039430

National Drought and North Queensland Flood Response and Recovery Agency

Katrina Tonkin
81485424

Promotion Notice Details

From

Agency	National Drought and North Queensland Flood Response and Recovery Agency
Classification	Executive Level 2

To

Position Details	Executive Director, Corporate and Governance
Location	Canberra
Classification	Senior Executive Service Band 1
Position	2020-274 12784
Advertised	VN-0684653 : PS47 Daily Gazette Thursday - 03 December 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

This notice is part of the electronic PS9 Weekly Gazette Thursday - 04 March 2021 Published by Australian Public Service Commission.

Promotion Notice OC-039769

Defence Housing Australia

Kristina Donevska
827-88216

Promotion Notice Details

From

Agency	Defence Housing Australia
Classification	APS Level 4

To

Position Details	HR Advisor
Location	Barton
Classification	APS Level 5
Position	
Advertised	VN-0594033 :

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

This notice is part of the electronic PS9 Weekly Gazette Thursday - 04 March 2021 Published by Australian Public Service Commission.

Promotion Notice OC-039793

Defence Housing Australia

Idrus Alhabsji
83936065

Promotion Notice Details

From

Agency	Defence Housing Australia
Classification	APS Level 4

To

Position Details	Payroll Advisor
Location	Perth
Classification	APS Level 5
Position	492266
Advertised	VN-0685186 : PS2 Daily Gazette Thursday - 14 January 2021

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

This notice is part of the electronic PS9 Weekly Gazette Thursday - 04 March 2021 Published by Australian Public Service Commission.

Social Services

Promotion Notice OC-039791

Department of Social Services

Andrew Chatham
82379682

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 6

To

Position Details	Assistant Director, Shared Service
Location	Greenway
Classification	Executive Level 1
Position	1529803
Advertised	VN-0683101 : PS40 Daily Gazette Thursday - 15 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-040007

Department of Finance

Matthew Butler
857-79112

Promotion Notice Details

From

Agency	Department of Finance
Classification	APS Level 2

To

Position Details	Executive Support
Location	Canberra
Classification	APS Level 3
Position	2020/BES/001
Advertised	VN-0683716 : PS42 Daily Gazette Friday - 30 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

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Promotion Notice OC-039781

Department of Finance

Yvonne Norris
82233878

Promotion Notice Details

From

Agency	Department of Finance
Classification	APS Level 6

To

Position Details	Enabling Services
Location	Canberra
Classification	Executive Level 1
Position	2020/BES/003
Advertised	VN-0683734 : PS42 Daily Gazette Friday - 30 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039807

Department of Finance

Pascale de Souza Dromund
849-20460

Promotion Notice Details

From

Agency	Department of Finance
Classification	Executive Level 1

To

Position Details	Director
Location	Canberra
Classification	Executive Level 2
Position	Various
Advertised	VN-0683945 : PS43 Daily Gazette Friday - 06 November 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039809

Department of Finance

Sophie Loudon
816-47307

Promotion Notice Details

From

Agency	Department of Finance
Classification	Executive Level 1

To

Position Details	Director
Location	Canberra
Classification	Executive Level 2
Position	Various
Advertised	VN-0683945 : PS43 Daily Gazette Friday - 06 November 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039808

Department of Finance

Megan Lawley
843-60192

Promotion Notice Details

From

Agency	Department of Finance
Classification	Executive Level 1

To

Position Details	Director
Location	Canberra
Classification	Executive Level 2
Position	Various
Advertised	VN-0683945 : PS43 Daily Gazette Friday - 06 November 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-038995

Department of Finance

Penelope Fitzpatrick
781-83011

Promotion Notice Details

From

Agency	Department of Finance
Classification	Executive Level 1

To

Position Details	Director
Location	Canberra
Classification	Executive Level 2
Position	1538346
Advertised	VN-0684112 : PS44 Daily Gazette Friday - 13 November 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039832

Department of Health

Beatrice Duong
85624460

Promotion Notice Details

From

Agency	Department of Health
Classification	APS Level 5

To

Position Details	Policy Officers
Location	Woden
Classification	APS Level 6
Position	20-MBDIV-6856
Advertised	VN-0683330 : PS41 Daily Gazette Thursday - 22 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039874

Department of Health

Pedro Francisco
86539620

Promotion Notice Details

From

Agency	Department of Health
Classification	APS Level 5

To

Position Details	Policy Officers
Location	Woden
Classification	APS Level 6
Position	20-MBDIV-6856
Advertised	VN-0683330 : PS41 Daily Gazette Thursday - 22 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039833

Department of Health

Nancy Jin
85624567

Promotion Notice Details

From

Agency	Department of Health
Classification	APS Level 5

To

Position Details	Policy Officers
Location	Woden
Classification	APS Level 6
Position	20-MBDIV-6856
Advertised	VN-0683330 : PS41 Daily Gazette Thursday - 22 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039909

Department of Health

Andrew Tibbitts
78850582

Promotion Notice Details

From

Agency	Department of Health
Classification	APS Level 6

To

Position Details	Assistant Director
Location	Woden
Classification	Executive Level 1
Position	20-IHDIV-6990
Advertised	VN-0684246 : PS45 Daily Gazette Thursday - 19 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039998

Department of Health

Jaqueline Johnston
84740080

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 4

To

Position Details	Senior Compliance Analyst
Location	Brisbane
Classification	APS Level 6
Position	20-BIDHDIV-7177
Advertised	VN-0684430 : PS46 Daily Gazette Thursday - 26 November 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039928

Australian Taxation Office

Sharmila Muruganandam
Muruganandam

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 5

To

Position Details	Data Analysts, Data Scientists and Data Engineers
Location	Canberra
Classification	APS Level 6
Position	JR 69999
Advertised	VN-0673496 : PS5 Daily Gazette Monday - 10 February 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039799

Department of Home Affairs

Nuwan Rathnaweera
82900167

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	APS Level 4

To

Position Details	Hardware Asset Management Support Officer - ITSM Operations
Location	Various locations - ACT
Classification	APS Level 5
Position	67959
Advertised	VN-0677440 : PS6 Daily Gazette Wednesday - 19 February 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039881

Department of Home Affairs

Brittany LEWINGTON
86307352

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	APS Level 4

To

Position Details	Executive Assistant
Location	Various locations - ACT
Classification	APS Level 5
Position	JR 85088
Advertised	VN-0680392 : PS25 Daily Gazette Thursday - 02 July 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039802

Department of Home Affairs

Narelle MCDONELL
54174794

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	APS Level 6

To

Position Details	Inspector - Field Operations and Removals
Location	Melbourne
Classification	Executive Level 1
Position	JR 85009
Advertised	VN-0680545 : PS26 Daily Gazette Wednesday - 08 July 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Health

Promotion Notice OC-039758

Aged Care Quality and Safety Commission

Paola Santa de Guajardo
83401829

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	APS Level 4

To

Position Details	Complaints Officer
Location	Various locations - WA
Classification	APS Level 5
Position	JR: 82698
Advertised	VN-0680590 : PS27 Daily Gazette Monday - 13 July 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039867

Services Australia

William Hartnell
86284680

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	Executive Level 1

To

Position Details	Director - Strategic Design
Location	Greenway
Classification	Executive Level 2
Position	JR 86942
Advertised	VN-0682365 : PS36 Daily Gazette Thursday - 17 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039885

Department of Home Affairs

Eleanor Spencer
81707226

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	APS Level 5

To

Position Details	Supervisor - Trade Risk and Planning
Location	various locations in VIC
Classification	APS Level 6
Position	87839
Advertised	VN-0682515 : PS37 Daily Gazette Tuesday - 22 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

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Promotion Notice OC-039811

Department of Home Affairs

Madison MCCANCE
84316984

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	APS Level 5

To

Position Details	Senior Intelligence Analyst. SECTION : National Intelligence Support to Operations.
Location	Various locations - ACT
Classification	APS Level 6
Position	JR 88958
Advertised	VN-0683122 : PS40 Daily Gazette Wednesday - 14 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039894

Department of Home Affairs

Sharyn QUABBA
86340072

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	APS Level 5

To

Position Details	JR93138 - Senior Intelligence Analyst - TAOS Northern Command
Location	Various locations - NT
Classification	APS Level 6
Position	JR 88958
Advertised	VN-0683122 : PS40 Daily Gazette Wednesday - 14 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

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Promotion Notice OC-039863

Department of Home Affairs

Taylor SHARP
86236531

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	APS Level 4

To

Position Details	Policy and Program Officer
Location	Various locations - ACT
Classification	APS Level 5
Position	JR 89264
Advertised	VN-0683499 : PS41 Daily Gazette Friday - 23 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039640

Department of Home Affairs

Elise Wattam
78086166

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	Executive Level 2

To

Position Details	Assistant Secretary
Location	Canberra
Classification	Senior Executive Service Band 1
Position	Multiple
Advertised	VN-0683590 : PS42 Daily Gazette Friday - 30 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Promotion Notice OC-039869

Department of Home Affairs

Mark Dominick
77550684

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	Executive Level 2

To

Position Details	Assistant Secretary
Location	Canberra
Classification	Senior Executive Service Band 1
Position	Multiple
Advertised	VN-0683590 : PS42 Daily Gazette Friday - 30 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Promotion Notice OC-039826

Department of Home Affairs

Michelle Pearce
76838782

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	Executive Level 2

To

Position Details	Assistant Secretary
Location	Canberra
Classification	Senior Executive Service Band 1
Position	Multiple
Advertised	VN-0683590 : PS42 Daily Gazette Friday - 30 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Promotion Notice OC-039825

Department of Home Affairs

Jacob Cannon
82262046

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	Executive Level 2

To

Position Details	Assistant Secretary
Location	Canberra
Classification	Senior Executive Service Band 1
Position	Multiple
Advertised	VN-0683590 : PS42 Daily Gazette Friday - 30 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Promotion Notice OC-039790

Department of Home Affairs

Sandra Jeffery
73464615

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	Executive Level 2

To

Position Details	Assistant Secretary
Location	Canberra
Classification	Senior Executive Service Band 1
Position	Multiple
Advertised	VN-0683590 : PS42 Daily Gazette Friday - 30 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Promotion Notice OC-039771

Department of Home Affairs

Drew Layton
76084503

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	Executive Level 2

To

Position Details	Assistant Secretary
Location	Canberra
Classification	Senior Executive Service Band 1
Position	Multiple
Advertised	VN-0683590 : PS42 Daily Gazette Friday - 30 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Promotion Notice OC-039770

Department of Home Affairs

Elizabeth Clark
84094752

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	Executive Level 2

To

Position Details	Assistant Secretary
Location	Canberra
Classification	Senior Executive Service Band 1
Position	Multiple
Advertised	VN-0683590 : PS42 Daily Gazette Friday - 30 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039768

Department of Home Affairs

Brett White
79137607

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	Executive Level 2

To

Position Details	Assistant Secretary
Location	Canberra
Classification	Senior Executive Service Band 1
Position	Multiple
Advertised	VN-0683590 : PS42 Daily Gazette Friday - 30 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039766

Department of Home Affairs

Matthew Wardell
83468759

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	Executive Level 2

To

Position Details	Assistant Secretary
Location	Canberra
Classification	Senior Executive Service Band 1
Position	Multiple
Advertised	VN-0683590 : PS42 Daily Gazette Friday - 30 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Promotion Notice OC-039765

