



Commonwealth of Australia
APSJobs - Vacancies Daily
PS41 Daily Gazette Tuesday - 08 October 2024.pdf

Australian Government Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS41 Weekly Gazette Thursday - 10 October 2024.pdf.

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

These Vacancies Daily will also appear in the Gazette PS41 Weekly Gazette Thursday - 10 October 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0749170

Australian Electoral Commission

Closing Date: Tuesday 22 October 2024

Electoral Integrity and Operations Group
State Operations VIC Operations

Job Title	Project Officer, VIC Operations
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$73,821 - \$80,896
Classification	APS Level 4
Position Number	2024-343 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Victoria State Office is divided into two key areas including, the Operations Delivery section, who are responsible for overseeing and administering the Victorian electoral divisions, and the Project Support Unit, who are responsible for premises, procurement, logistics, financial and administrative delivery for the state.

For the delivery of federal events or local by-election, staffing rapidly expands to help manage the greatly increased workload around risk management, fast moving project work and logistical activities, media, and public scrutiny.

Duties

Working in the Project Support Unit, the Project Officer supports Senior Project Officers and Assistant Directors in contributing to organisational outcomes, and working collaboratively in the day-to-day administration, planning, and delivery of projects relating to the corporate, governance and election readiness functions of the State Office.

Supporting work that is moderately complex and/or sensitive in nature, the Project Officer participates in projects that may be high risk and large-scale, with pressure to complete work within short and immutable time frames and that may be subject to public and media scrutiny. During the electoral event, under limited direction, the Project Officer engages regularly with stakeholders to keep them informed of progress in relation to projects.

You need to be flexible, organised, goal-oriented, and agile in meeting the agency priorities as required by management during the election cycle/event. The Project Officer is required to communicate effectively with all levels of stakeholders and deliver high quality outcomes within strict timeframes.

This position requires agility, as during the election cycle you will be required to contribute to the delivery of a range of projects across the State Office and other AEC locations as agency priorities necessitate and as directed by management. Employees in this role will at times be expected to work evening hours, public holidays and weekends and must be flexible to meet critical needs and changing demands as required.

To excel you'll have:

- The ability to respond and adapt to a changing operational environment.
- Demonstrated ability to work autonomously and a strong commitment to working collaboratively within a team to achieve results.
- High level of analytical skills and the ability to make evidence-based and effective decisions.
- Demonstrated ability to prioritise and complete detailed tasks, with a high level of accuracy, within a legislative environment, project, budget and policy parameters, within set timeframes and frameworks.
- Ability to undertake risk management and assessment within a project management and delivery environment.
- Ability to develop relationships with internal and external stakeholders at all levels, demonstrating clear, timely and effective communication, coordination, and negotiations.

Desirable

- Knowledge of, or ability to, quickly gain basic knowledge of Australian electoral law and practice.
- Knowledge or experience in participating in the delivery of medium to large scale projects within a highly operational and legislated environment, with the ability to make evidence-based and effective decisions.

Eligibility

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

Notes

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC's statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Wanda Lelito, (03) 9969 6925
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0749261

Department of Home Affairs

Closing Date: Monday 21 October 2024

Finance Division
External Budgets & Revenue Administered Financial Management

Job Title	Assistant Director - Administered Financial Management
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$110,788 - \$129,928
Classification	Executive Level 1
Position Number	134891
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134891/>

About our team

Chief Operating Officer Group | Finance Division | External Budgets & Revenue | Administered Financial Management

The position is part of the Administered Financial Management Section within the External Budgets and Revenue Branch. The section provides end to end financial functions including high level strategic financial advice and support for highly complex major contracts. This includes providing support to relevant business areas and to the CFO to support the successful delivery of outcomes for the Administered components of Program 2.4 - UMA Offshore Management and Program 3.5 - Onshore Compliance and Detention, a combined annual administered operating budget of approximately \$1.4 billion.

The section:

- provides strategic financial advice for the senior executive, and governance committees

- is responsible for the overall financial management of Programs 2.4 and 3.5 including: internal budget allocations; internal management reporting and analysis; providing strategic advice; management and completion of end of month financial reporting; journals and accruals
- manages the finances for a range of highly complex major contracts for the Onshore and Offshore Detention Network, associated Health contracts and infrastructure projects
- manages relationships with a broad range of stakeholders.

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

Our ideal candidate

Our ideal candidate needs to be enthusiastic, motivated and resilient, who is keen to work in a fast-paced team environment with at times minimal supervision. They should be able to respond and produce deliverables under tight time constraints. They should be good with numbers and have a high attention to detail. They should be comfortable communicating over the phone or via mediums such as MS Teams with clients. They should also have a can-do attitude, be flexible and embrace change. **Duties**

Duties and responsibilities

This position is responsible for leading the team responsible for financial management processes, including budget development, contract monitoring and updating, accrual support, monthly reporting, invoice verification and processing and asset capitalisation including asset reporting and maintenance of assets under construction.

The position is also responsible for providing general advice on financial management and procurement relating to projects undertaken by stakeholders.

Specific Duties/Responsibilities:

- Provide input into the internal budget build for infrastructure related capital and operating expenditure.
- Lead and manage end of month processes including:
 - the preparation of monthly financial management reports covering capital and operating infrastructure related expenditure including analysis of impacts on the full year result
- monthly variance commentary:
 - processing accruals / accounting adjustments and capitalise expenditure (Assets Under Construction settlement)
 - assisting business area's with forecasting for all operating and capital related infrastructure projects.
- Manage the creation of WBS codes in the SAP system for the management and tracking of capital project expenditure.
- Amend / create Infrastructure contracts in the finance system and subsequent creation and management of purchase orders associated with the contract.
- Facilitate the verification and payment of supplier invoices attached to those contracts managed by the team.

Additional information

Candidates must have:

- Excellent analytical and numerical skills.
- Sound decision making and judgement to produce high level financial advice.

- The capacity to work towards specific deadlines with high level of accuracy and attention to detail.
- Ability to set priorities for self and team with a focus on time management.
- Well-developed stakeholder engagement and relationship management skills, including excellent written and oral communication and interpersonal skills.
- Experience with MS products is essential.
- Demonstrated experience in SAP, SAPGui and Contract Management and Procurement systems or equivalent financial systems.
- Knowledge of budget and asset management principles and the ability to communicate requirements.
- A sound understanding of the Commonwealth's financial management framework, various Financial Legislation and policies, including the PGPA Act, delegations, etc.
- Relevant Finance or Accounting qualifications is preferred.

Eligibility

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

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

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

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

Notes

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

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Carly Panagiotopoulos, 02 5127 7017
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/134891/

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Vacancy VN-0749270

Future Fund Management Agency

Closing Date: Tuesday 15 October 2024

Job Title	Manager, Portfolio Risk
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	-
Classification	APS Level 6
Position Number	JR100130
Agency Website	www.futurefund.gov.au

Job Description

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

At the Future Fund, we're for future minds – like yours. The new investors and creators who thrive on different thinking and doing it together. Those who glimpse opportunity before it strikes and step up every day to grab it.

The Future Fund is Australia's Sovereign Wealth Fund, managing over \$290 billion across seven public asset funds with the same purpose: growing Australia's future. We are a global investor and work closely with world leading investment organisations to access the best investment ideas.

Where others see challenges, we see more interesting investment experiences. Every person, every skillset, every mindset is an asset. We've got every future generation to consider, yet our approach to investing is incredibly pure: we think about it deeply, and daily. Ours is a culture where great people grow the future together, with the rare ability to work collaboratively, think freely, and make a real difference.

The Opportunity

We are currently looking for a Manager, Portfolio Risk to join our dynamic Portfolio Risk Team (PRT), a core component of our Investment Team. The PRT plays a vital role in managing portfolio risks—those connected with investment decisions and overall portfolio exposures. You'll report to the Managing Director, Portfolio Risk and work closely with our Chief Investment Officer, Investment Committee, and senior stakeholders, providing insights that shape our approach to risk while working collaboratively to build a stronger, more resilient portfolio.

If you're someone who thrives on deep analysis, proactive governance, and collaborative problem-solving, this role offers a unique opportunity to work across all aspects of portfolio management. As part of a small, impactful team, you'll contribute directly to critical decisions, helping us develop innovative solutions and manage risk in a way that supports our long-term goals of growing Australia's wealth.

Duties

Key Responsibilities

As a Manager in our Portfolio Risk Team, you will play a crucial role in developing and refining the whole-of-portfolio risk framework. You'll monitor key risks and analyse their interactions, providing guidance on risk positions and their impact on overall portfolio outcomes. This involves ongoing evaluation of our risk assessment tools, working to ensure that our framework remains effective and aligned with our objectives. Your ability to build strong relationships with stakeholders will be key to creating effective, collaborative approaches to risk management across asset teams.

You'll also lead comprehensive portfolio risk assessments, conducting scenario analysis, stress testing, and sensitivity assessments across asset classes. By actively contributing to the design of key quantitative risk metrics, you'll help the team better understand the interplay between various investment opportunities, supporting the development of a resilient, balanced portfolio.

Another important aspect of the role involves shaping our investment processes and governance structures. You will provide critical analysis and recommendations to the investment teams, ensuring that the decision-making processes and risk controls are best practice and fit for purpose. In this capacity, your role will directly impact our ability to assess and mitigate risks effectively, contributing to a culture of informed, deliberate risk-taking that aligns with our strategic objectives.

Eligibility

About You

We're looking for a senior investment professional, ideally with a background in risk management within the financial services or investment management industries. You have a deep understanding of multi-asset class investment management, with expertise in portfolio construction, investment strategy, or specific asset classes. You should hold a tertiary degree in economics, commerce, finance, or mathematics, and ideally, postgraduate studies or professional accreditation in a related field such as finance, econometrics, or actuarial studies.

Your ability to distil complex concepts into actionable recommendations, as well as strong analytical skills, makes you a strategic thinker who can lead risk evaluations and provide insightful guidance. You are highly organised and capable of managing multiple priorities efficiently, always maintaining a focus on both the big picture and the intricate details of portfolio risks. You have a track record of working effectively with diverse stakeholders, leveraging your interpersonal skills to build strong, collaborative relationships across different teams.

In addition, we are looking for an excellent communicator, capable of influencing decisions and articulating complex ideas clearly to stakeholders at all levels. You should be open to different viewpoints and demonstrate agility in adapting to new information, making you an effective team player. Your proactive approach, combined with a focus on results and a commitment to continuous improvement, will contribute to the growth and success of our Portfolio Risk Team and the broader Future Fund.

To be eligible to apply, you must have Australian citizenship.

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	John Campanaro, 0386566400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0749221

Murray-Darling Basin Authority

Closing Date: Sunday 20 October 2024

Office of the Chief Executive
Communications

Job Title	Assistant Director, Communications
Job Type	Full-Time, Ongoing
Location	Wodonga VIC, Mildura VIC, Canberra ACT, Griffith NSW, Goondiwindi QLD
Salary	\$118,049 - \$129,870
Classification	Executive Level 1
Position Number	100423
Agency Website	

Job Description

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

Join us to shape the future of one of Australia's greatest natural assets and protect it for future generations.

We are seeking people who want to contribute to a significant water reform program that aims to respond to the impacts of climate change, support community and industry needs, and improve access to water for First Nations people.

The Murray-Darling Basin Authority (MDBA) is an independent government agency which, in partnership with Basin governments, manages the Murray-Darling Basin's water resources in the national interest. With the enactment of the Water Act 2007, the MDBA was established as an independent expertise-based statutory agency.

