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 PS35 - 31 Aug 2017. The document may also contain vacancies in the Australian Parliamentary Service and non-APS Australian Government agencies.

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

These Vacancies Daily will also appear in the Gazette (PS35 - 31 Aug 2017).

Gazette Lodgement Inquiries

Phone: (02) 6202 3559
Facsimile: (02) 6202 3567

IMPORTANT INFORMATION
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For more information on the terms and conditions of use of the APSjobs website, incorporating the Gazette, see http://www.apsjobs.gov.au/TermsAndConditions.aspx
Agriculture

Department of Agriculture and Water Resources

Biosecurity Plant

Plant Systems and Strategies, Import Services Team

**Job Title:** Import Services Officer  
**JobType:** Ongoing, Full-time, Part-time  
**Location:** Canberra - ACT  
**Salary:** $64,703 - $70,229  
**Classifications:** APS Level 4  
**Position No:** 2017/1120 | Several Positions  

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**Job Description**  

**Duties**
The Plant Systems and Strategies Branch provides leadership for strategic initiatives that support our division to protect and maintain – and help farmers, industries and the community to profit from – Australia's favourable plant health status. Our work supports a centralised model for the publication of import requirements and the provision of client support across all the import operations programs. Our strategic focus is on plant business reforms and implementation of client-focused systems which are key drivers of the branch work plan. The Branch provides multiple functions including stakeholder engagement, program management, business change management, and provides innovative and efficient ways to improve the import risk analysis process.

The Import Services team supports the Australian Government’s biosecurity functions to allow for the safe movement of animals, animal products, plants, plant products and genetic material into Australia to minimise the risk of entry, establishment or spread of pests and diseases. The team is a consolidated service delivery area that provides support to industry, the general public and also to the department’s import operations areas. The team is responsible for administering permit applications, conducting non-technical permit assessments and responding to general enquiries relating to the importation of goods and use of associated systems. In order to deliver effective client service, the team is available to take telephone enquiries from 8:30am - 5pm Monday to Friday. This availability is underpinned by a supportive, team-based approach, where work is equitably distributed, a roster system is in place and clear performance standards are set.

The Jobs

As an Import Services Officer, you will:
- Respond to client enquiries via telephone and email, process permit applications and conduct permit assessments to allow for the safe movement of animals, animal products, plants, plant products and genetic material into Australia;
- Support import permit, import condition and enquiry workflow by working in partnership with, and escalating matters to, import operation programs;
- Draft letters, issue of documentation and following-up outstanding information and payments;
- Optimise the Biosecurity Import Conditions database (BICON) functionality by championing its use, mentoring/training others in its use, responding to content or user enquires and referring system or content matters to the Service Desk or the BICON Content team respectively.

The successful candidates will be required to work to a phone roster between the hours of 8:30am - 5pm.

Knowledge and Experience

The successful candidates must have demonstrated experience in a customer service role within a regulatory environment.

Eligibility

To be eligible for employment with the Department of Agriculture and Water Resources, an applicant must be an Australian citizen. An applicant's suitability for employment with the department will be assessed through a pre-employment screening process. This process includes a requirement for the applicant to undergo and satisfy a National Police Check, referee checks, character clearance and where relevant a pre-employment medical assessment, specified mandatory qualification(s) validation and a period of 6 months' probation. An applicant must also be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level if applied to the advertised position. Any applicant that, in the course of their work, requires unescorted access within an aviation or maritime security zone will be required to obtain and maintain an Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC).

**To Apply**

**Position Contact:** Karley Clive, (02) 6272 4780  
This notice will be part of the electronic Public Service Gazette PS35 - 31 Aug 2017 Published by Australian Public Service Commission.

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Agriculture

Department of Agriculture and Water Resources

Biosecurity Animal
Animal Biosecurity, Aquatics and Marine Pests

Vacancy N.N. 10711802
Closing date: Monday, 11 September 2017

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director, Aquatics and Marine Pests (Senior Science Manager)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Full-time, Part-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra City - ACT</td>
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<tr>
<td>Salary:</td>
<td>$138,532 - $151,381</td>
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<tr>
<td>Classifications:</td>
<td>Executive Level 2</td>
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<tr>
<td>Position No:</td>
<td>2017/1069</td>
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<tr>
<td>Agency Website:</td>
<td><a href="http://www.agriculture.gov.au/">http://www.agriculture.gov.au/</a></td>
</tr>
</tbody>
</table>


Duties
The Animal Biosecurity Branch develops biosecurity policy and provides technical and scientific advice for the safe importation of animals and animal products, (including aquatic animals and their products), using science-based risk analysis. It also provides scientific and technical support to gain, maintain and improve access for the export of Australian animals and their genetic materials. The branch provides policy and technical advice on marine pests biosecurity.

The Aquatics and Marine Pests Section develops and implements policies and provides technical and scientific advice to support Australia's aquatic animal health services and marine pests biosecurity arrangements. The section is responsible for leading national policy development for marine pests prevention as well as establishing and contributing to enhanced supporting arrangements to reduce marine pests risks. The section contributes to the management of disease risks associated with the import of aquatic animal products for human consumption and the import and export of live aquatic animals for aquaculture/grow out, research and public display.

The Job
The key duties of a Director in the Animal Biosecurity branch are to:
- Provide scientific, technical and policy advice to senior leadership, operational areas and other relevant stakeholders to support business objectives, which includes risk analysis and review of current import conditions;
- Lead and manage the development and review of animal biosecurity policy and technical market access issues for animals and animal products (including aquatic animals);
- Determine new, high priority areas of animal biosecurity risk in line with the department’s responsibilities;
- Support overseas market access for Australian animals and genetic material (including aquatic animals) through negotiations with trading partners and industry on technical animal health issues;
- Represent the branch and/or section on committees and in negotiations and discussions;
- Contribute to the preparedness, planning and/or operation of veterinary or aquatic health emergency management responses as required;
- Contribute to international animal health standards consistent with Australia’s policy objectives

Knowledge and Experience
The successful applicant will have:
- Experience managing staff, undertaking preparation of scientific and technical advice in a government setting;
- Extensive knowledge and experience of pests, diseases of animals and animal products (including aquatic animals and their products);
- Experience attending technical meetings with domestic stakeholders and trading partners;
- Experience managing the delivery of technical projects against tight deadlines;
- A thorough understanding of animal pests and diseases affecting Australia’s imports and export market access.
- Experience preparing science-based risk assessments, policy advice for imports of animals and animal products and technical market access submissions to support the export of these animals.

Eligibility
Mandatory Qualifications
- Bachelor degree in a relevant science discipline; or
- A degree with relevant majors; or
- Postgraduate qualifications

Specialist qualifications will be an advantage.
Notes
This position requires a Negative Vetting Level 1 security clearance. The successful applicant will be required to obtain and maintain a clearance at this level. To be eligible for employment with the Department of Agriculture and Water Resources, an applicant must be an Australian Citizen. An applicant’s suitability for employment with the department will be assessed through a pre-employment screening process. This process includes a requirement for the applicant to undergo and satisfy a National Police Check, referee checks, character clearance and where relevant a pre-employment medical assessment, specified mandatory qualification(s) validation and a period of 6 months’ probation. Any applicant that, in the course of their work, requires unescorted access within an aviation or maritime security zone will be required to obtain and maintain an Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC).

To Apply

Position Contact: Andrew Cupit, (02) 6272 5444

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Attorney-General

Vacancy N.N. 10711749

Federal Court of Australia

Closing date: Monday, 4 September 2017

Job Title: Release Manager
JobType: Ongoing, Full-time
Location: Sydney - NSW
Salary: $95,493 - $103,131
Classifications: Executive Level 1
Position No: 5565
Agency Website: http://www.fedcourt.gov.au

Job Description http://www.fedcourt.gov.au/about/employment/vacancies

Duties
The Release Manager is an integral member of the Business Applications team responsible for overseeing the planning, analysing and implementation of enhancements relating to the Court’s core business applications.

Major Activities include:
• Owning the Release Management lifecycle including scheduling, coordinating and the management of releases and projects across the enterprise for multiple applications.
• Manage risks and resolves issues that affect release or project scope, schedule and quality
• Measure and monitor progress to ensure application releases are delivered on time and within budget, and that they meet or exceed expectations
• Coordinate release content and effort based on the requirements backlog.
• Work collaboratively in the development of release or project tasks and resource requirements, following a defined, agreed upon management methodology.
• Document business and technical requirements, integration requirements, work flows, metadata requirements elements, security and access controls and any other requirements identified to support release or project implementation.
• Participation in the development and implementation of change management strategies for release or project implementations.
• Establish communication schedules to inform stakeholders, including external vendors and business owners on the progress of releases or projects.

Eligibility
Employment with the Court is subject to the terms and conditions in the Public Service Act 1999, and the following conditions:

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. National Police Check – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
3. Health clearance – the successful applicant will be required to complete a health declaration and may be required to attend a medical assessment to confirm their fitness for duty.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired.

Notes
For more information on the position, including how to apply, please obtain the position description from the Court’s website by clicking the “apply online” button below. Please note this position may be filled based on written application and referee reports only.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Judy Taylor, (03) 6232 1652</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.fedcourt.gov.au">http://www.fedcourt.gov.au</a></td>
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</table>

Attorney-General

Federal Court of Australia  
Closing date: Monday, 4 September 2017

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Test Manager</th>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Sydney - NSW</td>
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<tr>
<td>Salary:</td>
<td>$95,493 - $103,131</td>
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<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>5566</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.fedcourt.gov.au">http://www.fedcourt.gov.au</a></td>
</tr>
</tbody>
</table>

Job Description


Duties
This position is responsible for managing the testing and analysis of the Court's business systems, in particular web based application testing. The role includes the responsibility for writing test scripts, executing testing, reporting findings, defect management and communication of issues, completing necessary change control documentation, retesting and preparing/reviewing business related documentation. The role will work closely with our vendors on a collaborative approach to test management.

Major Activities:
• reviewing business requirements and associated design documentation
• attending appropriate workshops and meetings to ensure a sound understanding of developments prior to testing
• managing the testing process by taking responsibility for overall progress and liaising with development to ensure deadlines are met
• developing test scripts
• running manual and automated tests on software ensuring it conforms to design and set standards
• identifying and developing improvements in the testing process
• raising and resolving any issues/faults identified
• managing risk and taking contingency action where necessary
• assessing and providing feedback to ensure enhancements are developed to the required quality, and
• ensuring through comprehensive testing methods that the Court’s applications are as defect free, robust, stable and user friendly as possible.

Eligibility
Formal Qualifications:
Candidates will ideally have the following qualifications & demonstrated experience in the following areas:
• Appropriate tertiary qualifications in business computing or equivalent relevant professional experience.
• Approximately 5 years’ experience in software testing including experience in management of a test team
• Appropriate qualifications or experience working with an Agile methodology
• Solid understanding of testing management tools such as Jira and VSTS

Employment with the Court is subject to the terms and conditions in the Public Service Act 1999, and the following conditions:
1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. National Police Check – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
3. Health clearance – the successful applicant will be required to complete a health declaration and may be required to attend a medical assessment to confirm their fitness for duty.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired.

Notes
For more information on the position, including how to apply, please obtain the position description from the Court’s website by clicking the “apply online” button below. Please note this position may be filled based on written application and referee reports only.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

To Apply

Position Contact: Judy Taylor, (03) 6232 1652
Agency Recruitment Site: http://www.fedcourt.gov.au

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Communications and the Arts
Vacancy N.N. 10711812

Department of Communications and the Arts
Closing date: Tuesday, 5 September 2017

Arts Collections and Cultural Heritage, Museums and Repatriation

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director</th>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
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<td>Salary:</td>
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<tr>
<td>Classifications:</td>
<td>Executive Level 2</td>
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Duties
The Arts Division has an ongoing vacancy at the EL2 level in its Museums and Repatriation Section. This Section has responsibility for Indigenous repatriation matters, including the administration of the Indigenous Repatriation Program (IRP) and liaison with the Advisory Committee on Indigenous Repatriation (ACIR). The IRP facilitates the return of Indigenous ancestral remains from overseas, and the return of Indigenous ancestral remains and secret sacred objects from domestic collections, to community. The Section also has agency oversight responsibility for three museums: the Australian National Maritime Museum, the Museum of Australian Democracy at Old Parliament House and the National Museum of Australia.

We are looking for a talented and enthusiastic Indigenous Australian to join our high performing team. If you are interested in shaping the future of indigenous repatriation, enthusiastic about working with portfolio agencies and diverse stakeholders, and enjoy challenging policy and program work and coming up with new ideas in a fast-paced environment with a positive culture, we would love to hear from you.

You are required to undertake a range of activities in accordance with the APS Values and Code of Conduct, such as:

- Contributing to the Department’s strategic objectives, and planning and executing on their delivery
- Taking responsibility for own and team outcomes, monitor progress and follow through to deliver quality outcomes
- Providing expert, forward-looking advice on policy and regulation development and implementation, solving complex problem and managing issues for internal and external stakeholders
- Engaging with risk, including the conduct of risk assessment and risk management activities for your area of responsibility
- Engaging and collaborating with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation
- Strengthening the Department’s culture, leadership and delivery capabilities.

**Eligibility**

The successful candidate is required to hold or be able to obtain a baseline security clearance. Applicants must be Australian citizens.

**Notes**

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

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

**About Department of Communications and the Arts**

We are the lead agency to Government on communications and the arts. Our aim is to create an environment in which all Australians have access to high quality communications services and diverse artistic and cultural experiences. We are an inclusive and supportive workplace that values, respects and promotes diversity. If you’re interested in joining our team, we invite you to submit your application.