Department of Home Affairs

Dianna Smith
77974524

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	Executive Level 2

To

Position Details	Assistant Secretary
Location	Canberra
Classification	Senior Executive Service Band 1
Position	Multiple
Advertised	VN-0683590 : PS42 Daily Gazette Friday - 30 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Promotion Notice OC-039763

Department of Home Affairs

Michael Crawford
77190594

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	Executive Level 2

To

Position Details	Assistant Secretary
Location	Canberra
Classification	Senior Executive Service Band 1
Position	Multiple
Advertised	VN-0683590 : PS42 Daily Gazette Friday - 30 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039782

Department of Home Affairs

Matthew JORDAN
79159398

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	APS Level 5

To

Position Details	Border Force Supervisor - Aviation Travellers SEQ
Location	various locations in QLD
Classification	APS Level 6
Position	JR: 90099
Advertised	VN-0684010 : PS44 Daily Gazette Wednesday - 11 November 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039967

Department of the Senate

Lorraine Watson
77248063

Promotion Notice Details

From

Agency	Department of the Senate
Classification	APS Level 3

To

Position Details	Research Officer
Location	Capital Hill
Classification	APS Level 4
Position	704
Advertised	VN-0678390 : PS11 Daily Gazette Monday - 23 March 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

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Promotion Notice OC-039844

Director of Public Prosecutions

Jasmin Silver
850-95909

Promotion Notice Details

From

Agency	Director of Public Prosecutions
Classification	APS Level 4

To

Position Details	Administrative Coordinator
Location	Brisbane
Classification	APS Level 5
Position	Various
Advertised	VN-0684392 : PS46 Daily Gazette Monday - 23 November 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039845

Director of Public Prosecutions

Sanduni Wijeratne
857-46791

Promotion Notice Details

From

Agency	Director of Public Prosecutions
Classification	APS Level 4

To

Position Details	Administrative Coordinator
Location	Melbourne
Classification	APS Level 5
Position	Various
Advertised	VN-0684392 : PS46 Daily Gazette Monday - 23 November 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039906

Director of Public Prosecutions

Sophie Barker
850-34436

Promotion Notice Details

From

Agency	Department of Finance
Classification	APS Level 5

To

Position Details	Communication Advisor
Location	Forrest
Classification	APS Level 6
Position	50004244
Advertised	VN-0685469 : PS2 Daily Gazette Friday - 15 January 2021

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039932

Director of Public Prosecutions

Jade Power
854-38692

Promotion Notice Details

From

Agency	Department of Finance
Classification	APS Level 5

To

Position Details	Communication Advisor
Location	Forrest
Classification	APS Level 6
Position	50004244
Advertised	VN-0685469 : PS2 Daily Gazette Friday - 15 January 2021

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039804

Federal Court of Australia

Christopher Cole
782-35520

Promotion Notice Details

From

Agency	Federal Court of Australia
Classification	APS Level 3

To

Position Details	Senior Client Service Officer
Location	Adelaide
Classification	APS Level 4
Position	0499
Advertised	VN-0685906 : PS5 Daily Gazette Wednesday - 03 February 2021
PRC Decision	Yes

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039557

Murray-Darling Basin Authority

Sarah Kuchel
865-14693

Promotion Notice Details

From

Agency	Murray-Darling Basin Authority
Classification	APS Level 6

To

Position Details	Assistant Director
Location	Mildura
Classification	Executive Level 1
Position	101107
Advertised	VN-0682889 : PS42 Daily Gazette Friday - 30 October 2020
Decision complies with ISAC?	Yes

Notes

Under the Public Service Regulations promotions of APS employees made as a result of an ISAC recommendation are not subject to promotion review procedures.

The Regulations do provide two circumstances where, if an agency head does not follow the recommendation of an ISAC, subsequent promotions do not become reviewable. These circumstances are where:

- a candidate has been found to have breached the Code of Conduct and the agency head considers that as a result of that breach the candidate is no longer suitable
- a candidate has lost an essential qualification (most commonly a security clearance)

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039603

National Library of Australia

Katherine Crane
84366025

Promotion Notice Details

From

Agency	National Library of Australia
Classification	APS Level 4

To

Position Details	APS 5 - Various Positions
Location	Parkes
Classification	APS Level 5
Position	Various
Advertised	VN-0682379 : PS36 Daily Gazette Thursday - 17 September 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039601

National Library of Australia

Nicole Lockwood
85434069

Promotion Notice Details

From

Agency	National Library of Australia
Classification	APS Level 4

To

Position Details	APS5 Coordinator, Indigenous Curatorial and Collections
Location	Parkes
Classification	APS Level 5
Position	105053
Advertised	VN-0683926 : PS43 Daily Gazette Friday - 06 November 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039600

National Library of Australia

Raymond Tack
76153820

Promotion Notice Details

From

Agency	National Library of Australia
Classification	APS Level 3

To

Position Details	APS4 - Various Positions
Location	Parkes
Classification	APS Level 4
Position	Various
Advertised	VN-0684134 : PS44 Daily Gazette Friday - 13 November 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039602

National Library of Australia

Mirelle O'Mara
85764906

Promotion Notice Details

From

Agency	National Library of Australia
Classification	APS Level 3

To

Position Details	APS4 - Various Positions
Location	Parkes
Classification	APS Level 4
Position	Various
Advertised	VN-0684134 : PS44 Daily Gazette Friday - 13 November 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039987

Office of National Intelligence

Name Withheld
83855978

Promotion Notice Details

From

Agency	Office of National Intelligence
Classification	APS Level 5

To

Position Details	China Linguists APS5-6
Location	Barton
Classification	APS Level 6
Position	TBC
Advertised	VN-0682802 : PS38 Daily Gazette Friday - 02 October 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039871

Therapeutic Goods Administration

Santhi Achuthan
85592307

Promotion Notice Details

From

Agency	Therapeutic Goods Administration
Classification	APS Level 6

To

Position Details	Assistant Director
Location	Symonston
Classification	Executive Level 1
Position	20-MDPQDIV-6841
Advertised	VN-0683211 : PS41 Daily Gazette Monday - 19 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture, Water and the Environment

Promotion Notice OC-039933

Bureau of Meteorology

Trang Luu
84024307

Promotion Notice Details

From

Agency	Bureau of Meteorology
Classification	APS Level 5

To

Position Details	Facilities Lead
Location	Belmont
Classification	APS Level 6
Position	14413
Advertised	VN-0681920 : PS34 Daily Gazette Tuesday - 01 September 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture, Water and the Environment

Promotion Notice OC-039742

Bureau of Meteorology

Casey Wood
79465256

Promotion Notice Details

From

Agency	Bureau of Meteorology
Classification	Executive Level 1

To

Position Details	Business Relationship Manager
Location	Melbourne
Classification	Executive Level 2
Position	60016337
Advertised	VN-0684473 : PS46 Daily Gazette Thursday - 26 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture, Water and the Environment

Promotion Notice OC-039710

Bureau of Meteorology

Claire Hawksworth
78076646

Promotion Notice Details

From

Agency	Bureau of Meteorology
Classification	APS Level 6

To

Position Details	Team Leader Real Time Data Services
Location	Brisbane
Classification	Executive Level 1
Position	60004159
Advertised	VN-0685172 : PS52 Daily Gazette Thursday - 07 January 2021

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture, Water and the Environment

Promotion Notice OC-039645

Bureau of Meteorology

Erin MacLatchy
75702592

Promotion Notice Details

From

Agency	Bureau of Meteorology
Classification	APS Level 6

To

Position Details	Freedom of Information & Privacy Manager
Location	Melbourne
Classification	Executive Level 1
Position	60004009
Advertised	VN-0685548 : PS3 Daily Gazette Wednesday - 20 January 2021

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture, Water and the Environment

Promotion Notice OC-039814

Bureau of Meteorology

Jodie Newall
85753457

Promotion Notice Details

From

Agency	Australian Securities and Investments Commission
Classification	Executive Level 1

To

Position Details	Senior Lawyer
Location	Canberra
Classification	Executive Level 2
Position	16399
Advertised	VN-0685579 : PS3 Daily Gazette Wednesday - 20 January 2021

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture, Water and the Environment

Promotion Notice OC-039815

Department of Agriculture, Water and the Environment

Daria Roszkowski
84460054

Promotion Notice Details

From

Agency	Department of Agriculture, Water and the Environment
Classification	Executive Level 1

To

Position Details	Director - Import Systems
Location	Canberra
Classification	Executive Level 2
Position	2020/1894
Advertised	VN-0681125 : PS30 Daily Gazette Monday - 03 August 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture, Water and the Environment

Promotion Notice OC-040009

Department of Agriculture, Water and the Environment

Shane Gaddes
817-68643

Promotion Notice Details

From

Agency	Department of Industry, Science, Energy and Resources
Classification	Senior Executive Service Band 1

To

Position Details	Head of Division
Location	Canberra
Classification	Senior Executive Service Band 2
Position	2020/2675
Advertised	VN-0682237 : PS35 Daily Gazette Friday - 11 September 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture, Water and the Environment

Promotion Notice OC-039767

Department of Agriculture, Water and the Environment

Rhian White
848-57270

Promotion Notice Details

From

Agency	Department of Agriculture, Water and the Environment
Classification	APS Level 6

To

Position Details	Assistant Director - Trade and International
Location	Canberra
Classification	Executive Level 1
Position	2020/3050
Advertised	VN-0683639 : PS42 Daily Gazette Thursday - 29 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture, Water and the Environment

Promotion Notice OC-039916

Department of Agriculture, Water and the Environment

Nadine Gray
856-45851

Promotion Notice Details

From

Agency	Department of Agriculture, Water and the Environment
Classification	APS Level 5

To

Position Details	Senior Policy Officer - Trade and International
Location	Canberra
Classification	APS Level 6
Position	2020/3054
Advertised	VN-0683650 : PS42 Daily Gazette Thursday - 29 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture, Water and the Environment

Promotion Notice OC-039848

Department of Agriculture, Water and the Environment

Timothy Seguna
86517464

Promotion Notice Details

From

Agency	Department of Veterans' Affairs
Classification	APS Level 3

To

Position Details	2020/3103
Location	Canberra
Classification	APS Level 5
Position	2020/3103
Advertised	VN-0683813 : PS43 Daily Gazette Tuesday - 03 November 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture, Water and the Environment

Promotion Notice OC-039964

Department of Agriculture, Water and the Environment

Michael Brook
79309886

Promotion Notice Details

From

Agency	Department of Agriculture, Water and the Environment
Classification	APS Level 4

To

Position Details	IT Service Manager / Projects Lead
Location	Canberra
Classification	Executive Level 1
Position	2020/3045
Advertised	VN-0683844 : PS43 Daily Gazette Friday - 06 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture, Water and the Environment

Promotion Notice OC-039834

Department of Agriculture, Water and the Environment

Sarah Field
84510912

Promotion Notice Details

From

Agency	Department of Foreign Affairs and Trade
Classification	APS Level 5

To

Position Details	Policy and International Officers
Location	Parkes
Classification	APS Level 6
Position	2020/3165
Advertised	VN-0684315 : PS45 Daily Gazette Friday - 20 November 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture, Water and the Environment