The MDBA aims to achieve a healthy working Basin for the benefit of all Australians. The Murray-Darling Basin contains a rich diversity of natural environments that are unique in Australia and the world. The Basin is also crucial to Australia's economy and home to 2.3 million Australians, including people from over 40 First Nations. How we manage the Basin as a whole connected system, manage our water carefully, and protect it for future generations is set out in the [Murray-Darling Basin Plan](#).

The Position

The Assistant Director, Communications provides high level role in supporting the executive, business areas and subject matter experts of the organisation to share key decisions, outcomes and the important work they do.

The role works closely with other parts of the organisation, as well as the Murray-Darling Basin Authority, other agencies of the Australian Government, the Basin States and Territories and wider stakeholders to share our work through engaging online channels.

Duties

Your key responsibilities in this role are to

- Lead the development, implementation and evaluation of communication strategies to align with MDBA priorities.
- Provide strategic advice and specialist communications support to business areas to effectively communicate through established channels.
- Manage the delivery of communication services for the MDBA – product development, digital and print content, website content, design and production.
- Liaise with key stakeholders and represent the team and agency as required.
- Evaluate effectiveness of communication strategies with recommendations for the future.

- Lead a team of Communication experts. Take responsibility for the achievements of individual and team outcomes, monitor progress and follow through to deliver quality outcomes.
- Supervise APS level communication staff, fulfilling related HR, financial and reporting obligations.

Eligibility

To be eligible for a position, you must be:

- an Australian citizen
- satisfy all other MDBA engagement requirements, including health and character clearance.

We value diversity in gender, backgrounds, culture and experience of our employees and we are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications who are First Nations, come from a diverse cultural or linguistic background or have a disability are encouraged to apply. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

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 Murray-Darling Basin Authority

To Apply

Position Contact	Bron Edwards, please email
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0749231

Murray-Darling Basin Authority

Closing Date: Sunday 20 October 2024

Office of the Chief Executive
Communications

Job Title	APS 6 Communications Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Griffith NSW, Goondiwindi QLD, Wodonga VIC, Mildura VIC
Salary	\$94,785 - \$104,492
Classification	APS Level 6
Position Number	Several
Agency Website	

Job Description

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

Join us to shape the future of one of Australia's greatest natural assets and protect it for future generations.

We are seeking people who want to contribute to a significant water reform program that aims to respond to the impacts of climate change, support community and industry needs, and improve access to water for First Nations people.

The Murray-Darling Basin Authority (MDBA) is an independent government agency which, in partnership with Basin governments, manages the Murray–Darling Basin's water resources in the national interest. With the enactment of the Water Act 2007, the MDBA was established as an independent expertise-based statutory agency.

The MDBA aims to achieve a healthy working Basin for the benefit of all Australians. The Murray–Darling Basin contains a rich diversity of natural environments that are unique in Australia and the world. The Basin is also crucial to Australia's economy and home to 2.3 million Australians, including people from over 40 First Nations. How we manage the Basin as a whole connected system, manage our water carefully, and protect it for future generations is set out in the [Murray-Darling Basin Plan](#).

The Position

The Senior Communications officer works closely with the Communications team and other sections in the branch to support the development and implementation of internal communication strategies and plans that support the MDBA's strategic direction and business objectives.

The Senior Communications officer will support the Assistant Director. Other communications processes and administration tasks may be required at times, including finance and procurement.

The role works closely with other parts of the organisation, the Murray-Darling Basin Authority, other agencies of the Australian Government, the Basin States and Territories and wider stakeholders.

Duties

- Assist with the development, implementation and evaluation of communication strategies and plans that support and promote the MDBA's strategic direction and business objectives.
- Support the day-to-day delivery of communication activities, including the development of clear and engaging communications materials.
- Provide communications support to line areas to effectively communicate through established channels, communicating reasoning for decisions and recommendations.
- Identify opportunities, issues or problems and take steps to proactively assist with resolving or improving work practices, where appropriate.
- Exercise strong verbal and written communication skills.
- Investigate opportunities to align the external communication activities with internal audiences

- Support the work of the Assistant Director, Communications.
- Contribute to team leadership and positive culture.
- Undertake other communications processes and administration as required, including finance and administration.

Eligibility

To be eligible for a position, you must be:

- an Australian citizen
- satisfy all other MDBA engagement requirements, including health and character clearance.

We value diversity in gender, backgrounds, culture and experience of our employees and we are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications who are First Nations, come from a diverse cultural or linguistic background or have a disability are encouraged to apply. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

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About the Murray-Darling Basin Authority

To Apply

Position Contact	Bron Edwards, please email
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Agriculture, Water and the Environment

Vacancy VN-0749238

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 22 October 2024

Biosecurity Operations
Cargo & Conveyance Policy & Detection Capability Detection Capability

Job Title	Team Leader - Detector Dog Kennel Facility
Job Type	Full-Time, Ongoing
Location	Banksmeadow NSW
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/3913
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Cargo & Conveyance Policy & Detection Capability is responsible for determining, developing and enabling the strategies, regulatory frameworks, tactics and interventions that manage biosecurity and other risks within the transport and trade pathways into Australia. This pathway brings together how the department detects and responds to biosecurity risk and non-compliance, including through deploying surveillance and verification tools and capabilities such as detector dog teams and x-rays. The branch sets operational policy for the biosecurity clearance of all air and sea cargo, conveyances and ports, seasonal pests and policy assessment related matters.

Detection Capability is responsible for improving the effectiveness of the Biosecurity Operations Division by providing detection, system, legislative and policy capability. The section provides centralised expertise, coordination, management, and resource capability through a range of services for consistent use across the division. The section is responsible for detection technology including x-ray and Detector Dogs. The provision of kennelling services plays a key role in the delivery of national detector dog capability.

Duties

The Job

Reporting to the National Kennelling, Transport and Welfare Manager, the duties of the position include:

- establishing a team of kennel attendants/drivers at Banksmeadow Kennel Facility
- supervising kennel attendants and drivers both in person (Sydney) and remotely (Brisbane and Perth) in the day-to-day operations of working kennels
- developing and implementing procedures and guidelines
- overseeing the management of husbandry logs and ensuring the health and safety of dogs
- overseeing daily kennel operations, ensuring cleanliness, safety and proper care for all dogs
- managing rostering and transport logistics for the kennelling and transport teams
- assisting in the development and implementation of fitness and enrichment programs to promote the physical and mental well-being of the dogs
- food stock control including placing orders, collecting goods and reconciling expenses
- monitoring, reporting and actioning facility maintenance requirements
- negotiating and engaging with partner agencies located at shared facilities
- engaging with biosecurity detector dog handlers, technical supervisors, veterinary and animal rehabilitation staff and other government agency staff as required
- providing support, as required, to the National Kennelling, Transport and Welfare Manager.

Eligibility

What we are looking for

Knowledge and experience

We are looking for someone who:

- possesses direct experience in the housing and welfare of working dogs
- has experience in leading and managing a small team
- has demonstrated experience handling and caring for working dogs in a kennel environment
- has a sound knowledge and understanding of canine behaviour and welfare needs

- has a passion for the welfare and enrichment of dogs.

Eligibility and other requirements

The successful applicant must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours.

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, Fisheries and Forestry

To Apply

Position Contact	Sarah Darrell, 0415 908 036
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0749218

Attorney-General's Department

Closing Date: Sunday 20 October 2024

Corporate Services
Financial Services

Job Title	Business Manager, Management Accounting Section
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$114,780 - \$139,657
Classification	Executive Level 1
Position Number	0428/24_ES/CSD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=E9207445-C713-AB10-8C65-DB31241611E0>

To obtain a copy of the Candidate Information Kit for this vacancy, please click on the 'Apply Online' button to the left of this advertisement.

Duties

Employment Opportunity

The Attorney-General's Department is seeking EL1 Business Managers to join our team. We welcome applications from individuals who are committed to fostering a diverse, inclusive workplace.

The role sits within the Financial Services Branch, within the Corporate Services Division and works in partners with Groups in the department to manage and report on their budgets.

Some key duties include:

- develop and report group budgets through consultation with key stakeholders
- build and maintain strong relationships with multiple key stakeholders to effectively communicate and provide strategic advice
- understand accounting processes and treatments, and the ability to implement and offer advice to key stakeholders
- provide financial advice based on analytical review of data that can be understood by non-financial stakeholders
- supervise, develop and collaborate with a small team within a larger section to foster an inclusive & cohesive team environment.

How you can help us make a difference

As the Group Business manager, your primary responsibility will be to ensure optimal resource management across the Group by overseeing financial operations, maintaining accurate accounts, and delivering strategic advice. You will analyse and interpret relevant financial data to provide actionable insights and recommendations for effective resource allocation. Collaborating closely with Assistant Business Managers, various branch, divisional and group SES, while reporting to the Director of Management accounting in the Corporate Services Division, you will foster a collaborative, cohesive team environment, ensuring the Groups objectives are met efficiently and effectively while building and maintain strong working relationships.

We are looking to build on our existing strong team with someone who is:

- a customer service superstar with an extensive background in customer service / client facing roles
- demonstrable experience in building and maintaining strong relationships with various levels of SES and the ability to tailor messages to these levels
- evidence of your strong leadership & communication skills in supervising a small team to excel and take ownership of deliverables to exceed the expectation of your SES
- a demonstrable experience in being able to explain complex financial or accounting treatments to non-financial stakeholders
- confident and capable of building internal budgets, doing monthly financial reporting and providing value add advice to SES officers
- accountable for their work
- is committed to continuous improvement
- collaborative and encourages collaboration with others.

Tertiary qualifications or significant progress towards the achievement of qualifications, in commerce/accounting/business management is preferred but not essential. **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 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

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.

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services 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. 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	Grant Cussen, (02) 6141 2996
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=E9207445-C713-AB10-8C65-DB31241611E0

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Attorney-General's

Vacancy VN-0749240

Attorney-General's Department

Closing Date: Sunday 20 October 2024

Job Title	Executive Assistant to the Chief Operating Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Barton ACT
Salary	\$94,729 - \$105,669
Classification	APS Level 6
Position Number	0429/24_ESG-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description <https://agcareers.nga.net.au/?jati=098EB7B9-C9AE-DBEB-D1E6-DB3125295BB1>

To obtain a copy of the Candidate Information Kit for this vacancy, please click on the 'Apply Now' button to the left of this advertisement.

Duties

This is a non-ongoing opportunity with the possibility of becoming ongoing to support a Deputy Secretary (SES Band 3) in their role as Chief Operating Officer (COO) while gaining a high-level perspective of the work of the **Enabling Services Group (ESG)** and the Attorney-General's Department. The opportunity presents an environment where the individual will be guided and supported to develop and strengthen their skills, knowledge and networks.

The **Executive Assistant (EA)** undertakes work that is complex in nature and operates under limited direction with reasonable autonomy and accountability. In addition to supporting the COO the role works in conjunction with the Executive Officer and extends its support to the broader ESG in delivering on its priorities and outcomes. It also engages with a range of senior internal and external stakeholders, including the Secretary's Office.

Working in a high-pressure environment with competing demands and often handling sensitive information the role requires the EA to have:

- exceptional time management and prioritisation skills,

- a flexible and agile approach to tasks,
- the ability to maintain a high degree of confidentiality,
- an aptitude to gather information and think strategically to support outcomes, and
- be able to offer confident, clear and effective communication when providing advice or responding to queries.