**To Apply**

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Please obtain selection criteria via the website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Ann Campton, 02 6271 1144</td>
</tr>
</tbody>
</table>

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**Communications and the Arts**

**National Film and Sound Archive of Australia**

Vacancy N.N. 10711620

National Film and Sound Archive
Corporate and Business Affairs, Executive Office

<table>
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<tr>
<th>Job Title:</th>
<th>Executive Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
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<tr>
<td>Location:</td>
<td>Acton - ACT</td>
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<tr>
<td>Salary:</td>
<td>$61,316 - $65,417</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 4</td>
</tr>
</tbody>
</table>
Duties
Under general direction provide high quality, confidential, administrative support and secretarial assistance to the General Manager Collection and General Manager Corporate and Business Affairs in the Executive and Business Support Team of the National Film and Sound Archive of Australia (NFSA).

About the Job
Are you a discreet and fantastic coordinator with a ‘can do’ attitude? Do you want to play an important support role, assisting the NFSA Executive to achieve the National Film and Sound Archive of Australia’s (NFSA) strategic priorities? If so, then we need you!

The NFSA Executive and Business Support Team requires an Executive Assistant to provide support to our General Manager Collection and our Chief Operating Officer/Chief Financial Officer. The role requires someone with the highest professional standards and a positive service approach.

Essential characteristics of the person needed for this position include the ability to:

- manage multiple diaries and handle tasks with conflicting deadlines;
- respond positively to change and variable timeframes;
- communicate with senior staff in a professional and courteous manner;
- discreetly handle sensitive information and maintain confidentiality;
- use Microsoft Office applications, TRIM Registry filing and online travel booking systems.

About the Team
The position is situated within the Executive and Business Support Team. The Executive comprises our CEO, COO/CFO and a General Manager. This position reports to the Executive Assistant to the CEO and works closely with our Administrative Assistant.

The Executive and Business Support Team is based at the NFSA’s Acton headquarters in Canberra. The position is full time, and as it must serve senior staff, it requires standard hours of employment, i.e. 8:30 to 12:30 and 13:30 to 16:51.

Job Description
Under general direction the Executive Assistant provides high quality and client-focussed administrative support as part of a small team in the Executive Office. A sound working knowledge of NFSA policies, procedures and guidelines is required to perform the following duties:

- Diary management and monitoring of incoming/outgoing correspondence for senior executives. This includes preparing paperwork for signature, seeking approvals and assisting with the administration of financial, HR and travel related activities.
- Provide secretariat support for high level meetings including preparing papers and agendas, minute-taking and following up on actions as identified and coordinated through a senior executive or supervisor.
- Undertake modestly complex research and interpretation in order to prepare professionally presented correspondence, documents, reports and newsletters using Microsoft Office applications.
- Obtain cooperation and assistance of relevant staff in order to liaise effectively with internal and external stakeholders on a range of moderately complex operational and administrative matters.
- Maintain accurate and efficient electronic and hard copy filing systems using TRIM registry filing system.
- Support coordination of the centralised administration of international conferences, licences, organisational memberships and subscriptions.
- Provide administrative support to cross-team projects as required, including stakeholder engagement and partnership development.
- Provide research support using online catalogues and collection management databases for GM Collection, as required.
- Draft content for upload to an intranet system, including text, images and video as required.

Eligibility
Selection Criteria

In relation to the 'Job Details' listed above, concisely demonstrate your skills, experience and achievements against each of the following areas. When you include an example, you should explain:

• Your personal role in the task
• The methods you used
• Any barriers you were able to overcome and
• The outcome.

1. Excellent attention to detail and the ability to coordinate and oversee the completion of multiple, competing administrative tasks from start to finish.
2. Demonstrated ability to cultivate productive and harmonious working relationships with staff across all levels of an organisation, including the ability to work successfully on individual tasks and in collaboration with others.
3. Outstanding written and oral communication skills and the ability to problem solve when faced with difficult and/or sensitive enquires and situations.
4. The ability to achieve results and to use initiative and sound personal judgment in accordance with workplace practices and policies.

Qualifications and/or equivalent experience required:

Qualifications and/or experience in the provision of high level administrative support in an executive environment.

Experience with Lotus Notes email, QBT travel online booking systems, and TRIM Registry filing is highly desirable.

As this position works directly to two senior executives, an educational background in curatorial studies and/or familiarity with collection management databases is desirable.

Security Clearance Requirements

This position requires the successful applicant to undergo an Australian Federal Police (AFP) Criminal Record Check and to obtain and hold a baseline security clearance.

Assessment Process

The assessment process for this position will include:

A written response to the above selection criteria
An interview; and
Referee checking.

Most recent CV should also be attached.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Veronica Webster, 02 6248 2131, <a href="mailto:veronica.webster@nfsa.gov.au">veronica.webster@nfsa.gov.au</a></th>
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<tbody>
<tr>
<td>Position Contact:</td>
<td>Veronica Webster, 02 6248 2131</td>
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<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.nfsa.gov.au">http://www.nfsa.gov.au</a></td>
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Defence

Department of Defence

Closing date: Monday, 18 September 2017

Vice Chief of the Defence Force
Joint Capabilities Group, Garrison Health Operations

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Regional Rehabilitation Manager Western Australia and South Australia</th>
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<tbody>
<tr>
<td>Job Type:</td>
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<tr>
<td>Location:</td>
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</table>
Salary: $98,967 - $111,633
Classifications: Executive Level 1
Position No: VCDF/01998/17
Agency Website: http://www.defence.gov.au/apscareers

Job Description [https://defencecareers.nga.net.au/cp/?audience=defenseext]

Duties
This position would suit an allied health professional with extensive experience in occupational rehabilitation. The successful candidate will fill one of five established Regional Rehabilitation Manager positions within Joint Health Command, and will be responsible for leadership, management and Comcare-mandated supervision of a team of Australian Public Service rehabilitation case managers and rehabilitation consultants across both West and South Australia.

The Defence Rehabilitation Service Delivery Model provides the framework for the management and mentoring of staff and of contracted Rehabilitation Providers working on base. Together, the team will deliver quality rehabilitation services to Permanent and Reserve members of the Australian Defence Force within a framework defined by legislation and policy.

This position will also engage with a broader health care team of doctors, nursing staff, physiotherapists and mental health professionals and command with the primary aim of returning injured or ill Defence members back to work and providing support to Commanders who are responsible for managing the Defence members’ welfare. In addition, the successful candidate is expected to support clinical governance and quality improvement initiatives that affect healthcare delivery.

Eligibility
Mandatory: Tertiary qualifications are mandatory for this position. Applicants must meet one of the following criteria:
• Be an occupational therapist, psychologist, physiotherapist, social worker, speech pathologist, nurse or rehabilitation counsellor and be registered with the appropriate registration body or eligible for membership of the professional association where there is no registration requirement.
• Be an exercise physiologist with accredited membership of Exercise and Sports Science Australia.
• Extensive relevant workplace rehabilitation experience.
• A current driving license is essential and the applicant must also have the ability and be willing to drive to metropolitan and rural locations as required.

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

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

To Apply
Position Contact: Jim Porteous, 02 6266 3800

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Department

Department of Defence
Closing date: Monday, 11 September 2017

Defence People Group
People Policy & Culture, Defence Learning Branch

Job Title: ICT Systems Test Engineer
Job Type: Ongoing, Full-time
Location: Pialligo - ACT
Salary: $71,477 - $76,561
Classifications: APS Level 5
Position No: DPG/02027/17
Learning Branch is looking for an APS5 Systems Test Engineer to undertake various software and hardware testing activities which will include planning and producing test cases and test data, carry out testing and may use automated software applications to test the behaviour, functionality and integrity of systems and document the results of tests. If you have experience in this area Learning Branch would encourage you to submit an application.

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

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

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**Defence**

*Department of Defence*  
*Vacancy N.N. 10711760*

Closing date: Monday, 11 September 2017

**Chief Information Officer Group**
**ICT Operations Division, J6 Capability Coordination**

<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Assistant Director Information Sharing Capability Coordination</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JobType</strong></td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Reid - ACT</td>
</tr>
<tr>
<td><strong>Salary</strong></td>
<td>$78,304 - $89,449</td>
</tr>
<tr>
<td><strong>Classifications</strong></td>
<td>APS Level 6</td>
</tr>
<tr>
<td><strong>Position No:</strong></td>
<td>CIOG/02049/17</td>
</tr>
</tbody>
</table>

**Job Description**

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

**Duties**
The Assistant Director Information Sharing Capability Coordination (ADISCC) will be responsible for capability coordination and oversight of current Defence multinational information sharing capabilities, including systems and services supporting Defence collaboration with international partners through gateways and special purpose MNIS networks.

The successful candidate will assist in ensuring Defence Chief Information Officer Group (CIOG) maintains compliance with international agreements for Defence ICT infrastructure connected to and/or owned by international partners. The position will be responsible for monitoring and assessing compliance in order to develop timely response options and recommendations to sustain and remediate requirements ensuring Australia fulfils its obligations and commitments made in cooperative arrangements with international counterparts.

The successful candidate will have experience with delivering classified ICT infrastructure systems and service management (preferably ITIL) practices and procedures, experience with assessing compliance, reporting results and developing submission and recommendations, and the ability to effectively engage a variety of working level and management stakeholders to deliver business outcomes, consistent with the APS Integrated Leadership System.

The successful candidate will be comfortable working in a small multi-disciplinary team in a dynamic international engagement environment, which may require occasional domestic and international travel, and flexible working arrangements outside of normal working hours to facilitate engagement with international counterparts through teleconferences.

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

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

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Pete Morris, 02 6144 4616</th>
</tr>
</thead>
</table>

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**Defence**

**Department of Defence**

Chief Finance Officer

Financial Co-ordination, Asset Accounting

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Finance Manager - Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Melbourne - VIC; Canberra - ACT</td>
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<tr>
<td>Salary:</td>
<td>$137,923 - $164,137</td>
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<td>Classifications:</td>
<td>Executive Level 2</td>
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<tr>
<td>Position No:</td>
<td>CFO/01700/17</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.defence.gov.au/apscareers">http://www.defence.gov.au/apscareers</a></td>
</tr>
</tbody>
</table>

**Job Description**

[https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext](https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext)
The Chief Finance Offer Group within Defence has a requirement for an enthusiastic individual to shape, lead and manage the provision of Asset Accounting and related services to Defence.

The EL2.1 Finance Manager - Assets works with considerable independence and is accountable to plan, lead and manage very complex asset accounting activities across Defence. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence’s business objectives.

They will have extensive experience and comprehensive knowledge of the asset accounting function and are responsible for the development, implementation, education, compliance and review of policies and procedures relevant to their work within that function.

Eligibility
Applicants must be able to obtain and maintain a security clearance at ‘Negative Vetting Level 1’

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

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Phillip Prior, 02 6265 6790</th>
</tr>
</thead>
</table>

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**Defence**

**Department of Defence**

**Vice Chief of the Defence Force**

**Joint Health Command, Garrison Health Operations**

**Vacancy N.N. 10711766**

**Closing date: Monday, 18 September 2017**

**Job Title:** Intensive Rehabilitation Team Psychologist (expected vacancy)

**JobType:** Non-ongoing (Temporary), Full-time

**Location:** Holsworthy - NSW

**Salary:** $98,967 - $111,633

**Classifications:** Executive Level 1

**Position No:** VCDF/02481/17


**Job Description** [https://defencecareers.nga.net.au/cp/?audience=defenceext](https://defencecareers.nga.net.au/cp/?audience=defenceext)

**Duties**

The multi disciplinary Intensive Rehabilitation (IRT) capability was established as a pilot program in two locations by Joint Health Command in response to a 2010 Federal Government initiative to improve specialist, individually-tailored rehabilitation and recovery services for seriously injured and ill ADF personnel. On completion of the pilot in July 2015, it was decided that this capability be transitioned to business as usual and consolidated at Holsworthy Health Centre with the intent of creating a national Centre of Excellence.

This position will be the sole Psychologist in the IRT and is essential to the functioning of this multidisciplinary specialist capability. This position requires an experienced, senior Clinical Psychologist able to provide early psychological intervention for seriously ill and injured ADF members. The incumbent is responsible for the initial mental health assessment of members engaging with the Team and to maintain contact throughout the treatment of personnel. The role coordinates, manages and supervises treatment of complex mental health cases in conjunction with other disciplines. This position also supports stakeholder engagement to ensure the delivery of integrated and standardised mental health and psychology services to ADF personnel undergoing Intensive Rehabilitation treatment.

**Eligibility**
Mandatory:
• Unconditional Australian Health Practitioner Regulation Authority registration.
• Extensive post graduate clinical experience.

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

Notes
Non-ongoing opportunity will be offered for a specified term

8 months

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

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Mark Page, 02 9393 2514</th>
</tr>
</thead>
</table>

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Defence

Department of Defence
Closing date: Monday, 11 September 2017

Chief Information Officer Group
Chief Technology Officer Division, ICT Security

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Director - Governance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$98,967 - $111,633</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>CIOG/01579/17</td>
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<tr>
<td>Agency Website:</td>
<td><a href="http://www.defence.gov.au/apscareers">http://www.defence.gov.au/apscareers</a></td>
</tr>
</tbody>
</table>

Job Description [https://defencecareers.nga.net.au/cp/?audience=ext](https://defencecareers.nga.net.au/cp/?audience=ext)

Duties
The Assistant Director – Governance is responsible for a number of core elements within the Governance & Assurance Directorate of ICT Security Branch. Currently, those core elements are:

1. Risk – Development and ongoing maintenance of risk management artefacts for use within the ICT Certification process as well as the development and maintenance of the enterprise ICT security risk management framework and associated processes.


