The electronic Public Service Gazette (Gazette) contains notification of certain vacancies and employment decisions required to be gazetted under the Public Service Act 1999 and subordinate legislation.

The Gazette may also contain vacancies available in the Australian Parliamentary Service, including movements made under the Parliamentary Service Act 1999. As well, it may contain vacancies available in non-APS Australian Government agencies.

The date of publication of this Gazette is PS35 - 31 Aug 2017. This date is to be used to determine prescribed days in relation to promotions and movements notified in this issue of the Gazette and related review periods and dates of effect.

Gazette Lodgement Inquiries
Phone: (02) 6202 3559
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
Reviewing Promotion Decisions

The office of the Merit Protection Commissioner is an independent office within the Australian Public Service Commission. An important part of the Commissioner's role is to provide a fair system for review of decisions for all APS employees.

Ongoing APS employees, who are unsuccessful applicants for promotion, may apply to the Merit Protection Commissioner to have the promotion decision reviewed by a Promotion Review Committee. Successful applicants whose promotion has not taken effect can also apply for a promotion review.

Under the Public Service Regulations 1999, Parliamentary Service employees joining an APS agency are considered to have been engaged by the APS agency. Ongoing Parliamentary Service employees who have applied for a job in the APS at a higher classification level can also apply for a promotion review or may be subject to an application for promotion review from an APS employee.

A promotion review can only be conducted for promotions to APS Level 1 to APS Level 6 (or equivalent) classifications. A Promotion Review Committee cannot review promotions to jobs at the Executive Level 1 and Executive Level 2 (or higher) classifications. However, Executive Level promotions may be subject to a review of action if there is a serious defect in the process. For information on promotion reviews and reviews of action see the Merit Protection Commissioner's website at www.meritprotectioncommission.gov.au

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

How to lodge a promotion review application

Applications for review of promotion decisions notified in the Gazette must be made in writing. Applications may be lodged by submitting an online form available on the Merit Protection Commissioner’s website at www.meritprotectioncommission.gov.au or by email, facsimile or by mail to the address below:

Review Team
Australian Public Service Commission
PO Box 29836
World Square Post Office
Sydney NSW 2002
Phone: (02) 8239 5330
Facsimile: (02) 6267 4944
Email: review@apsc.gov.au

Closing date for applications (Regulation 5.9 specified period)

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

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

Applications for review of decisions not lodged at the relevant address by the closing date and time be considered to be out of time and will not be accepted.

Applicants for review are responsible for ensuring that their applications reach the Office of the Merit Protection Commissioner by the closing date and time should contact the Office at the address above to confirm receipt.

If you have any queries about the closing date for applications you can contact the address above.
Vacancies

Agriculture

Department of Agriculture and Water Resources

Biosecurity Plant
Plant Systems and Strategies, Risk Analysis Efficiencies and Stakeholder Engagement

Vacancy N.N. 10711717
Closing date: Friday, 15 September 2017

Vacancy N.N. 10711717
Closing date: Friday, 15 September 2017

Job Title: Project Officer
Job Type: Non-ongoing (Temporary), Full-time, Part-time
Location: Canberra - ACT
Salary: $71,316 - $76,883
Classifications: APS Level 5
Position No: 2017/1096
Agency Website: http://www.agriculture.gov.au/


Duties
The Plant Systems and Strategies Branch provides leadership for strategic initiatives that supports the division to protect, maintain and help importers, exporters, farmers, industries and the community to profit from Australia’s favourable plant health system. The work of the branch supports a centralised model for the publication of import risk analyses and import conditions as well as the provision of client support across all the import operations programs. The branch is also introducing, testing and managing changes in the way the division operates and is implementing a new divisional operating model in response to the Agricultural Competitiveness White Paper and division wide reforms to the national plant health system.

The Risk Analysis Efficiencies and Stakeholder Engagement team is implementing a project under the Agricultural Competitiveness White Paper which is increasing the efficiency of the risk analysis process in the Plant Division by trialling a number of initiatives. The team is consolidating stakeholder engagement and communication efforts across all major risk analyses to ensure consistency of approach and messaging. Improving engagement with stakeholders such as state governments, peak industry bodies, growers and importers is also a priority.

The Job
This is an opportunity to join a motivated and dynamic team working in a collaborative environment. Critical to the success in this role will be your ability to communicate complex information simply, and to help advance the team’s objectives. A Project Officer will be required to:

- Effectively communicate and engage with internal and external stakeholders to achieve an outcome.
- Prepare high quality documentation e.g. web content, correspondence and briefs.
- Conduct research on relevant topics and produce high quality written documents.
- Contribute to the development and implementation of initiatives and projects.

Knowledge and Experience
- Previous experience in government agencies would be an advantage.
- An interest/experience in the fields of agriculture and/or science would be a benefit.
- Previous experience in stakeholder engagement is highly desirable.

Skills and Capabilities
- Strong interpersonal and communication skills supporting effective communication and relationship building with a diverse client group across all levels.
- Strong writing skills and attention to detail, with the ability to translate complex information into plain English and alternative communication products.
- Ability to work under pressure, prioritise and manage time effectively to support a small team to achieve its collective goals.
- Demonstrates initiative, adaptability and problem solving abilities for continued improvement.

Eligibility
Desirable Qualifications
A degree or equivalent experience in a relevant field would be highly desirable.

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).

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

This non-ongoing position will be offered for a period of 6 - 18 months, with the possibility of an extension of up to a maximum of 3 years total.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Mandy Gyles, (02) 6271 6386</th>
</tr>
</thead>
</table>

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

Agriculture

Vacancy N.N. 10711719

Department of Agriculture and Water Resources

Closing date: Friday, 15 September 2017

Biosecurity Plant
Plant Systems and Strategies, Risk Analysis Efficiencies and Stakeholder Engagement

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Project Officer</th>
</tr>
</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>$79,931 - $90,965</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>2017/1094</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>

Job Description [Link]

Duties
The Plant Systems and Strategies Branch provides leadership for strategic initiatives that supports the division to protect, maintain and help importers, exporters, farmers, industries and the community to profit from Australia's favourable plant health system. The work of the branch supports a centralised model for the publication of import risk analyses and import conditions as well as the provision of client support across all the import operations programs. The branch is also introducing, testing and managing changes in the way the division operates and is implementing a new divisional operating model in response to the Agricultural Competitiveness White Paper and division wide reforms to the national plant health system.

The Risk Analysis Efficiencies and Stakeholder Engagement team is implementing a project under the Agricultural Competitiveness White Paper which is increasing the efficiency of the risk analysis process in the Plant Division by trialling a number of initiatives. The team is consolidating stakeholder engagement and communication efforts across all major risk analyses to ensure consistency of approach and messaging. Improving engagement with stakeholders such as state governments, peak industry bodies, growers and importers is also a priority.

The Job
This is an opportunity to join a motivated and dynamic team working in a collaborative environment. Critical to the success in this role will be your ability to communicate complex information simply, and to develop and implement strategies to help advance the team’s objectives. Senior Project Officers will be required to:

• Establish and maintain productive working relationships with internal and external stakeholders to achieve an outcome.
• Prepare high quality documentation e.g. web content, correspondence, briefs and responses to stakeholders.
• Conduct research and analysis on relevant topics and produce high quality written documents.
• Develop and implement initiatives and projects.