As an experienced EA, this position will ask you to:

- Manage the diary of the COO with autonomy and limited direction, exercising initiative and judgement.
- Oversee incoming and outgoing correspondence for the office, anticipating, responding to and resolving complex requests and directing requests to other work areas as appropriate which will require a degree of understanding of the operational environment.
- Negotiate with a range of internal and external stakeholders to provide, request, follow up or report on information of relevance to the SES, work area or external parties.
- Draft written correspondence of a complex nature on behalf of the COO, in collaboration with the Executive Officer and other areas of the department as required.
- Coordinate, collate and prepare information and documentation pertaining to meetings, Senate Estimates Packs and Ministerial Submissions, ensuring its quality and relevance.
- Undertake inventory and financial management functions for the COO and work area, organise travel, events, and other duties as required.
- Propose short-term strategic objectives and contribute to longer-term strategic planning activities to facilitate business improvement.
- Support the team of Executive Assistants within ESG.
- Partner with the Secretary's EA and the SES Unit to actively contribute to the development and support of the department's Executive Assistant Network.

How you can help us make a difference

We are seeking an energetic, organised and flexible candidate who demonstrates the APS 6 performance expectations and:

- Remains calm and capable during peak periods of work
- Has excellent stakeholder engagement skills
- Displays leadership skills and builds a positive and supportive culture
- Communicates with tact and behaves with discretion
- Demonstrates good judgement and independence
- Uses initiative to drive innovation and transformation.

We are committed to providing a flexible, diverse and inclusive workplace. We are open to considering a range of flexible work arrangements. **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.

Notes

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>

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To Apply

Position Contact	Adrianna Musitano, 02 6141 3565
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=098EB7B9-C9AE-DBEB-D1E6-DB3125295BB1

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Defence

Vacancy VN-0749010

Department of Defence

Closing Date: Monday 21 October 2024

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT, Osborne SA
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	NSSG/08386/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=43DD253B-C9A5-81B4-7145-DB3071C17017>

Duties

The Role

This is an exceptional opportunity to apply project management experience to the Submarines Division. These positions will suit a strong independent individual who thrives in a team dynamic. As a project manager within Submarines Division, you will be accountable under broad direction to perform and achieve complex project management work.

These roles require an individual who has a great eye for detail and has excellent communication. These roles will be required to provide detailed project management technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management.

The successful candidate may be required to undertake work on and be provided with technical information pertaining to defence articles of United States of America (US) origin. In accordance with the US International Traffic in Arms Regulations (ITAR), any applicant who holds, or has previously held, citizenship or permanent residency of a country other than Australia will be required to declare and indicate the country or countries of citizenship or permanent residency. Restrictions on access to defence articles and associated technical data subject to the ITAR by dual national employees may apply.

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

About our Team

The Submarines Division within the National Shipbuilding Sustainment Group (NSSG) is responsible for the maintenance and programmed upgrade of Australia's Collins Class submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation.

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 are not 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 nssg.submarines.workforcemgt@defence.gov.au.

Our Ideal Candidate

The ideal candidate will be able to:

- Build and sustain stakeholder engagement.
- Work collaboratively by building effective relationships with team members.
- Resolve issues by identifying and developing ideas for an alternative course of action.
- Work independently as well as working in a small – medium sized team.
- Analyse and ensure compliance with legislative, policy and regulatory frameworks.

- Analyse project performance against established plans, develop and initiate strategies to achieve project outcomes.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Monique Misseri, nssg.submarines.workforcemgt@defence.gov
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=43DD253B-C9A5-81B4-7145-DB3071C17017

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Education

Vacancy VN-0749245

Department of Education

Closing Date: Wednesday 23 October 2024

People, Parliamentary and Communications
Parliamentary, Audit and Risk Internal Audit and Risk

Job Title	Assistant Director, Internal Audit Team
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,636 - \$133,328
Classification	Executive Level 1
Position Number	24/1563
Agency Website	https://www.education.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU>

We are seeking a motivated and experienced Internal Auditor to take on a lead role in our Internal Audit and Risk Section!

The role includes working with internal and external stakeholders to review processes, systems and functions to appropriately manage risks impacting the Department of Education. You will provide expert advice on internal audit matters and develop projects to achieve business outcomes. As a leader in the Internal Audit team, you will mentor staff, build capability within the team and help drive continuous improvement in the internal audit function.

Duties

In this role, you will be responsible for the following:

- Leading and contributing to a small, high performing team in a time critical environment, managing competing priorities and demonstrating a flexible approach.
- Leading the development of a new assurance framework and mapping.
- Supporting development and implementation of the annual internal audit and assurance program.
- Assisting with oversight of recommendation implementation and closure.
- Managing relationships with key internal and external stakeholders.
- Providing advice to senior executives and governance committees.
- Drafting briefs, emails and documents in relation to the internal audit function.
- Reporting to the Audit and Risk Committee and preparing relevant documents.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** 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.
- **Security Clearance:** This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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

About the Department of Education

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Kathryn Ries, (02) 6121 6830
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU

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Health

Vacancy VN-0749260

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

Closing Date: Tuesday 22 October 2024

ACSQHC
ACSQHC ICT

Job Title	APS6 LMS Instructional Designer and Administrator, ICT
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$94,727 - \$106,866
Classification	APS Level 6
Position Number	20024030
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Information and Communications Technology (ICT) Team is responsible for managing the ICT infrastructure used to support the work of the Commission. The infrastructure includes websites, servers, a data warehouse, web applications, mobile applications, Learning Management Systems and physical equipment. The team is responsible for the ongoing maintenance, issues resolution and security of these assets.

Duties

Duties of the LMS Instructional Designer and Administrator will include, but are not limited to, the following:

1. Create, configure, generate and schedule LMS reports for client organisations, courses, and for the Commission, including creating feedback and evaluation surveys using Alchemer and the existing feedback and evaluation reports in Moodle.
2. Create certificates and triage certificate issues.
3. Manage courses by creating and updating course pages, adding SCORM courses, updating bespoke SCORM courses.
4. Conduct thorough needs analysis for modules to identify learning needs and determine learning objectives and outcomes.
5. Apply best practice adult learning theory and instructional design models and principles to create learning programs, content, and tools that most effectively help learners achieve the learning outcomes.
6. Create new courses using Articulate 365 Storyline and Rise, utilising the quiz activity, book activity, video and audio and other LMS activities.
7. Stay current with emerging educational technologies and trends to enhance learning experiences.
8. Create program evaluation tools to measure impact and continuously improve learning solutions.
9. Manage and maintain the LMS platform, including creating and updating user accounts, managing user data and content, and ensuring the accuracy and completeness of LMS records.
10. Manage the LMS site, including update of graphics and text, updates, adding new pages and working with assets on the Shared Learning Platform connected to the site.
11. Assist with onboarding organisations to use the Shared Learning Platform by assisting organisations with enquiries and assisting with user issues on the platform.
12. Provide high-quality technical support and assistance to users of the Learning Management System (LMS), including responding to queries, resolving issues, and troubleshooting

technical problems. Manage LMS content by organising and maintaining storyboards, ensuring storyboards are aligned with the content on the site, and planning and maintaining a site course matrix to establish when updates are required.

13. Maintain, update and edit website content using a content management system, and perform ad hoc analytics reporting, as required.
14. Collaborate with team members and other program teams within the Commission to support the work of the team.
15. Support and contribute to the Commission's IT policies, procedures, guidelines, and business continuity plans.

Eligibility

The successful candidate will have:

- Strong experience administering learning management platforms and other web-based technology solutions.
- Proven ability to work with subject matter experts, applying best practice adult learning theory and instructional design models and principles to create learning programs, content, and tools that most effectively help learners achieve the learning outcomes.
- Strong relationship management skills including customer service experience with both stakeholders and learners.
- Highly developed organisational skills to plan and track support, updates and maintenance.
- Strong problem-solving skills to analyse issues and identify solutions.
- Strong oral and written communication skills including demonstrated ability to prepare high quality documents and submissions, present to a range of audiences, and explain complex technical issues simply.

Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience and qualifications.
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: All staff are required to provide evidence of a COVID-19 primary vaccination course, which is the first two doses of a Therapeutic Goods Administration approved or recognised COVID-19 vaccine.

Questions about the role can be directed to Damen Pearce (02) 7232 5497.

Closing date for applications is close **11.59pm Australian Eastern Standard Time (AEST), 22 October 2024.**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Commission on Safety and Quality in Health Care (ACSQHC)

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

To Apply

Position Contact	Damen Pearce, (02) 7232 5497
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0746730

Department of Health and Aged Care

Closing Date: Sunday 27 October 2024

Service Delivery Division
NSW and ACT Branch Governance and Health Engagement Section

Job Title	Data, Intelligence and Reporting Specialist
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Surry Hills NSW
Salary	\$94,736 - \$106,876
Classification	APS Level 6
Position Number	24-SDDIV-26036
Agency Website	

Job Description

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

We looking for a passionate and motivated individual to join our Data, Intelligence and Reporting team. If you enjoy searching for data and use the data for storytelling, then we would like to hear from you.

In this role no two days are the same. In this role, you will be supporting capacity building of colleagues, collate and analyse data to create briefs and reports, managing a small hybrid team.

Duties

- Leading governance, collaborative support and training for branch staff to enable them to deliver on branch intelligence and reporting requirements related to their regional stewardship and engagement roles.
- Project management and design of internal and external collaborative tools (Microsoft SharePoint) supporting intelligence, engagement, and information sharing with health and aged care stakeholders.
- Managing state and regional health and aged care data-focused projects and presentations to support engagement officers, including designing, researching, analysing, and presenting information in various formats for a variety of audiences.
- Preparing a range of written reports and briefings for branch executive and teams that incorporate health and aged care quantitative and qualitative information.
- Coordinating branch reporting to collate intelligence and communicate about our performance through customer relationship management software.
- Supporting a small team to deliver administrative and governance tasks, including meeting participation, preparation of procedures, quality assurance, technical advice and maintaining corporate record keeping standard.
- Managing a small team from different locations that are focused on dynamic and highly collaborative activities with all branch staff.
- Contributing to other team, section, and branch activities as required within agreed timeframes.

Eligibility

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

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

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role, applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level. **Notes**

Applications close 11:30pm AEST. Applicants are asked to quote reference number 24-SDDIV-26036 to assist when making an enquiry.

- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement.
- Remote working is possible and is negotiated with your manager on commencement.
- Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Laila Tabassum, 02 7232 5887
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0748796

Department of Industry, Science and Resources (DISR)

Closing Date: Tuesday 29 October 2024

National Measurement Institute
Chemical & Biological Metrology Aust Forensic Drugs Lab

Job Title	LIMS (Laboratory Information Management Systems) Technical Lead
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW
Salary	\$142,012 - \$152,900
Classification	Executive Level 2
Position Number	2092_09/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industry Careers.nga.net.au/?jati=E646FCBC-555B-DA7F-1464-DB1EF975DD4D>

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the [APSC's APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

About the National Measurement Institute

The National Measurement Institute (NMI) is the Australian Government's national measurement authority. We play an important role in the Australian economy. NMI does this by leading, maintaining and regulating Australia's measurement system.

We deliver world-class measurement products, advice and client services. NMI also administers the regulatory framework for measurement. Our national measurement standards are internationally recognised. We work to enhance and maintain these standards.

We value the different skills, knowledge and perspectives our employees bring. NMI provides all employees with learning and development opportunities. We work to give everyone an equal opportunity to contribute and progress.

NMI's is committed to our values.

The Chemical and Biological Metrology Branch provides measurement standards such as certified reference materials, these include pure chemicals, gas standards, matrix materials and DNA standards. The branch also co-ordinates proficiency testing programs to assist laboratories assess their ongoing quality and performance. The branch houses three of Australia's national testing laboratories for anti-doping, forensic drugs and ultra-trace analysis. The branch delivers services across all of these fields and carries out research and development to enhance our capabilities in line with national and international requirements.