Eligibility
Applicants must be able to obtain and maintain a security clearance at ‘Negative Vetting Level 1’

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

To Apply

Position Contact: Amon Masters, 02 6144 4866

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**Defence**

**Department of Defence**

Vacancy N.N. 10711781

Closing date: Monday, 11 September 2017

Chief Finance Officer

Resource and Assurance, Directorate Asset Accounting

**Job Title:** Financial Accountant - Assets

**JobType:** Ongoing, Full-time

**Location:** Melbourne - VIC; Canberra - ACT

**Salary:** $71,477 - $76,561

**Classifications:** APS Level 5

**Position No:** CFO/01895/17

**Agency Website:** http://www.defence.gov.au/apscareers

**Job Description** [https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext](https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext)

**Duties**

Within the Asset Accounting function an APS5 Financial Accountant - Assets is accountable under limited direction to undertake complex asset accounting activities and tasks. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's business objectives. They will undertake various asset accounting activities involving differing, unrelated and established processes and methodologies and will have some authority and discretion to exercise initiative and judgment to achieve results.

**Eligibility**

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

**Notes**

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

To Apply

Position Contact: Yihshan Yee, 03 9282 5556

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**Defence**

**Department of Defence**

**ARMY**

Army Headquarters, Chief of Staff

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Social Media Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JobType:</strong></td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Russell - ACT</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>$71,477 - $76,561</td>
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<tr>
<td><strong>Classifications:</strong></td>
<td>APS Level 5</td>
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<tr>
<td><strong>Position No:</strong></td>
<td>ARMY/02276/17</td>
</tr>
<tr>
<td><strong>Agency Website:</strong></td>
<td><a href="http://www.defence.gov.au/apscareers">http://www.defence.gov.au/apscareers</a></td>
</tr>
</tbody>
</table>

**Job Description**  
[https://defencecareers.nga.net.au/cp/?audience=ext](https://defencecareers.nga.net.au/cp/?audience=ext)

**Duties**

The Social Media Coordinator for the Directorate of Army Communication is responsible to the Director Army Communication for the management of Army’s social media platforms; preparing, drafting, posting and monitoring relevant and audience-appropriate content in order to keep Army’s stakeholders engaged and grow audience share.

The Social Media Coordinator works closely with the Social Media Manager, Assistant Director Army Communication and Army Brand Manager to ensure that Army’s social media platforms are managed and moderated in accordance with Defence policy and promotes Army’s Strategic Communication Narrative.

**Eligibility**

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

**Notes**

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

**To Apply**

<table>
<thead>
<tr>
<th><strong>Position Contact:</strong></th>
<th>LTCOL Steve Pata, 02 6265 4249</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency Recruitment Site:</strong></td>
<td><a href="http://www.defence.gov.au/apscareers">http://www.defence.gov.au/apscareers</a></td>
</tr>
</tbody>
</table>

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**Defence**

**Department of Defence**

**Vice Chief of the Defence Force**

Joint Capability Management and Integration, Fuel Services

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>SO3 Engineering - Infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JobType:</strong></td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Campbell - ACT</td>
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<tr>
<td><strong>Salary:</strong></td>
<td>$114,906 - $137,922</td>
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<tr>
<td><strong>Classifications:</strong></td>
<td>Executive Level 2</td>
</tr>
<tr>
<td><strong>Position No:</strong></td>
<td>VCDF/02054/17</td>
</tr>
</tbody>
</table>

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Duties
Fuel Services Branch is seeking an experienced engineer, with chemical or mechanical engineering qualifications and extensive engineering experience in fuel storage installations and associated infrastructure, to provide technical assurance of the Defence fuel storage and transfer systems, with the emphasis on fitness for purpose and for service. You will be responsible to the EL2.1 Executive Director - Engineering for providing oversight and assurance around facilities infrastructure and maintenance risks associated with approximately 100 Defence fuel installations. You will be required to demonstrate solid understanding and experience in managing fuel infrastructure, the application of legislative requirements, including Australian and industry standards and best engineering practices related to fuel infrastructure and facilities engineering.

You will be required to manage a technical regulatory framework across the Defence fuel network and to adopt strategies able to deliver and maintain compliant infrastructure through adequate design of new installations and the incorporation of maintenance regimes and remediation of existing installations. You will be required to provide technical input in the design, construction and commissioning of new or remediated installations and to review the adequacy and delivery of maintenance programs. You will be required to assist in managing systems incorporated in the Defence Design Acceptance Authority processes. In your role, you will engage and manage relationships with both internal and external stakeholders and organisations, to provide timely, accurate and professional engineering advice in relation to fuel infrastructure. You will be managing a team of engineers and maintenance professionals in providing technical advice across the Defence Fuel Supply Chain in accordance with Fuel Services Branch Strategic Objectives.

You will be expected to promote awareness of relevant legislation, government and Defence policies including Work Health and Safety, Environmental and Risk Management as they relate to Defence fuel infrastructure and facilities.

Eligibility
Current engineering qualifications in chemical or mechanical engineering and certification with Engineers Australia, or demonstrated ability to attain qualification as a Chartered Processional Engineer (CPEng).

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

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

To Apply
Position Contact: Corina Glavan, (02) 6266 2078
Duties
Our role within Defence is to deliver products and services to internal and external customers. Enquiries can range from Payroll or Leave enquiries through to enquiries about Defence Properties or Honours and Awards. Our Customer Service staff work within a network of 38 Customer Service Centres, contact centres at 1800 DEFENCE and respond to emails within our National Inbox. Our Customer Service staff ensure enquiries are dealt with professionally, quickly and accurately. As the APS5 Administrative Support Officer you will provide high level administrative support to the ACT Customer Service Managers (CSM) and the Directorate of Customer Access Management (DCAM). You will work within a customer focused environment and as part of a local diverse team. You will have strong time management and analytical skills to meet business outcomes.

You will perform administrative and business support tasks including:

1. Complete and manage administrative duties including: human resources, finances, travel, records management and project support functions;
2. Provide minute taking and research to complex/ sensitive staff management matters;
3. Project Management of DCAM Front of House (FOH) initiatives;
4. Contribution to the implementation and continuous improvement of DCAM Standard Operating Procedures (SOP) and service delivery standards;
5. Investigate and provide timely response to taskings as required;
6. Report and escalate performance statistics across the ACT to the CSMs;
7. Work cohesively and collaboratively with (region/zone) ACT CSMs;
8. Plan, monitor and maintain staff training requirements ie mandatory training, service delivery training program, learning, development and talent management opportunities;
9. Investigate and report on staff Work Health Safety incidents within the ACT (region/zone);
10. Apply sound technical expertise and provide guidance on endorsed Customer Services to ACT Customer Service Center Team Leaders;
11. Work collaboratively with key stakeholders within the DCAM and respective ACT sites;
12. Travel between locations is required – must hold a current drivers licence.

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

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

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Noni Keenan, 02 6266 5925</th>
</tr>
</thead>
</table>

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Education and Training

<table>
<thead>
<tr>
<th>Australian Institute of Aboriginal and Torres Strait Islander Studies</th>
<th>Closing date: Friday, 15 September 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and Research</td>
<td></td>
</tr>
<tr>
<td>Business Innovation</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director Business Innovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
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<tr>
<td>Salary:</td>
<td>$106,861 - $119,411</td>
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<td>Classifications:</td>
<td>Executive Level 2</td>
</tr>
<tr>
<td>Position No:</td>
<td>00029726</td>
</tr>
</tbody>
</table>

**Duties**
The role offers an exciting opportunity to lead the development of innovative flagship AIATSIS projects and commercialisation activities, including internationally acclaimed ethics Guidelines and services, large scale eLearning courses, education resources and other service offerings. You will enjoy high level strategic and operational responsibilities, engage with government, industry and sector partners, to identify and secure opportunities for funding and diversification of business to further AIATSIS role in shaping the national narrative and transforming peoples engagement with Aboriginal and Torres Strait Islander Australia. You will also be responsible for delivering high quality research management and administration services to the AIATSIS Research and Education Group, including project, finance and governance management.

**Notes**
Indigenous jobseekers are encouraged to apply for this vacancy. If the job is "Identified", then part or all of the duties impact on Indigenous Australian people and/or involve interaction with 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 Islander people.

**About Australian Institute of Aboriginal and Torres Strait Islander Studies**
The Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) is a world-renowned research, collections and publishing organisation. We promote knowledge and understanding of Aboriginal and Torres Strait Islander cultures, traditions, languages and stories, past and present.

We care for a priceless collection including films, photographs, video and audio recordings as well as the world’s largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander Studies. We undertake and encourage scholarly, ethical community-based research in a variety of sectors including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

**To Apply**

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Dr Lisa Strelein, 02 6246 1155, <a href="mailto:recruitment@aiatsis.gov.au">recruitment@aiatsis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Dr Lisa Strelein, 02 6246 1155</td>
</tr>
<tr>
<td>Apply:</td>
<td>Recruitment GPO Box 553 Canberra ACT 2601</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.aiatsis.gov.au">http://www.aiatsis.gov.au</a></td>
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</table>

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**Education and Training**

**Australian Skills Quality Authority (ASQA)**

**Vacancy N.N. 10711782**

**Closing date: Monday, 11 September 2017**

**Job Title:** Program Support Officer

**JobType:** Ongoing, Full-time

**Location:** Brisbane - QLD

**Salary:** $69,218 - $73,661

**Classifications:** APS Level 5

**Agency Website:** http://www.asqa.gov.au

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia’s vocational education and training sector. ASQA’s role is to ensure nationally approved quality standards are met through the application of a risk-focused approach to regulation. ASQA’s regulation ensures that students, employers, governments and the community can have confidence in the quality of Australia’s vocational education and training.

Where serious risks to Australia’s vocational education and training sector are identified, ASQA seeks to develop recommendations to address these risks, through comprehensive Strategic Reviews of the identified training areas or issues. Each year, ASQA reviews identified high-risk areas. These may be particular subsectors of the VET system, or of particular types of qualification, course, or method of delivery. The Strategic Reviews team is a multidisciplinary team which use a number of regulatory tools to undertake these strategic reviews and produce high level Strategic Review reports.

The Program Support Officer is responsible for:
• Undertaking research, analysis, including data analysis, and consultation with stakeholders on less complex matters for the purpose of contributing to strategic review projects;
• Assisting with the delivery of high quality outcomes across multiple projects through project management discipline;
• Preparing briefing papers; correspondence and reports for internal and external stakeholders;
• Contributing to the improvement of processes and practices through utilising stakeholder feedback;
• Developing and maintaining internal professional relationships for the purpose of facilitating efficiencies in work outcomes;
• Contributing to the identification and implementation of system and service improvements; and
• Contributing to planning activities to ensure team outcomes are achieved and enhance team capability.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Bronwen Griffiths, (07) 3223 1137</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.asqa.gov.au">http://www.asqa.gov.au</a></td>
</tr>
</tbody>
</table>

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Australian Skills Quality Authority (ASQA)

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Business Services Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$69,218 - $73,661</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
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<tr>
<td>Agency Website:</td>
<td><a href="http://www.asqa.gov.au">http://www.asqa.gov.au</a></td>
</tr>
</tbody>
</table>


Duties
The Australian Skills Quality Authority (ASQA) is the national regulator for Australia’s vocational education and training sector. ASQA’s role is to ensure nationally approved quality standards are met through the application of a risk-focused approach to regulation. ASQA’s regulation ensures that students, employers, governments and the community can have confidence in the quality of Australia’s vocational education and training.

The Finance and Facilities business unit is responsible for the development of financial strategy, policies and procedures. They are also responsible for financial planning, management and reporting including the management of risk. ASQA is a partial cost recovery agency and therefore the ASQA Finance team manage both an accounts payable and accounts receivable function. The Finance and Facilities business unit are responsible for negotiating and managing property leases and managing the ongoing maintenance. They are also responsible for managing whole of government contract arrangements, including travel and panel arrangements on behalf of ASQA and MOU arrangements with Shared Services Centre and others.

The Business Services Officer works within a small team which is responsible for the procurement and management of ASQA property and other financial services. The Business Services Officer supports the Property Officer and assists with a range of financial management responsibilities as required.

The Business Services Officer is responsible for a range of duties including:
• maintaining the portable and attractive asset register(s), particularly for ICT assets;
• maintaining and reconciling the Assets Register in ASQA’s finance system;
• coordinating stocktake activities;
• undertaking a range of procurement activities;
• assisting with contract management activities;
• SAP general ledger and cost centre maintenance;
• providing advice on a range of financial management activities; assisting with facilities management across the ASQA offices;
• contributing to the development and revision of policy and procedures; and
• generating regular and ad hoc reports.

To Apply

Position Contact: Megan Williams, (02) 6240 8959
Agency Recruitment Site: http://www.asqa.gov.au

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Australian Skills Quality Authority (ASQA)  
Closing date: Monday, 11 September 2017

Risk, Intelligence and Regulatory Support
Finance and Facilities

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Manager Financial Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Melbourne - VIC</td>
</tr>
<tr>
<td>Salary:</td>
<td>$95,944 - $105,269</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.asqa.gov.au">http://www.asqa.gov.au</a></td>
</tr>
</tbody>
</table>


Duties
The Australian Skills Quality Authority (ASQA) is the national regulator for Australia’s vocational education and training sector. ASQA’s role is to ensure nationally approved quality standards are met through the application of a risk-focused approach to regulation. ASQA’s regulation ensures that students, employers, governments and the community can have confidence in the quality of Australia’s vocational education and training.