Knowledge and Experience
• Previous experience in government agencies would be an advantage.
• An interest/experience in the fields of agriculture and/or science would be a benefit.
• Previous experience in stakeholder engagement is highly desirable.

Skills and Capabilities
• Strong writing skills and attention to detail, with the ability to translate complex information into plain English and alternative communication products.
• Strong liaison skills and ability to manage stakeholder relations.
• Demonstrates initiative, adaptability and problem solving abilities for continued improvement.
• Ability to work under pressure, prioritise and manage time effectively to support a small team to achieve its collective goals.

Eligibility
A degree or equivalent experience in a relevant field would be highly desirable.

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).

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

Non-ongoing positions will be offered for a period of 6 - 18 months, with the possibility of an extension of up to a maximum of 3 years total. Non-ongoing positions may become ongoing in the next 12 months. Should these positions become ongoing then the Merit Pool established through this selection process may be used to fill the vacancies on an ongoing basis.

To Apply

Position Contact: Amanda Twomey, (02) 6271 6339

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. applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies
Job Title: Project Officer
JobType: Ongoing, Full-time, Part-time
Location: Canberra - ACT
Salary: $64,703 - $70,229
Classifications: APS Level 4
Position No: 2017/1121
Agency Website: http://www.agriculture.gov.au/

Job Description

Duties
The Exports Division provides export inspection and certification services and develops strategies to gain, improve or maintain market access for live animals and reproductive material, and a wide range of food and inedible products of animal origin. The Division includes the Codex contact point that is responsible for coordination and development of policy and technical input to international food standards. The Division also provides residue monitoring services to Australian primary industries. Australian agriculture depends on exporting to keep it economically strong; for example around 60 per cent of Australia’s meat products and 56 per cent of its fish products are exported. The Exports Division negotiates technical requirements with trading partners to maintain, improve and restore market access for our client industries.

Residues and Food Branch is responsible for the operational aspects of exports, of dairy, fish and eggs, as well as non-prescribed food (including organics) and animal by-products. Responsibility for export documentation, including registration and licensing, the National Residue Survey, the Codex Contact Point also sit within this branch.

The National Residue Survey (NRS) is a vital part of the Australian system for managing the risk of chemical residues and environmental contaminants in Australian food products. The NRS supports Australia’s food industry and primary producers by facilitating access to key export markets and confirming Australia’s status as a producer of clean food. NRS programs encourage good agricultural practices, help to identify potential problems and indicate where follow-up action is needed. The NRS is funded by industry to facilitate testing of animal and plant products for pesticide and veterinary medicine residues, and environmental contaminants. Product testing is done through either random or specifically designed sampling protocols. Other programs within the NRS, such as laboratory evaluation and business activities, support the core work of residue testing.

The Job
This role is responsible for coordinating receiving and the dispatch of meat, fish, eggs and honey samples at the NRS Central Receival and Dispatch Facility located in Canberra. Additional duties of the role include:
• Organising courier services and being a primary contact for the courier service provider;
• Assisting with ordering, packaging and dispatch of sample collection equipment to participating establishments;
• Assisting with inputting and managing data and running reports in the NRS Information Management System (IMS);
• Answering calls and providing assistance and advice through the NRS Help Desk and generic email address.

Knowledge and Experience
It is desirable that candidates have proven oral and written communication knowledge and experience to enable effective liaison with agricultural industries.

Candidates should understand the Australian agricultural industry sector and the importance of residue monitoring programs in the context of market access. Ideally candidates would have program administration experience and a sound knowledge of database management.

Skills and Capabilities
Successful candidates will be able to:
• Package and strap sample collection material and boxes;
• Provide advice in a helpline assistance setting;
• Demonstrate skills in database management and the financial / business management in a public sector environment;
• Undertake data entry and database interrogation;
• Demonstrate competence in written and verbal communication skills.

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: Jim Paradice, (02) 6272 5532
Agriculture

Department of Agriculture and Water Resources

Biosecurity Plant

Plant Systems and Strategies, Import Services Team

Vacancy N.N. 10711734

Closing date: Monday, 11 September 2017

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

Agency Website: http://www.agriculture.gov.au/


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 8:30-5pm 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 enquiries 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

### Agency Recruitment Site

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## Agriculture

### Vacancy N.N. 10711802

**Department of Agriculture and Water Resources**

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

**Biosecurity Animal**

**Animal Biosecurity, Aquatics and Marine Pests**

<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>
</tr>
<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>

**Job Description**


**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**

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**

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No. PS35 - 31 Aug 2017

Position Contact: Karley Clive, (02) 6272 4780

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
Enforcement Legislation Projects (ELP) Section was established in order to develop and implement the enforcement related tools associated with the biosecurity legislation. Apart from a time limited project capacity this has also seen the creation of an ongoing Fitness and Propriety (FPP) assessment team and an administrative support team for the issuance and management of the infringement notice scheme under the Biosecurity Act. It is intended that these capabilities may be used more broadly as other portfolio legislative reform is implemented. Enforcement Legislation Projects are also responsible for the development of departmental enforcement and sanctions policy, the development of General Administrative Practice Statements (GAPS) under the Director of Biosecurity’s ‘General Administration’ power and harmonisation of FPP and related tools, processes and information sharing used by other border regulators.

The Job
As part of the Infringement Notice Scheme Unit this role will:
• Develop policy and operational practice on the use of infringements under the Biosecurity Act 2015;
• Determine competencies required by non-enforcement staff to issue infringements and undertake follow up duties if required;
• Establish the required tools, training and instructional materials for Biosecurity Infringement Officers;
• Provide advice to industry and external stakeholders on the department’s posture and use of infringements;
• Consider representations from recipients of infringements (withdraw/extend time to pay/contest);
• Monitor the performance of the infringement notice scheme;
• Liaise with Enforcement Section on matters involving a contest of an infringement (civil prosecution due to non-payment or election to proceed by court).

Knowledge and Experience
The following is highly desirable:
• Experience in policy development and project management, or equivalent fields;
• An understanding of the Biosecurity Act 2015 particularly in relation to the Infringement Notice Scheme;
• Experience in preparing written briefs for ministers and the executive;
• An ability to develop training packages.

Notes
This position requires a Baseline level 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).

This non-ongoing position may become ongoing in the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

Non-ongoing opportunity will be offered for a specified term
This non-ongoing contract will be offered for an initial period of 18 months. Such engagements may be extended to a maximum period of 3 years in total.