The Analytical Services Branch (ASB) consists of a team of over 100 staff based in Port Melbourne and North Ryde. We are responsible for conducting chemical and biological measurements for sectors including food, health and environment. We perform a diverse range of tests, including but not limited to:

- Microbiological
- Allergen
- Element
- Nutrient
- Contaminants

Providing analytical solutions and technical expertise to the private sector and government agencies to allow them to meet their business, research and regulatory compliance needs.

About the LIMS Simplification Project

NMI has commenced a project to implement a new Laboratory Information Management System (LIMS). The LIMS Simplification Project is a collaborative project involving stakeholders from across different branches of NMI and the Department. The aims of the project are to:

- Provide a unified foundation for NMI's chemical and biological laboratories
- Reduce risks related to the maintenance and security of ICT systems
- Improve process efficiency and service delivery
- Improve client satisfaction

The opportunity

As the LIMS Technical Lead, you will contribute towards the LIMS Simplification Project by managing the design, development, implementation and post-go-live administration of the LabWare LIMS. You will be responsible for driving the architecture, coding standards and integration of LIMS within the NMI's laboratory operations. You will manage a team of developers and subject matter experts drawn from across NMI and work closely with DISR IT, LabWare LIMS consultants to ensure delivery of an optimal LIMS that meets the operational and regulatory

requirements.

This position reports to the NMI LIMS Product Owner.

What's in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year.
- maternity and paternity leave
- a vacation care subsidy
- \$235 healthy lifestyle subsidy
- flexible working arrangements such as teleworking, part time and job sharing where possible.
- salary packaging which allows you to make certain payments using your pre-tax salary.
- access to study assistance
- access to staff counselling services.

Our ideal candidate

- A Bachelor's degree in Computer Science, Information Technology or related field.
- At least 5 years of experience working with LabWare LIMS, including system configuration, customisation and development.
- Demonstrated ability to lead a team of developers and collaborate with cross-functional teams, providing technical guidance, task management, and mentorship.
- Experience working in a high paced project environment.
- Demonstrated ability to work co-operatively and effectively in a team environment in accordance with equity provisions.
- Knowledge of scientific laboratory processes and the Quality Assurance and Quality Systems principles and practices.
- Demonstrated experience in programming languages such as SQL, VB Scripts, LIMS Basic, HTML and Java Script.
- Proficiency in creating and managing complex LabWare LIMS workflows and interfaces.
- Expertise in system administration of LIMS and database management.
- Excellent verbal and written communication skills with the ability to explain complex technical concepts to non-technical stakeholders.
- Experience using DevOps is desirable.

Ideal candidates will have personal drive and integrity in the context of the APS values, NMI values (Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic) and code of

conduct.

Demonstrated experience working with LabWare LIMS, including system configuration, customisation and development, and leading technical teams to deliver on large scale LIMS solutions.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. **Duties**

- As NMI's LIMS Technical Lead you will work closely with the NMI Product Owner and DISR IT Project Manager to deliver on a new LIMS solution for the Chemical and Biological laboratories of the National Measurement Institute.
- You will be responsible for leading the design, customisation and configuration of the LabWare LIMS within the timeline of the project.
- Work with Product Owner and Project Managers on project planning and resource forecasting.
- You will mentor and manage a team of NMI subject matter developers and IT developers, creating a high functioning team to deliver an optimal LIMS solution.
- You will be responsible for the quality of the technical delivery of the LIMS ensuring it meets the business requirements and the Departments security requirements.
- You will work closely with the LIMS vendor to resolve any technical issues relating to the LIMS solution.
- You will provide technical expertise to the project including at the requirements gathering stage, solution design workshops, implementation of the solution, user acceptance testing and post-go-live enhancements.
- Maintain and improve best software engineering (coding) practice.
- Participate in user acceptance testing activities including scenario gathering, configuration and scenario mapping, bug fixing, and unit testing.
- Provide expert advice in business improvement and process improvement strategies.
- Manage, document and review the development of LIMS documentation.
- Work with LIMS Administrators for BAU support and implementing enhancements.
- Upskill and share knowledge of proprietary LIMS scripting language with NMI team.
- Promote a culture of safety and a safe working environment, ensuring adherence to health and safety protocols.

Eligibility

Tertiary qualifications in Science or Computer Science.

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is NSW - Sydney - North Ryde based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this 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 job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Helen Salouros, 02 9449 0187
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=E646FCBC-555B-DA7F-1464-DB1EF975DD4D

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Industry, Science, Energy and Resources

Vacancy VN-0749137

Department of Industry, Science and Resources (DISR)

Closing Date: Tuesday 22 October 2024

National Measurement Institute
Analytical Services Business Development

Job Title	Client Services Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW
Salary	\$67,611 - \$73,309
Classification	APS Level 3
Position Number	2073_09/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industry Careers.nga.net.au/?jati=5D932894-3CB7-39DA-4D3D-DB30E82D74F9>

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the [APSC's APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

About the team

The Analytical Services Branch consists of a team of over 100 staff based in North Ryde and Port Melbourne. We are responsible for conducting chemical and biological measurement on a wide range of samples (including water, soil, food and pharmaceuticals). Performing a diverse range of tests (including elements, nutrients, organic contaminants and microbiological parameters). We provide analytical solutions and technical expertise for a large set of private sector and government clients across the environmental, food and health sectors, enabling them to meet their business, research and regulatory compliance needs. We also work closely with the tertiary education sector in Australia and have a number of international stakeholders.

The opportunity

The role of Client Services Officer (CSO) resides within the Business Development and Client Services Team, located at NMI North Ryde. The CSO is responsible for day to day client service functions including answering phones, actioning and triaging incoming requests for information in the shared inboxes, providing quotes for services and facilitating communication from within the laboratory to our external stakeholders. The CSO will possess the skills and experience required at the APS3 work level standard. Ideally the CSO would have experience in a client services environment, have experience working with a LIMS system, have a scientific tertiary qualification and have strong time management and organisational skills.

Our ideal candidate

The National Measurement Institute (NMI) is looking for a candidate who exemplifies its values and brings a positive attitude to the workplace. We are looking for a candidate with:

- Minimum of Tertiary Qualification in science field.
- Demonstrated ability to consistently exhibit the NMI values of being adaptable, accountable, innovate, inclusive, influential and strategic. This includes building and sustaining positive relationships with team members and other teams, fostering a diverse and inclusive workplace, leading by example and showing integrity by being honest, transparent and accountable.
- Demonstrated customer service skills and experience (in a food or environmental laboratory would be beneficial), including exemplary oral and written communication, listening, time management, organisational and problem solving skills.
- Good working knowledge of computer applications including experience with Laboratory Information Management systems (LIMs), Excel, Outlook and Word
- An understanding of and commitment to workplace diversity, workplace participation, safe working environment and access and equity principles

Duties

This position is engaged in section Business Development and Client Services.

You will report to the Business Development Coordinator located at NMI Port Melbourne.

- Under the direction of Business Development Manager (BDM) and Client Services Supervisor (CSS) assist with the operations of the Client Service (CS) team (over both the Port Melbourne and North Ryde NMI locations) including pricelist management.
- Answer customer and stakeholder enquiries of a simple to moderately complex nature regarding NMI's services and capabilities (via email or phone).
- Liaise with internal & external customers and stakeholders on technical aspects of NMI's services, including methodology, limits of reporting, sampling, transport, storage, documentation and regulatory requirements.
- Under limited supervision, assist in the monitoring of the ASB Food and Customer Service shared inboxes and prepare quotations (up to moderately complex level)
- Act as nominated client contact for specified clients.

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

- Some travel (including interstate) may be necessary
- Position is primarily an 'on site' role but flexible work arrangements are available
- A minimum of 3 years relevant experience ideal
- Tertiary qualifications in a scientific field, chemistry or biochemistry preferred.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is NSW - Sydney - North Ryde based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this 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 job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Katie Chambers, 03 9644 4913
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=5D932894-3CB7-39DA-4D3D-DB30E82D74F9

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Industry, Science, Energy and Resources

Vacancy VN-0749178

Geoscience Australia

Closing Date: Tuesday 22 October 2024

Corporate Division
Enterprise Data and Digital Digital Science Platforms

Job Title	Spatial Support Officer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$81,200 - \$90,158
Classification	APS Level 5
Position Number	14515
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Duties

Our team

The Digital Science Platforms Section within the Enterprise Data and Digital branch delivers specialist geospatial information and software services that will enable Geoscience Australia to create and deliver its digital science data according to current best practice. The section consults with internal and external research, government, and industry partners, to establish collaborative

frameworks, products and scientific system architectures and models within Geoscience Australia and across broader national and international communities of practice. The section innovates, builds, and maintains tools, systems, processes, and governance that enable digital data product creation, management, and delivery.

Our team provides enterprise-wide geospatial platforms and services for internal and external clients (both propriety and open source). The team provide advice on the current geospatial landscape and provides direction of geospatial products into the future. The team are also responsible for the development, management, and implementation of cloud standards in collaboration with business owners across the organisation.

The role

The Spatial Support Officer is responsible for providing customer support relating to geospatial software and services to Geoscience Australia staff. This is an entry level position which will provide opportunity to learn &/or build knowledge about geospatial software and the administration of enterprise capabilities and services. In this role, you will be the first point of contact for our Spatial Platforms team, assisting customers with general inquiries and providing service delivery in GIS support, products and services. You will also provide support in the planning and administration of the teams daily operations and ensure customer requests and issues are resolved in a timely manner.

In this role you will have the opportunity to be exposed to cutting edge geospatial technologies including ESRI, FME and a range of open-source tools and products and be part of a team responsible for providing valuable GIS support and advice on products, systems and services.

In this role you will:

- Provide frontline support for geospatial users, coordinate service requests, administer licences, and act as the first point of contact for the Spatial Platforms team.
- Communicate with GIS users on behalf of the Spatial Platforms team on changes, service outages, upgrades, and other product improvements.
- Maintain documentation and records for service and administration support and our knowledge base repositories (i.e. SharePoint).
- Assist in the administrative and technical support of GIS platforms (namely ESRI and FME) for the organisation, as a part of the Enterprise Spatial Platforms team.
- Help us to understand our users by coordinating feedback, surveys and requests for information.
- Assist with improving and documenting process, practices and other continuous improvement activities.
- Work collaboratively across the agency to support projects and capability development activities.
- Support delivery and upgrades of geospatial systems and applications.
- Contribute to the development of team objectives for short terms tasks and strategic planning.

To be successful in the role you will:

- Care about customer service, have excellent people skills and the ability to build rapport.
- Apply self-awareness in responding to queries and feedback, adapting well to change while showing good judgement and common sense.
- Be able to learn about relatively complex geospatial software administration and adapt to changing priorities.
- Take pride in your work, are methodical and apply attention to detail.
- Enjoy being involved in projects to build capability, improve processes and practices.

Required skills, knowledge, experience and/or qualifications

Required:

- Excellent written and verbal communication, negotiation skills and the ability to collaborate with people across the agency.
- Good administrative skills, with the ability to manage concurrent requests, organise tasks and respond to customers in a timely manner.

- Display confidence and act as a trusted advisor on behalf of the Spatial Platforms team to our customers and partners.