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Under the general direction of the CFO, the Manager Financial Accounting will be responsible for:
• managing the production of end of month and end of year financial reports, reconciliations and lead schedules;
• developing a quality controlled environment for the preparation of the end of year accounts, undertake preliminary review of the accounts prior to year end, and resolve the identified control weaknesses and audit issues prior to year end;
• acting independently to advise management and finance personnel regarding accounting and financial audit issues affecting ASQA;
• ensuring the integrity of the data in the general ledger to support all internal and external reporting processes, including the timely completion of the end of month processes, reconciliations, journal processing and error correction, and management of the balance sheet accounts;
• managing financial processing functions ensuring that GST and FBT requirements are met;
• maintaining the asset register and other subsidiary ledgers;
• developing and ensuring agency-wide compliance with accounting and financial management policy consistent with relevant legislation;
• advising management on the impact of current and proposed rulings within the governing bodies for financial accounting, audit, and taxation;
• developing an effective accounting policy framework based on a depth of understanding of the Commonwealth Government’s financial management framework, contemporary accounting practices and accounting standards;
• ensuring that all financial policies and procedures are promulgated to the relevant finance staff across ASQA through the delivery of effective documentation, training and development processes;
• developing and maintain an effective relationship with the ANAO audit team and build credibility for sound internal controls and financial accounting processes, and oversee all financial auditing projects;
• managing the operations of the Financial Accounting team; and
• other relevant duties and projects as directed from time to time.

To Apply

Position Contact: Jonella Welsh, (03) 8613 3991
Agency Recruitment Site: http://www.asqa.gov.au

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Environment

Vacancy N.N. 10711751

Closing date: Sunday, 17 September 2017

Parks Australia Division
Parks, Island and Biodiversity Science Branch, Christmas Island National Park

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Nursery Coordinator - CIIMFR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Christmas Island - WA</td>
</tr>
<tr>
<td>Salary:</td>
<td>$63,942 - $69,612</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 4</td>
</tr>
<tr>
<td>Position No:</td>
<td>12426</td>
</tr>
</tbody>
</table>


Duties
Nursery Coordinator for the Christmas Island Minesite to Forest Rehabilitation (CIMFR) Program.

This is a job for someone who has extensive knowledge and skills in horticulture of native plants; is highly proficient with best-practice techniques, equipment and chemicals; loves working outdoors; is team-oriented; communicates well, especially with supervising and coordinating staff; and is happy to live in a remote, multicultural community.

We’re after someone who has a wealth of knowledge and experience with native plant propagation, horticulture best-practice techniques, pest management, seed collection and storage, and can correctly identify a couple of hundred plant species at various stages of development. The right person would need to have good practical skills, be scientifically-minded, have well established communication skills for informing management, supervising staff as well as documenting work, and be safety conscious. Furthermore, they would need to be comfortable living in a remote, multicultural community.

In this position, you’ll need to carry out a range of tasks including the seed collection and propagation of up to 25,000 native trees of various species each year; supervision and coordination of nursery staff; planning operations; day-to-day logistics; contribute to keeping the work environment safe; record relevant information about collections and nursery progress; and regularly communicate relevant issues to fellow staff and the CIMFR manager.

Our small and friendly team is part of Christmas Island National Park. We are busy all year round with a range of tasks- planting thousands of trees during the summer wet season; weed control, field maintenance, monitoring and plant propagation throughout the rest of the year. You’ll work alongside the CIMFR manager, a technical coordinator, field supervisors and field officers. It’s a diverse and interesting role working with a group of hard-working, enthusiastic people in an amazing, remote island location.

Eligibility
Suitable and relevant qualifications e.g. at least Cert IV, Diploma, or Bachelor Degree in relevant areas such as Horticulture, Conservation and Land Management, or Science are highly desirable.

Notes
Non-ongoing opportunity will be offered for a specified term

The Specified Term employment opportunity will be offered for 18 months with possible extension up to three years as per the Public Service Regulations 1999, Subregulation 3.5(3).

About Department of the Environment and Energy
The Department of the Environment and Energy is the Commonwealth Government’s major environment agency. The Department is responsible for implementing the Australian Government’s policies on the environment, heritage, water and climate action.

The Department of the Environment and Energy is an Equal Opportunity Employer. Applicants who are of Aboriginal or Torres Strait Islander descent, come from non-English speaking backgrounds or have a disability may wish to indicate this in their application so that the Selection Advisory committee can be appropriately structured. We are looking for highly qualified/experienced people who are interested in working in a dynamic organisation that offers a challenging work environment and excellent opportunities for development and advancement.

Applications will not be acknowledged on receipt. Only shortlisted applicants will be contacted regarding the next phase in the selection process. To those applicants who are not shortlisted, we extend our thanks for considering the Department as a potential employer.

Note: All positions with the Department are subject to character checks, police checks, security clearances, health clearance, Australian citizenship requirements and, if applicable, formal qualifications.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Alasdair Grigg, 08 9164 8700, <a href="mailto:alasdair.grigg@environment.gov.au">alasdair.grigg@environment.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Alasdair Grigg, 08 9164 8700</td>
</tr>
</tbody>
</table>

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Finance

Department of Finance
Closing date: Monday, 11 September 2017

Vacancy N.N. 10711740
Job Title: Administrative Officer

Job Type: Ongoing, Non-ongoing (Temporary), Full-time, Part-time

Location: Sydney - NSW

Salary: $57,755 - $66,623

Classifications: APS Level 3

Position No: 078-17

Job Description: https://financejobs.nga.net.au/cp/

Duties

The Advice and Support Branch provides the communication link between Ministerial and Parliamentary Services Division (M&PS) and its clients. The position of Administrative Officer is within the M&PS NSW State Office, a small team of six and is based in Sydney.

The role is predominantly client service and involves a range of administrative functions for the provision and support of work expenses and requests relevant to former and current Parliamentarians and MoP(S) Act employees.

The team also manages the Commonwealth Parliament Offices in Sydney, which provides facilities for visiting Parliamentarians and their staff.

Notes

Successful applicants will be required to obtain and maintain a Baseline security clearance.

Non-ongoing opportunity will be offered for a specified term

This recruitment process is being used to fill a current non-ongoing vacancy for an initial period of up to 12 months. This non-ongoing vacancy may become ongoing in the next 12 months. Should a position become ongoing the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

About Department of Finance

The Department of Finance (Finance) is a central agency and plays a significant role in many areas of the government’s agenda. We play a pivotal role in driving initiatives which, when in place, will help transform how the Australian Government conducts its business.

One of our key responsibilities is supporting the delivery of the Australian Government Budget, but our work extends well beyond managing government expenditure. Some of the areas we manage and provide advice on include:

- the government’s non-defence domestic property portfolio
- key asset sales
- the government’s financial framework
- entitlements for parliamentarians and their employees
- Government Business Enterprises
- general insurance services to other government agencies
- risk management
- whole-of-government procurement
- public sector reform
- whole-of-government ICT.

To deliver on this diverse work, we are looking for people with a broad range of qualifications and experiences, including in the following areas:

- Accounting and Finance
- Administration
- Communications and Marketing
- Compliance and Regulation
- Engineering and Technical
- Information and Communications Technology (ICT)
- Information and Knowledge Management
- Intelligence
- Legal and Parliamentary
- Monitoring and Audit
- Organisation Leadership
- People
- Service Delivery
- Strategic Policy, Research, Programme and Project
- Trades and Labour

It’s an exciting time to join Finance. We are embarking on a programme of internal change that will modernise the way we do business. We are seeking to be a modern public service agency that is agile, responsive and connected.

We strive for and celebrate diversity in our workforce. We believe that our employees, with their diverse skills, perspectives and backgrounds, are our richest asset and we encourage applicants from a variety of backgrounds to apply for a position with us.

Finance offers challenging and rewarding work, competitive starting salaries, innovative development opportunities and much more.

All applicants must be Australian citizens, and be prepared to undertake and pass a security clearance. Starting salaries will be within the range specified for the APS Level and will depend on experience. Total remuneration packages include salary and superannuation.
To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="https://financejobs.nga.net.au/cp/">https://financejobs.nga.net.au/cp/</a> 02 6215 1717</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Sharon Brigden, 02 8289 9900</td>
</tr>
</tbody>
</table>

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Finance

Department of Finance

Vacancy N.N. 10711763

Business Enabling Services

Service Delivery Office

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Payroll Team Leader</th>
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</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time, Part-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
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<tr>
<td>Salary:</td>
<td>$103,457 - $133,471</td>
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<td>Classifications:</td>
<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>079-17</td>
</tr>
</tbody>
</table>

Job Description

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

Duties

The successful candidate will lead and direct a payroll team in the delivery of payroll services to a range of client agencies. This position holds responsibility for provision of high level services and technical processing capability, as well as leading and training the team in delivery of these functions.

Notes

Successful applicants will be required to obtain and maintain a Baseline security clearance.

Non-ongoing opportunity will be offered for a specified term

This recruitment process is being used to fill a current ongoing vacancy. A merit pool established through this selection process may be used to fill future ongoing and non-ongoing positions. Non-ongoing positions will be offered for a specified term of up to 18 months, with the possibility of extension.

About Department of Finance
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- Intelligence
- Legal and Parliamentary
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To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="https://financejobs.nga.net.au/cp/">https://financejobs.nga.net.au/cp/</a> , 02 6215 1717</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Troy Cousins,  02 6121 5243</td>
</tr>
</tbody>
</table>

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Foreign Affairs and Trade

Department of Foreign Affairs and Trade

Corporate Management Group
Security Branches, Various Sections

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Security Adviser (Specialist)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Barton - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$73,142 - $78,157</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
</tr>
<tr>
<td>Position No:</td>
<td>Job Ref: LJ053</td>
</tr>
</tbody>
</table>
Job Description


Duties

The Security Branches in the Department of Foreign Affairs and Trade (DFAT) play a key role in the provision of security advice and support, both domestically and overseas, for the department. A core responsibility of the department is the security and safety of Australian Government personnel and their dependants overseas, the security of its diplomatic and consular posts and the safeguarding of Government information commensurate with an environment of increasing security risk.

The successful applicant will have strong project management skills and experience in managing a significant technical security based project framework in a fast-paced environment, and will have a demonstrated capability to build and nurture collaborative relationships.

Eligibility

• A relevant degree or equivalent industry experience
• Strong communication skills, oral and written
• Demonstrate a deep understanding of, and commitment to, workplace diversity, especially around Indigenous and Disability issues as well as the Women in Leadership agenda.

Candidates must be Australian citizens.

To be eligible for engagement successful candidates will undergo a comprehensive security assessment. Employment in the department is dependent on gaining a valid security clearance. Loss of a security clearance at any time will lead to termination of employment. This is a security-designated position and you will be required to have or be able to obtain a security clearance to Negative Vetting Level 2 prior to commencement.

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

Applicants’ attention is drawn to the department’s policy on recruitment or promotion to specialist positions. These positions are categorised as “specialist”. Staff recruited to this position will be required to remain in their area of specialisation for the duration of their employment with the department, unless they are successful in a subsequent merit-based selection process.

DFAT employees are expected to adhere to the APS values and employment principles in terms of performance and standards of behaviour.

Aboriginal and Torres Strait Islander Candidates

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

People with Disabilities

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

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

Notes

Please note applications close on Monday 11 September 2017 at 2:00 pm AEST.

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

About Department of Foreign Affairs and Trade

The department’s role is to advance the interests of Australia and Australians internationally. This involves working to strengthen Australia’s security; enhancing Australia’s prosperity; delivering an effective and high quality aid program; and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the government. We work with other government agencies to ensure that Australia’s pursuit of its global, regional and bilateral interests is coordinated effectively. DFAT is the lead agency managing Australia’s international presence. We manage a network of 95 overseas posts in five continents. We have a dedicated and professional workforce and we employ staff in Canberra, state and territory offices and at overseas posts.

We are committed to building a workforce that reflects the diversity of the Australian community. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives. We strongly encourage Aboriginal and Torres Strait Islander people and people with a disability to apply.

Applicants must be Australian citizens to be eligible for engagement. Successful applicants will undergo a comprehensive security assessment. Employment in the department is dependent on gaining a valid security clearance. Loss of a security clearance at any time will lead to termination of employment.

To Apply
Foreign Affairs and Trade

Department of Foreign Affairs and Trade

Vacancy N.N. 10711748

Closing date: Monday, 18 September 2017

Several

Various

Job Title: APS Level 6 Officer

JobType: Ongoing, Full-time, Part-time

Location: Canberra - ACT

Salary: $80,642 - $90,675

Classifications: APS Level 6

Position No: Job Ref: LJ052 | Several Positions


Duties
The Department of Foreign Affairs and Trade (DFAT) is seeking energetic and talented people to contribute to the development and implementation of policy or corporate management functions across all aspects of the department’s operations.

A range of positions will be filled through this process, including positions which may be filled through a part-time work arrangement. Not all positions are suitable for part-time work.

As an APS 6 officer at DFAT, you will be able to undertake complex work, working under limited direction, with the opportunity for reasonable autonomy and accountability. You will have initiative and will exercise judgement in the interpretation of policy and in the application of practices and procedures.

Eligibility
Candidates must be Australian citizens.

To be eligible for engagement successful candidates will undergo a comprehensive security assessment. Employment in the department is dependent on gaining a valid security clearance. Loss of a security clearance at any time will lead to termination of employment. This is a security-designated position and you will be required to have or be able to obtain a security clearance to Negative Vetting Level 2 prior to commencement.

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

DFAT employees are expected to adhere to the APS values and employment principles in terms of performance and standards of behaviour.

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

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

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

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We are committed to building a workforce that reflects the diversity of the Australian community. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives. We strongly encourage Aboriginal and Torres Strait Islander people and people with a disability to apply.

Applicants must be Australian citizens to be eligible for engagement. Successful applicants will undergo a comprehensive security assessment. Employment in the department is dependent on gaining a valid security clearance. Loss of a security clearance at any time will lead to termination of employment.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Abby Rossiter, (02) 6261 3259</th>
</tr>
</thead>
</table>

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Foreign Affairs and Trade

Department of Foreign Affairs and Trade

Vacancy N.N. 10711793

Closing date: Monday, 18 September 2017

Various

Various, Various

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Officers - Affirmative Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time, Part-time</td>
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<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
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<tr>
<td>Salary:</td>
<td>$80,642 - $112,332</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 6, Executive Level 1</td>
</tr>
<tr>
<td>Position No:</td>
<td>Job Reference: JE051</td>
</tr>
</tbody>
</table>


Duties

The department is seeking energetic and talented Indigenous Australians to contribute to the development and implementation of policy or corporate management functions across all aspects of the department’s operations.