Promotion Notice OC-039991

Department of Agriculture, Water and the Environment

Melanie Allan
833-67018

Promotion Notice Details

From

Agency	Department of Agriculture, Water and the Environment
Classification	APS Level 6

To

Position Details	Assistant Director - International Strategy and Technical Assurance
Location	Canberra
Classification	Executive Level 1
Position	2020/3574
Advertised	VN-0684901 : PS49 Daily Gazette Monday - 14 December 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Attorney-General's

Promotion Notice OC-039913

Attorney-General's Department

Lauren Edwards
86502756

Promotion Notice Details

From

Agency	Attorney-General's Department
Classification	APS Level 4

To

Position Details	494627/AGD - Executive Assistant
Location	Canberra
Classification	APS Level 5
Position	494627/AGD
Advertised	VN-0677760 : PS8 Daily Gazette Monday - 02 March 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Attorney-General's

Promotion Notice OC-039748

Attorney-General's Department

Alexandra Lia
85893441

Promotion Notice Details

From

Agency	Attorney-General's Department
Classification	APS Level 4

To

Position Details	494632/AGD - Legal Officer
Location	Barton
Classification	APS Level 6
Position	494632/AGD
Advertised	VN-0677964 : PS9 Daily Gazette Tuesday - 10 March 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Attorney-General's

Promotion Notice OC-039794

Attorney-General's Department

Chiara Angeloni
85893505

Promotion Notice Details

From

Agency	Attorney-General's Department
Classification	APS Level 4

To

Position Details	494632/AGD - Legal Officer
Location	Barton
Classification	APS Level 6
Position	494632/AGD
Advertised	VN-0677964 : PS9 Daily Gazette Tuesday - 10 March 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Attorney-General's

Promotion Notice OC-039746

Attorney-General's Department

Zafreen Ahmed
78270596

Promotion Notice Details

From

Agency	Australian Office of Financial Management
Classification	APS Level 5

To

Position Details	Financial Reporting Officer
Location	Barton
Classification	APS Level 6
Position	494741/CSD
Advertised	VN-0683574 : PS42 Daily Gazette Thursday - 29 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Attorney-General's

Promotion Notice OC-039810

National Archives of Australia

Paul Croke
778-41027

Promotion Notice Details

From

Agency	National Archives of Australia
Classification	APS Level 1

To

Position Details	Reference Officer
Location	Parkes
Classification	APS Level 2
Position	31073
Advertised	VN-0685210 : PS1 Daily Gazette Monday - 11 January 2021

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039929

Department of Defence

Riley Cahill
86308486

Promotion Notice Details

From

Agency	Attorney-General's Department
Classification	APS Level 3

To

Position Details	International Policy Officer (Afghanistan, UN, PK & Africa)
Location	Russell
Classification	APS Level 5
Position	SPI/00855/20
Advertised	VN-0678268 : PS10 Daily Gazette Wednesday - 18 March 2020
PRC Decision	Yes

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-040003

Department of Defence

Name Withheld
81434301

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 6

To

Position Details	Intelligence Assessment Manager
Location	Russell
Classification	Executive Level 1
Position	SPI/01787/20
Advertised	VN-0678953 : PS18 Daily Gazette Friday - 15 May 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039873

Department of Defence

Philippa Flynn
85781327

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 6

To

Position Details	Assistant Director
Location	Pialligo
Classification	Executive Level 1
Position	DPG/03027/20
Advertised	VN-0680615 : PS27 Daily Gazette Wednesday - 15 July 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039798

Department of Defence

Nus Na Nacara
84817252

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 6

To

Position Details	Assistant Director - Industry Capability Strategy
Location	Russell
Classification	Executive Level 1
Position	CASG/03125/20
Advertised	VN-0680779 : PS28 Daily Gazette Monday - 20 July 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-040008

Department of Defence

Isabel Hancock
86841547

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 5

To

Position Details	DESG/03797/20 - Intelligence Assessment Analysts
Location	Campbell
Classification	APS Level 6
Position	DESG/03797/20
Advertised	VN-0681498 : PS32 Daily Gazette Thursday - 20 August 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039837

Department of Defence

Luke McDonough
85780690

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 5

To

Position Details	CASG/00754/21
Location	Melbourne
Classification	APS Level 6
Position	CASG/03885/20
Advertised	VN-0681769 : PS33 Daily Gazette Friday - 28 August 2020
PRC Decision	Yes

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039839

Department of Defence

Adam Henkel
78721414

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 6

To

Position Details	ICT Strategy Manager
Location	Reid
Classification	Executive Level 1
Position	CIOG/03891/20
Advertised	VN-0681808 : PS34 Daily Gazette Thursday - 03 September 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039997

Department of Defence

Samuel John Burns
81414634

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 6

To

Position Details	Business Intelligence Manager
Location	Pialligo
Classification	Executive Level 1
Position	CASG/04513/20
Advertised	VN-0683027 : PS40 Daily Gazette Monday - 12 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039779

Department of Defence

Nicole Clements
85845685

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 3

To

Position Details	Learning and Development Officer
Location	Melbourne
Classification	APS Level 5
Position	DPG/04829/20
Advertised	VN-0683428 : PS41 Daily Gazette Friday - 23 October 2020
PRC Decision	Yes

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039956

Department of Defence

Monica Cutmore
76035162

Promotion Notice Details

From

Agency	Department of Education, Skills and Employment
Classification	APS Level 6

To

Position Details	Executive Officer to First Assistant Secretary Service Delivery
Location	Campbell
Classification	Executive Level 1
Position	EIG/04832/20
Advertised	VN-0683455 : PS42 Daily Gazette Tuesday - 27 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039812

Department of Defence

Withheld Withheld
79318192

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 5

To

Position Details	Geospatial Intelligence Analysts and Team Leaders
Location	Russell
Classification	APS Level 6
Position	DIG/04645/20
Advertised	VN-0683713 : PS43 Daily Gazette Monday - 02 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039970

Department of Defence

Withheld Withheld
85569959

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 5

To

Position Details	Geospatial Intelligence Analysts and Team Leaders
Location	Russell
Classification	APS Level 6
Position	DIG/04645/20
Advertised	VN-0683713 : PS43 Daily Gazette Monday - 02 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039870

Department of Defence

Withheld Withheld
85441891

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 5

To

Position Details	Geospatial Intelligence Analysts and Team Leaders
Location	Russell
Classification	APS Level 6
Position	DIG/04645/20
Advertised	VN-0683713 : PS43 Daily Gazette Monday - 02 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039852

Department of Defence

Withheld Withheld
84847179

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 5

To

Position Details	Geospatial Intelligence Analysts and Team Leaders
Location	Russell
Classification	APS Level 6
Position	DIG/04645/20
Advertised	VN-0683713 : PS43 Daily Gazette Monday - 02 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039823

Department of Defence

Withheld Withheld
86147889

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 4

To

Position Details	Geospatial Intelligence Analysts and Team Leaders
Location	Russell
Classification	APS Level 5
Position	DIG/04645/20
Advertised	VN-0683713 : PS43 Daily Gazette Monday - 02 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039821

Department of Defence

Withheld Withheld
85771823

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 4

To

Position Details	Geospatial Intelligence Analysts and Team Leaders
Location	Russell
Classification	APS Level 5
Position	DIG/04645/20
Advertised	VN-0683713 : PS43 Daily Gazette Monday - 02 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039820

Department of Defence

Loc-Truong Ho
85650909

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 4

To

Position Details	Geospatial Intelligence Analysts and Team Leaders
Location	Russell
Classification	APS Level 5
Position	DIG/04645/20
Advertised	VN-0683713 : PS43 Daily Gazette Monday - 02 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039819

Department of Defence

Withheld Withheld
86146819

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 4

To

Position Details	Geospatial Intelligence Analysts and Team Leaders
Location	Russell
Classification	APS Level 5
Position	DIG/04645/20
Advertised	VN-0683713 : PS43 Daily Gazette Monday - 02 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039818

Department of Defence

Withheld Withheld
85779681

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 4

To

Position Details	Geospatial Intelligence Analysts and Team Leaders
Location	Russell
Classification	APS Level 5
Position	DIG/04645/20
Advertised	VN-0683713 : PS43 Daily Gazette Monday - 02 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039817

Department of Defence

Brayden Jones
85782661

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 4

To

Position Details	Geospatial Intelligence Analysts and Team Leaders
Location	Russell
Classification	APS Level 5
Position	DIG/04645/20
Advertised	VN-0683713 : PS43 Daily Gazette Monday - 02 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039813

Department of Defence

Withheld Withheld
85572883

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 5

To

Position Details	Geospatial Intelligence Analysts and Team Leaders
Location	Russell
Classification	APS Level 6
Position	DIG/04645/20
Advertised	VN-0683713 : PS43 Daily Gazette Monday - 02 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039788

Department of Defence

Hayley Cameron
85602114

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 5

To

Position Details	Work Health and Safety Officer
Location	Canberra
Classification	APS Level 6
Position	DPG/04831/20
Advertised	VN-0683790 : PS43 Daily Gazette Thursday - 05 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039792

Department of Defence

Amy Cale
86509077

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 4

To

Position Details	Work Health and Safety Officer
Location	Canberra
Classification	APS Level 5
Position	DPG/04831/20
Advertised	VN-0683790 : PS43 Daily Gazette Thursday - 05 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039789

Department of Defence

Eleise Linklater
85434077

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 4

To

Position Details	Work Health and Safety Officer
Location	Canberra
Classification	APS Level 5
Position	DPG/04831/20
Advertised	VN-0683790 : PS43 Daily Gazette Thursday - 05 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039924

Department of Defence

James Rath
82524990

Promotion Notice Details

From

Agency	Department of Defence
Classification	Executive Level 1

To

Position Details	Director Business Management
Location	Weston Creek
Classification	Executive Level 2
Position	JCG/05189/20
Advertised	VN-0684151 : PS45 Daily Gazette Thursday - 19 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039884

Department of Defence

Kerrie Boulton
60797111

Promotion Notice Details

From

Agency	Department of Agriculture, Water and the Environment
Classification	Executive Level 1

To

Position Details	Director Regulatory Affairs and Compliance
Location	Russell
Classification	Executive Level 2
Position	SPI/05285/20
Advertised	VN-0684231 : PS45 Daily Gazette Thursday - 19 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-040002

Department of Defence

Jordan Nguyen
86253227

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 5

To

Position Details	Mine Counter Measures Engineer
Location	Sydney
Classification	APS Level 6
Position	NAVY/05143/20
Advertised	VN-0684393 : PS46 Daily Gazette Thursday - 26 November 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-040005

Department of Defence

Justin Li
85606748

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 4

To

Position Details	CASG/05450/20 - Industry Policy & Program Officer
Location	Russell
Classification	APS Level 5
Position	CASG/05450/20
Advertised	VN-0684564 : PS47 Daily Gazette Monday - 30 November 2020
PRC Decision	Yes

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039941

Department of Defence

Clare Grandison
82395092

Promotion Notice Details

From

Agency	Department of Defence
Classification	Executive Level 1

To

Position Details	Discipline Leader Environmental Signatures
Location	Fishermans Bend
Classification	Executive Level 2
Position	DSTG/05496/20
Advertised	VN-0684585 : PS47 Daily Gazette Monday - 30 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039847