Desirable:

- Experience in or knowledge of, the creation, distribution and support of spatial information and utilising geospatial tools and services to answer difficult questions.
- Demonstrated ability in supporting and trouble-shooting technical systems, preferably in a technical support or administration capacity.
- Experience with using ArcGIS Enterprise suite (ArcGIS Pro, ArcGIS Online) FME Desktop, Server and/or Cloud.
- Understanding of Agile and DevOps management methodologies and tools e.g. Jira
- Understanding of with ITIL or other IT change management methodologies.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit the careers page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Rebekah Campbell on (02) 6249 5918 or email rebekah.campbell@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Rebekah Campbell, (02) 6249 5918
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0749185

Geoscience Australia

Closing Date: Tuesday 22 October 2024

Minerals, Energy and Groundwater Division
Minerals Systems Branch Geophysical Acquisition and Processing

Job Title	Director, Geophysical Acquisition and Processing
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	\$134,717 - \$167,888
Classification	Executive Level 2
Position Number	12032
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

About us

Geoscience Australia is leading the Australian Government's 35-year, \$3.4 billion Resourcing Australia's Prosperity Initiative, mapping Australia's resources for a sustainable future. The initiative will use precompetitive data, geoscientific research and analysis to assess national potential for a broad suite of the resources critical to the net zero transition, supporting a strong resources and energy sector. It will map national groundwater systems, improve environmental management and approvals, and empower First Nations peoples and local communities.

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of all Australians.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Duties

Our team

The Geophysical Acquisition and Processing Section is part of the Mineral Systems Branch in the Minerals, Energy and Groundwater Division. The Geophysical Acquisition and Processing Section provides precompetitive geophysical data in support of the responsible development of a diverse resources sector in Australia. Our data supports exploration for groundwater, minerals and energy and is integral to work within the Minerals, Energy and Groundwater Division such as precompetitive mineral potential assessments, critical minerals studies, and regional drilling programs.

The work of the Geophysical Acquisition and Processing Section will be integral to the Resourcing Australia's Prospectivity initiative, a recently announced, multi-decadal investment in pre-competitive geoscience by the Commonwealth Government. Resourcing Australia's Prosperity will, over 35 years, at a national scale and through deep dives, progressively map Australia's highly prospective regions, critical minerals, groundwater and resources needed for the transition to net zero.

The role

Driven by the Resourcing Australia's Prosperity initiative, Geoscience Australia (GA) will support the responsible development of a diverse resources sector in Australia's low-carbon economy. We will map Australia's mineral resources and provide geoscience

information to support emerging mineral exploration technologies and drive new discoveries to increasing mineral supplies.

As Director of the Geophysical Acquisition and Processing Section, you will lead a dynamic, collaborative team of experts to develop, operate and maintain high quality geophysical products and infrastructure. You will actively collaborate with the international geophysical community, state and territory governments, industry, academia, and internal stakeholders to ensure that products and services are relevant and meet expected standards. You will work closely with other Directors across the Minerals, Energy and Groundwater Division, and Geoscience Australia more broadly, to ensure relevance, quality and integration across new and existing products and services, and to maximise Minerals, Energy and Groundwater Division's relevance to its stakeholder base.

The Director of Geophysical Acquisition and Processing role reports to the Branch Head of the Minerals Systems Branch. Geoscience Australia's Director roles are classified at the EL2 level; for guidance on performance and behaviour expectations of an EL2, please refer to the Integrated Leadership System.

In this role you will:

- Build and lead an inclusive, high-performing, and multi-disciplinary technical team that combines a growth mindset with a service delivery culture.
- Be a highly effective communicator who can build and sustain long-term relationships, liaise with a range of internal and external stakeholders and experts to develop a shared vision to grow Australia's world-leading geophysical datasets.
- Successfully deliver a broad program of geophysical activities in a collaborative and performance-focused environment, while managing risk and opportunities, change and governance processes, budgeting and reporting in an Australian Public Service context.
- Be part of a strategic, agile leadership team, working collaboratively with peers across the organisation to support Geoscience Australia's Senior and Executive leadership through your expertise, problem solving, risk management and advice to enable delivery of the Resourcing Australia's Prosperity Initiative
- Scope, plan, and manage significant data acquisition programs in partnership with key stakeholders, ensuring value for money, compliance with Commonwealth Procurement Rules, and best-practice safety processes to deliver high-quality data outcomes.
- Provide strategic science leadership and coordination to the Directorate to deliver national compilations of potential field, radiometric and airborne EM geophysical datasets that provide maximum impact and encourages investment in resources exploration
- Work with the Branch Head, Mineral Systems, and fellow Directors, drive and align outcomes and impacts with Geoscience Australia's strategic objectives and governance requirements

To be successful in the role you will:

- Successfully establish and manage large, complex technical contracts with a variety of providers and collaborative partners, delivering value for money outcomes and fit-for-purpose data products.
- Share appropriate information with staff and colleagues during times of change; provide overall direction and leadership of activities by communicating expected outcomes, deliverables and encouraging continuous learning
- Build and sustain relationships; liaise with a range of stakeholders including other teams, peers, and colleagues across the organisation, and in other organisations.
- Be able to deal with conflict and difficult personalities to ensure the successful delivery of programs while maintaining existing relationships.
- Provide clear, constructive, and timely feedback (both positive and negative) in a manner that encourages learning and achieves any required resolution.
- Demonstrate commitment to self-development and capitalise on opportunities to extend skills and knowledge; accept challenging new opportunities.
- Adhere to the APS values and code of conduct and consistently behave in an honest, ethical, and professional way.

Required skills, knowledge, experience and/or qualifications

- A proven track record in building and leading a diverse team, including through organisational change.
- Highly developed negotiation and collaboration skills in support of complex project management
- Demonstrated success in responsibly managing large, complex procurements.
- Sound judgement and excellent planning and project coordination skills.
- Tertiary qualifications in geophysics, geology, physics, or a related discipline are desirable.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit the careers page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 5 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Marina Costelloe on +61 02 6249 9347 or email Marina.Costelloe@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ['Applying for an APS job: cracking the code'](#). **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information, please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677 and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Marina Costelloe, 02 6249 9347
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0749205

Geoscience Australia

Closing Date: Tuesday 22 October 2024

Corporate Division
Enterprise Data and Digital

Job Title	Business Analyst
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$94,177 - \$109,013
Classification	APS Level 6
Position Number	18854
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Duties

Our team

The Business Engagement and Analysis team is the front-door into the Enterprise Data and Digital Branch (Geoscience Australia's central IT area) for the various Business Units within the organisation.

The role of the team is to support the Branch, and the Organisation make informed decisions to maximise value in alignment with organisational outcomes.

The team deliver this by engaging with clients, helping them to fully understand and document their needs. The team also guide clients along the journey to delivering quality solutions. This includes identifying and presenting pre-technical options, leveraging existing products, and investigating new solutions.

Geoscience Australia delivers a wide range of products and services. To support the Business Units, the team works collaboratively with a range of ICT teams and specialists. This includes Solution Architects, Cyber Security professionals, geospatial specialists and Digital Experience specialists.

In this role, the team may be talking about minerals one day, earthquakes, Antarctica or satellites the next. The role provides a great opportunity for an experienced workload manager with enthusiasm to explore different business capabilities, different technologies and engage with a wide range of clients.

The role

In this role you will:

- Work with the organisation's corporate and science divisions to understand and document their business requirements and user needs.
- Develop and co-design artefacts including but not limited to, business process maps, user journey maps and acceptance criteria.
- Facilitate workshops with stakeholders and subject matter experts to agree on requirements, priorities and work allocation.
- Proactively liaise with stakeholders to identify upcoming work.
- Identify and present solutions that balance suitability, feasibility and cost.
- Support prioritisation, approval and delivery workflows to enable Geoscience Australia investing in the right solutions.

To be successful in the role you will:

- Be curious. Given the diverse nature of work delivered at Geoscience Australia, you will never stop learning.
- Work both independently and as part of a small team, collaborating with a larger team of IT professionals, scientists and stakeholders.
- Build and maintain relationships with stakeholders across the agency.
- Develop a good understanding of agency initiatives, goals and priorities.
- Be comfortable managing and driving your own workload. You will work on multiple projects simultaneously and need to adapt to changing priorities.

Required skills, knowledge, experience and/or qualifications

- Prior experience working as a business analyst or similar role with demonstrable transferrable skills (mandatory).
- Qualification or certification in business analysis or related field (desirable).
- Good understanding of human-centred design (desirable).
- Understanding of working with different delivery methods and ability to build requirements within these contexts eg Agile, Lean or Waterfall (desirable)

Are you unsure about applying?

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To Apply

Please visit [thecareers](#) page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Stephanie Cooper on (02) 6126 8729 or email Stephanie.Cooper@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance

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To Apply

Position Contact	Stephanie Cooper, (02) 6126 8729
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0749234

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date: Monday 21 October 2024

Regions, Cities and Territories Group
 Multiple Divisions and Branches Multiple Sections

Job Title	APS4 - Policy/Program/Project Officer/ Divisional support, Multiple Branches
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS, various locations in QLD QLD, various locations in NT NT, Various locations in WA WA, Various locations in SA SA, Various locations - VIC VIC
Salary	\$74,464 - \$80,919
Classification	APS Level 4
Position Number	45973
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers>

The opportunity we have available

The Regions, Cities and Territories Group, comprised of the three Divisions below, provides policy leadership and delivers programs to support regional development and local governments, improve living standards and facilitate economic growth in cities and regions including northern Australia, and providing governance frameworks and services to support communities in the territories. The Group is looking to fill a range of vacancies across the three Divisions.

The Partnerships and Projects Division (PPD) plays an important role in achieving economic and community development and unlocking potential across Australia's regions and supports the delivery of key national priorities. Our teams deliver government priorities right across Australia and develop genuine partnerships between the three levels of government, business and community to support the delivery of key national priorities. PPD has 4 branches: Cities and Suburbs Unit, City and Regional Partnerships Branch, Office of Northern Australia and Northern Australia Investments and Projects Branch.

The Territories Division administers the unique territories of Christmas Island, the Cocos (Keeling) Islands, Jervis Bay and Norfolk Island; and manages national interests in the Australian Capital Territory and the Northern Territory. The division delivers good governance and state-type services in the territories by providing governance frameworks and working with service delivery partners to provide services to support these communities. The Division has 3 branches: Indian Ocean Territories, Mainland Territories and Norfolk Island.

The Regional Development and Local Government Division (RDLG) delivers grants, coordinates proposals and provides policy advice to the Australian Government relating to regional strategic issues and microeconomic reform. The Division works to strengthen the sustainability, capacity and diversity of regional economies through place-based policy and program development; negotiation of local partnerships between all levels of government and local communities; and the provision of grants and other financial assistance to regional economies via local councils, non-profits and other non-government entities - supporting small community organisations to invest in transformative infrastructure projects. The Division has 4 branches: Regional Policy; Local Government, Regional Intelligence and Data; Major Projects and Governance; and Regional Programs.

Divisional Support Units (DSU) are key to ensuring the Group complies with reporting and administrative requirements of the Department. Each division has a DSU team that provides expertise and support to staff through a wide range of work such as Government budget processes, financial management and reporting, procurements and grants, program and contract management, HR, workforce planning, coordination, governance and business planning, communications and relationship management.

Duties

What will you do?

Working under the guidance of senior team members, you will be responsible for delivering tasks, including (the particular role may include all or some of these activities):

- Identifying, implementing, and evaluating continuous improvement initiatives to streamline process and procedures across the business management activities of the Group.
- Providing input to the development and implementation of policies and programs to implement the government's nation-building development agenda.
- Assist with coordinating and providing input to briefings for senior executives and Ministers.
- Supporting effective governance and risk management arrangements across a range of programs and activities.
- Working with a wide range of stakeholders, both internal and external to the department, as well as across the Group including First Nations Australians, to develop and implement programs.
- Providing secretariat support to Ministerial and other forums.
- Providing advice on possible investment proposals.
- Supporting grant program development and administration.
- Providing input to a range of proposals from across government to represent the interests of northern and regional Australia.
- Providing advice and assistance on a range of corporate issues including financial issues, including matters related to administered funding, capital, internal and external budgets and projects, HR, workforce planning, coordination and governance and business planning.