A range of other positions will be filled through this process, including positions which may be filled through a part-time work arrangement. Not all positions are suitable for part-time work.

Several positions are expected to be filled over the next twelve months.

Eligibility
Candidates must be Australian citizens.

To demonstrate eligibility for employment under this affirmative measure, applicants are required to provide evidence that they are an Aboriginal and/or Torres Strait Islander person.

To be eligible for engagement successful candidates will undergo a comprehensive security assessment. Employment in the department is dependent on gaining a valid security clearance. Loss of a security clearance at any time will lead to termination of employment. This is a security-designated position and you will be required to have or be able to obtain a security clearance to Negative Vetting Level 2 prior to commencement.

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

DFAT employees are expected to adhere to the APS values and employment principles in terms of performance and standards of behaviour.

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

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

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

Notes
Please note applications close on Monday 18 September 2017 at 2:00pm AEST.

Non-ongoing opportunity will be offered for a specified term

Non-ongoing positions will be offered for a specified term of 18 months, with the possibility of extension (maximum total term available is 3 years).

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

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

About Department of Foreign Affairs and Trade
The department’s role is to advance the interests of Australia and Australians internationally. This involves working to strengthen Australia’s security; enhancing Australia’s prosperity; delivering an effective and high quality aid program; and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the government. We work with other government agencies to ensure that Australia’s pursuit of its global, regional and bilateral interests is coordinated effectively. DFAT is the lead agency managing Australia’s international presence. We manage a network of 95 overseas posts in five continents. We have a dedicated and professional workforce and we employ staff in Canberra, state and territory offices and at overseas posts.

We are committed to building a workforce that reflects the diversity of the Australian community. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives. We strongly encourage Aboriginal and Torres Strait Islander people and people with a disability to apply.

Applicants must be Australian citizens to be eligible for engagement. Successful applicants will undergo a comprehensive security assessment. Employment in the department is dependent on gaining a valid security clearance. Loss of a security clearance at any time will lead to termination of employment.

To Apply

| Position Contact: | Suzy Wilson-Ullelea, (02) 6261 2834 |

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Industry

Department of Industry, Innovation and Science

National Measurement Institute
Physical Metrology, Mechanical, Thermal and Optical Standards

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Experimental Scientist - Humidity Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Sydney - NSW</td>
</tr>
<tr>
<td>Salary:</td>
<td>$71,228 - $90,956</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 5, APS Level 6</td>
</tr>
<tr>
<td>Position No:</td>
<td>Job Ref 494539</td>
</tr>
</tbody>
</table>

Job Description


Duties

The National Measurement Institute (NMI), a division within the Department of Industry, Innovation and Science, is Australia’s peak measurement body responsible for biological, chemical, legal, physical and trade measurement. NMI is internationally recognised as one of the world’s leading national metrology institutes. Our 330 staff deliver cutting edge measurement services and research from unique facilities across Australia.

NMI’s Humidity Standards Group maintains Australia’s primary measurement standards in Humidity and trace moisture, providing Australia’s highest level calibration services that support the National Association of Testing Authorities (NATA) calibration and testing laboratories across Australia. The team is currently developing new capabilities to meet the demands of Australian industry, such as trace moisture standards for the gas-pipeline, LNG and electricity industries.

Working with the leading researcher in the field in Australia, you will:

- deliver timely, high quality calibrations of dewpoint meters, hygrometers and trace-moisture analysers under an ISO 17025 quality system, and at the highest levels of accuracy achievable internationally
- liaise with clients and develop effective relationships with key stakeholders in industry, the research community, and international standards laboratories
- use your broad physics and engineering skills to contribute both to the development of new calibration systems in the laboratory and to ongoing efforts to increase automation and improve efficiency
- be actively involved in contributing to the ongoing research to understand, quantify, and reduce measurement uncertainties and validate new experimental techniques.

In the longer term, you are expected to develop deep and comprehensive knowledge of the field of humidity measurement and of the operation, design and limitations of a wide range of relevant commercial and research equipment.

Please refer to the department’s Careers pages for further information about this role.

Eligibility

The successful candidate will hold a PhD in Experimental Physics, with a strong electrical, thermodynamics and mechanical component.

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

Notes

This recruitment process is being used to fill a current ongoing Science & Technical Level 5 or 6 position commensurate with relevant skills and experience. A merit pool may be established to fill future ongoing and non-ongoing Science & Technical Level 5 and 6 vacancies should they become available within 12 months from the date advertised.

Non-ongoing opportunity will be offered for a specified term

Non-ongoing opportunities may be offered for an initial period of up to 18 months with the possibility of extension (maximum 3 years).

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

About Department of Industry, Innovation and Science
The Department consolidates the Australian Government’s efforts to drive economic growth, productivity and competitiveness by bringing together industry, energy, resources, science. Our Department is progressive, people-focused, and committed to the development, health and wellbeing of its employees. We encourage and value a diverse workforce. People with diverse backgrounds, Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply.

To Apply

Position Contact: Dr Ferdouse Jahan, 02 8467 3570

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Industry

Department of Industry, Innovation and Science

National Measurement Institute
Physical Metrology, Mechanical, Thermal and Optical Standards

Vacancy N.N. 10711771
Closing date: Monday, 23 October 2017

Job Title: Experimental Scientist - Acoustics, Ultrasound and Vibration Standards
JobType: Ongoing, Non-ongoing (Temporary), Full-time
Location: Sydney - NSW
Salary: $71,228 - $90,956
Classifications: APS Level 5, APS Level 6
Position No: Job Ref 494594


Duties

The National Measurement Institute (NMI), a division within the Department of Industry, Innovation and Science is Australia’s peak measurement body responsible for biological, chemical, legal, physical and trade measurement. NMI is internationally recognised as one of the world’s leading national metrology institutes. Our 330 staff deliver cutting edge measurement services and research from unique facilities across Australia.

NMI’s Acoustics, Ultrasound and Vibration Standards Group maintains Australia’s primary measurement standards in these fields, providing Australia’s highest level measurement services to clients in areas as diverse as medical ultrasound, aircraft noise and blast monitoring. The team is currently developing new capabilities to meet the demands of Australian industry and the community, such as measurements of infrasound and ultra-high shock and acceleration for applications in defence, safety and aerospace.

Working with the leading researchers in the field in Australia, you will:

• deliver timely, high-quality calibrations of microphones, acoustics calibrators, accelerometers, vibration analysers, etc., under an ISO17025 quality system, and at the highest levels of accuracy achievable internationally
• liaise with clients and develop effective relationships with key stakeholders in industry, the research community, and international standards laboratories
• use your broad physics and engineering skills to contribute both to the development of new calibration systems in the laboratory and to ongoing efforts to improve efficiency (for example by automating calibrations)
• be actively involved in contributing to ongoing research to understand, quantify, and reduce measurement uncertainties and validate new experimental techniques.

In the longer term you will be expected to develop deep and comprehensive knowledge of the field of acoustic and vibration measurement and of the operation, design and limitations of a wide range of relevant commercial and research equipment.

Please refer to the department's Careers pages for further information about this role.

Eligibility

The successful candidate will have a PhD in Experimental Physics, or a degree in Electrical Engineering, with strong analogue electronics instrumentation and mechanical dynamics skills.

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

Notes
This recruitment process is being used to fill a current ongoing Science & Technical Level 5 or 6 position commensurate with relevant skills and experience. A merit pool may be established to fill future ongoing and non-ongoing Science & Technical Level 5 and 6 vacancies should they become available within 12 months from the date advertised.

Non-ongoing opportunity will be offered for a specified term

Non-ongoing opportunities may be offered for an initial period of up to 18 months with the possibility of extension (maximum 3 years).

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

About Department of Industry, Innovation and Science

The Department consolidates the Australian Government’s efforts to drive economic growth, productivity and competitiveness by bringing together industry, energy, resources, science. Our Department is progressive, people-focused, and committed to the development, health and wellbeing of its employees. We encourage and value a diverse workforce. People with diverse backgrounds, Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Mr Laurence Dickinson, 02 8467 3759</th>
</tr>
</thead>
</table>

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Industry

Department of Industry, Innovation and Science

Vacancy N.N. 10711783

Closed date: Monday, 23 October 2017

National Measurement Institute
Physical Metrology, Mechanical, Thermal & Optical Standards

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Mechanical Engineer / Metrologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Sydney - NSW</td>
</tr>
<tr>
<td>Salary:</td>
<td>$71,228 - $90,956</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 5, APS Level 6</td>
</tr>
<tr>
<td>Position No:</td>
<td>Job Ref 494595</td>
</tr>
</tbody>
</table>


Duties
The National Measurement Institute (NMI), a division within the Department of Industry, Innovation and Science, is Australia’s peak measurement body responsible for biological, chemical, legal, physical and trade measurement. NMI is internationally recognised as one of the world’s leading national metrology institutes. Our 330 staff deliver cutting edge measurement services and research from unique facilities across Australia.

The team at NMI’s Londonderry Flow Facility develops and maintains Australia’s primary standards for liquid and high-pressure hydrocarbon flow. From this unique national facility they deliver specialised consultancy, calibration and other measurement services to clients in the liquid fuels and transport industries.

Working with the leading technical experts in flow metrology in Australia, you will:

- deliver timely, high quality calibrations of flowmeters using unique in-house systems for CNG, petrol, diesel and LPG, under an ISO 17025 quality system, and at the highest levels of accuracy achievable internationally
- liaise with clients and develop effective relationships with key stakeholders in industry, the research community, and international standards laboratories
- use your broad physics and engineering skills to contribute to both the development of new calibration systems and to ongoing efforts to increase automation and improve efficiency
- be actively involved in contributing to the ongoing research to understand, quantify, and reduce measurement uncertainties and validate new experimental techniques.

In the longer term you are expected to develop deep and comprehensive knowledge of the field of hydrocarbon flow measurement and of the operation, design and limitations of a wide range of relevant commercial and research equipment.

Please refer to the department's Careers pages for further information about this role.

**Eligibility**

The successful candidate will hold a degree in Mechanical Engineering with a minimum of 2 years of experience in the calibration of liquid-hydrocarbon flow meters under a 17025 quality system, including uncertainty analysis.

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

**Notes**

This recruitment process is being used to fill a current ongoing Science & Technical Level 5 or 6 position commensurate with relevant skills and experience. A merit pool may be established to fill future ongoing and non-ongoing Science & Technical Level 5 and 6 vacancies should they become available within 12 months from the date advertised.

Non-ongoing opportunity will be offered for a specified term

Non-ongoing opportunities may be offered for an initial period of up to 18 months with the possibility of extension (maximum 3 years).

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

**About Department of Industry, Innovation and Science**

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**To Apply**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Mr Simon Dignan, 02 8467 3514</th>
</tr>
</thead>
</table>

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**Industry**

<table>
<thead>
<tr>
<th>Department of Industry, Innovation and Science</th>
<th>Closing date: Monday, 23 October 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Measurement Institute</td>
<td></td>
</tr>
<tr>
<td>Physical Metrology, Mechanical, Thermal and Optical Standards</td>
<td></td>
</tr>
</tbody>
</table>

| Job Title: | Engineer / Experimental Scientist - Force Standards |
Job Description


Duties

The National Measurement Institute (NMI), a division within the Department of Industry, Innovation and Science, is Australia’s peak measurement body responsible for biological, chemical, legal, physical and trade measurement. NMI is internationally recognised as one of the world’s leading national metrology institutes. Our 330 staff deliver cutting edge measurement services and research from unique facilities across Australia.

NMI’s Force Standards Group maintains Australia’s primary standards of force, providing Australia’s highest level calibration services that support the National Association of Testing Authorities (NATA) calibration and testing laboratories across Australia. The team is responsible for a range of unique facilities and capabilities such as Australia’s only 550 kN deadweight machine and 4.5 MN hydraulic force machine. It is currently developing new capabilities to meet the demands of Australian industry and the community, such as establishing new facilities to measure multi-MN tension forces and investigating the dynamic response of load cells.

Working with the leading researchers in the field in Australia, you will:

- be expected to deliver timely, high quality calibrations of load cells up to multi-MN levels, under an ISO 17025 quality system, and at the highest levels of accuracy achievable internationally
- be expected to liaise with clients and develop effective relationships with key stakeholders in industry, the research community, and international standards laboratories
- use your broad physics and engineering skills to contribute both to the development of new calibration systems such as tension and dynamic force and to ongoing efforts to improve efficiency (for example by automating calibrations)
- be actively involved in contributing to the ongoing research to understand, quantify, and reduce measurement uncertainties and validate new experimental techniques.

In the longer term you are expected to develop deep and comprehensive knowledge of the field of force measurement and of the operation, design and limitations of a wide range of relevant commercial and research equipment.

Please refer to the department's Careers pages for further information about this role.

Eligibility

The successful candidate will have a degree in Mechanical Engineering, or PhD in Experimental Physics, with a strong mathematics, electronics, process automation and structural mechanical analysis component.

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

Notes

This recruitment process is being used to fill a current ongoing Science & Technical Level 5 or 6 position commensurate with relevant skills and experience. A merit pool may be established to fill future ongoing and non-ongoing Science & Technical Level 5 and 6 vacancies should they become available within 12 months from the date advertised.

Non-ongoing opportunity will be offered for a specified term

Non-ongoing opportunities may be offered for an initial period of up to 18 months with the possibility of extension (maximum 3 years).