Department of Defence

Christopher Kyle James Hulston
77461091

Promotion Notice Details

From

Agency	Department of Defence
Classification	

To

Position Details	Group Leader Power and Energy Systems
Location	Fishermans Bend
Classification	
Position	DSTG/05536/20
Advertised	VN-0684663 : PS47 Daily Gazette Friday - 04 December 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039849

Department of Defence

Sarah Creighton
84846715

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 6

To

Position Details	ICT Innovation Manager
Location	Reid
Classification	Executive Level 1
Position	CIOG/05413/20
Advertised	VN-0684815 : PS48 Daily Gazette Friday - 11 December 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039787

Department of Defence

Name Withheld
85719494

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 6

To

Position Details	Assistant Director GEOINT Program Office
Location	Russell
Classification	Executive Level 1
Position	DIG/05079/20
Advertised	VN-0684866 : PS49 Daily Gazette Thursday - 17 December 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039999

Department of Defence

Jushua Butler
86251459

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 5

To

Position Details	Work Experience Liaison Officer - NQLD
Location	Townsville
Classification	APS Level 6
Position	JCG/05736/20
Advertised	VN-0684938 : PS49 Daily Gazette Thursday - 17 December 2020
PRC Decision	Yes

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039776

Department of Defence

Natalia Sawczak
83425126

Promotion Notice Details

From

Agency	Department of Defence
Classification	Executive Level 1

To

Position Details	Director, Defence Media
Location	Russell
Classification	Executive Level 2
Position	DESG/05753/20
Advertised	VN-0684982 : PS49 Daily Gazette Thursday - 17 December 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Promotion Notice OC-039931

Department of Defence

Wayne Foster
70245417

Promotion Notice Details

From

Agency	Department of Defence
Classification	

To

Position Details	Discipline Lead - Structural Test
Location	Fishermans Bend
Classification	
Position	DSTG/00066/21
Advertised	VN-0685582 : PS3 Daily Gazette Thursday - 21 January 2021

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Education, Skills and Employment

Promotion Notice OC-039778

Department of Education, Skills and Employment

Alexandra Shepherd
85574344

Promotion Notice Details

From

Agency	Department of Education, Skills and Employment
Classification	APS Level 6

To

Position Details	Assistant Director, Strategic Policy and Research
Location	Canberra
Classification	Executive Level 1
Position	20/0386 EXT
Advertised	VN-0680670 : PS27 Daily Gazette Tuesday - 14 July 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Education, Skills and Employment

Promotion Notice OC-039862

Department of Education, Skills and Employment

Jennifer Thai
85099192

Promotion Notice Details

From

Agency	Department of Education, Skills and Employment
Classification	APS Level 6

To

Position Details	Data Analyst/Senior Data Analyst/Assistant Director
Location	Canberra
Classification	Executive Level 1
Position	20/0481; 20/0482
Advertised	VN-0681253 : PS30 Daily Gazette Friday - 07 August 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Education, Skills and Employment

Promotion Notice OC-039841

Department of Education, Skills and Employment

Asha Chandrashekar
85306446

Promotion Notice Details

From

Agency	Department of Education, Skills and Employment
Classification	APS Level 6

To

Position Details	Senior Compliance Manager
Location	Canberra
Classification	Executive Level 1
Position	20/0666
Advertised	VN-0682675 : PS38 Daily Gazette Tuesday - 29 September 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Education, Skills and Employment

Promotion Notice OC-039830

Department of Education, Skills and Employment

Shane Samuelson
77312221

Promotion Notice Details

From

Agency	Department of Education, Skills and Employment
Classification	Executive Level 2

To

Position Details	Assistant Secretary
Location	Canberra
Classification	Senior Executive Service Band 1
Position	20/0890 EXT
Advertised	VN-0684399 : PS46 Daily Gazette Monday - 23 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Education, Skills and Employment

Promotion Notice OC-039860

Department of Education, Skills and Employment

Lyn Dong
85940383

Promotion Notice Details

From

Agency	Department of Education, Skills and Employment
Classification	APS Level 5

To

Position Details	Program Officers
Location	Canberra
Classification	APS Level 6
Position	21/0030
Advertised	VN-0685362 : PS1 Daily Gazette Wednesday - 13 January 2021

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Education, Skills and Employment

Promotion Notice OC-039861

Department of Education, Skills and Employment

Miranda Ball
77617914

Promotion Notice Details

From

Agency	Department of Education, Skills and Employment
Classification	Executive Level 1

To

Position Details	Director Digital Communication
Location	Canberra
Classification	Executive Level 2
Position	21/0048
Advertised	VN-0685481 : PS2 Daily Gazette Friday - 15 January 2021

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Education, Skills and Employment

Promotion Notice OC-039971

Department of Education, Skills and Employment

Mark Roberts
86145525

Promotion Notice Details

From

Agency	Department of Education, Skills and Employment
Classification	APS Level 4

To

Position Details	Internet Services Engineer
Location	Canberra
Classification	APS Level 6
Position	21/0050
Advertised	VN-0685497 : PS3 Daily Gazette Tuesday - 19 January 2021

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Environment and Energy

Promotion Notice OC-038137

Clean Energy Regulator

Rachel de Kluyver
83901639

Promotion Notice Details

From

Agency	Department of Health
Classification	APS Level 6

To

Position Details	Assistant Manager (EL1) + Senior Regulatory Officer (APS6)
Location	Canberra
Classification	Executive Level 1
Position	CER 080/20
Advertised	VN-0682410 : PS36 Daily Gazette Friday - 18 September 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website www.meritprotectioncommission.gov.au

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Foreign Affairs and Trade

Promotion Notice OC-039915

Austrade

Anne Ufie Arasi
861-56435

Promotion Notice Details

From

Agency	Austrade
Classification	APS Level 5

To

Position Details	IT Support Manager
Location	Sydney
Classification	Executive Level 1
Position	TBC
Advertised	VN-0682948 : PS39 Daily Gazette Friday - 09 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Health

Promotion Notice OC-039926

Aged Care Quality and Safety Commission

Philip Antony Holmes
75398068

Promotion Notice Details

From

Agency	Aged Care Quality and Safety Commission
Classification	Executive Level 1

To

Position Details	Principal Lawyer
Location	Canberra
Classification	Executive Level 2
Position	TBC
Advertised	VN-0684927 : PS49 Daily Gazette Thursday - 17 December 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Health

Promotion Notice OC-039797

Aged Care Quality and Safety Commission

Helen Kessler
73773370

Promotion Notice Details

From

Agency	Department of Health
Classification	Executive Level 1

To

Position Details	Regional Director
Location	Hobart
Classification	Executive Level 2
Position	20033595
Advertised	VN-0685350 : PS1 Daily Gazette Wednesday - 13 January 2021

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Health

Promotion Notice OC-039635

National Health and Medical Research Council

Hyo Uk Son
852-35502

Promotion Notice Details

From

Agency	National Health and Medical Research Council
Classification	APS Level 5

To

Position Details	APS6 Bulk Recruitment
Location	Canberra
Classification	APS Level 6
Position	Various
Advertised	VN-0683030 : PS40 Daily Gazette Monday - 12 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Health

Promotion Notice OC-039969

National Health Funding Body

Daniel Peacock
865055632

Promotion Notice Details

From

Agency	National Health Funding Body
Classification	APS Level 6

To

Position Details	Finance Manager
Location	Acton
Classification	Executive Level 1
Position	20036384
Advertised	VN-0683646 : PS42 Daily Gazette Friday - 30 October 2020
Decision complies with ISAC?	Yes

Notes

Under the Public Service Regulations promotions of APS employees made as a result of an ISAC recommendation are not subject to promotion review procedures.

The Regulations do provide two circumstances where, if an agency head does not follow the recommendation of an ISAC, subsequent promotions do not become reviewable. These circumstances are where:

- a candidate has been found to have breached the Code of Conduct and the agency head considers that as a result of that breach the candidate is no longer suitable
- a candidate has lost an essential qualification (most commonly a security clearance)

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Health

Promotion Notice OC-039993

National Health Funding Body

Milos Milosevic
85315801

Promotion Notice Details

From

Agency	Department of Education, Skills and Employment
Classification	APS Level 5

To

Position Details	Data Analyst
Location	Acton
Classification	APS Level 6
Position	20034979; 20034980
Advertised	VN-0683649 : PS42 Daily Gazette Friday - 30 October 2020
Decision complies with ISAC?	Yes

Notes

Under the Public Service Regulations promotions of APS employees made as a result of an ISAC recommendation are not subject to promotion review procedures.

The Regulations do provide two circumstances where, if an agency head does not follow the recommendation of an ISAC, subsequent promotions do not become reviewable. These circumstances are where:

- a candidate has been found to have breached the Code of Conduct and the agency head considers that as a result of that breach the candidate is no longer suitable
- a candidate has lost an essential qualification (most commonly a security clearance)

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Health

Promotion Notice OC-039959

National Health Funding Body

Rayeed Rahman
81472009

Promotion Notice Details

From

Agency	Department of Industry, Science, Energy and Resources
Classification	Executive Level 1

To

Position Details	Director, Data, Modelling & Analysis
Location	Acton
Classification	Executive Level 2
Position	20023140
Advertised	VN-0684344 : PS45 Daily Gazette Friday - 20 November 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website www.meritprotectioncommission.gov.au

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Home Affairs

Promotion Notice OC-039071

Australian Criminal Intelligence Commission (ACIC)

Christopher Martin
86093016

Promotion Notice Details

From

Agency	Australian Criminal Intelligence Commission (ACIC)
Classification	Executive Level 1

To

Position Details	National Registrar - Covert Operations
Location	Barton
Classification	Executive Level 2
Position	50007259
Advertised	VN-0681600 : PS33 Daily Gazette Monday - 24 August 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Home Affairs

Promotion Notice OC-039883

Australian Criminal Intelligence Commission (ACIC)

Monique Fienberg
8652415

Promotion Notice Details

From

Agency	Department of Defence
Classification	APS Level 5

To

Position Details	Coordinator, Operational Committees
Location	Barton
Classification	APS Level 6
Position	50007301
Advertised	VN-0682862 : PS39 Daily Gazette Wednesday - 07 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Home Affairs

Promotion Notice OC-039548

Australian Criminal Intelligence Commission (ACIC)

Shane Ashby
79353449

Promotion Notice Details

From

Agency	Australian Criminal Intelligence Commission (ACIC)
Classification	APS Level 6

To

Position Details	Team Leader, Project Reporting
Location	Barton
Classification	Executive Level 1
Position	50006225
Advertised	VN-0682977 : PS40 Daily Gazette Monday - 12 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Industry, Science, Energy and Resources

Promotion Notice OC-039773

Department of Industry, Science, Energy and Resources

Padma Menon
838-38676

Promotion Notice Details

From

Agency	Department of Industry, Science, Energy and Resources
Classification	APS Level 6

To

Position Details	Assistant Director
Location	Canberra
Classification	Executive Level 1
Position	506195
Advertised	VN-0681789 : PS33 Daily Gazette Thursday - 27 August 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Industry, Science, Energy and Resources

Promotion Notice OC-039840

Department of Industry, Science, Energy and Resources

Eliza Young
861-18172

Promotion Notice Details

From

Agency	Department of Industry, Science, Energy and Resources
Classification	APS Level 2