To Apply

Position Contact:  Catherine Kelly, (02) 6272 3613

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Agriculture
Vacancy N.N. 10712072

Department of Agriculture and Water Resources
Closing date: Thursday, 14 September 2017
Corporate Strategy & Governance
Workforce and HR Strategy, People Partner South and SDD

Job Title:  Assistant People Partner South
JobType:  Ongoing, Full-time, Part-time
Location:  Melbourne Airport - VIC
Salary:  $97,035 - $109,491
Classifications:  Executive Level 1
Position No: 2017/1132
Agency Website: http://www.agriculture.gov.au/

Job Description

Duties
The Corporate Strategy and Governance Division works across the portfolio and with external stakeholders to foster a coordinated approach to portfolio priorities and support the department’s work. We deliver nationally-integrated advice, coordination and support services to our portfolio ministers and their offices, the executive and the department. Our work includes: providing department wide people services; parliamentary business; ministerial and executive support; media and social media; supporting staff diversity networks and portfolio-related government appointments; enterprise-wide business continuity and risk management; business and workforce planning and reporting; supporting the Inspector-General of Biosecurity; design and change management and communication services. As an enabling Division, our operating environment will be affected by the broad trends affecting the portfolio.

Human Resources (HR) contains two Branches that are responsible for providing key HR management functions to the department’s service of more than 5000 people in diverse and challenging roles in more than 150 locations. Both Branches are progressive with vibrant teams, continually looking for innovation and practice improvements.

The Workforce and HR Strategy Branch drives the capability of the department through better workforce planning, provision of people metrics for staff management and decision-making, promoting diversity, recruitment and selection of high-quality staff, building capability and supporting delivery and strategic people management across a range of contexts.

The People Partner South and Service Delivery Division Section provides a conduit into the department’s HR areas for a portfolio of business areas comprising: Assessment Services, Client Contact and Post Entry Quarantine Group; Audit Services Group; Operations Integration Branch; and Service Delivery Division Executive. This includes providing strategic HR advisory services through understanding their business outcomes and needs. In conjunction with the other people partner areas, this role helps drive excellent customer service in HR, working across the department to shape HR services and solutions in line with the evolving needs of the organisation. The Section collaborates with and utilises the specialist knowledge and services of the department's specialist people sections.

The Job
As an Assistant People Partner, you will provide strategic people advice and maintain a focus on the needs of the business.

• In conjunction with a People Partner, you will work with allocated business leaders and managers to understand the needs of their business and use that understanding to influence people arrangements, inform broader people strategies, and plan and develop effective service solutions;
• You will help shape services and support the development and implementation of the people work program, providing solutions in line with the evolving needs of the business;
• You will drive exceptional customer service to deliver outcomes for our clients through both generalist and specialist people capability areas that you engage with;
• Your client’s needs are critical in this role, and you will intuitively put your client’s needs at the centre of all you do, keeping them informed, engaged and managing their expectations;
• You will keep abreast of the changes in policies, legislation and arrangements that can affect your business area and support the rollout of agency wide people measures. By working directly with managers in the business. You will lead them through complex people issues, and design sustainable interventions to deliver optimal business outcomes;
• Your work may involve redesigning or invigorating people procedures and policies, and you will be well-versed with the challenges of leading people through change;
• You will be fluent in the operation of laws and policies that underpin HR in a public service context, and you will instinctively apply these to your area of responsibility;
• You will work as part of a team of professional HR practitioners, and you will be an experienced team member, manager and coach;
• You will be called upon to think creatively, drive innovation and deliver success across your portfolio as well as across the broader HR spectrum in the department.

Knowledge and Experience
To be an effective Assistant People Partner you will have shown that you are:
• An experienced HR generalist with extensive experience in designing and delivering HR strategies and interventions;
• A high calibre team member and team leader with demonstrated coaching and team development experience;
• A proven problem solver who thinks creatively, analytically and strategically;
• Focussed on outcomes with a track record of putting your client at the centre of your work, understanding their requirements and delivering on their needs;
• An experienced driver and influencer of change through providing targeted HR solutions and services;
• A demonstrated collaborator who has adopted a partnership approach with clients and stakeholders to achieve results and build and maintain networks;
• An excellent communicator who has consulted and negotiated to influence stakeholders.

Skills and Capabilities
The Assistant People Partner will need to be able to:
• Use data from a wide range of different sources to identify current and emerging people issues and to develop proactive strategies and interventions;
• Lead and/or support portfolios of work, projects and other responsibilities, managing competing deadlines and resourcing requirements;
• Communicate and explain complex information and concepts to stakeholders, and influence the broader HR program of work;
• Work with clients and stakeholders to analyse future workforce requirements and the service delivery needs of teams and business areas;
• Build, sustain and leverage from your strong relationships with team members, clients and stakeholders, and work collaboratively to achieve outcomes;
• Think critically, creatively and innovatively to drive improvements for your clients, and create positive changes across the HR functions.

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: | Jeff Grey, (03) 83186714 |

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Attorney-General

Vacancy N.N. 10711959

**Attorney-General's Department**

Information

| Job Title: | Innovation Analyst |
| JobType: | Non-ongoing (Temporary), Full-time, Part-time |
| Location: | Symonston - ACT |
| Salary: | $71,128 - $90,230 |
| Broadband: | APS Level 5/6 (APS Level 5, APS Level 6) |
| Classifications: | APS Level 5, APS Level 6 |
| Position No: | 493358/ID |

**Job Description**


**Duties**
To obtain a copy of the Vacancy Information Kit for this vacancy, please click on the ‘Apply Online’ button at the bottom of this advertisement.

OUR OPPORTUNITY
The role is located in the Service, Innovation and Automation section (SIA) which is part of the Information Division. The division provides information communications support (ICT) to the AGD across a wide variety of ICT disciplines, including:

- Digital services
- Application development
- Program & project management
- Innovation & automation
- Infrastructure services

The SIA section is seeking to employ suitably a qualified APS 6 staff member to perform the role of innovation analyst developer. In this role you will part of a small team that is committed to diversity and an inclusive workplace.

You will be:

- Building and developing first class scalable applications
- Working in an agile team
- Working from start to finish on designing, building and delivering innovative solutions that enhance service and user experience.
- Working with the Innovation Architect to manage your priorities within various projects
- Using your design appreciation to ensure that it is incorporated into your innovations
- Suggesting suitable technical architectures & recommending changes to current architectures in consultation with the Innovation Architect.
- Researching and contributing in the development of the emerging technology watch list in the area of Disruptive technologies and Digital Workplace

OUR SUCCESSFUL APPLICANT
We are seeking applicants with the following attributes and experience to join us in a challenging and exciting ICT environment:

- Experience with mobile application development on any platform
- Experience in full stack development
- Knowledge in Web Technologies (JavaScript, AJAX, CSS, Jelly, Angular JS, Bootstrap, XML, HTML, JQuery)
- Experience of web design / interface design
- Excellent written and verbal communication skills
- Experience in analysing and documenting user requirements
- Experience developing and consuming web services
- A team player attitude and passion for what you do and
- Tertiary qualifications in Information Technology or a related field.

It is desirable that you also have:

- Have ITSM knowledge
- Have knowledge of the ServiceNow platform
- Have MEAN stack - NodeJS, MongoDB, Express skills
- Are astute at developing and building applications from scratch
- Are able to discuss clearly your architecture and how you plan to build applications
- Have an understanding integrating applications with Active Directory; VMware and HR systems would be of advantage.