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

About Department of Industry, Innovation and Science

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To Apply

Position Contact: Mr Simon Dignan, 02 8467 3514
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## Industry

### Department of Industry, Innovation and Science

**National Measurement Institute**  
**Physical Metrology, Electricity**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Experimental Scientist / Metrologist - High Voltage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JobType:</strong></td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Sydney - NSW</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>$77,950 - $90,956</td>
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<tr>
<td><strong>Classifications:</strong></td>
<td>APS Level 6</td>
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<tr>
<td><strong>Position No:</strong></td>
<td>Job Ref 494598</td>
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</table>

**Job Description**  

**Duties**
The National Measurement Institute (NMI), a division within the Department of Industry, Innovation and Science, is Australia's peak measurement body responsible for biological, chemical, legal, physical and trade measurement. NMI is internationally recognised as one of the world's leading national metrology institutes. Our 330 staff deliver cutting edge measurement services and research from unique facilities across Australia.

The NMI’s Power Systems Technology Group is responsible for standards and precision measurements of high DC, AC and impulse voltage, and high current. It delivers specialised calibration and other measurement services to a variety of clients, including commercial calibration laboratories and government organisations.

As the successful candidate, you will:

- contribute to research and development of new measurement techniques, services, systems and standards in the areas of high voltage and high current
- present research and development results in journals and at professional conferences
- become a recognised authority in Australia and internationally in one or more of the above areas of measurement
- contribute to the maintenance of NMI high-voltage and high-current measurement standards and participate in international comparisons of standards
- propose and implement improvements to the calibration facilities and services
- perform calibrations of clients’ and NMI instruments, including operating an elevated work platform at a height of up to 11 metres and driving a truck with a mobile high-voltage laboratory
- liaise with calibration clients and develop effective relationships.
- participate in the maintenance and improvement of the quality systems in the Power Systems Technology Group.

Please refer to the department's Careers pages for further information about this role.

**Eligibility**
The successful candidate will have a Master’s or PhD degree in Electrical Engineering, Physics, or related area.

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

**Notes**
This recruitment process is being used to fill a current ongoing Science & Technical Level 6 position. A merit pool may be established to fill future ongoing and non-ongoing Science & Technical Level 6 vacancies should they become available within 12 months from the date advertised.

Non-ongoing opportunity will be offered for a specified term

Non-ongoing opportunities may be offered for an initial period of up to 18 months with the possibility of extension (maximum 3 years).

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

**About Department of Industry, Innovation and Science**
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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Dr Ilya Budovsky, 02 8467 3541</th>
</tr>
</thead>
</table>

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Industry

IP Australia

Vacancy N.N. 10711761

Closing date: Sunday, 10 September 2017

IP Rights
Customer Operations Group, IP Rights Technical Excellence Centre

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Technical eLearning Developer</th>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Woden - ACT</td>
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<td>Salary:</td>
<td>$71,857 - $77,004</td>
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<td>Classifications:</td>
<td>APS Level 5</td>
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<tr>
<td>Position No:</td>
<td>various</td>
</tr>
</tbody>
</table>


Duties
The Technical eLearning Developer works in a small team to develop and maintain quality eLearning products that ultimately support and educate IP Australia’s cross-generational learner base to effectively carry out their roles. They utilise contemporary instructional design methodologies and adult learning principles to develop innovative and engaging best practice blended learning solutions. They also work with subject matter experts to assess the scope and learning outcomes for proposed training activities and determine the most appropriate medium for training to be delivered. In addition, they provide guidance and high level administrative support to a number of key technical learning projects. The role requires creative flair and experience in developing high quality content across multiple formats including eLearning modules, materials for virtual delivery, video scripts and system simulations. This will involve the use of ICT systems, including corporate Learning Management Systems (LMS), eLearning development tools, collaboration tools and workplace applications.

Eligibility
- Experience in the design, development and maintenance of eLearning products using Adobe Captivate or other equivalent authoring tools.
- Certificate IV in Workplace Training and Assessment, Diploma of Training Design and Development or other relevant tertiary qualifications in the Learning and Development field are highly desirable.
- Completion of IP Australia’s IPREP or IPRAP competency based training programs, or similar knowledge of intellectual property, is also an advantage.

About IP Australia
Hearing and speech impaired applicants may utilise the National Relay Service on 133677 (TTY) or 1300 555 727 (Speak and Listen) to speak with the contact officer for the position. Applications will be acknowledged on receipt via the online recruitment system. Applicants not shortlisted for the next stage of the recruitment process will also be notified via email through the online recruitment system. Shortlisted applicants will be contacted regarding the next phase in the selection process directly. To those applicants who are not shortlisted, we extend our thanks for considering IP Australia as a potential employer. The selection process may be based solely on application and referee reports. Interviews may not be conducted. Only direct applications from individuals will be accepted. Applicants should note that all job documentation can now be obtained by visiting our home page www.ipaustralia.gov.au/about-us/careers/ All applications should be lodged on-line through IP Australia’s website: http://www.ipaustralia.gov.au/about-us/careers/ IP Australia supports the principles and practices of workplace equity and diversity. Selection for all vacancies is made on the basis of merit. IP Australia has a No Smoking Policy. The Policy requires that no employee will be permitted to smoke within (15) metres of any part of IP Australia premises at any time, including official meal breaks, while representing IP Australia and travelling on official duty.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Jennelle McAppion, 02 6283 2219</th>
</tr>
</thead>
</table>

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Infrastructure and Regional Development

Department of Infrastructure and Regional Development

Corporate
Communications, Parliamentary and Governance, Governance

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Team Member</th>
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<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
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<td>$71,057 - $75,344</td>
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<td>Classifications:</td>
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<tr>
<td>Position No:</td>
<td>22721</td>
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</tbody>
</table>

Job Description


Duties

APS Level 5 employees are generally required to undertake work that is moderately complex to complex in nature and operate under limited direction. They are responsible for organising their workflow and making independent decisions relating to an area of responsibility.

APS 5 employees provide policy advice within an area of specialisation with advice based on policies and legislation. APS 5 employees undertake research and analysis, and procedural administrative support or operational tasks.

Specifically, the position is responsible for managing a large set of portfolio appointments data and statistics (through an internal information management system), providing advice to a range of stakeholders on appointments processes, and providing a quality assurance service for appointments documentation prior to submission for approval through Government.

The position is also responsible for coordinating various appointments related reports including internal reports, portfolio input for Senate Orders, questions on notice, gender balance reporting and maintaining portfolio information on the Australian Government Organisations and Appointments Register.

The position also assists the Appointments and Governance Policy team with whole-of-government coordination activities.

Eligibility

The successful applicant must be an Australian citizen and will be required to undergo and maintain an Australian Government security clearance at Baseline Vetting Level.

Notes
Remuneration: The successful applicant will be offered an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. Information about employment in the Department of Infrastructure and Regional Development and advice on 'how to apply' for a vacancy can be obtained from the department’s website at http://www.infrastructure.gov.au/careers.

About Department of Infrastructure and Regional Development

The Department of Infrastructure and Regional Development contributes to the wellbeing of all Australians by assisting the Government to: promote, evaluate, plan and invest in infrastructure; foster an efficient, sustainable, competitive, safe and secure transport system; and ensure a strong and liveable Australia by focusing on effective local government and external territories administration and regional development that enables communities to achieve economic and social dividends.

The Department supports workplace diversity and values the contribution of people from diverse backgrounds. In particular, applications are encouraged from Aboriginal and/or Torres Strait Islander people; people with disability and people with cultural and linguistic diversity.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Rachel Logan, (02) 6274 8003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply:</td>
<td>Information on this vacancy, including access to the duty statement and selection criteria are available from the department’s website at <a href="http://www.infrastructure.gov.au/careers">http://www.infrastructure.gov.au/careers</a>. Applications should be submitted online. Should you have any difficulties lodging your application, please contact the department’s Recruitment team on 02 6274 6161.</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.infrastructure.gov.au">http://www.infrastructure.gov.au</a></td>
</tr>
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Parliamentary Service

Department of Parliamentary Services  
Vacancy N.N. 10711670  
Closing date: Sunday, 17 September 2017  
Various  
Various, Various

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>2018 DPS Graduate Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Capital Hill - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>~ $61,900</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 3</td>
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<tr>
<td>Position No:</td>
<td>JR19881</td>
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<tr>
<td>Agency Website:</td>
<td><a href="https://career10.successfactors.com/career?company=DPS">https://career10.successfactors.com/career?company=DPS</a></td>
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</tbody>
</table>

Job Description  
https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=19881&company=DPS&username=

Duties
Are you a university graduate, and have wondered what it would be like to work at Australian Parliament House and be a part of democracy in action?

If you have, the Department of Parliamentary Services (DPS) invites you to apply for our 2018 Graduate Development Program (GDP).

DPS supports the functioning of Australia’s Parliament and the work of parliamentarians through professional services, advice and facilities. We are the proud custodians of Australian Parliament House - the working symbol of Australian democracy and an iconic destination for citizens and international visitors. It is a place where more than 3,500 people work on sitting days, and which nearly a million people visit each year.

Our graduate program will give you a unique insight into the diverse range of work undertaken by the department which includes ICT, library, Hansard, broadcasting, facilities management, security, project management, landscape, catering and events, recreation and visitor services.

The program runs for 12 months and focuses on building graduates’ skills, capabilities and knowledge of the Parliamentary Service. You will benefit from:

- tailored learning and development
- rotations across the department
- 13 days of face-to-face external learning workshops
- delivery of a work-based project, and
- support and regular feedback.

Who we are looking for?

The Department welcomes applications from graduates who have completed, or will complete by January 2018, an undergraduate degree or higher in one of the following disciplines:

- Finance
- Arts
- Human Resources
- Security Policy
- Project Management
- Environmental Science
- Information Technology
- Law
- Engineering
- Commerce
- Business Management

We are looking for highly motivated individuals who have a willingness to learn new skills and work collaboratively across the department. Graduates must also have:

- excellent written and verbal communication skills
- the ability to work in a team environment
- solid analytical skills
- dedication to providing high quality customer service, and
- the ability to work under pressure to achieve results.

Eligibility

Applicants must:

- have completed, or will complete by January 2018 an undergraduate degree or higher in the last three years
- have maintained a credit average throughout their degree
- be an Australian citizen by February 2018
- be able to obtain and maintain a security clearance to a minimum of baseline level.

Notes

DPS strongly supports workplace diversity and encourages applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.

This vacancy has been nominated for filling within the agency’s graduate program. A graduate program is a structured, on the job program, designed to introduce graduates to an APS organisation. Successful applicants receive training and development, mentoring and on the job support.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>DPS Recruitment, 02 6277 5200, <a href="mailto:dps.recruitment@aph.gov.au">dps.recruitment@aph.gov.au</a></th>
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</thead>
<tbody>
<tr>
<td>Position Contact:</td>
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</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="https://career10.successfactors.com/career?company=DPS">https://career10.successfactors.com/career?company=DPS</a></td>
</tr>
</tbody>
</table>
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### Parliamentary Service

**Department of Parliamentary Services**

**Vacancy N.N. 10711683**

**Closing date:** Sunday, 17 September 2017

**Various**

**Various, Various**

<table>
<thead>
<tr>
<th>Job Title</th>
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<tbody>
<tr>
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<td>Location:</td>
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<td>Salary:</td>
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<td>Position No:</td>
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</table>

**Job Description**


**Duties**
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If you have, the Department of Parliamentary Services (DPS) invites you to apply for our 2018 Graduate Development Program (GDP).

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- tailored learning and development
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- delivery of a work-based project, and
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We are looking for highly motivated individuals who have a willingness to learn new skills and work collaboratively across the department. Graduates must also have:

- excellent written and verbal communication skills
- the ability to work in a team environment
- solid analytical skills
- dedication to providing high quality customer service, and
- the ability to work under pressure to achieve results.

Indigenous Graduates

DPS acknowledges the value of a diverse workforce and is committed to employing and retaining Aboriginal and Torres Strait Islander people.

Aboriginal and Torres Strait Islander graduates are encouraged to apply. In addition to comprehensive training and development and rotational work experience across the department, Aboriginal and Torres Strait Islander graduates will have access to an Indigenous mentor, cultural leave and the Parliamentary Service Indigenous Employment Network (PSIEN).

DPS strongly supports workplace diversity and encourages applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.

Eligibility

Applicants must:

- have completed, or will complete by January 2018 an undergraduate degree or higher in the last three years
- have maintained a credit average throughout their degree
- be an Australian citizen by February 2018
- be able to obtain and maintain a security clearance to a minimum of baseline level.

Evidence of Aboriginal and Torres Strait Islander Australian heritage will be required. Details on how to identify as Aboriginal and Torres Strait Islander Australian are provided in the application.
Notes
The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

This vacancy has been nominated for filling within the agency's graduate program. A graduate program is a structured, on the job program, designed to introduce graduates to an APS organisation. Successful applicants receive training and development, mentoring and on the job support.

To Apply

<table>
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<th>DPS Recruitment, 02 6277 5200</th>
</tr>
</thead>
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<tr>
<td>Position Contact:</td>
<td>DPS Recruitment, 02 6277 5200</td>
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<tr>
<td>Agency Recruitment Site:</td>
<td><a href="https://career10.successfactors.com/career?company=DPS">https://career10.successfactors.com/career?company=DPS</a></td>
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Parliamentary Service

Department of Parliamentary Services

Closing date: Monday, 11 September 2017

Building and Security
Building Services, Building Strategy and Services

<table>
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<tr>
<th>Job Title:</th>
<th>Relocations Officer</th>
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<td>Location:</td>
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<td>Salary:</td>
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<td>Classifications:</td>
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<td>Position No:</td>
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<td>Agency Website:</td>
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Job Description
https://career10.successfactors.com/career?
company=DPS&career_job_req_id=19501&career_ns=job_list&navBarLevel=JOB_SEARCH

Duties
The Department of Parliamentary Services (DPS) supports the functions of the Australian Parliament and the work of parliamentarians through the provision of professional services, advice and facilities, the ongoing maintenance of Australian Parliament House (APH) and makes the building, and the important activity that takes place within it, accessible.