To

Position Details	Policy support officer
Location	Canberra
Classification	APS Level 3
Position	506188
Advertised	VN-0681809 : PS33 Daily Gazette Thursday - 27 August 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website www.meritprotectioncommission.gov.au

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Industry, Science, Energy and Resources

Promotion Notice OC-039828

Department of Industry, Science, Energy and Resources

Claire Lewis
830-37051

Promotion Notice Details

From

Agency	Department of Industry, Science, Energy and Resources
Classification	APS Level 5

To

Position Details	Policy/Program officers and Senior Policy/Program Officers
Location	Canberra
Classification	APS Level 6
Position	506182
Advertised	VN-0681810 :

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Industry, Science, Energy and Resources

Promotion Notice OC-039774

Department of Industry, Science, Energy and Resources

Matthew Derlagen
862-21268

Promotion Notice Details

From

Agency	Department of Industry, Science, Energy and Resources
Classification	APS Level 5

To

Position Details	Senior Policy Officer
Location	Townsville
Classification	APS Level 6
Position	506191
Advertised	VN-0681813 : PS33 Daily Gazette Thursday - 27 August 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Industry, Science, Energy and Resources

Promotion Notice OC-039836

Department of Industry, Science, Energy and Resources

Stephen Refshauge
822-96297

Promotion Notice Details

From

Agency	Department of Industry, Science, Energy and Resources
Classification	Executive Level 1

To

Position Details	Manager - Multiple Positions
Location	Canberra
Classification	Executive Level 2
Position	506293
Advertised	VN-0682244 : PS35 Daily Gazette Friday - 11 September 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039784

Department of Home Affairs

Rebecca Clark
85621294

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	APS Level 6

To

Position Details	Rehabilitation Manager - Rehabilitation and Compensation Management
Location	Canberra
Classification	Executive Level 1
Position	506386
Advertised	VN-0682794 : PS38 Daily Gazette Friday - 02 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Industry, Science, Energy and Resources

Promotion Notice OC-039879

Department of Industry, Science, Energy and Resources

Madi Signa
769-13498

Promotion Notice Details

From

Agency	Department of Industry, Science, Energy and Resources
Classification	APS Level 6

To

Position Details	Program Manager
Location	Perth
Classification	Executive Level 1
Position	506505
Advertised	VN-0683971 : PS44 Daily Gazette Monday - 09 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Industry, Science, Energy and Resources

Promotion Notice OC-039831

Department of Industry, Science, Energy and Resources

Namrata Pingle
848-34757

Promotion Notice Details

From

Agency	Department of Industry, Science, Energy and Resources
Classification	APS Level 6

To

Position Details	Assistant Manager
Location	Canberra
Classification	Executive Level 1
Position	506629
Advertised	VN-0684374 : PS46 Daily Gazette Monday - 23 November 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Industry, Science, Energy and Resources

Promotion Notice OC-039805

Geoscience Australia

Robert Kay
830-90143

Promotion Notice Details

From

Agency	Geoscience Australia
Classification	APS Level 6

To

Position Details	Assistant Director Landscape Information
Location	Symonston
Classification	Executive Level 1
Position	14236
Advertised	VN-0685262 : PS1 Daily Gazette Tuesday - 12 January 2021

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Industry, Science, Energy and Resources

Promotion Notice OC-039842

IP Australia

Josh Maher-West
835-03972

Promotion Notice Details

From

Agency	IP Australia
Classification	APS Level 6

To

Position Details	Assistant Director, Change and Communications
Location	Various locations - ACT
Classification	Executive Level 1
Position	6962
Advertised	VN-0685087 : PS52 Daily Gazette Tuesday - 05 January 2021

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Infrastructure, Transport, Regional Development and Communications

Promotion Notice OC-039927

Department of Infrastructure, Transport, Regional Development and Communications

Victoria Wright
75590914

Promotion Notice Details

From

Agency	Department of Infrastructure, Transport, Regional Development and Communications
Classification	Executive Level 1

To

Position Details	Director - Indian Ocean Territories (IOT) Policy Section
Location	Canberra
Classification	Executive Level 2
Position	30141
Advertised	VN-0678012 : PS9 Daily Gazette Monday - 09 March 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Infrastructure, Transport, Regional Development and Communications

Promotion Notice OC-039923

Department of Infrastructure, Transport, Regional Development and Communications

Donna Irwin
77561711

Promotion Notice Details

From

Agency	Department of Infrastructure, Transport, Regional Development and Communications
Classification	APS Level 6

To

Position Details	Assistant Director, Regional Programs
Location	Orange
Classification	Executive Level 1
Position	30341
Advertised	VN-0678853 : PS15 Daily Gazette Thursday - 23 April 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Infrastructure, Transport, Regional Development and Communications

Promotion Notice OC-039925

Department of Infrastructure, Transport, Regional Development and Communications

Michelle Garlick
86512727

Promotion Notice Details

From

Agency	Department of Infrastructure, Transport, Regional Development and Communications
Classification	APS Level 5

To

Position Details	Senior Grants Management Officer
Location	Orange
Classification	APS Level 6
Position	30330
Advertised	VN-0678854 : PS15 Daily Gazette Thursday - 23 April 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Infrastructure, Transport, Regional Development and Communications

Promotion Notice OC-039930

Department of Infrastructure, Transport, Regional Development and Communications

Max King
86116716

Promotion Notice Details

From

Agency	Department of Infrastructure, Transport, Regional Development and Communications
Classification	APS Level 5

To

Position Details	Policy Adviser, Infrastructure and Surface Transport Group
Location	Canberra
Classification	APS Level 6
Position	32787
Advertised	VN-0684904 : PS49 Daily Gazette Monday - 14 December 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Infrastructure, Transport, Regional Development and Communications

Promotion Notice OC-039954

Department of Infrastructure, Transport, Regional Development and Communications

Nakisha Holdsworth
86512866

Promotion Notice Details

From

Agency	Department of Infrastructure, Transport, Regional Development and Communications
Classification	APS Level 4

To

Position Details	APS Level 5, Various Positions - Major Transport and Infrastructure Projects Division
Location	Canberra
Classification	APS Level 5
Position	32850
Advertised	VN-0685017 : PS49 Daily Gazette Thursday - 17 December 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-040014

Aboriginal Hostels Limited

Jorge Ruiz-Ferrandiz
84024658

Promotion Notice Details

From

Agency	Aboriginal Hostels Limited
Classification	APS Level 5

To

Position Details	Work Health Safety & Rehabilitation Advisor
Location	Phillip
Classification	APS Level 6
Position	1221
Advertised	VN-0685284 : PS1 Daily Gazette Tuesday - 12 January 2021

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-040015

Aboriginal Hostels Limited

Craig James
85051869

Promotion Notice Details

From

Agency	Defence Housing Australia
Classification	APS Level 5

To

Position Details	Facilities Manager - Identified Position
Location	Canberra
Classification	APS Level 6
Position	TBC
Advertised	VN-0685956 : PS5 Daily Gazette Wednesday - 03 February 2021

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-039947

Australian National Audit Office

Suzzanah Sanderson
85652314

Promotion Notice Details

From

Agency	Australian National Audit Office
Classification	APS Level 6

To

Position Details	Director, Accounting/Audit Technical
Location	Canberra
Classification	Executive Level 1
Position	006/2021
Advertised	VN-0685677 : PS4 Daily Gazette Monday - 25 January 2021

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Infrastructure, Transport, Regional Development and Communications

Promotion Notice OC-039537

Department of Infrastructure, Transport, Regional Development and Communications

Emily Backhouse
75628636

Promotion Notice Details

From

Agency	Australian Financial Security Authority
Classification	Executive Level 1

To

Position Details	EL2 Directors - People Branch (Identified)
Location	Barton
Classification	Executive Level 2
Position	PMC/2020/026
Advertised	VN-0677407 : PS6 Daily Gazette Thursday - 20 February 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-039962

Department of the Prime Minister and Cabinet

Jarrold Campbell
83496311

Promotion Notice Details

From

Agency	Department of the Prime Minister and Cabinet
Classification	APS Level 6

To

Position Details	Adviser
Location	Various locations - ACT
Classification	Executive Level 1
Position	PMC/2020/098
Advertised	VN-0682433 : PS37 Daily Gazette Monday - 21 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-039975

Department of the Prime Minister and Cabinet

Amy Thomas
85887981

Promotion Notice Details

From

Agency	Department of the Prime Minister and Cabinet
Classification	APS Level 5

To

Position Details	Policy Adviser
Location	Canberra
Classification	APS Level 6
Position	PMC/2020/104
Advertised	VN-0682888 : PS39 Daily Gazette Thursday - 08 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-039764

Department of the Prime Minister and Cabinet

Benjamin Coates
83082477

Promotion Notice Details

From

Agency	Department of the Prime Minister and Cabinet
Classification	Executive Level 1

To

Position Details	Senior Adviser, Social Policy
Location	Various locations - ACT
Classification	Executive Level 2
Position	PMC/2020/125
Advertised	VN-0683513 : PS42 Daily Gazette Wednesday - 28 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-040013

Department of the Prime Minister and Cabinet

Michael Pope
83388038

Promotion Notice Details

From

Agency	Department of the Prime Minister and Cabinet
Classification	Executive Level 1

To

Position Details	Senior Adviser, Social Policy
Location	Various locations - ACT
Classification	Executive Level 2
Position	PMC/2020/125
Advertised	VN-0683513 : PS42 Daily Gazette Wednesday - 28 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-039737

Department of the Prime Minister and Cabinet

Marie Sami
85888001

Promotion Notice Details

From

Agency	Department of the Prime Minister and Cabinet
Classification	APS Level 5

To

Position Details	Advisers, Department of the Prime Minister and Cabinet
Location	Canberra
Classification	APS Level 6
Position	PMC/2020/151
Advertised	VN-0684714 : PS49 Daily Gazette Tuesday - 15 December 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-040012

Department of the Prime Minister and Cabinet

Jesse Russell
86267565

Promotion Notice Details

From

Agency	National Indigenous Australians Agency
Classification	APS Level 4

To

Position Details	Adviser
Location	Canberra
Classification	APS Level 5
Position	PMC/2020/151
Advertised	VN-0684714 : PS49 Daily Gazette Tuesday - 15 December 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-039972

Department of the Prime Minister and Cabinet

Cheng Alpha
86267629

Promotion Notice Details

From

Agency	Department of the Prime Minister and Cabinet
Classification	APS Level 4

To

Position Details	Adviser
Location	Canberra
Classification	APS Level 5
Position	PMC/2020/151
Advertised	VN-0684714 : PS49 Daily Gazette Tuesday - 15 December 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-039747

National Drought and North Queensland Flood Response and Recovery Agency

Lauren Power
79776361

Promotion Notice Details

From

Agency	Geoscience Australia
Classification	APS Level 6

To

Position Details	Geospatial Data Specialist, Flood and Data
Location	Canberra
Classification	Executive Level 1
Position	NDFA/2020/008
Advertised	VN-0684292 : PS45 Daily Gazette Friday - 20 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-039951