Eligibility
- Applicants must be Australian citizens to be eligible for employment at the Attorney-General’s Department.
- The preferred applicant will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The preferred applicant must be willing to disclose all relevant and required information.

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

This non-ongoing opportunity will be offered for a period of up to 11 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: http://www.apsc.gov.au/priorities/disability/recruitability</a>.

About Attorney-General’s Department
The Attorney-General’s Department (AGD) serves the people of Australia by delivering programs and policies to maintain and improve Australia’s law and justice framework, and strengthen our national security and emergency management. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth (including legal advice and representation).

We are the central policy and coordinating element of the Attorney-General’s portfolio, for which the Attorney-General; the Minister for Justice and Minister Assisting the Prime Minister for Counter-Terrorism are responsible.

To find out more, visit our website at www.ag.gov.au.
Attorney-General
Vacancy N.N. 10711902

Australian Criminal Intelligence Commission (ACIC)
Closing date: Wednesday, 13 September 2017

Capability
People, Security & Integrity, Workforce Planning

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>EL1 Workforce Planning Senior Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$96,317 - $116,120</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>50002517</td>
</tr>
</tbody>
</table>

Job Description
http://aciccareers.nga.net.au/?AudienceTypeCode=EXT

Duties
The Workforce Planning Senior Specialist is responsible for managing the development, implementation and monitoring of the Australian Criminal Intelligence Commission (ACIC) operational and strategic workforce plans.

The Senior Specialist will apply their detailed workforce planning skills and expertise to engage with various stakeholders in the organisation to drive workforce capability initiatives that meet strategic and business goals.

Under limited direction, the Workforce Planning Specialist will coordinate and implement workforce planning approaches, by undertaking expert data exploitation and data analytics to provide on-going workforce planning and maintenance of the agency’s workforce.

Eligibility
This is a position of trust. The occupant must satisfy and abide by the Commission’s security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain an NV1 clearance. In assessing suitability for employment the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.

About Australian Criminal Intelligence Commission (ACIC)
The Australian Criminal Intelligence Commission (ACIC) was formed to strengthen the ability to respond to crime affecting Australia. The agency, through its investigative, research and information delivery services, works with law enforcement partners to improve the ability to stop criminals exploiting emerging opportunities and perceived gaps in law enforcement information.

The ACIC values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We welcome people with diverse skills, experiences, perspectives and different backgrounds, and encourage applications from Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Should you require special assistance through any stage of the selection process, please contact the recruitment team.

To Apply

Position Contact: David, 02 6268 7535
Agency Recruitment Site: http://www.acic.gov.au

This notice is part of the electronic Public Service Gazette PS35 - 31 Aug 2017 Published by Australian Public Service Commission.
Attorney-General

Australian Criminal Intelligence Commission (ACIC)

Closing date: Wednesday, 13 September 2017

Capability
People, Security & Integrity, Workforce Planning

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>APS6 Workforce Planning Coordinator (expected vacancy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$76,396 - $86,454</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
</tr>
</tbody>
</table>

Job Description [http://aciccareers.nga.net.au/?AudienceTypeCode=EXT](http://aciccareers.nga.net.au/?AudienceTypeCode=EXT)

Duties
The Workforce Planning Coordinator provides detailed expertise and technical workforce planning knowledge required to plan and implement operational and strategic workforce planning approaches for the Australian Criminal Intelligence Commission (ACIC).

Reporting to the Team Leader, the occupant of this position will work with various external and internal stakeholders, specifically in the People, Security & Integrity (PSI) branch to extract and analyse data for the purpose of driving and improving workforce planning capability that meet ACIC’s strategic and business needs.

Eligibility
This is a position of trust. The occupant must satisfy and abide by the Commission’s security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain an NV1 clearance. In assessing suitability for employment the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.

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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>David, 02 6268 7535</th>
</tr>
</thead>
</table>

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### Job Description

**Job Title:** Senior Insolvency Services Officers  
**Job Type:** Ongoing, Non-ongoing (Temporary), Full-time  
**Location:** Sydney - NSW; Brisbane - QLD; Melbourne - VIC  
**Salary:** $65,057 - $70,636  
**Classifications:** APS Level 4  
**Position No:** Several Positions  
**Agency Website:** [http://www.afsa.gov.au](http://www.afsa.gov.au)

---

**Duties**

AFSA actively promotes flexibility with working options in this role. We encourage flexible work patterns and flex time to support your family commitments and personal interests.

Senior Insolvency Services Officer (multiple opportunities)  
Promote equitable financial outcomes within the Australian community

Undertake assessment of matters, investigations, and administration of estates and provide information and support to team members to achieve business line objectives.

Experience:
- Case management and assessment experience + motivated graduates (business, commerce, law and social science)

Industry:
- Insurance, finance, accounting, law and community development

Skills:
- Case management, communication skills, analytical thinking, Interpret legislation (Bankruptcy Act 1966), problem solving, time management, resilience, results focused and pragmatic approach to work. We want people who ask ‘why?’ rather than ‘how?’

Highlights:
- Results driven team culture  
- Diverse role – no two days are the same  
- Career in the Australian Public Service  
- Be part of a leading financial regulatory body  
- Channel your career in bankruptcy and insolvency

Why AFSA?
- Flexibility and work life balance  
- Supportive team culture  
- Learning and development opportunities  
- Competitive pay and generous superannuation  
- Be part of a national team

**Eligibility**

Please note that this opportunity is open to all eligible members of the community.

Normally only Australian citizens are eligible for employment, although non-citizens may be appointed where they are prepared to take necessary steps to seek citizenship as a condition of employment.

To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

**Notes**
This recruitment process is being used to fill current ongoing positions in our Brisbane, Sydney & Melbourne offices. A merit pool of suitable candidates may be established as a result of this process to assist AFSA fill ongoing and non-ongoing positions that may become available over the next 12 months. Should a non-ongoing position become available it will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Should a non-ongoing position become ongoing or should an ongoing position become available, the merit pool established by this process will be used to determine a suitable candidate(s).

How to apply:

Email applications should clearly state your name, the position title and location in the subject line.

Your application will be assessed against work related qualities and essential capabilities of the position and must include:
• A completed application cover sheet
• A current resume
• A covering letter (2 pages max) stating why you are interested in the position, how your skills and experience make you the best person for the position and what value you can add to AFSA and the Insolvency and Trustee Services division.

Candidates may be required to undergo psychometric and/or work sample testing as part of this selection process.

Non-ongoing opportunity will be offered for a specified term

Ongoing, Non-ongoing (Temporary), Full-time

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Jason Ball, 03 8631 4824</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply:</td>
<td><a href="http://www.afsa.gov.au">http://www.afsa.gov.au</a></td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.afsa.gov.au">http://www.afsa.gov.au</a></td>
</tr>
</tbody>
</table>

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Attorney-General

Vacancy N.N. 10711941

Australian Human Rights Commission

Communications Team

Job Title: Media Advisor
Job Type: Ongoing, Full-time
Location: Sydney - NSW
Salary: $95,337 - $106,598
Classifications: Executive Level 1
Agency Website: http://www.humanrights.gov.au

Job Description http://www.humanrights.gov.au/about/jobs/current-vacancies

Duties
1. Handle media inquiries, write media releases, opinion pieces, and briefing notes. Organisation of media conferences and launches will also be required.