APH is home to Australia’s Federal Parliament and is one of Australia’s most iconic tourist and cultural buildings. The Building Strategy and Services Section (BSSS) plays a pivotal role in support of APH by delivering effective and efficient services to DPS, parliamentarians, building occupants and visitors.

DPS is seeking to recruit a highly motivated Relocations Officer to join a dynamic service delivery team within the BSSS of Building Services Branch located at APH in Canberra.

The BSSS is seeking to engage a Relocations Officer with excellent communication and organisational skills. The successful applicant will be responsible for arranging all relocations as part of the Accommodation Services Works package and will work to the Assistant Director, BSSS.

There is a strong requirement for working in a team, being able to manage competing priorities and deadlines and consultation with internal and external stakeholders and providers to ensure a smooth delivery of agreed arrangements.

It should be noted manual handling duties may be required during peak times and staff shortages.

To be considered for this position, you must have the following skills:

- experience in managing office relocations in a similar or consummate environment; or
- experience in project management, especially for accommodation fitouts and refurbishments;
- ability to respond flexibly and promptly to stakeholder expectations and organisational requirements;
- good communication skills (oral and written); and
- good time management and planning skills.

Eligibility

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

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:Tegan.Gaha@aph.gov.au">Tegan.Gaha@aph.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Tegan Gaha, (02) 6277 2654</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="https://career10.successfactors.com/career?company=DPS">https://career10.successfactors.com/career?company=DPS</a></td>
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**Prime Minister and Cabinet**

**Torres Strait Regional Authority**

Vacancy N.N. 10711712

Closing date: Monday, 11 September 2017

**Torres Strait Regional Authority**

**Administration, Environmental Management Programme**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Officer - Compliance</th>
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<tbody>
<tr>
<td>JobType:</td>
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<td>Location:</td>
<td>Thursday Island - QLD</td>
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<td>Salary:</td>
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<td>Classifications:</td>
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<td>Position No:</td>
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**Job Description**


**Duties**

The Project Officer (Compliance) will assist the TSRA to deliver its objectives in securing the delegation of compliance and enforcement powers in land and sea management to TSRA staff, including community-based rangers. This will include establishing a specialist Compliance Management Unit (CMU) to address compliance management responsibilities in the Torres Strait and ensure individuals and entities undertaking activities in the region do so in compliance with relevant legislation, policy, agreements (including culturally-based), permissions, requirements and license conditions.
Eligibility
To be eligible for non-ongoing employment at the TSRA, applicants should:
- hold Australian Citizenship or have legal right to work in Australia;
- be willing to undergo an Australian Federal Police Check with a satisfactory result;
- be willing to undergo a health check with a satisfactory result; and
- be willing to undergo a working with children check with a satisfactory result.

Notes
A merit list maybe created
TSRA accommodation is not available for this position, applicants should familiarise themselves with the Torres Strait housing market prior to applying for this position.
Non-ongoing opportunity will be offered for a specified task
Position linked to Capacity Building for Indigenous Strategy (CBIRS) up until 30 June 2020
The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the ‘Racial Discrimination Act 1975’. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

About Torres Strait Regional Authority
The Torres Strait Regional Authority (TSRA) is a Commonwealth statutory body engaged in a wide range of service delivery functions to Torres Strait Islander and Aboriginal people living in the Torres Strait region.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Shaun Barclay, 0740690700, <a href="mailto:humanresources@tsra.gov.au">humanresources@tsra.gov.au</a></th>
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<tbody>
<tr>
<td>Position Contact:</td>
<td>Shaun Barclay, 0740690700</td>
</tr>
<tr>
<td>Apply:</td>
<td>PO Box 261 Thursday Island QLD 4875</td>
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</table>

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Prime Minister and Cabinet Vacancy N.N. 10711713
Torres Strait Regional Authority Closing date: Monday, 11 September 2017
Administration, Environmental Management Programme

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Project Officer - Compliance</th>
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<tr>
<td>JobType:</td>
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<tr>
<td>Location:</td>
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<td>Salary:</td>
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<td>Classifications:</td>
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Job Description https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBid=62af835d%2D9273%2D4a11%2D8d6cc

Duties
The Senior Project Officer (Compliance) will assist the TSRA to deliver its objectives in securing the delegation of compliance and enforcement powers in land and sea management to TSRA staff, including community-based rangers. This will include establishing a specialist Compliance Management Unit (CMU) to address compliance management responsibilities in the Torres Strait and ensure individuals and entities undertaking activities in the region do so in compliance with relevant legislation, policy, agreements (including culturally-based), permissions, requirements and license conditions. Activities will be conducted in partnership with other regulatory agencies.

Eligibility
To be eligible for non-ongoing employment at the TSRA, applicants should:
- hold Australian Citizenship or have legal right to work in Australia;
- be willing to undergo an Australian Federal Police Check with a satisfactory result;
- be willing to undergo a health check with a satisfactory result; and
- be willing to undergo a working with children check with a satisfactory result

Notes
A merit list maybe created
TSRA accommodation may be available for this position
Non-ongoing opportunity will be offered for a specified task

About Torres Strait Regional Authority
The Torres Strait Regional Authority (TSRA) is a Commonwealth statutory body engaged in a wide range of service delivery functions to Torres Strait Islander and Aboriginal people living in the Torres Strait region.

To Apply
Selection Documentation: Shaun Barclay, 0740690700, humanresources@tsra.gov.au
Position Contact: Shaun Barclay, 0740690700
Apply: PO Box 261 Thursday Island QLD 4875

Social Services
Department of Social Services
Finance and Services
Financial Management and Procurement

Job Title: Assistant Director
Job Type: Ongoing, Full-time
Location: Greenway - ACT
Salary: $100,254 - $113,799
Classifications: Executive Level 1
Position No: 50005784

Job Description https://dsscareers.nga.net.au/?AudienceTypeCode=EXT

Duties
The Financial Governance Section has responsibility for:

- Developing, implementing and updating the Department’s resource management framework, including key governance documentation;
- Providing information, advice and support to DSS’ management and staff on the Commonwealth’s resource management framework;
- Developing, testing and coordinating the Department’s compliance reporting requirements; and
- Developing and delivering the Department’s resource management training.

The successful candidate would undertake a range of work including:

- Contributing to the leadership of the Section;
- Development and review of DSS’ key governance documents, including Secretary’s Instructions, Resource Management Instructions and Resource Management Delegations;
- Preparing and reviewing the department’s internal resource management policies and guidance material, including intranet information and publications;
- Taking a major role in the development and coordination of DSS’ compliance reporting processes, including the review and amendment of responses to align with changes to legislative requirements;
- Manage the compliance reporting return and sign off processes;
- Conduct analysis of data from the compliance reporting software system, providing management reports and briefing where required;
- Providing advice to DSS management and staff on the resource management framework;
- Providing input into the development and delivery of resource management training; and
- Represent the Department on whole of government fora when required.

Eligibility

Accounting qualifications are desirable. To be eligible for employment with Department of Social Services (DSS), you must be an Australian citizen. An applicant’s suitability for employment with DSS will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant may also be required to obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA). To be eligible to obtain a security clearance (Baseline, Negative Vet 1 or Negative Vet 2) applicants must be an Australian Citizen.

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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

About Department of Social Services

The Department of Social Services (DSS) has its national office in Canberra and employs around 2,350 staff in locations around Australia.

DSS delivers policies and programs that touch on the lives of almost every Australian, making it the Department of choice for people who want to make a difference. We also manage a significant proportion of the Federal Budget and have responsibility for major Government initiatives like the National Disability Insurance Scheme and the Family Support Program.

The diversity of our staff is very important to us. We welcome and actively encourage applications from people with disability, women, and people with culturally and linguistically diverse backgrounds. We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people.

Selection documents are also available on our website, www.dss.gov.au under the heading ‘Careers in DSS’. Hearing or speech impaired applicants may obtain selection documentation via the department’s TTY number 1800 260 402.

To Apply

| Position Contact: | Lauren Smith, 02 6146 2745 |
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Social Services

National Disability Insurance Agency

Operations
Queensland Central

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>APS 4 Planner - Queensland</th>
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<tbody>
<tr>
<td>JobType:</td>
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<tr>
<td>Location:</td>
<td>Chermside - QLD; Hervey Bay - QLD; Mount Gravatt - QLD; Beenleigh - QLD; Robina - QLD; Inala - QLD</td>
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<tr>
<td>Salary:</td>
<td>$63,127 - $70,068</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 4</td>
</tr>
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</table>


Duties

About the Position

Planners are responsible for conducting planning conversations and risk assessments and making reasonable and necessary decisions in accordance with the NDIS Act 2013.

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

We are looking for Planners in the following locations:
- Chermside
- Hervey Bay
- Mt Gravatt
- Inala
- Beenleigh
- Robina
- Cairns

If this sounds like the opportunity you are looking for, we want to hear from you.

The NDIA provides a supportive work environment with access to great training and development opportunities and flexible working arrangements to meet your personal circumstances. You will be rewarded and recognised for your performance and have the satisfaction of knowing you work for an agency responsible for a world first disability service reform agenda.

About You

To join our team you will:
- have a positive contemporary attitude to people with disability along with an understanding and knowledge of disability and its impact on individuals
- have adaptable communication and interpersonal skills
- be able to manage confidential and sensitive information
- be flexible and able to adapt to a changing environment
- have high levels of integrity and professionalism to support our values and mission.

For more information on NDIS including our values, capabilities and behaviours along with our application process, please refer to our website.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes
Non-ongoing opportunity will be offered for a specified term

This position will be offered for a specified term of up to 18 months, with the possibility of extension up to three years. This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About National Disability Insurance Agency

The purpose of the National Disability Insurance Agency (NDIA) is to implement the National Disability Insurance Scheme (NDIS) which will support a better life for hundreds of thousands of Australians with a significant and permanent disability. The NDIA will also provide great benefit to the families and carers of Australians living with disability.

The NDIS is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean peace of mind for every Australian who has, or might acquire, a disability.

We are committed to becoming a model employer for people with disability who are specifically encouraged to apply.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:ndia@dfp.com.au">ndia@dfp.com.au</a></th>
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<tbody>
<tr>
<td>Position Contact:</td>
<td>DFP Recruitment, 1300 138 337</td>
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<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.ndis.gov.au">http://www.ndis.gov.au</a></td>
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Social Services

National Disability Insurance Agency

Closing date: Sunday, 17 September 2017

Operations
Queensland Central

<table>
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<th>Job Title:</th>
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<td>Salary:</td>
<td>$71,261 - $76,715</td>
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<td>Classifications:</td>
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Job Description


Duties
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• Cairns

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• have adaptable communication and interpersonal skills
• be able to manage confidential and sensitive information
• be flexible and able to adapt to a changing environment
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For more information on NDIS including our values, capabilities and behaviours along with our application process, please refer to our website.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment. Depending on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

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To Apply
Social Services

National Disability Insurance Agency

Vacancy N.N. 10711690

Operations
Queensland Central

Job Title: APS 6 Senior Planners/ Team Leaders - QLD

Job Type: Ongoing, Non-ongoing (Temporary), Full-time

Location: Chermside - QLD; Hervey Bay - QLD; Inala - QLD; Mount Gravatt - QLD;Beenleigh - QLD; Robina - QLD

Salary: $79,580 - $87,981

Classifications: APS Level 6

Job Description [https://ndis.gov.au/about-us/jobs-ndia.html]

Duties

About the Position

Planners are responsible for conducting planning conversations and risk assessments and making reasonable and necessary decisions in accordance with the NDIS Act 2013.

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

We are looking for Planners in the following locations:
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Social Services
National Disability Insurance Agency
Closing date: Sunday, 17 September 2017

Operations
Queensland Central

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**Social Services**

**National Disability Insurance Agency**

Closing date: Sunday, 17 September 2017

Operations
Queensland Central

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Social Services

National Disability Insurance Agency

Operations
Queensland Central

Closing date: Sunday, 17 September 2017

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### Social Services

**Vacancy N.N. 10711695**

**National Disability Insurance Agency**

**Operations**

**Queensland Central**

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Closing date: Sunday, 17 September 2017

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Queensland Central

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

About National Disability Insurance Agency
The purpose of the National Disability Insurance Agency (NDIA) is to implement the National Disability Insurance Scheme (NDIS) which will support a better life for hundreds of thousands of Australians with a significant and permanent disability. The NDIA will also provide great benefit to the families and carers of Australians living with disability.

The NDIS is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean peace of mind for every Australian who has, or might acquire, a disability.

We are committed to becoming a model employer for people with disability who are specifically encouraged to apply

To Apply

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Social Services

National Disability Insurance Agency

Operations

Queensland Central

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>APS 6 Senior Planners/ Team Leaders - QLD (Affirmative Measures, Disability Employment)</th>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
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<tr>
<td>Location:</td>
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<tr>
<td>Salary:</td>
<td>$79,580 - $87,981</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
</tr>
</tbody>
</table>


Duties
About the Position

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

Planners are responsible for conducting planning conversations and risk assessments and making reasonable and necessary decisions in accordance with the NDIS Act 2013.

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

We are looking for Planners in the following locations:

• Chermside
• Hervey bay
• Inala
• Mt Gravatt
• Beenleigh
• Robina
• Cairns

If this sounds like the opportunity you are looking for, we want to hear from you.

The NDIA provides a supportive work environment with access to great training and development opportunities and flexible working arrangements to meet your personal circumstances. You will be rewarded and recognised for your performance and have the satisfaction of knowing you work for an agency responsible for a world first disability service reform agenda.

About You

To join our team you will:

• have a positive contemporary attitude to people with disability along with a high level understanding and knowledge of disability and its impact on individuals
• be able to provide a mentor or supervision role to a team
• have outstanding communication and interpersonal skills to develop and maintain networks
• be flexible and adapt quickly to a changing environment
• have high levels of integrity and professionalism to support our values and mission.