Who are we looking for?

To be successful in this role, you will need to:

- **Possess experience in one or more of the following areas:** Strategic communications, policy development, program/project development and implementation, secretariat support, corporate activities, finance activities, urban planning, legal or a similar role.
- **Demonstrate effective organisational skills**, including the ability to multitask under time pressures to meet deadlines and a proven record of taking responsibility to deliver results.
- **Showcase strong written and oral communication skills**, including excellent attention to detail and the ability to deliver clear, concise, and easily understood information to diverse audiences.
- **Demonstrate strong interpersonal and liaison skills**, experience in stakeholder relationships that achieve successful outcomes may be an advantage.
- **Display an enthusiastic and flexible approach** including the ability to adapt to change, resilience under pressure and the ability to navigate uncertainty.
- **Collaborate effectively within a supportive team environment** and undertake your work with high degree of professionalism, integrity and respect.

We encourage candidates from diverse backgrounds and experiences to apply.

RecruitAbility minimum requirements

All of our roles are advertised under the RecruitAbility scheme unless Affirmative Measures – disability.

Minimum requirements for this role include:

- Excellent written and interpersonal communication skills, including strong attention to detail.
- Ability to provide timely and concise advice to inform and support executive decision making.
- Ability to establish and maintain key strategic relationships with a broad range of stakeholders.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission \(apsc.gov.au\)](#). **Eligibility**

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** the successful candidate must be able to obtain and/or maintain a security clearance at **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

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

**About the Department of Infrastructure, Transport, Regional Development,
Communications and the Arts**

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Kylie Adams, 02 6136 8922
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0749254

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date: Monday 21 October 2024

Regions, Cities and Territories Group
Multiple Divisions and Branches Multiple

Job Title	APS5 - Policy/Program/Project Officer/ Divisional support, Multiple Branches
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS, various locations in QLD QLD, various locations in NT NT, Various locations in WA WA, Various locations - SA SA, Various locations - VIC VIC
Salary	\$83,132 - \$88,147
Classification	APS Level 5
Position Number	45974
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

The Regions, Cities and Territories Group, comprised of the three Divisions below, provides policy leadership and delivers programs to support regional development and local governments, improve living standards and facilitate economic growth in cities and regions including northern Australia, and providing governance frameworks and services to support communities in the territories. The Group is looking to fill a range of vacancies across the three Divisions.

The Partnerships and Projects Division (PPD) plays an important role in achieving economic and community development and unlocking potential across Australia's regions and supports the delivery of key national priorities. Our teams deliver government priorities right across Australia and develop genuine partnerships between the three levels of government, business and community to support the delivery of key national priorities. PPD has 4 branches: Cities and Suburbs Unit, City and Regional Partnerships Branch, Office of Northern Australia and Northern Australia Investments and Projects Branch.

The Territories Division administers the unique territories of Christmas Island, the Cocos (Keeling) Islands, Jervis Bay and Norfolk Island; and manages national interests in the Australian Capital Territory and the Northern Territory. The division delivers good governance and state-type services in the territories by providing governance frameworks and working with service delivery partners to provide services to support these communities. The Division has 3 branches: Indian Ocean Territories, Mainland Territories and Norfolk Island.

The Regional Development and Local Government Division (RDLG) delivers grants, coordinates proposals and provides policy advice to the Australian Government relating to regional strategic issues and microeconomic reform. The Division works to strengthen the sustainability, capacity and diversity of regional economies through place-based policy and program development; negotiation of local partnerships between all levels of government and local communities; and the provision of grants and other financial assistance to regional economies via local councils, non-profits and other non-government entities - supporting small community organisations to invest in transformative infrastructure projects. The Division has 4 branches: Regional Policy; Local Government, Regional Intelligence and Data; Major Projects and Governance; and Regional Programs.

Divisional Support Units (DSU) are key to ensuring the Group complies with reporting and administrative requirements of the Department. Each division has a DSU team that provides expertise and support to staff through a wide range of work such as Government budget processes, financial management and reporting, procurements and grants, program and contract management, HR, workforce planning, coordination, governance and business planning, communications and relationship management.

Duties

What will you do?

Working under the guidance of senior team members, you will be responsible for delivering tasks, including (the particular role may include all or some of these activities):

- Identifying, implementing, and evaluating continuous improvement initiatives to streamline process and procedures across the business management activities of the Group.

- Providing input to the development and implementation of policies and programs to implement the government's nation-building development agenda.
- Assist with coordinating and providing input to briefings for senior executives and Ministers.
- Supporting effective governance and risk management arrangements across a range of programs and activities.
- Working with a wide range of stakeholders, both internal and external to the department, as well as across the Group including First Nations Australians, to develop and implement programs.
- Providing secretariat support to Ministerial and other forums.
- Providing advice on possible investment proposals.
- Supporting grant program development and administration.
- Providing input to a range of proposals from across government to represent the interests of northern and regional Australia.
- Providing advice and assistance on a range of corporate issues including financial issues, including matters related to administered funding, capital, internal and external budgets and projects, HR, workforce planning, coordination and governance and business planning.

Who are we looking for?

To be successful in this role, you will need to:

- **Possess experience in one or more of the following areas:** Strategic communications, policy development, program/project development and implementation, secretariat support, corporate activities, finance activities, urban planning, legal or a similar role.
- **Demonstrate effective organisational skills**, including the ability to multitask under time pressures to meet deadlines and a proven record of taking responsibility to deliver results.
- **Showcase strong written and oral communication skills**, including excellent attention to detail and the ability to deliver clear, concise, and easily understood information to diverse audiences.
- **Demonstrate strong interpersonal and liaison skills**, experience in stakeholder relationships that achieve successful outcomes may be an advantage.
- **Display an enthusiastic and flexible approach** including the ability to adapt to change, resilience under pressure and the ability to navigate uncertainty.
- **Collaborate effectively within a supportive team environment** and undertake your work with high degree of professionalism, integrity and respect.

We encourage candidates from diverse backgrounds and experiences to apply.

RecruitAbility minimum requirements

All of our roles are advertised under the RecruitAbility scheme unless Affirmative Measures – disability.

Minimum requirements for this role include:

- Excellent written and interpersonal communication skills, including strong attention to detail.
- Ability to provide timely and concise advice to inform and support executive decision making.
- Ability to establish and maintain key strategic relationships with a broad range of stakeholders.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
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More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission \(apsc.gov.au\)](#) . **Eligibility**

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** the successful candidate must be able to obtain and/or maintain a security clearance at 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

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Jonathon Grzegorzolka, 02 6136 7763
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Prime Minister and Cabinet

Vacancy VN-0749215

Australian National Audit Office

Closing Date: Sunday 27 October 2024

Financial Statements Audit Services Group

Job Title	APS4-EL2 Financial Statement Auditors
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Barton ACT
Salary	\$76,772 - \$171,831
Classification	APS Level 4; APS Level 5; APS Level 6; Executive Level 1; Executive Level 2
Position Number	074,075,076,077,078/2024
Agency Website	https://www.anao.gov.au

Job Description

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

The ANAO is seeking Financial Statement Auditors across the APS4 to EL2 classifications. Put your accounting skills to work, auditing the financial statements of government agencies. At the ANAO, you can be part of the solution. Our auditing helps improve the standards of financial management and administration in the Australian Government sector and we report to the Parliament. Get a broad experience of public sector accounting and audit through work with our unique and diverse client base of large and small agencies, and engagements of varying complexity.

Duties

As an Auditor in our Financial Statement Audit Services Group (FSASG), your role will include:

- Undertaking financial statement audits individually or as part of a team in accordance with an approved plan.
- Providing assistance in the conduct of audits including:
 - o Documenting the auditee accounting system to identify key controls
 - o Carrying our audit tests and documenting test results
 - o Drafting reports that are credible, reflect sound judgement and demonstrate evidence gathering techniques.
- Contributing to the maintenance and enhancement of client relationships.
- Assisting in the planning of audits and drafting of audit strategies.
- Undertaking priority setting and monitoring of workflow.
- Liaising with stakeholders across the Australian Government sector and represent the ANAO.
- Maintain and enhance client agency relationships.
- Identify work priorities and monitor workflow.

In addition to the above, Team Leader and Executive roles will include:

- Lead and manage a small team to deliver low/medium risk, high risk and strategically important audit services.
- Conduct financial statement audits on complex and higher risk audit services.
- Plan and investigate audits and design audit strategies.
- Exercise strategic resource management and allocate work in line with team priorities.
- Prepare audit reports.
- Manage audit projects from end to end.
- Manage budgets and work allocations.
- Supervise a team, reviewing performance and providing feedback.
- Manage and develop a high-performing team through sound leadership.
- Review staff performance and provide regular, meaningful feedback.

For further information, please refer the individual positions descriptions for each classification.

Who we are looking for

Are you curious, team-minded, and skilled in communicating with others? Will you fit in with a high integrity and performance culture?

The successful candidate will have the following:

- Well-developed accounting and/or auditing skills
- Strong research and analytical skills
- The ability to translate complex information for a non-technical audience
- A strong track record in project management
- The ability to communicate effectively to a diverse range of internal and external stakeholders
- Strong interpersonal and teamwork skills.

In addition to the above, Team leader and Executive roles will require the following:

- Capability to lead and manage financial statements audits.
- The ability to supervise a small team, providing guidance and support for junior staff.
- Exceptional accounting and auditing skills.
- Detailed knowledge of financial statements and related audit risk-based methodologies and practices.
- Demonstrated research, analytical and presentation skills.
- Experience in managing and leading a team, providing ongoing guidance and support.

The range and nature of work in the ANAO requires a workforce that reflects our diverse society. We are committed to providing an environment that values diversity and supports employees to reach their full potential.

Desirable qualifications

Given the nature of the role, an accounting or equivalent tertiary qualification is highly desirable. Candidates who hold a CA or CPA will be highly regarded.

Eligibility

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 baseline level**. For more information about the AGSVA security clearance process, please refer to the AGSVA website.

Assessment process / Reasonable adjustment

As part of the assessment process, you may be asked to participate in one or more of the following assessment activities:

- Interview (in-person or virtual)

If you believe you may require reasonable adjustments to participate in the assessment process, please ensure this is indicated on your application. A member of our recruitment team will contact you to discuss the adjustments prior to the assessment process.

Notes

How to apply

Applications must be submitted using the [online recruitment system](#).

Applicants are required to submit a current CV/resume and a statement of claims (500 words maximum) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role.

Please provide examples which demonstrate your ability to perform the duties of the position. We highly recommend that you refer to the [ANAO Core Capability Framework](#) when preparing your statement of claims.

Contact

Name: Lorena Skipper
Phone Number: (02) 6203 7805
Email Address: lorena.skipper@anao.gov.au

Closing date

Applications close **11:30pm (AEDT) on Sunday 27 October 2024**.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Lorena Skipper, (02) 6203 7805
Agency Recruitment Site	https://www.anao.gov.au/careers/vacancies

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0748463

Workforce Capability
Learning and Development Indigenous Employment Strategies

Job Title	Director – Indigenous Employment Strategies (Affirmative Measures - Indigenous Employment Position & Identified Position)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Canberra ACT, Sydney NSW
Salary	\$132,071 - \$157,060
Classification	Executive Level 2
Position Number	EXT-EL-2024-1617
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Join one of the leaders in employment of First Nations Australians in the APS and make a difference. As the Director of Indigenous Employment Strategies in Services Australia (the agency) you will drive the development and implementation of strategies and initiatives aligned to the Australian Government's commitment to achieving positive outcomes for Aboriginal and Torres Strait Islander peoples.