National Indigenous Australians Agency

Robyn Mellor
79903180

Promotion Notice Details

From

Agency	National Indigenous Australians Agency
Classification	APS Level 6

To

Position Details	Adviser
Location	Woden
Classification	Executive Level 1
Position	NIAA/2020/129
Advertised	VN-0683170 : PS40 Daily Gazette Friday - 16 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Prime Minister and Cabinet

Promotion Notice OC-039917

National Indigenous Australians Agency

Glen Malthouse
83071399

Promotion Notice Details

From

Agency	National Indigenous Australians Agency
Classification	APS Level 4

To

Position Details	Adviser
Location	Brisbane
Classification	APS Level 5
Position	NIAAA/2020/145
Advertised	VN-0684466 : PS46 Daily Gazette Friday - 27 November 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039938

Services Australia

Rohan Dudgeon
79460375

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 6

To

Position Details	Assistant Director, Innovation and Technology
Location	Hobart
Classification	Executive Level 1
Position	EXT-EL-2019-626
Advertised	VN-0672763 :

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039850

Services Australia

Lien Tran
79888718

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 4

To

Position Details	Service Officer
Location	Wollongong
Classification	APS Level 5
Position	EXT-APSL-2020-334
Advertised	VN-0677865 : PS8 Daily Gazette Thursday - 05 March 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039943

Services Australia

Jodie Wyborn
78974710

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 6

To

Position Details	ICT Service Manager
Location	Charlestown
Classification	Executive Level 1
Position	EXT-M-2020-1135
Advertised	VN-0680646 : PS27 Daily Gazette Tuesday - 14 July 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Notice OC-039875

Department of Health

Matthew Clissold
86150578

Promotion Notice Details

From

Agency	Department of Health
Classification	Executive Level 1

To

Position Details	Executive Officer
Location	Canberra
Classification	Executive Level 2
Position	EXT-M-2020-1222
Advertised	VN-0680865 : PS28 Daily Gazette Thursday - 23 July 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039942

Services Australia

Kimberley Schroder
81342845

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 6

To

Position Details	Executive Officer
Location	Greenway
Classification	Executive Level 1
Position	EXT-M-2020-1222
Advertised	VN-0680865 : PS28 Daily Gazette Thursday - 23 July 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039934

Services Australia

Sarah Bateman
78639269

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 6

To

Position Details	Executive Officer
Location	Greenway
Classification	Executive Level 1
Position	EXT-M-2020-1222
Advertised	VN-0680865 : PS28 Daily Gazette Thursday - 23 July 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039780

Services Australia

Selina Martino
85704997

Promotion Notice Details

From

Agency	Department of Health
Classification	APS Level 6

To

Position Details	EL1 ASSISTANT DIRECTOR - PROGRAM
Location	Greenway
Classification	Executive Level 1
Position	EXT-EL-2020-1158
Advertised	VN-0680868 : PS28 Daily Gazette Thursday - 23 July 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039988

Services Australia

Wesley Roach
79546670

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 6

To

Position Details	Assistant Director
Location	Greenway
Classification	Executive Level 1
Position	EXT-EL-2020-1158
Advertised	VN-0680868 : PS28 Daily Gazette Thursday - 23 July 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039979

Services Australia

Tania Pollard
60918147

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 5

To

Position Details	Senior Analyst Officer
Location	Greenway
Classification	APS Level 6
Position	EXT-APSL-2020-1449
Advertised	VN-0681861 : PS34 Daily Gazette Monday - 31 August 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039936

Services Australia

Qi Zheng
85704137

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 4

To

Position Details	Senior Technical Engineer
Location	Greenway
Classification	APS Level 6
Position	EXT-M-2020-1570
Advertised	VN-0682289 : PS36 Daily Gazette Tuesday - 15 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039984

Services Australia

Frances Williams
85903793

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 5

To

Position Details	Senior Solution Designer
Location	Adelaide
Classification	APS Level 6
Position	EXT-M-2020-1570
Advertised	VN-0682289 : PS36 Daily Gazette Tuesday - 15 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039981

Services Australia

Doreen Shah
78637562

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 4

To

Position Details	System Analyst
Location	Greenway
Classification	APS Level 6
Position	EXT-M-2020-1570
Advertised	VN-0682289 : PS36 Daily Gazette Tuesday - 15 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039976

Services Australia

Nuwan Rathnaweera
82900167

Promotion Notice Details

From

Agency	Department of Home Affairs
Classification	APS Level 4

To

Position Details	Senior Service Management officer
Location	Greenway
Classification	APS Level 6
Position	EXT-M-2020-1570
Advertised	VN-0682289 : PS36 Daily Gazette Tuesday - 15 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039973

Services Australia

Nakesuparan Shatheesh
84751644

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 5

To

Position Details	Senior Developer
Location	Greenway
Classification	APS Level 6
Position	EXT-M-2020-1570
Advertised	VN-0682289 : PS36 Daily Gazette Tuesday - 15 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039953

Services Australia

John Katsaros
83788752

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 4

To

Position Details	Test Engineer
Location	Adelaide
Classification	APS Level 5
Position	EXT-M-2020-1570
Advertised	VN-0682289 : PS36 Daily Gazette Tuesday - 15 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039950

Services Australia

Frances Coyle
77452929

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 4

To

Position Details	Test Engineer
Location	Adelaide
Classification	APS Level 5
Position	EXT-M-2020-1570
Advertised	VN-0682289 : PS36 Daily Gazette Tuesday - 15 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039946

Services Australia

Jake Brown
84136457

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 3

To

Position Details	Test Engineer
Location	Greenway
Classification	APS Level 5
Position	EXT-M-2020-1570
Advertised	VN-0682289 : PS36 Daily Gazette Tuesday - 15 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039939

Services Australia

Thi Thanh Huong Nguyen
84672364

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 4

To

Position Details	Capacity Planner
Location	Greenway
Classification	APS Level 5
Position	EXT-M-2020-1570
Advertised	VN-0682289 : PS36 Daily Gazette Tuesday - 15 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039935

Services Australia

Zachary Noble
85707725

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 3

To

Position Details	Developer
Location	Greenway
Classification	APS Level 5
Position	EXT-M-2020-1571
Advertised	VN-0682290 : PS36 Daily Gazette Tuesday - 15 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039977

Services Australia

Sowjanya Ananthuni
85081347

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 4

To

Position Details	Developer
Location	Greenway
Classification	APS Level 5
Position	EXT-M-2020-1571
Advertised	VN-0682290 : PS36 Daily Gazette Tuesday - 15 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039949

Services Australia

Allister Boland
85081603

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 3

To

Position Details	Developer
Location	Greenway
Classification	APS Level 5
Position	EXT-M-2020-1571
Advertised	VN-0682290 : PS36 Daily Gazette Tuesday - 15 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039940

Services Australia

Samuel Lim
85413399

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 3

To

Position Details	Test Engineer
Location	Greenway
Classification	APS Level 5
Position	EXT-M-2020-1571
Advertised	VN-0682290 : PS36 Daily Gazette Tuesday - 15 September 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039955

Services Australia

Rebecca Morieson
83767505

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 5

To

Position Details	Behavioural Insights Practitioner
Location	Brisbane
Classification	APS Level 6
Position	EXT-APSL-2020-1814
Advertised	VN-0683535 : PS42 Daily Gazette Thursday - 29 October 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039948

Services Australia

Lauren Cawthron
84392282

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 6

To

Position Details	Delivery Coach
Location	Forrest
Classification	Executive Level 1
Position	EXT-APSL-2020-1832
Advertised	VN-0683895 : PS44 Daily Gazette Tuesday - 10 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039958

Services Australia

Andrew Pacey
71196784

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 4

To

Position Details	Corporate Support Officer
Location	Brisbane
Classification	APS Level 5
Position	EXT-APSL-2020-2178
Advertised	VN-0684395 : PS46 Daily Gazette Tuesday - 24 November 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039880

Services Australia

Anneke Van Der Weyde
79511347

Promotion Notice Details

From

Agency	Department of Industry, Science, Energy and Resources
Classification	Executive Level 1

To

Position Details	Director ICT Governance
Location	Greenway
Classification	Executive Level 2
Position	EXT-EL-2020-2184
Advertised	VN-0684447 : PS46 Daily Gazette Thursday - 26 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Services Australia (part of the Social Services Portfolio)

Promotion Notice OC-039965

Services Australia

Nicole Sealey
86184866

Promotion Notice Details

From

Agency	Department of Social Services
Classification	APS Level 4

To

Position Details	Executive Assistant
Location	Greenway
Classification	APS Level 5
Position	192_07/20
Advertised	VN-0680906 : PS29 Daily Gazette Tuesday - 28 July 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Promotion Notice OC-039750

Department of Social Services

Simone McDonald
82798043

Promotion Notice Details

From

Agency	Department of Social Services
Classification	APS Level 5

To

Position Details	Team Leader
Location	Sydney
Classification	APS Level 6
Position	259-09/20
Advertised	VN-0682974 : PS40 Daily Gazette Monday - 12 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Promotion Notice OC-039753

Department of Social Services

Yin Wai Alice Lee
85101328

Promotion Notice Details

From

Agency	Department of Social Services
Classification	APS Level 5

To

Position Details	Team Leader
Location	Sydney
Classification	APS Level 6
Position	259-09/20
Advertised	VN-0682974 : PS40 Daily Gazette Monday - 12 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Promotion Notice OC-039752

Department of Social Services

David Paulic
85733720

Promotion Notice Details

From

Agency	Department of Social Services
Classification	APS Level 5

To

Position Details	Team Leader
Location	Sydney
Classification	APS Level 6
Position	259-09/20
Advertised	VN-0682974 : PS40 Daily Gazette Monday - 12 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Promotion Notice OC-039751

Department of Social Services

Bernard Moore
86184372

Promotion Notice Details

From

Agency	Department of Social Services
Classification	APS Level 5

To

Position Details	Team Leader
Location	Sydney
Classification	APS Level 6
Position	259-09/20
Advertised	VN-0682974 : PS40 Daily Gazette Monday - 12 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Promotion Notice OC-039996

Department of Social Services

Samantha Backhouse
85141039

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 6

To

Position Details	Executive Level 1 - Finance Business Partner
Location	Greenway
Classification	Executive Level 1
Position	306_10/20
Advertised	VN-0683701 : PS43 Daily Gazette Wednesday - 04 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Promotion Notice OC-039835

Department of Social Services

Courtney Russell
86155862

Promotion Notice Details

From

Agency	Department of Social Services
Classification	APS Level 5

To

Position Details	APS Level 6 - Portfolio Finance and Projects
Location	Phillip
Classification	APS Level 6
Position	310_10/20
Advertised	VN-0683797 : PS43 Daily Gazette Wednesday - 04 November 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Promotion Notice OC-039846

National Disability Insurance Agency

Jeanne Kuang
85040510

Promotion Notice Details

From

Agency	National Disability Insurance Agency
Classification	APS Level 4

To

Position Details	NDIA EL1 Support Co & Plan Management
Location	Geelong
Classification	Executive Level 1
Position	0409_05/20_EXT
Advertised	VN-0679645 : PS21 Daily Gazette Monday - 01 June 2020

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Promotion Notice OC-039759

National Disability Insurance Agency

Sophie Gay
85051842

Promotion Notice Details

From

Agency	Defence Housing Australia
Classification	APS Level 6

To

Position Details	EL1 Assistant Director Finance (Professional Stream)
Location	Braddon
Classification	Executive Level 1
Position	0646_11/20_EXT
Advertised	VN-0684160 : PS45 Daily Gazette Monday - 16 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Promotion Notice OC-039851

National Disability Insurance Agency

Shaun Kenworthy
85082673

Promotion Notice Details

From

Agency	National Disability Insurance Agency
Classification	APS Level 6

To

Position Details	EL1 Assistant Director Service Delivery
Location	Midland
Classification	Executive Level 1
Position	0636_11/20_EXT
Advertised	VN-0684318 : PS45 Daily Gazette Thursday - 19 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Promotion Notice OC-039749

National Disability Insurance Agency

Rachel Godde
76607781

Promotion Notice Details

From

Agency	National Disability Insurance Agency
Classification	APS Level 6

To

Position Details	EL1 Assistant Director Partner Program
Location	Geelong
Classification	Executive Level 1
Position	0758_12/20_EXT
Advertised	VN-0685352 : PS1 Daily Gazette Wednesday - 13 January 2021

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Promotion Notice OC-039897

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Jo-Anne Bonney
85683954

Promotion Notice Details

From

Agency	National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission
Classification	APS Level 5

To

Position Details	Reportable Incidents Officers
Location	Adelaide
Classification	APS Level 6
Position	.
Advertised	VN-0683398 : PS41 Daily Gazette Friday - 23 October 2020
PRC Decision	Yes
Decision complies with ISAC?	Yes

Notes

Under the Public Service Regulations promotions of APS employees made as a result of an ISAC recommendation are not subject to promotion review procedures.