2. Play an active role in Communication’s digital strategy, including writing web stories, creating digital marketing content and actively engaging with social media.

3. Take a pro-active approach to promoting the Commission and its’ policies and projects in the media.

4. Provide high level advice to the Commission on media strategy, and monitor public debate on human rights issues.

5. Lead and contribute to media and communications projects as required. This includes assisting with major public events such as the Human Rights Awards.

6. Work well within a team environment and foster good working relationships.
Eligibility
1. Demonstrated strong experience in media and/or communications with an ability to organise media campaigns and to develop a strong network of media contacts.

2. Experience in digital media, including writing web stories, creating digital marketing content and actively engaging with social media.

3. Excellent judgement in handling media inquiries and in providing strategic advice.

4. High quality writing and a broad understanding of current affairs.

5. Excellent communication and team-work skills, with an ability to represent the Commission at a senior level and to work with a wide range of people.

6. Candidates with experience in sectors dealing with social justice and human rights issues would be highly regarded.

7. Tertiary qualifications in communications, public affairs or journalism or equivalent experience.

Notes
The Commission is looking for a Media Advisor to answer media inquiries and provide high level strategic advice to our Commissioners. The successful applicant will take an active role in our digital strategy, with experience in social media an advantage.

We are looking for a person with at least five year’s work experience in journalism and/ or communications.

The job involves handling media inquiries after hours, and attracts an on-call allowance.

Please send your curriculum vitae and a maximum of one page setting out how your skills and experience make you the best person for the job to jobs@humanrights.gov.au

The positions require some after-hours work. The salary range is $95,337-$106,598pa (full-time) plus an on-call allowance of $12,500pa (full-time) and 15.4% superannuation.

Please see the Commission’s website for more details and how to apply.

To Apply

Selection Documentation: Human Resources, 02 92849600, jobs@humanrights.gov.au
Position Contact: Adrian Flood, 02 92849654
Agency Recruitment Site: http://www.humanrights.gov.au

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Attorney-General
Vacancy N.N. 10711456

Director of Public Prosecutions
Closing date: Friday, 8 September 2017

Illegal Imports and Exports / Human Exploitation and Border Protection

Job Title: Witness Assistance Officer
JobType: Ongoing, Non-ongoing (Temporary), Full-time
Location: Sydney - NSW; Melbourne - VIC
Salary: $75,665 - $86,921
Classifications: APS Level 6
Position No: 50002367/50004338 | Several Positions
Agency Website: http://www.cdpp.gov.au/

Job Description http://cdppcareers.nga.net.au

Duties
The Office of the Commonwealth Director of Public Prosecutions (CDPP) is an independent prosecuting service established by Parliament to prosecute alleged offences against Commonwealth law. We aim to provide an effective national criminal prosecution service to the community that is fair and just and operates with integrity. Cases prosecuted by the CDPP range across five national practice groups and include tax fraud, welfare fraud, medifraud, people smuggling, human trafficking, slavery and slavery-like practices, drug importation, sexual servitude, on-line child sexual exploitation, terrorism, money laundering, offences against the corporations legislation and a range of regulatory offences. We operate at the cutting edge of criminal law.

We are looking for a highly skilled, motivated and enthusiastic professional with a Social Work, Psychology or related background, and with experience in the criminal justice system, to assist witnesses and victims of crime involved in matters prosecuted by the Commonwealth Director of Public Prosecutions. This is primarily a high volume casework role that must be performed in a professional, effective and efficient manner. The successful applicant will be responsible for: providing information, support and assistance to victims and witnesses; liaising between legal staff and victims and witnesses; and making appropriate referrals to support services.

Some intra and interstate travel involving overnight stays will be required.

Eligibility
To be eligible for employment with the CDPP, applicants must be Australian citizens. In accordance with the CDPP Security Policy, the successful applicant will be required to successfully complete a security check and obtain an Australian Government Security Clearance to, at a minimum, the BASELINE VETTING level prior to commencing employment. The security clearance will be required to be maintained for the duration of employment with the CDPP.

Mandatory Requirements:
Tertiary qualification in Social Work, Psychology, or a related discipline
Working With Children Check

Notes
Applications are required to apply online at cdppcareers.nga.net.au. Additional information about the position can be found in the Position Description on our website www.cdpp.gov.au/careers.

Non-ongoing opportunity will be offered for a specified term

This position may be offered as either an ongoing (permanent) engagement or as non-ongoing (contract) employment under the Public Service Act for a period of up to 18 months.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Recruitment Team, 02 62065664, <a href="mailto:recruitment.cdpp@cdpp.gov.au">recruitment.cdpp@cdpp.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Caroline Steel, 02 93211100</td>
</tr>
</tbody>
</table>

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Attorney-General

Federal Circuit Court of Australia - FCC

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Client Service Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time, Part-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Adelaide - SA</td>
</tr>
<tr>
<td>Salary:</td>
<td>$56,383 - $59,310</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 3</td>
</tr>
<tr>
<td>Position No:</td>
<td>486</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.federalcircuitcourt.gov.au/">http://www.federalcircuitcourt.gov.au/</a></td>
</tr>
</tbody>
</table>

**Job Description**

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

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

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

**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.

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

Non-ongoing opportunity will be offered for a specified term

This recruitment exercise will be used to fill one, ongoing part-time role working Monday to Wednesday, and also for creation of a merit list to fill ongoing and non-ongoing full-time and part-time roles in the future.

**To Apply**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Julie Greig, 08 8219 1674</th>
</tr>
</thead>
</table>

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**Attorney-General**

**Federal Court of Australia**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Release Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Type:</strong></td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Sydney - NSW</td>
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<tr>
<td><strong>Salary:</strong></td>
<td>$95,493 - $103,131</td>
</tr>
<tr>
<td><strong>Classifications:</strong></td>
<td>Executive Level 1</td>
</tr>
<tr>
<td><strong>Position No:</strong></td>
<td>5565</td>
</tr>
<tr>
<td><strong>Agency Website:</strong></td>
<td><a href="http://www.fedcourt.gov.au">http://www.fedcourt.gov.au</a></td>
</tr>
</tbody>
</table>

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.
• 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

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

Attorney-General

Federal Court of Australia

Job Title: Test Manager
JobType: Ongoing, Full-time
Location: Sydney - NSW
Salary: $95,493 - $103,131
Classifications: Executive Level 1
Position No: 5566
Agency Website: http://www.fedcourt.gov.au

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

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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Attorney-General  
Vacancy N.N. 10711892

Federal Court of Australia  
Closing date: Thursday, 14 September 2017

Job Title: Court Officers
JobType: Non-ongoing (Temporary), Casual
Location: Sydney - NSW
Salary: $48,786 - $54,100
Classifications: APS Level 2
Agency Website: http://www.fedcourt.gov.au
Job Description [http://www.fedcourt.gov.au/about/employment/vacancies]

Duties
Working within the NSW Registry, Court Officers provide first rate, high quality in-court support to Judges, Judge’s Associates, Registrars, and parties. Court Officers need to work independently with tact and decorum in a high pressure environment. Court Officers are also required to provide administrative, clerical and reception support to the NSW Registry.