The Director leads the Indigenous Employment Strategies team who implement a broad range of human resources initiatives that support Aboriginal and Torres Strait Islander staff attraction, retention, career development and also builds the cultural capability of the agency.

Duties

- Driving the design and architecture for a range of agency employment strategies, programs and services for Aboriginal and Torres Strait Islander staff.
- Applying a human-centred approach to research, analyse, identify trends, and recommend solutions to optimise and improve the delivery of Indigenous employment strategies through innovation, process improvement and technology.
- Implementing a broad range of human resources programs and initiatives that support Aboriginal and Torres Strait Islander staff and evaluate the impact of implemented strategies and initiatives on agency results.
- Providing strategic specialist advice on Indigenous employment strategies that influence strategic direction.
- Overseeing, reviewing and advising on a range of written material including business cases, ministerial and agency briefs, and corporate documentation.
- Negotiating, engaging, and managing relationships with key stakeholders to achieve strategic outcomes.
- Engaging and collaborating with other agencies and external organisations to identify opportunities and best practice initiatives to support Aboriginal and Torres Strait Islander staff.

- Overseeing the operations of the team including anticipating and establishing priorities, managing performance and outcomes, resources, and workflows. Additionally, lead and inspire staff through coaching, capability development, performance management and a culturally safe working environment.

Eligibility

Essential requirements

Affirmative Measure - Indigenous Employment Position:

These positions are only open to Aboriginal and/or Torres Strait Islander peoples.

To be eligible to apply for a position advertised under Affirmative Measure – Indigenous, you will need to confirm all of the following:

- You are of Aboriginal and Torres Strait Islander Australian descent.
- You identify as an Aboriginal or Torres Strait Islander Australian or both.
- You are accepted as an Aboriginal or Torres Strait Islander Australian.

You can confirm your heritage with either a letter from an Indigenous organisation or Community Elder, or an appropriate statutory declaration. Further information relating to providing your confirmation of heritage documentation is available [here](#).

Identified Position:

These positions are identified, in which some or all of the duties involve the development of policy or programs relating to Australian Indigenous people, and/or involve interaction with Indigenous communities, including service delivery. In order to perform these duties effectively, occupants need to have an understanding of the issues affecting Indigenous people and an ability to communicate sensitively and effectively with them.

Security Clearance level required:

Baseline (or ability to obtain and maintain)

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption. **Notes**

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

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

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

We are one of Australia’s largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Danielle Regeling, 0262986064
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-0749090

Services Australia

Closing Date: Monday 21 October 2024

Technology, Strategy, Business and Architecture
 Enterprise Architecture

Job Title	Associate Architect
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$91,244 - \$105,509
Classification	APS Level 6
Position Number	EXT-APSL-2024-1925
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia. Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australians citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital. Be part of a dynamic, supportive and collaborative work environment.

The Enterprise Architecture Branch plays a vital role in driving the strategic direction of our technology landscape. By defining and overseeing the implementation of robust architectural frameworks, this branch ensures that our solutions are not only innovative but also aligned with both business objectives and industry standards. This cohesive approach enables us to deliver seamless, efficient, and future-proof services to our clients.

We are looking for Associate Architects to help us use technology to improve our services based on our business and customer needs. Associate Enterprise Architects create and evolve architecture models and strategies that inform the design, development and evolution of business processes and supporting ICT systems. Associate Enterprise Architects support the preparation of complex architectural models and the design of detailed aspects of an enterprise architecture. They are responsible for assisting with the provision of advice and guidance to reduce complexity across architecture projects and enterprise programs.

Duties

- Establishing and maintaining architecture standards and roadmaps.
- Supporting the development of solution architectures to meet business, regulatory, and non-functional requirements.
- Developing and maintaining effective architecture artefacts, including future state roadmaps, frameworks, policies, and patterns.
- Ensuring adherence to architecture standards and drive readiness activities for smooth governance.
- Collaborating with stakeholders to resolve architecture issues and ensure timely project implementation.
- Drafting documentation and reports for senior staff review.
- Support the operations of a team, including contributing to work priorities and resource management.

Eligibility

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

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Notes

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The Enterprise Architecture Branch operates as a geographically dispersed team, requiring members to be adept at working in a virtual environment. Team members must be able to maintain strong stakeholder and team relationships online, ensuring effective collaboration and communication across different locations.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Kate Zwegers, 0407 047 973
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-0749106

Services Australia

Closing Date: Monday 21 October 2024

Workforce Capability
Workforce Strategy and Planning People Analytics

Job Title	Senior HR Reporting Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - NT NT, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - WA WA
Salary	\$91,244 - \$105,509
Classification	APS Level 6
Position Number	EXT-APSL-2024-1986
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

People Analytics is the national team responsible for the timely and accurate workforce reporting and analytics function for Services Australia (the agency).

Senior HR Reporting Officers are primarily responsible for the production of regular scheduled reports as well as ad hoc workforce reporting requests. This role is heavily based on both data extraction skills and data collation. In this position you may also be required to complete analysis of workforce people data, but your main role is using a range of IT tools to compile data.

The role is fast paced and requires strong organisational skills to ensure timely management of competing priorities. A key component of the role is developing and maintaining strong relationships with a range of key stakeholders. The key stakeholders include (but are not limited to) employees and the executive.

Duties

- Preparing and generating ad hoc or scheduled reports – including data extraction, completion of templates, draft emails, and updating work documents such as schedules or databases for clearance.
- Liaising with key stakeholders to ensure that their needs are met, and that their specifications, requirements and requests are clear.
- Maintaining internal People Analytics procedural instructions/process maps.
- Supporting stakeholders to better understand the sources of workforce data and its use in decision making.
- Managing and supporting staff, including managing performance, quality, attendance and workflow, and setting work priorities.

Eligibility

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

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To Apply

Position Contact	Toby Leagas, 0436 643 727
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0749140

Services Australia

Closing Date: Monday 21 October 2024

Infrastructure and Operations
End User Computing Identity and Access

Job Title	ICT Security Expert - Identity & Access
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$114,128 - \$126,462
Classification	Executive Level 1
Position Number	EXT-EL-2024-1838
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust. Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia. Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australians citizens across major life events. Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded ICT career. Be part of a dynamic, supportive and collaborative work environment

The Infrastructure and Operations division maintains national critical infrastructure for Services Australia and across government. We deliver a robust, secure, and resilient ICT environment so Australian citizens can access government services 24x7.

ICT Security Experts 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 high-level judgement and consideration of wider agency implications.

We are seeking to fill specific roles for ICT Security Experts.

Duties

- Promoting security awareness across the organisation and providing input into the development and revision of security policies and practices.
- Gathering security requirements from the business and creating and maintaining security profiles. Ensuring alignment of ICT security model with corporate level compliance requirements.
- Managing and coordinating validation activities and tasks to completion and monitoring and managing work output and quality against established performance standards.
- Reviewing and assessing change requests to ensure that ICT systems are under change control.
- Investigating and resolving complex access and application issues.
- Providing expert advice on security/access models and prepare and review a range of technical documentation and reports.
- Leading and manage operations of a team, including overseeing work priorities and resource management.
- Attending interagency meetings and forums to influence business outcomes and share information and engage and partner with other agencies and service providers to build service delivery capability.

Eligibility

Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain).

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Notes

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To Apply

Position Contact	Andrew McGuire, 02 6191 9246
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-0749143

Services Australia

Closing Date: Monday 21 October 2024

Infrastructure and Operations
End User Computing Various

Job Title	ICT Microsoft Infrastructure Engineering Experts – Desktop, Server and SharePoint
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$114,128 - \$126,462
Classification	Executive Level 1
Position Number	EXT-EL-2024-1867
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

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Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well rounded ICT career. Be part of a dynamic, supportive and collaborative work environment.

The Infrastructure and Operations Division maintains national critical infrastructure for Services Australia and across government. We deliver a robust, secure, and resilient ICT environment so Australian citizens can access government services 24x7.

We're looking for Microsoft Windows and SharePoint Engineering Experts with a range of skills and experience. Your role will be focused on managing and maintaining our Microsoft infrastructure including the configuration, deployment, technical security and operations.

Duties

- Maintaining and supporting Services Australia and partner agencies Microsoft Infrastructure.
- Providing broad technical support for project build, test, and solution deployment activities.
- Scheduling and performing regular maintenance and updating of supported products.
- Performing technical operations for ICT solutions, maintain technical system information in service tools and prepare a range of technical and corporate documentation.
- Supporting the development of plans for backups and disaster recovery and execute those plans when necessary.
- Performing problem management and root cause analysis.
- Escalating issues that adversely impacts on policy, performance and/or service.
- Collaborating with stakeholders to resolve issues and ensure effective and timely implementation of business solutions.

Eligibility

Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain).

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To Apply

Position Contact	Damien Davison, 02 6141 9490
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0749085

Department of Social Services

Closing Date: Tuesday 22 October 2024

NDIS Markets and Safeguards
Quality and Safeguards Policy

Job Title	Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$94,791 - \$106,546
Classification	APS Level 6
Position Number	EXT-2024-1389
Agency Website	https://www.dss.gov.au/

Job Description

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

As an APS6 Policy Officer in the Branch, you will be part of a geographically dispersed team (based in Melbourne, Adelaide, Perth, Canberra and Sydney). There are 2 vacancies available.

The first vacancy is working in a policy team, the NDIS Integrity and Outreach Team, that is designing and developing a nationally consistent approach for state and territory led Community Visitor Schemes. We are looking for people who demonstrate the following attributes:

- a strong desire to contribute positively to the lives of people with disability
- someone who is curious
- ability to work cooperatively and flexibly in a team environment that is hybrid.

The second vacancy is in the NDIS Worker Screening Team. The successful candidate will:

- support the development and implementation of NDIS worker screening policy in response to recommendations from the NDIS Review and the Disability Royal Commission in collaboration with the NDIS Quality and Safeguards Commission
- contribute to policy development for a new NDIS provider and worker registration model
- provide secretariat support for the NDIS Worker Screening Steering Committee including developing policy papers, preparing minutes of meetings and progressing agreed actions
- support the development of worker screening policy across other care and support sectors and consider opportunities to align worker screening arrangements across sectors in collaboration with a range of Government departments and agencies.

Duties

- gather information from a wide variety of sources to undertake research and analysis to produce evidence and insights to inform policy and complex policy advice
- facilitate relationship building and collaboration with a diverse range of stakeholders to support design of policies
- write complex high-quality papers, briefs and submissions that articulate policy advice, options and recommendations as needed
- implement and manage projects which may include procurement, project management and reporting, and support the secretariat function
- supervise, mentor and develop staff.

Please review the job pack for the full position description.

Eligibility Notes

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Lara Hope, 0477 488 578
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0749209

Department of Social Services

Closing Date: Tuesday 29 October 2024

Disability and Carer Programs
Advocacy and Inclusion Programs

Job Title	APS 5 - Policy and Program Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	\$86,542 - \$92,420
Classification	APS Level 5
Position Number	EXT-2024-1382
Agency Website	https://www.dss.gov.au/

Job Description

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

The Advocacy and Inclusion Programs Branch are responsible for managing disability advocacy programs and the development of a range of policy and legislative matters. The Branch is seeking applications from dedicated and motivated professionals to fill a number of vacancies at the APS5 level across the Branch.

Duties

- contribute to the drafting of policy or program advice, briefs, presentations and reports for internal and external audiences
- contribute to research and analysis to inform the development of new policies and improve program delivery
- work collaboratively with other areas of the department, other Commonwealth agencies and external stakeholders
- build strong working relationships
- assist with the management of grant activities and programs
- support team members in program and project management and business area needs as required.