The Regulations do provide two circumstances where, if an agency head does not follow the recommendation of an ISAC, subsequent promotions do not become reviewable. These circumstances are where:

- a candidate has been found to have breached the Code of Conduct and the agency head considers that as a result of that breach the candidate is no longer suitable
- a candidate has lost an essential qualification (most commonly a security clearance)

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Promotion Notice OC-039900

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Fara Drummond
85408856

Promotion Notice Details

From

Agency	National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission
Classification	APS Level 4

To

Position Details	Reportable Incidents Officer
Location	Adelaide
Classification	APS Level 5
Position	.
Advertised	VN-0683398 : PS41 Daily Gazette Friday - 23 October 2020
PRC Decision	Yes

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner's Directions - similar vacancy.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Promotion Notice OC-039777

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Carly Patman
85775306

Promotion Notice Details

From

Agency	Aged Care Quality and Safety Commission
Classification	APS Level 5

To

Position Details	Multiple Roles (APS 4, APS 5 and APS 6) Compliance Officers
Location	Brisbane
Classification	APS Level 6
Position	0
Advertised	VN-0683406 : PS41 Daily Gazette Friday - 23 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-040006

Australian Bureau of Statistics

Jessica Reid
83012751

Promotion Notice Details

From

Agency	National Archives of Australia
Classification	APS Level 4

To

Position Details	Senior Data Acquisition Officer
Location	Geelong
Classification	APS Level 5
Position	20/NDAD_APS5
Advertised	VN-0682393 : PS36 Daily Gazette Thursday - 17 September 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039772

Australian Taxation Office

Cathy Lekakis
85600610

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 3

To

Position Details	Risk Officer
Location	Melbourne
Classification	APS Level 4
Position	
Advertised	VN-0610672 :

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039908

Australian Taxation Office

Aditya Sharma
85434181

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 4

To

Position Details	Intelligence Officer
Location	Brisbane
Classification	APS Level 5
Position	
Advertised	VN-0641004 :

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039738

Australian Taxation Office

Louise McKinnon
82893139

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	IT Security Analyst
Location	Adelaide
Classification	Executive Level 1
Position	EXT_EST_1069_19
Advertised	VN-0646544 : PS1 Daily Gazette Wednesday - 15 January 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039741

Australian Taxation Office

Anna Fairclough
76305011

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 3

To

Position Details	Security Adviser
Location	Wollongong
Classification	APS Level 4
Position	EXT_ATOF_108_20
Advertised	VN-0673440 : PS5 Daily Gazette Monday - 10 February 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039910

Australian Taxation Office

Kate Williamson
83807925

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 3

To

Position Details	Security Adviser
Location	Wollongong
Classification	APS Level 4
Position	EXT_ATOF_108_20
Advertised	VN-0673440 : PS5 Daily Gazette Monday - 10 February 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039755

Australian Taxation Office

Brett Worley
76186067

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	Executive Level 1

To

Position Details	IT Program Manager
Location	Adelaide
Classification	Executive Level 2
Position	EXT_EST_196_20
Advertised	VN-0678048 : PS22 Daily Gazette Wednesday - 10 June 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039963

Australian Taxation Office

Matthew Gall
85083940

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	IT Midrange Application Developer
Location	Brisbane
Classification	Executive Level 1
Position	EXT_EST_241_20
Advertised	VN-0678430 : PS19 Daily Gazette Monday - 18 May 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039800

Australian Taxation Office

Prudence Barker
86909820

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Law and Policy Design Manager
Location	Melbourne
Classification	Executive Level 1
Position	EXT_PAL_317_20
Advertised	VN-0678961 : PS17 Daily Gazette Wednesday - 06 May 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039896

Australian Taxation Office

Ahmed Pinjari
84076407

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 4

To

Position Details	IT Performance Tester
Location	Melbourne
Classification	APS Level 6
Position	EXT_EST_351_20
Advertised	VN-0679216 : PS19 Daily Gazette Wednesday - 20 May 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039898

Australian Taxation Office

Luyen Do
83666202

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 5

To

Position Details	IT Performance Tester
Location	Canberra
Classification	APS Level 6
Position	EXT_EST_351_20
Advertised	VN-0679216 : PS19 Daily Gazette Wednesday - 20 May 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039966

Australian Taxation Office

Janet Board
52115360

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 5

To

Position Details	Client Engagement Team Leader (QLD)
Location	Chermside
Classification	APS Level 6
Position	EXT_CEG_360_20
Advertised	VN-0679329 : PS19 Daily Gazette Tuesday - 19 May 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039865

Australian Taxation Office

Scott Sheppard
79486364

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 5

To

Position Details	Contract Officer
Location	Brisbane
Classification	APS Level 6
Position	EXT_RDR_450_20
Advertised	VN-0680016 : PS23 Daily Gazette Friday - 19 June 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039960

Australian Taxation Office

Anne Hildebrand
82253801

Promotion Notice Details

From

Agency	Services Australia
Classification	APS Level 5

To

Position Details	Scrum Master
Location	Brisbane
Classification	APS Level 6
Position	EXT_EST_519_20
Advertised	VN-0680541 : PS26 Daily Gazette Friday - 10 July 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039859

Australian Taxation Office

Katy Nesbitt
82884726

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	Executive Level 1

To

Position Details	Client Engagement Director
Location	Hobart
Classification	Executive Level 2
Position	EXT_CEG_510_20
Advertised	VN-0680547 : PS26 Daily Gazette Thursday - 09 July 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039918

Australian Taxation Office

Peter Calnan
81883561

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	Executive Level 1

To

Position Details	IT Services Director
Location	Canberra
Classification	Executive Level 2
Position	EXT_EST_524_20
Advertised	VN-0680802 : PS28 Daily Gazette Thursday - 23 July 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039919

Australian Taxation Office

Roslyn Washington
78787413

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	Executive Level 1

To

Position Details	IT Services Director
Location	Chermside
Classification	Executive Level 2
Position	EXT_EST_524_20
Advertised	VN-0680802 : PS28 Daily Gazette Thursday - 23 July 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039982

Australian Taxation Office

Brett Cornford
85214525

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 4

To

Position Details	IT Services Officer
Location	Chermside
Classification	APS Level 6
Position	EXT_EST_575_20
Advertised	VN-0680957 : PS29 Daily Gazette Thursday - 30 July 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039985

Australian Taxation Office

Jonathan Andrades
84070304

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 5

To

Position Details	IT Services Officer
Location	Moonee Ponds
Classification	APS Level 6
Position	EXT_EST_575_20
Advertised	VN-0680957 : PS29 Daily Gazette Thursday - 30 July 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-040000

Australian Taxation Office

Chantel Mavratzas
81889031

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 5

To

Position Details	IT Security Adviser
Location	Adelaide
Classification	APS Level 6
Position	EXT_EST_559_20
Advertised	VN-0681020 : PS29 Daily Gazette Thursday - 30 July 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039743

Australian Taxation Office

Hayley Hillyard
85093305

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 4

To

Position Details	Planning and Reporting Officer
Location	Townsville
Classification	APS Level 6
Position	EXT_CEG PAL_661_20
Advertised	VN-0681554 : PS34 Daily Gazette Thursday - 03 September 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

This notice is part of the electronic PS9 Weekly Gazette Thursday - 04 March 2021 Published by Australian Public Service Commission.

Treasury

Promotion Notice OC-039744

Australian Taxation Office

Chad Rowe
85427395

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 5

To

Position Details	Planning and Reporting Officer
Location	Upper Mount Gravatt
Classification	APS Level 6
Position	EXT_CEG PAL_661_20
Advertised	VN-0681554 : PS34 Daily Gazette Thursday - 03 September 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039760

Australian Taxation Office

Edvina Sofic
81911518

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 4

To

Position Details	Project Officer
Location	Upper Mount Gravatt
Classification	APS Level 5
Position	EXT_CBRS_722_20
Advertised	VN-0682223 : PS36 Daily Gazette Tuesday - 15 September 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039889

Australian Taxation Office

Isabelle Erbacher
84080115

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Business Strategy Manager
Location	Brisbane
Classification	Executive Level 1
Position	EXT_SD_664_20
Advertised	VN-0682224 : PS37 Daily Gazette Tuesday - 22 September 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039739

Australian Taxation Office

Joel Challinor
83324616

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Business Strategy Manager
Location	Melbourne
Classification	Executive Level 1
Position	EXT_CBRS_773_20
Advertised	VN-0682508 : PS38 Daily Gazette Monday - 28 September 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039882

Australian Taxation Office

Joanne Barron
76308001

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 4

To

Position Details	Service Delivery Manager
Location	Upper Mount Gravatt
Classification	Executive Level 1
Position	EXT_SD_759_20
Advertised	VN-0682863 : PS39 Daily Gazette Tuesday - 06 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039904

Australian Taxation Office

Joanna Stanway
79476756

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Service Delivery Manager
Location	Hobart
Classification	Executive Level 1
Position	EXT_SD_759_20
Advertised	VN-0682863 : PS39 Daily Gazette Tuesday - 06 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039903

Australian Taxation Office

Marion Henry
78780780

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Service Delivery Manager
Location	Penrith
Classification	Executive Level 1
Position	EXT_SD_759_20
Advertised	VN-0682863 : PS39 Daily Gazette Tuesday - 06 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039902

Australian Taxation Office

Francesca Lopes
51004263

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Service Delivery Manager
Location	Parramatta
Classification	Executive Level 1
Position	EXT_SD_759_20
Advertised	VN-0682863 : PS39 Daily Gazette Tuesday - 06 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039901

Australian Taxation Office

Amanda Van Keimpema
83801064

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Service Delivery Manager
Location	Chermside
Classification	Executive Level 1
Position	EXT_SD_759_20
Advertised	VN-0682863 : PS39 Daily Gazette Tuesday - 06 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039892