Major activities include:
1. To provide in-court support by:
   • Opening and closing the court by way of announcement.
   • Administering oaths or affirmations for witnesses and interpreters.
   • Operating courtroom technology including but not limited to videoconferencing and teleconferencing equipment.
   • Setting up and clearing glassware for court proceedings and events.
2. To provide administrative support to the NSW Registry. Activities include but are not limited to:
   • Data entry into the Court’s case management system.
   • Document filing.
   • General office administration.
   • Supporting events held at the Federal Court.
   • Mail and Receptionist duties.
   • Anything else as directed.

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.

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

Non-ongoing opportunity will be offered for an irregular/intermittent term

These are casual contracts which will be offered for 12 months with possible extensions

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Daniel Placido, (02) 9230 8567</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>
</tr>
</tbody>
</table>

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Attorney-General

National Archives of Australia

Corporate Service, Finance and Procurement

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Director, Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Parkes - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$98,048 - $105,552</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
</tr>
<tr>
<td>Position No:</td>
<td>30624</td>
</tr>
</tbody>
</table>

Closing date: Tuesday, 12 September 2017
Job Description


Duties
The Assistant Director Procurement works under limited direction to oversee the procurement function of the Archives, which includes development of procurement and contract management policies, guidelines and procedures, the provision of quality and timely advice, meeting reporting obligations and the provision of assurance to the Chief Financial Officer, the Archives’ Executive and Audit and Risk Committee on compliance against the Commonwealth’s Procurement Framework. Effectively manage staff, resources and systems to deliver outcomes.

Eligibility
Applicants must be Australian Citizens and be able to obtain and maintain a security clearance to Baseline Level.

About National Archives of Australia
The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background.

The Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. The Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter.

If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact: Jason McGuire, 02 6212 3996
Agency Recruitment Site: http://www.naa.gov.au

Communications and the Arts
Vacancy N.N. 10711729

Department of Communications and the Arts
Closing date: Sunday, 10 September 2017

Content and Copyright

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Policy Officer/ Senior Policy Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$73,349 - $94,979</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 5, APS Level 6</td>
</tr>
</tbody>
</table>

Job Description


Duties
The Content and Copyright Branch are looking for suitably-qualified policy officers at the APS5 and APS6 levels for on-going and non-ongoing roles within the Copyright Section.

As part of the Copyright Section you will be helping to advise the Government and other Government agencies on copyright law and policy matters. You will help shape and steer copyright policy at a time when governments worldwide are considering how to modernise legislation in the globalised, digital era while balancing the interests of copyright holders and user groups. Working as part of an agile and flexible team you will assist in identifying and developing solutions to a range of high profile copyright policy issues.

Eligibility
In this role you will be required to perform duties in accordance with the APS Values and Code of Conduct. You will be responsible for assisting the team in undertaking a diverse range of policy, regulatory and administrative work. This may include:

- research advice and drafting of copyright reform proposals,
- providing briefing and research on copyright elements of Free Trade Agreement negotiations and briefing for a number of international fora including the World Intellectual Property Organisation,
- maintaining strong working relationships with copyright stakeholders, including via preparing responses to ministerials from key copyright stakeholders and meeting briefs for the Minister and Executive’s meetings with these stakeholders, and
- sharing the management of the copyright inbox, including preparing and where necessary clearing responses to stakeholder inquiries about copyright policy and law.

Notes
Non-ongoing opportunity will be offered for a specified term
Non-ongoing opportunity may be offered for up to 12 months
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: <a href='http://www.apsc.gov.au/priorities/disability/recruitability' target='APSC recruitability page'>http://www.apsc.gov.au/priorities/disability/recruitability</a>.

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>Erin Driscoll, 02 6271 7146</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.communications.gov.au">http://www.communications.gov.au</a></td>
</tr>
</tbody>
</table>

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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>
</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>$121,445 - $143,959</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 2</td>
</tr>
</tbody>
</table>


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).
Job Description

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-focused 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>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Veronica Webster, 02 6248 2131</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.nfsa.gov.au">http://www.nfsa.gov.au</a></td>
</tr>
</tbody>
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Communications and the Arts

National Museum of Australia

Vacancy N.N. 10711831

Closing date: Thursday, 14 September 2017

Visitor Services and Development

Venues and Bookings

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Bookings Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
</tr>
</tbody>
</table>
Salary: $55,779 - $60,205
Classifications: APS Level 3
Position No: 131203
Agency Website: http://www.nma.gov.au/about_us/employment

**Job Description**

**Duties**
Responsibilities of the position

The position is responsible for the promotion of the Museum’s programs to external clients. The Bookings Officer liaises with clients to ensure the delivery of best practice service for bookings and assist in the coordination of Museum events and venue hire. The Bookings Officer will:

- Take enquiries for venue hire, school bookings and internal events by phone, email and fax
- Enter the bookings and all relevant information into the electronic booking system
- Liaise with Learning Services and Community Outreach regarding school programs and visits
- Generate reports on bookings activity
- Assist with recording RSVP details for Museum events
- Assist with general administration
- Ensures that they have sufficient supervision, instruction and equipment to undertake their work safely.
- Effectively liaise with other sections of the Museum to ensure business unit requirements for ongoing and special activities are met
- Represent and promote Museum events in internal and external environments
- Support the work of the Venue Services business unit as required particularly through administration and customer service. Some of this work may be outside of normal hours.

**Eligibility**
To be eligible to apply for this vacancy, applicants must:
- be an Australian Citizen;
- undergo a number of pre-employment checks, which includes a police records check.

**To Apply**
Selection Documentation: Recruitment Officer, (02) 6208 5037
Position Contact: Paul McKay, Assistant Venue Coordinator, (02) 6208 5083

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**Defence Housing Australia**

**Governance**

Vacancy N.N. 10711931

**Defence Housing Australia**

Closing date: Thursday, 14 September 2017

**Job Title:** Executive Support Officer
**JobType:** Ongoing, Full-time
**Location:** Barton - ACT
**Salary:** $71,860 - $78,435
**Classifications:** APS Level 5
**Agency Website:** http://www.dha.gov.au/

**Job Description**

**Duties**
The Executive Support Officer (ESO) is an essential member of the Governance division and their contribution is vital to the achievement of business unit outcomes.

The Governance division responsibilities for Defence Housing Australia (DHA) include:
• Company Secretariat functions for DHA’s Board and sub-committees
• Governance and legislation compliance
• Legal services, risk and internal audit
• Shareholder and customer relations.

The extensive range of duties that the ESO is required to undertake requires them to have sound knowledge of the functions of DHA and an understanding of how these relate to the Governance division.

Working to the General Manager (GM), Governance the ESO provides a high level of executive support, including diary management, screening all enquiries and incoming correspondence, ensuring appropriate follow up action is completed, draft correspondence, reports, etc. are completed in a timely and professional manner.