Please review the job pack for the full position description. **Eligibility**

Successful candidates must be able to obtain and maintain a minimum 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	Melinda Gowty, 02 6146 4446
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0749210

Department of Social Services

Closing Date: Tuesday 29 October 2024

Disability and Carer Programs
Advocacy and Inclusion Programs

Job Title	APS 6 - Policy and Program Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC
Salary	\$94,791 - \$106,546
Classification	APS Level 6
Position Number	EXT-2024-1386
Agency Website	https://www.dss.gov.au/

Job Description

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

The Advocacy and Inclusion Programs Branch are responsible for managing disability advocacy programs and the development of a range of policy and legislative matters. The Branch is seeking applications from dedicated and motivated professionals to fill a number of vacancies at the APS6 level across the Branch.

Duties

- draft advice, including through ministerial and executive briefings, to inform and make recommendations to Government and department leaders on policy or program matters
- prepare presentations and reports for internal and/or external stakeholder audiences
- undertake research and analysis to inform the development of new policy and programs
- develop and maintain positive and productive working relationships with all stakeholders, supervision of staff members, including planning and communicating work priorities and expectations, capability development, and monitoring and measuring performance
- support internal and external meetings, actions and planning, and support communication and engagement activities
- maintain awareness and monitor progress of longer-term strategic, political or operational outcomes for programs and policy, as well as possible impacts on the work area
- work collaboratively with other areas of the department, other Commonwealth agencies, state and territory government agencies, and external stakeholders
- support business area needs as required.

Please review the job pack for the full position description.

Eligibility

Successful candidates must be able to obtain and maintain a minimum 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	Melinda Gowty, 02 6146 4446
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0749212

Department of Social Services

Closing Date: Tuesday 29 October 2024

Disability and Carer Programs
Advocacy and Inclusion Programs

Job Title	Assistant Director, Advocacy and Inclusion Programs Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Adelaide SA, Melbourne VIC, Sydney NSW, Hobart TAS
Salary	\$118,106 - \$134,063
Classification	Executive Level 1
Position Number	EXT-2024-1388
Agency Website	https://www.dss.gov.au/

Job Description

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

The Advocacy and Inclusion Programs Branch are responsible for managing disability advocacy programs and the development of a range of policy and legislative matters. The Branch is seeking applications from dedicated and motivated professionals to fill a number of vacancies at the EL1 level across the Branch.

Duties

- work strategically as part of a small team, or independently within short timeframes on matters that are often complex and/or sensitive
- undertake research and analysis to inform the development of new policy and programs
- draft complex policy and program documentation for a range of audiences including ministers, executives and key stakeholders, including executive briefs, ministerial briefs and responses to ministerial correspondence and parliamentary questions
- supervision of staff members, including planning and communicating work priorities and expectations, capability development, and monitoring and measuring performance
- develop and maintain positive and productive working relationships with all stakeholders
- support internal and external meetings, actions and planning, and support communication and engagement activities
- maintain awareness and monitor progress of longer-term strategic, political or operational outcomes for programs and policy, as well as possible impacts on the work area
- work collaboratively with other areas of the department, other Commonwealth agencies, state and territory government agencies, and external stakeholders.

Please review the job pack for the full position description.

Eligibility

Successful candidates must be able to obtain and maintain a minimum 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	Melinda Gowty, 02 6146 4446
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Parliamentary Department

Vacancy VN-0749214

Department of Parliamentary Services

Closing Date: Tuesday 22 October 2024

Parliamentary Library
Research Statistics and Mapping

Job Title	Geospatial Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$77,719 - \$92,412
Classification	APS Level 4;APS Level 5
Position Number	JR32479
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 4/5 Geospatial Assistant within the Library Research branch.

The Parliamentary Library provides high quality information, analysis and advice to Senators and Members of Parliament in support of their parliamentary and representational roles.

The opportunity to directly inform the work of the Parliament makes the Parliamentary Library a unique and rewarding environment in which to work.

Who we are looking for

We are looking for a person who is motivated, adaptable, a team player and able to provide high quality client service.

In this role, you will respond to client requests which will include the preparation of customised maps, including election results maps, maps using Census of Population and Housing data (from the Australian Bureau of Statistics) plus other bespoke mapping requests.

Staff within the Library will be expected to participate in Section and corporate activities such as meetings, planning events, workshops and training. It will be an advantage for you to have an understanding of the parliamentary environment.

Our ideal candidate will:

1. Be well-informed, motivated, adaptable and able to provide excellent client service. Professionalism and sound judgement are essential, and you must be able to maintain strict confidentiality and impartiality in accordance with Library policies.
2. Have Intermediate-level understanding of spatial data formats, preferably in MapInfo and be familiar with or, have the ability to learn the following: FME (Feature Manipulation Engine), Bing and other web mapping services.
3. Have good written, numerical, and oral communication skills and intermediate-level research, analytical and Excel skills.
4. Geospatial qualifications would be highly desirable and/or hands-on experience with MapInfo Professional or similar software.

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

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Chris Giuliano, 02 6277 2483
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0749272

Bureau of Meteorology

Closing Date: Tuesday 22 October 2024

Community Services and Science and Innovation
Decision Support Services and Research

Job Title	Senior Policy & Research Advisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$110,115 - \$120,760
Classification	Executive Level 1
Position Number	60016606
Agency Website	

Job Description

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

This position is offered jointly between either the Verification and Decision Support Team or the High Impact Weather Team within the Research Program and the Hazard Preparedness and Response (HPR) National Team within Decision Support Services of the Bureau of Meteorology. Duties will be evenly divided across these groups over the long term, but there will be shorter periods when one or the other predominates. The primary purpose is to enable the rapid adoption of research outcomes into operations, across policy and decision making settings.

Within the Research Program, the High Impact Weather (HIW) research team conducts research into severe weather phenomena and better ways of predicting these, in support of the Bureau's operational needs and the Australian community. As such, the HIW team maintains close ties to customers, state fire and emergency services agencies, industry, and the Business Solutions Group (BSG) and Community Services Group (CSG) within the Bureau. In addition, the Verification and Decision Support team will come online on the 1st of July as part of the re-organisation of the Research program, as part of the Application Science section which

will harbour the program capabilities to utilise the numerical modelling systems, data, and observations to develop higher-resolution, more localised, customised, and accurate forecasts, and warnings, providing enhanced decision support for internal customers and applications for external customers. One of the important functions of this team is to develop and use impact-based and user-oriented verification approaches to allow CSG and BSG to provide customers with better decision support information. Depending on the suitable applicant, the position will be positioned in either of these two teams with the Research Program.

The Hazard Preparedness and Response – National team provides deeper connections to Commonwealth and national customers, partners and stakeholders. The team ensures the Bureau's products and services are more relevant, nationally consistent (as appropriate), and deliver outstanding impact and value to our key partners, customers and the Australian Community.

These teams are seeking an able and highly motivated person to support the process for operationalising research and deriving positive customer-oriented outcomes in both the Bureau and across our partners in the Emergency Management sector. The successful applicant will have a record of relevant research in an aspect of severe weather or weather related social science. They will support liaison with partners within and external to the Bureau, with particular focus on communicating operational needs to researchers, and current research advances to forecasters. They will participate in the Bureau's research program under the supervision of more senior staff. During peak periods, they will provide detailed interpretative briefings of meteorological data to users, applying current scientific knowledge and strong knowledge of user needs. They will support collaborative research with national and international agencies, within the Bureau, and will assist in the development of targeted relevant training to build capability.

The impetus for this position includes the increased risk of natural disasters faced by Australia and demand for more detailed and sophisticated services in this space to meet community and sector expectations. Efficient deployment of new developments, in response to growing demand, requires an increase in research capability together with closer coupling of research with operations.

Duties

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

1. Contribute to research in extreme weather and, individually or as a member of a team, undertake research requiring originality, creativity and innovation and the application of knowledge and skills gained from a background of research experience and achievement.
2. Provide scientific expertise and advice to both SIG and CSG program leaders .
3. Support the Decision Support teams in CSG with customer engagement, gathering and consolidating customer requirements and contribute as required to customer focussed cross-functional teams delivering new services.
4. Support the Product Owners and Product Managers in CSG and BSG to take customer requirements in developing business requirements and business cases, and deliver the research investments required to ensure appropriate product lifecycle management and improvement.
5. 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

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

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our

customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Carla Mooney, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Employment and Workplace Relations

Vacancy VN-0749152

Fair Work Ombudsman

Closing Date: Tuesday 22 October 2024

People and Internal Communications Branch WHS & People Support

Job Title	Senior Human Resources Advisor – Case Management
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	\$96,814 - \$111,296
Classification	APS Level 6
Position Number	24/097EA
Agency Website	http://www.fairwork.gov.au

Job Description

<https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43>

We are seeking an exceptional Senior HR Advisor – Case Management to join our WHS & People Support team on either a full-time or part-time basis. The successful candidate will be required to work out of one of our Sydney, Melbourne or Canberra CBD locations for their initial onboarding period. Following this, a working from home and the office hybrid arrangement can be agreed that supports a work/life balance while maintaining the benefits of in-person contact with colleagues.

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the Fair Work Act 2009 (Fair

Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

About the Team

As a member of the WHS & People Support team you will be part of a small, dedicated and collaborative professional group who support a positive workplace culture and the overall wellbeing of our colleagues by providing support to employees, managers and the Executive in relation to performance and conduct, health and safety, wellbeing, workers compensation and grievances. The team understand and partner with business areas within the Agency to find solutions, are people-focused, proactive, and collaborative. **Duties**

Typical Duties

The duties of this role include, however, are not limited to:

- Manage moderately complex and complex cases (performance, discipline, complaints, grievances, review of action, medical and workers compensation) including supporting managers and employees to work together to achieve positive outcomes.
- Provide consistently sound and timely expert advice and assistance to managers and employees, including in the interpretation of legislation, policy and working conditions, and escalate as appropriate. Assist in triaging and responding to email enquiries and other correspondence.
- Undertake 'desktop' research and assist in reviewing and developing policies, procedures and documentation to support best practice.

- Draft internal communications (such as intranet articles and training material) to support the team's work.
- Contribute to the development of wellbeing initiatives and project manage their implementation as required, particularly in relation to psychosocial health. Provide secretariat support to the Health and Safety Committee.

Selection Criteria

- Demonstrated experience in case management within a Commonwealth agency, particularly in performance and behaviour, and the ability to assess and develop effective case management strategies.
- Resilience with a genuine commitment to the improvement of the health and wellbeing of employees, and an understanding of risk management processes.
- Demonstrated sound judgement and the ability to provide expert advice and deliver solution-oriented outcomes to support the Agency or Business area, within the parameters of legislation, industrial instruments, policies and procedures.
- Ability to communicate effectively and sensitively using plain language both verbally and in writing; create and maintain supportive working relationships; engage with conflict and resolve difficult situations; act with integrity, and understand and respect confidentiality.
- Ability to undertake research and develop policies, procedures and guidance material, and develop and manage projects within established timeframes, incorporating consultation and the use of relevant data.

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.
- The successful candidate must hold a current Mental Health First Aid Certificate or be willing to undertake training and obtain a Mental Health First Aid Certificate.

Notes

How to Apply

If you are excited about this opportunity, please tell us in no more than **800 words**:

- Why you want to apply for this role?
- How your skills and experience address the requirements of this role.

All applications must be submitted via our [online application system](#) through the OFWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEDT) Tuesday 22 October 2024

More Information

- Working with us and tips on applying, visit fairwork.gov.au/about-us/careers
- OFWO's purpose and functions, visit fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit fairwork.gov.au/about-us/contact-us/offices

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D

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