Australian Taxation Office

Michelle Thornton
77601509

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Service Delivery Manager
Location	Albury
Classification	Executive Level 1
Position	EXT_SD_759_20
Advertised	VN-0682863 : PS39 Daily Gazette Tuesday - 06 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039890

Australian Taxation Office

Helen Barnes
81881945

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Service Delivery Manager
Location	Albury
Classification	Executive Level 1
Position	EXT_SD_759_20
Advertised	VN-0682863 : PS39 Daily Gazette Tuesday - 06 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039888

Australian Taxation Office

Narelle Kearney
54172991

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Service Delivery Manager
Location	Albury
Classification	Executive Level 1
Position	EXT_SD_759_20
Advertised	VN-0682863 : PS39 Daily Gazette Tuesday - 06 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039887

Australian Taxation Office

Smiljana Kosutic
75477372

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Service Delivery Manager
Location	Moonee Ponds
Classification	Executive Level 1
Position	EXT_SD_759_20
Advertised	VN-0682863 : PS39 Daily Gazette Tuesday - 06 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039878

Australian Taxation Office

Whitney Lisson
85056723

Promotion Notice Details

From

Agency	Clean Energy Regulator
Classification	APS Level 5

To

Position Details	Relationship Officer
Location	Canberra
Classification	APS Level 6
Position	EXT_ATOC_823_20
Advertised	VN-0682950 : PS39 Daily Gazette Friday - 09 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039864

Australian Taxation Office

Thomas Plunkett
85808905

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 3

To

Position Details	IT Test Analyst
Location	Albury
Classification	APS Level 4
Position	EXT_EST_807_20
Advertised	VN-0683067 : PS40 Daily Gazette Friday - 16 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039920

Australian Taxation Office

Anica Lazorovski
79481600

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 4

To

Position Details	IT Test Analyst
Location	Melbourne
Classification	APS Level 5
Position	EXT_EST_808_20
Advertised	VN-0683069 : PS40 Daily Gazette Friday - 16 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039921

Australian Taxation Office

Benjamin Crennan
83795071

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 4

To

Position Details	IT Test Analyst
Location	Melbourne
Classification	APS Level 5
Position	EXT_EST_808_20
Advertised	VN-0683069 : PS40 Daily Gazette Friday - 16 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039914

Australian Taxation Office

Denise Hartney
84297242

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 4

To

Position Details	IT Test Analyst
Location	Melbourne
Classification	APS Level 6
Position	EXT_EST_809_20
Advertised	VN-0683093 : PS40 Daily Gazette Friday - 16 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039990

Australian Taxation Office

Andrew Merlino
83812978

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 5

To

Position Details	Law Interpretation Officer
Location	Moonee Ponds
Classification	APS Level 6
Position	EXT_RDR_850_20
Advertised	VN-0683249 : PS41 Daily Gazette Monday - 19 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039827

Australian Taxation Office

Maricar Lapidario
81899360

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Law Interpretation Officer
Location	Parramatta
Classification	Executive Level 1
Position	EXT_RDR_853_20
Advertised	VN-0683262 : PS41 Daily Gazette Monday - 19 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039978

Australian Taxation Office

Ivy Wu
84447992

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Law Interpretation Officer
Location	Box Hill
Classification	Executive Level 1
Position	EXT_RDR_853_20
Advertised	VN-0683262 : PS41 Daily Gazette Monday - 19 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions](#) page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039866

Australian Taxation Office

Amelya Pittas
84740224

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Law Interpretation Officer
Location	Moonee Ponds
Classification	Executive Level 1
Position	EXT_RDR_853_20
Advertised	VN-0683262 : PS41 Daily Gazette Monday - 19 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039855

Australian Taxation Office

Lei Huang
85427766

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Data Management Officer
Location	Canberra
Classification	Executive Level 1
Position	EXT_SDP_865_20
Advertised	VN-0683354 : PS41 Daily Gazette Friday - 23 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039911

Australian Taxation Office

Sean Habing-Payne
85610368

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 4

To

Position Details	Project Officer
Location	Melbourne
Classification	APS Level 6
Position	EXT_ATOF_870_20
Advertised	VN-0683425 : PS42 Daily Gazette Monday - 26 October 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039754

Australian Taxation Office

Craig Bulfin
83320113

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	Executive Level 1

To

Position Details	IT Test Director
Location	Melbourne
Classification	Executive Level 2
Position	EXT_EST_811_20
Advertised	VN-0683522 : PS42 Daily Gazette Thursday - 29 October 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039761

Australian Taxation Office

Magda Wilson
76324626

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 5

To

Position Details	Learning and Development Professional (Trainer)
Location	Box Hill
Classification	APS Level 6
Position	EXT_ATOP_895_20
Advertised	VN-0683626 : PS43 Daily Gazette Wednesday - 04 November 2020

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039838

Australian Taxation Office

Aaron Baldacchino
77606027

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Security Adviser
Location	Wollongong
Classification	Executive Level 1
Position	EXT_ATOF_897_20
Advertised	VN-0683766 : PS43 Daily Gazette Wednesday - 04 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-039843

Australian Taxation Office

Duncan Ly
79239064

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	Data Visualisation Lead
Location	Adelaide
Classification	Executive Level 1
Position	EXT_SDP_913_20
Advertised	VN-0683919 : PS44 Daily Gazette Monday - 09 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Promotion Notice OC-040004

Australian Taxation Office

Siobhan McPherson
84448565

Promotion Notice Details

From

Agency	Australian Taxation Office
Classification	APS Level 6

To

Position Details	TPB Investigation Manager
Location	Sydney
Classification	Executive Level 1
Position	EXT_TPB_921_20
Advertised	VN-0683947 : PS44 Daily Gazette Tuesday - 10 November 2020

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Cancellation Notice

Cancellation Notice OC-039868

Department of Home Affairs

Jason Thomson
78259135

Cancellation Notice Details

Location	ACT
Notified in Gazette	PS49 Weekly Gazette Thursday - 17 December 2020
Notice Number	OC-037012

Note

This notice cancels an employment decision previously notified in the Gazette.

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Retirement/Termination Notice

Services Australia (part of the Social Services Portfolio)

Retirement/Termination Notice
OC-039853

Services Australia

Xiang Yu
85254359

Retirement/Termination Notice Details

Location	Cheltenham
Classification	APS Level 4
Section	29(3)g
Date of Effect	Fri Feb 19 00:00:00 GMT 2021

This notice is part of the electronic PS9 Weekly Gazette Thursday - 04 March 2021 Published by Australian Public Service Commission.

Assignment/Movement Notice

Health

Assignment/Movement Notice
OC-039968

National Health Funding Body

Diana Davidson
86258124

Assignment/Movement Notice Details

From

Agency	Department of Social Services
Classification	Executive Level 1

To

Position Details	Finance Manager
Location	Acton
Classification	Executive Level 1
Position	20036384
Advertised	VN-0683646 : PS42 Daily Gazette Friday - 30 October 2020

This notice is part of the electronic PS9 Weekly Gazette Thursday - 04 March 2021 Published by Australian Public Service Commission.

Health

Assignment/Movement Notice
OC-039992

National Health Funding Body

Mingde Zhao
82052639

Assignment/Movement Notice Details

From

Agency	Department of Education, Skills and Employment
Classification	APS Level 6

To

Position Details	Data Analyst
Location	Acton
Classification	APS Level 6
Position	20034979; 20034980
Advertised	VN-0683649 : PS42 Daily Gazette Friday - 30 October 2020

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Health

Assignment/Movement Notice
OC-039994

National Health Funding Body

Helen Arnold
82199534

Assignment/Movement Notice Details

From

Agency	Department of Education, Skills and Employment
Classification	Executive Level 1

To

Position Details	Senior Data Analyst
Location	Acton
Classification	Executive Level 1
Position	20023147
Advertised	VN-0684342 : PS45 Daily Gazette Friday - 20 November 2020

This notice is part of the electronic PS9 Weekly Gazette Thursday - 04 March 2021 Published by Australian Public Service Commission.

Corrigenda Notice

Treasury

Corrigenda Notice OC-039961

Australian Taxation Office

Melanie Ceh
81887896

Corrigenda Notice Details

Location	Parramatta
Notified in Gazette	PS8 Weekly Gazette Thursday - 25 February 2021
Notice Number	OC-039236

Correction

PRC Decision Yes was incorrectly selected at the time of the original notice. PRC Decision is No.

This notice is part of the electronic PS9 Weekly Gazette Thursday - 04 March 2021 Published by Australian Public Service Commission.

Engagement Notices

Engagement Notice

Finance

Engagement Notice OC-039822

Independent Parliamentary Expenses Authority

Bronwyn Wareham
86299102

Engagement Notice Details

Position Details	Travel Administration Officer
Position Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton
Classification	APS Level 3
Position	Various
Advertised	VN-0678964 : PS16 Daily Gazette Friday - 01 May 2020
Section	22(2)a
Date of Engagement	Mon Mar 15 00:00:00 GMT 2021

This notice is part of the electronic PS9 Weekly Gazette Thursday - 04 March 2021 Published by Australian Public Service Commission.

Finance

Engagement Notice OC-039756

Independent Parliamentary Expenses Authority

Alexandra Schinzinger
86299137

Engagement Notice Details

Position Details	Team Leader - Travel Processing
Position Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton
Classification	APS Level 6
Position	9010069
Advertised	VN-0683884 : PS43 Daily Gazette Friday - 06 November 2020
Section	22(2)a
Date of Engagement	Mon Mar 22 00:00:00 GMT 2021

This notice is part of the electronic PS9 Weekly Gazette Thursday - 04 March 2021 Published by Australian Public Service Commission.

Health

Engagement Notice OC-039989

National Health Funding Body

Elizabeth Walsh
86582370

Engagement Notice Details

Position Details	Financial Accountant
Position Type	Full-Time, Ongoing
Location	Acton
Classification	APS Level 6
Position	20023158
Advertised	VN-0683541 : PS42 Daily Gazette Friday - 30 October 2020
Section	22(2)a
Date of Engagement	Mon Jan 18 00:00:00 GMT 2021

This notice is part of the electronic PS9 Weekly Gazette Thursday - 04 March 2021 Published by Australian Public Service Commission.

Health

Engagement Notice OC-040001

National Health Funding Body

Rebecca Armstrong
86582389

Engagement Notice Details

Position Details	Financial Systems and Reporting Officer
Position Type	Full-Time, Ongoing
Location	Acton
Classification	APS Level 6
Position	20036906
Advertised	VN-0683644 : PS42 Daily Gazette Friday - 30 October 2020
Section	22(2)a
Date of Engagement	Mon Jan 18 00:00:00 GMT 2021

This notice is part of the electronic PS9 Weekly Gazette Thursday - 04 March 2021 Published by Australian Public Service Commission.

Health

Engagement Notice OC-039995

National Health Funding Body

Tom Nguyen
84482480

Engagement Notice Details

Position Details	Senior Data Analyst
Position Type	Full-Time, Ongoing
Location	Acton
Classification	Executive Level 1
Position	20023147
Advertised	VN-0684342 : PS45 Daily Gazette Friday - 20 November 2020
Section	22(2)a
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Special Notice