For more information on NDIS including our values, capabilities and behaviours along with our application process, please refer to our website.

Eligibility

These vacancies are to be filled under an affirmative measure to improve employment opportunities for people with disability in the Australian Public Service. They are open only to people with disability. Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment. Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

Non-ongoing opportunity will be offered for a specified term

This position will be offered for a specified term of up to 18 months, with the possibility of extension up to three years. This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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To Apply
Social Services

National Disability Insurance Agency

Vacancy N.N. 10711699

Closing date: Sunday, 10 September 2017

Operations

Queensland North

Job Title: APS 5 Local Area Coordinators - QLD

Job Type: Ongoing, Non-ongoing (Temporary), Full-time

Location: Cooktown - QLD; Weipa - QLD; Thursday Island - QLD

Salary: $71,261 - $76,715

Classifications: APS Level 5

Job Description [https://ndis.gov.au/about-us/jobs-ndia.html]

Duties

About the Position

A Local Area Coordinator (LAC) will work closely with participants and their families to identify what current and future supports are required to make progress with a persons goals and aspirations and enable a good life. You will work with participants and families to build capacity to exercise choice and control and support them to achieve their goals by building new community networks and accessing support and services in their community.

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These roles are available in:
- Cooktown
- Weipa
- Torres Strait (Thursday Island)

About You

To join our team you will:
- have a positive contemporary attitude to people with disability along with an understanding and knowledge of disability and its impact on individuals
- have adaptable communication and interpersonal skills
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Eligibility

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Social Services

National Disability Insurance Agency

Operations
Queensland North

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Duties
About the Position

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These roles are available in:
- Cairns
- Weipa

About You

To join our team you will:
- have a positive contemporary attitude to people with disability along with a high level understanding and knowledge of disability and its impact on individuals
- be able to provide a mentor or supervision role to a team
- have outstanding communication and interpersonal skills to develop and maintain networks
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Social Services

National Disability Insurance Agency

Operations

Queensland North

Vacancy N.N. 10711702

Closing date: Sunday, 10 September 2017

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<th>Job Title:</th>
<th>APS 5 Local Area Coordinators (Affirmative Measures, Aboriginal and/or Torres Strait Islander)</th>
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Duties

About the Position

The filling of this vacancy is intended to constitute a affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait Islander people. A Local Area Coordinator (LAC) will work closely with participants and their families to identify what current and future supports are required to make progress with a persons goals and aspirations and enable a good life. You will work with participants and families to build capacity to exercise choice and control and support them to achieve their goals by building new community networks and accessing support and services in their community. If this sounds like the opportunity you are looking for, we want to hear from you.

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These roles are available in:

- Cooktown
- Weipa
- Torres Strait (Thursday Island)

About You

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Social Services

National Disability Insurance Agency

Operations
Queensland North

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Duties
About the Position
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Local Area Coordinator (LAC) will work closely with participants and their families to identify what current and future supports are required to make progress with a person's goals and aspirations and enable a good life. You will work with participants and families to build capacity to exercise choice and control and support them to achieve their goals by building new community networks and accessing support and services in their community. An APS 6 Local Area Coordinator will lead, coach and share your expertise and technical knowledge with your peers and broader site team and across the agency. You will supervise a team of APS 5 LACs in an environment driven and measured by performance targets.

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These roles are available in:
• Cairns
• Weipa

About You
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• be able to provide a mentor or supervision role to a team
• have outstanding communication and interpersonal skills to develop and maintain networks
• be flexible and adapt quickly to a changing environment
• have high levels of integrity and professionalism to support our values and mission.

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Eligibility
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Social Services

National Disability Insurance Agency

Operations
Queensland Central

Vacancy N.N. 10711733
Closing date: Sunday, 17 September 2017

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<th>Job Title:</th>
<th>APS 3 Front of House - QLD (Affirmative Measures - Disability Employment)</th>
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<td>JobType:</td>
<td>Non-ongoing (Temporary), Full-time</td>
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Job Description

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

The Administration Officer – Front of House will provide the first point of contact for Participants within the office and provide high quality professional, friendly and respectful management of telephone enquiries, reception duties and appointment/scheduling processes. This role requires an enthusiasm for frontline customer service tasks.

You will:
- Be part of a team responsible for the smooth and efficient operation of the regional trial site office.
- Be responsible for a broad range of office administration and support duties including executive assistant support to all NDIA staff where appropriate.
- Have an eye for detail and an ability to thrive in a constantly changing environment.

We are looking for Front of House in the following locations:
- Cairns
- Hervey Bay
- Beenleigh / Logan
- Inala / Oxley
- Mt Gravatt
- Robina
- Chermside

If this sounds like the opportunity you are looking for, we want to hear from you.

The NDIA provides a supportive work environment with access to great training and development opportunities and flexible working arrangements to meet your personal circumstances. You will be rewarded and recognised for your performance and have the satisfaction of knowing you work for an agency responsible for a world first disability service reform agenda.

About You
To join our team you will:
- Have a positive contemporary attitude to people with disability along with an understanding and knowledge of disability and its impact on individuals
- Have adaptable communication and interpersonal skills
- Be able to manage confidential and sensitive information
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Eligibility
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To Apply
Social Services

National Disability Insurance Agency

Participants and Planning
Operations, South Australia

Job Title: APS 4 Planner - Broken Hill
Job Type: Ongoing, Full-time
Location: Broken Hill - NSW
Salary: $63,127 - $70,068
Classifications: APS Level 4

Job Description

Duties
As an APS4 Planner, you will:
- Gather information to make informed decisions within defined parameters.
- Work closely with participants to identify what current and future supports are required to make progress with a person’s goals
  and aspirations and enable better outcomes.
- Complete plans for NDIS participants.
- Participate as an integral part of the NDIA’s internal quality assurance framework.
You may handle sensitive conversations where many factors need to be balanced, to understand how disability impacts on
daily living, assess support needs where necessary, and identify when the individual would benefit from early intervention.

Eligibility
Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of
Australian Citizenship. Failure to do so may jeopardise your offer of employment. Dependent on the role the appropriate working
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activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

About National Disability Insurance Agency

The purpose of the National Disability Insurance Agency (NDIA) is to implement the National Disability Insurance Scheme
(NDIS) which will support a better life for hundreds of thousands of Australians with a significant and permanent disability. The
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will mean peace of mind for every Australian who has, or might acquire, a disability.

We are committed to becoming a model employer for people with disability who are specifically encouraged to apply

To Apply

Selection Documentation: Pooja.Pandit@ndis.gov.au
Position Contact: Pooja Pandit, (08) 8374 8689
Agency Recruitment Site: http://www.ndis.gov.au
## Social Services

### National Disability Insurance Agency

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>APS 4 Actuarial Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Sydney - NSW</td>
</tr>
<tr>
<td>Salary:</td>
<td>$63,127 - $70,068</td>
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<td>Classifications:</td>
<td>APS Level 4</td>
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</table>

### Job Description

**Duties**

A position is available in the Office of the Scheme Actuary at the National Disability Insurance Agency (NDIA) for an actuarial analyst (or other applicant with equivalent statistical or mathematical qualifications). The actuarial team is based in Sydney, although there is potential for the applicant to work from Canberra. The role supports the Scheme Actuary to fulfil statutory requirements of the NDIS Act, together with other reporting, analysis and data management activities.

**Duties**

Responsibilities will include analytical work on a range of tasks, including actuarial monitoring and analyses, data tabulations, scheme projections, cost benefit analyses, ad hoc modelling requests and report production.

### Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

### Notes

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

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<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:james.bishop@ndis.gov.au">james.bishop@ndis.gov.au</a></th>
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<tbody>
<tr>
<td>Position Contact:</td>
<td>James Bishop, 02 9928 7636</td>
</tr>
</tbody>
</table>
Social Services

National Disability Insurance Agency

Scheme Actuary
Insurance & Research

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>APS 5 Actuarial Analyst</th>
</tr>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Sydney - NSW</td>
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<tr>
<td>Salary:</td>
<td>$71,261 - $76,715</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
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</tbody>
</table>


Duties
A position is available in the Office of the Scheme Actuary at the National Disability Insurance Agency (NDIA) for an actuarial analyst (or other applicant with equivalent statistical or mathematical qualifications). The actuarial team is based in Sydney, although there is potential for the applicant to work from Canberra. The role supports the Scheme Actuary to fulfil statutory requirements of the NDIS Act, together with other reporting, analysis and data management activities.

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Eligibility
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# Social Services
## National Disability Insurance Agency
### Scheme Actuary
#### Insurance & Research

<table>
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<tr>
<th>Job Title</th>
<th>APS 6 Actuarial Analyst</th>
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<tbody>
<tr>
<td>Job Type</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location</td>
<td>Sydney - NSW</td>
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<td>Salary</td>
<td>$79,580 - $87,981</td>
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<td>Classifications</td>
<td>APS Level 6</td>
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**Job Description**

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**Statutory Authorities**
## Civil Aviation Safety Authority Australia
### Closing date: Sunday, 10 September 2017

<table>
<thead>
<tr>
<th>Vacancy N.N. 10711810</th>
<th>Civil Aviation Safety Authority Australia</th>
<th>Closing date: Sunday, 10 September 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statutory Authorities</td>
<td></td>
<td></td>
</tr>
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</table>
Job Description

Duties
The Airspace Project Specialist is part of a multi-disciplinary team responsible for the delivery of CASA’s core functions and the provision of specialist technical support within the OAR.

This role will exercise accountabilities and responsibilities in accordance with the OAR’s processes while maintaining a level of awareness of all aviation activities and risks to airspace users within your area of responsibility through statistical analysis, stakeholder engagement, information sharing, airspace reviews and cross organisational interaction to ensure that airspace in your area of responsibility is safe for all airspace users.

To be eligible you must be an Australian citizen and be able to obtain and maintain a security clearance.

Eligibility

About Civil Aviation Safety Authority Australia
The Civil Aviation Safety Authority (CASA) was established on 6 July 1995 as an independent statutory authority.

The primary function of CASA is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. It also provides comprehensive safety education and training programmes, cooperates with the Australian Transport Safety Bureau, and administers the Civil Aviation (Carriers’ Liability) Act 1959.

The Civil Aviation Regulations 1988 and 1998, made under authority of the Civil Aviation Act, provide the general regulatory controls for safe aviation operations.

CASA is staffed under the Civil Aviation Act 1988 and conditions of service for the majority of staff are set by an Enterprise Agreement.

CASA is looking to employ flexible, highly qualified and experienced people who share CASA’s vision of “Safe Skies for All”, who are results driven and innovative and who are committed to CASA’s organisational values.

CASA has attractive conditions of service and salaries and supports the principles and practices of workplace diversity, work health and safety and participative work practices. Selection for all vacancies is made on merit. Potential applicants are also encouraged to speak to the designated contact officer for particular vacancies.

CASA strongly encourage applications from Indigenous Australians, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

Information on CASA including selection documentation, the Enterprise Agreement and CASA’s values can be obtained from the CASA website:  www.casa.gov.au.

To Apply

Position Contact:  Martin Holberton, 02 6217 1111
Agency Recruitment Site:  http://www.casa.gov.au
Job Title: Airspace Project Specialist
Job Type: Ongoing, Full-time
Location: Woden - ACT
Salary: $96,493 - $125,039
Agency Classification: Statutory Authority
Position No: 2459

Job Description

Duties
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Treasurer
Vacancy N.N. 10711798

Australian Securities and Investments Commission
Closing date: Monday, 11 September 2017

Job Title: Lawyer
**Job Type:** Ongoing, Full-time  
**Location:** Melbourne - VIC  
**Salary:** $102,566 - $113,078  
**Classifications:** Executive Level 1  
**Position No:** ASIC/1293383

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**Job Description**  

**Duties**  
Provide range of legal, policy and compliance services.

**Eligibility**  
Legal qualification and significant relevant experience.

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**About Australian Securities and Investments Commission**  
To work with us, you’ll be required to satisfy our pre-engagement assessment and obtain a national security clearance. Australian citizenship is also required.

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**To Apply**  
Agency Recruitment Site:  

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**Australian Taxation Office**  
Vacancy N.N. 10711801

Closing date: Monday, 11 September 2017

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**Treasurer**  
ATO Corporate, Media Unit

**Job Title:** EL1 Media Advisor  
**Job Type:** Ongoing, Non-ongoing (Temporary), Full-time, Part-time  
**Location:** Canberra - ACT  
**Salary:** $103,071 - $112,369  
**Classifications:** Executive Level 1  
**Agency Website:** http://www.ato.gov.au/

**Job Description**  
http://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

**Duties**  
As an EL1 Media Advisor you will work under broad direction and will be accountable for exercising a considerable degree of independence and performing a leadership role. You will be required to provide professional and strategic advice in relation to communications, media issues and relationship management. You will work in the Media Unit team within the ATO Corporate business line. You may be required to travel occasionally to support media activities, but this will be on an ad-hoc basis rather than regularly.

You will be accountable for an audience focused approach to communicate with a view to improve the user and/or tax payer experience. You will be accountable for championing the future state of the Marketing and Communications capability, deal with uncertainty in a positive and flexible manner and assist others to adapt.

**Notes**
Non-ongoing opportunity will be offered for a specified term

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

Non-ongoing vacancies with the potential to become ongoing.

This/these non-ongoing position(s) may become ongoing in the next 12 months. Should a position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

We are a flexible employer and are open to discussing employment arrangements that might suit you best at this time.

You may be required to undergo further integrity checks during the course of your engagement with the ATO.

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

To Apply

<table>
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<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:David.Jepsen@ato.gov.au">David.Jepsen@ato.gov.au</a></th>
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<tbody>
<tr>
<td>Position Contact:</td>
<td>David Jepsen, (02) 6216 1207</td>
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