The ESO is also responsible for actively managing key internal and external stakeholder relationships, including with the DHA Executive, Ministerial staff, Directors and Shareholder Unit officials.

The ESO manages corporate functions for the division including, arranging travel for the team and Directors, records management, processing invoices and reconciling corporate credit card charges.

To be successful in this role you will require:
• exceptional communication and interpersonal skills
• strong planning, organisation and coordination skills
• the ability to produce high quality work within agreed deadlines.

The successful applicant will also have demonstrated Executive Assistant or related experience and will require strong skills in the use of Microsoft Office, in particular Word, and Adobe Acrobat Writer. Desirable skills and attributes include experience in, or the ability to learn quickly, Trim (DHA’s records management system), QBT and Hotel network (for booking travel arrangements), Tech One (DHA’s financial management system), Confluence and JIRA Software (DHA’s primary workflow system).

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

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

To Apply

| Position Contact: | Kathryn Teague, 02 6217 8451 |

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Defence

Vacancy N.N. 10711622

Department of Defence

Closing date: Friday, 8 September 2017

Capability Acquisition and Sustainment Group

Maritime Systems

| Job Title: | Contract Officers |
| JobType: | Ongoing, Full-time |
| Location: | Pialligo - ACT; Sydney - NSW; Rockingham - WA; Cairns - QLD; Darwin - NT |
| Salary: | $71,477 - $89,449 |
| Classifications: | APS Level 5, APS Level 6 |
| Position No: | CASG/01033/17 | Several Positions |
| Agency Website: | http://www.defence.gov.au/apscareers |
Job Description

Duties
Looking for a challenging career?

The Maritime Systems Division (MSD) within the Capability Acquisition and Sustainment Group (CASG) provides through-life asset management support services to Navy and Army maritime capability for Australian ships.

Our vision is to have balanced, effective and affordable capability and availability across every class. We are a collaborative team and proud of our work within the Maritime Defence sector. We work closely with Navy and Army Capability Managers as well as our industry partners to enable better ways of working and optimise value over the capability life cycle, with a focus on safety, performance and risk management.

Our asset management services are provided by Systems Program Offices (SPOs) within MSD through a variety of outsourced performance based commercial contracts that span engineering, maintenance and logistics operations.

A number of our business units currently have exciting contract officer opportunities in Sydney NSW, Canberra ACT and Rockingham WA. Future positions may become available in Cairns QLD and Darwin NT.

Together with the APS Leadership competencies, the Contract Officer will require skills and experience in contract management, communication, negotiation, problem solving, performance management and the ability to build effective working relationships with internal and external stakeholders.

Merit pools will be created at the end of this recruitment process and will be used to fill various positions across the division in various locations. These merit pools will be valid for 12 months and we suspect that over the course of the year we will continue to draw from it.

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: <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
Position Contact: Paul Heiskanen, 02 9359 6562

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Defence

Department of Defence

Closing date: Friday, 8 September 2017

Joint Capabilities Group
Joint Logistics Command, Logistics Assurance Branch

Job Title: Lead Asset Assurance Officer
JobType: Ongoing, Full-time
Location: Campbell - ACT
Salary: $65,133 - $71,109
Classifications: APS Level 4
Position No: JCG/02232/17
Agency Website: http://www.defence.gov.au/apscareers

Duties
An APS4 Lead Asset Assurance Officers overall purpose is to provide support to the Regional Asset Assurance Logistics Manager (RAALM) through undertaking essential functions that will ensure the efficient management and completion of the Defence agreed General Asset’s stock-take program. The successful candidate will work as the team leader of a small high tempo team and will be expected to have strong communication and business support skills as well as the ability to self-manage tasks through to completion. An APS4 Lead Asset Assurance Officer will possess strong supervisory abilities with well-developed communication skills both verbal and written for engaging key stakeholders through liaison, negotiation and consultation.

The position will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence’s business objectives. Demonstrated knowledge and/or experience within the asset assurance/auditing field or the ability to gain this knowledge quickly would be highly desirable. Strong data analysis and report writing skills are an essential requirement to fulfil the duties.

The successful applicant will undertake regular regional and occasional interstate travel. They will also need to be prepared to conduct stocktaking and assurance activities in a field training area, warehousing or base environments.

Eligibility

Mandatory Qualifications, Skills or Experience

- Demonstrated experience working in a logistics domain
- Experience with the planning and execution of stocktakes
- Experience in personnel management
- Working with asset management/logistics systems

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: <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>Leanne Bermingham, 02 6266 2744</th>
</tr>
</thead>
</table>

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Defence

Vacancy N.N. 10711747

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>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Adelaide - SA</td>
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<tr>
<td>Salary:</td>
<td>$98,967 - $111,633</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
</tr>
<tr>
<td>Position No:</td>
<td>VCDF/01998/17</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/?audience=defenceext

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

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Jim Porteous, 02 6266 3800</th>
</tr>
</thead>
</table>

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**Defence**

Department of Defence

Closing date: Monday, 11 September 2017

Defence People Group

People Policy & Culture, Defence Learning Branch

**Job Title:** ICT Systems Test Engineer

**JobType:** Ongoing, Full-time

**Location:** Pialligo - ACT

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

**Classifications:** APS Level 5

**Position No:** DPG/02027/17


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

**Duties**

Learning Branch is looking for and APSS 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: <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>Reuben Shaw, (02) 6127 2923</th>
</tr>
</thead>
</table>

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Defence
Vacancy N.N. 10711760

Department of Defence
Closing date: Monday, 11 September 2017

Chief Information Officer Group
ICT Operations Division, J6 Capability Coordination

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Director Information Sharing Capability Coordination</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Reid - ACT</td>
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<tr>
<td>Salary:</td>
<td>$78,304 - $89,449</td>
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<td>Classifications:</td>
<td>APS Level 6</td>
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<td>Position No:</td>
<td>CIOG/02049/17</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=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: <a href='http://www.apsc.gov.au/priorities/disability/recruitability' target='APSC recruitability page'>http://www.apsc.gov.au/priorities/disability/recruitability</a>.
**Defence**

**Vacancy N.N. 10711765**

**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>Job Type</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location</td>
<td>Melbourne - VIC; Canberra - ACT</td>
</tr>
<tr>
<td>Salary</td>
<td>$137,923 - $164,137</td>
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<tr>
<td>Classifications</td>
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<tr>
<td>Position No</td>
<td>CFO/01700/17</td>
</tr>
</tbody>
</table>

**Job Description**  
https://defencecareers.nga.net.au/cp/?audencetypecode=defenceext

**Duties**

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

Job Description https://defencecareers.nga.net.au/cp/?audiencetypecode=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: http://www.apsc.gov.au/priorities/disability/recruitability.png

To Apply

Position Contact: Mark Page, 02 9393 2514

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<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Assistant Director - Governance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JobType:</strong></td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Canberra - ACT</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>$98,967 - $111,633</td>
</tr>
<tr>
<td><strong>Classifications:</strong></td>
<td>Executive Level 1</td>
</tr>
<tr>
<td><strong>Position No:</strong></td>
<td>CIOG/01579/17</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/?audiencetypecode=defenceext](https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext)

**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.


3. **Communications** – Development, implementation and maintenance of ICT Security Branch’s Communication Strategy, enabling effective communication of ICT security issues and awareness to Defence users, Defence Senior Leadership and Defence partners (including industry).


**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: <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><strong>Position Contact:</strong></th>
<th>Amon Masters, 02 6144 4866</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>
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</table>

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**Defence**

**Vacancy N.N. 10711781**

**Department of Defence**  [Closing date: Monday, 11 September 2017](#)

Chief Finance Officer
Resource and Assurance, Directorate Asset Accounting

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Financial Accountant - Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JobType:</strong></td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Melbourne - VIC; Canberra - ACT</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>$71,477 - $76,561</td>
</tr>
<tr>
<td><strong>Classifications:</strong></td>
<td>APS Level 5</td>
</tr>
</tbody>
</table>
Job Description

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: <a href='http://www.apsc.gov.au/priorities/disability/recruitability'>http://www.apsc.gov.au/priorities/disability/recruitability</a>.

To Apply

Position Contact: Yihshan Yee, 03 9282 5556
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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>LTCOL Steve Pata, 02 6265 4249</th>
</tr>
</thead>
</table>

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Defence

Department of Defence

Vice Chief of the Defence Force
Joint Capability Management and Integration, Fuel Services

Closing date: Monday, 11 September 2017

Vacancy N.N. 10711805

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>SO3 Engineering - Infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Campbell - ACT</td>
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<tr>
<td>Salary:</td>
<td>$114,906 - $137,922</td>
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<tr>
<td>Classifications:</td>
<td>Executive Level 2</td>
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<tr>
<td>Position No:</td>
<td>VCDF/02054/17</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.defence.gov.au/apsicareers">http://www.defence.gov.au/apsicareers</a></td>
</tr>
</tbody>
</table>

Job Description  
https://defencecareers.nga.net.au/cp/?audience=defenceext

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 Professional 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: <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>Corina Glavan, (02) 6266 2078</th>
</tr>
</thead>
</table>

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**Defence**

Vacancy N.N. 10711814

**Department of Defence**  
Closing date: Monday, 11 September 2017

Estate and Infrastructure Group
Service Delivery, Customer Access Management

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Administration Officer</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>Campbell - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$71,477 - $76,561</td>
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<td>Classifications:</td>
<td>APS Level 5</td>
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<td>Position No:</td>
<td>EIG/00814/17</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/?audiencetypecode=defenceext

**Duties**

Our role within in 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.

To Apply

| Position Contact: | Noni Keenan, 02 6266 5925 |

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**Defence**

 Vacancy N.N. 10711820

**Department of Defence**

Closing date: Tuesday, 12 September 2017

Joint Capabilities Group

Joint Logistics Command, Joint Logistics Unit (North)

| Job Title: | Contract Management Officer |
| JobType: | Ongoing, Full-time |
| Location: | Darwin - NT |
| Salary: | $71,477 - $76,561 |
| Classifications: | APS Level 5 |
| Position No: | VCDF/01451/17 |
| Agency Website: | http://www.defence.gov.au/apscareers |

**Job Description**

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

**Duties**

Joint Logistics Unit (North) is seeking to recruit a high performing Contract Management Officer to join the Warehouse and Distribution department in their Contract Support Team. The Warehouse and Distribution department provides critical logistic support to Australian Defence Force elements operating across the Northern Territory, northern Western Australia, and Timor and Arafura Seas. This is achieved through various contracts and support arrangements with local, national and international businesses, as well as other government agencies.

The Contract Management Officer is accountable, under limited direction, to undertake complex contract management activities and tasks. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence’s mission and business objectives. The JLU(N) team operates in a fast paced and challenging environment, however team members are encouraged to undertake professional development opportunities and maintain an active lifestyle.

We are looking for a team member with the following attributes:

- A high standard of integrity and ethical behaviour and the ability to handle sensitive and confidential information.
- Excellent oral and written communication skills.
- The ability to interpret and apply existing policy and processes.
- The ability to conduct research as required and analyse information.
- Demonstrates creativity and initiative to solve problems.
- The ability to build and maintain productive relationships with fellow employees, stakeholders and clients.

If you possess these attributes and are looking to further your career in an organisation that will support your professional development, while delivering on the principle of work/life balance, then we would like to hear from you.

**Eligibility**

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

**Notes**
Defence

Department of Defence

Joint Capability Group

Defence International Training Centre

Vacancy N.N. 10711821

Closing date: Tuesday, 12 September 2017

Job Title: Language Teacher - TESOL

JobType: Ongoing, Full-time

Location: Laverton - VIC

Salary: $71,477 - $76,561

Classifications: APS Level 5

Position No: VCDF/01923/17

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

Job Description

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

Duties

Defence International Training Centre (DITC) is offering three TESOL English Language Teacher positions - one permanent and two non-ongoing (advertised separately). The primary role is classroom teaching and the provision of individual support to adult military students. Other duties include the design and preparation of classroom materials, developing on-line learning resources and the participation in English proficiency testing.

Eligibility

An undergraduate degree and a recognised practical Teaching English to Speakers of Other Languages (TESOL) qualification such as CELTA or DELTA.

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: <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

Position Contact: John Dickson, (03) 9256 2045


This notice is part of the electronic Public Service Gazette PS35 - 31 Aug 2017 Published by Australian Public Service Commission.

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

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies
Job Title: Language Teacher - TESOL
Job Type: Non-ongoing (Temporary), Full-time
Location: Laverton - VIC
Salary: $71,477 - $76,561
Classifications: APS Level 5
Position No: VCDF/02140/17
Agency Website: http://www.defence.gov.au/apscareers

Job Description

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

Duties
Defence International Training Centre (DITC) is offering three TESOL English Language Teacher positions - two non-ongoing and one permanent (advertised separately): The primary role is classroom teaching and the provision of individual support to adult military students. Other duties include the design and preparation of classroom materials, developing on-line learning resources and the participation in English proficiency testing.

Eligibility
An undergraduate degree and a recognised practical Teaching English to Speakers of Other Languages (TESOL) qualification such as CELTA or DELTA.

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
18 months with a possibility of an extension

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the 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

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Job Description

Duties
An APS4 Lead Asset Assurance Officers overall purpose is to provide support to the Regional Asset Assurance Logistics Manager (RAALM) through undertaking essential functions that will ensure the efficient management and completion of the Defence agreed General Asset’s stocktake program.

The successful candidate will work as the team leader of a small high tempo team and will be expected to have strong communication and business support skills as well as the ability to self-manage tasks through to completion.

An APS4 Lead Asset Assurance Officer will possess strong supervisory abilities with well-developed communication skills both verbal and written for engaging key stakeholders through liaison, negotiation and consultation. The position will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence’s business objectives. Demonstrated knowledge and/or experience within the asset assurance/auditing field or the ability to gain this knowledge quickly would be highly desirable. Strong data analysis and report writing skills are an essential requirement to fulfil the duties.

The successful applicant will undertake regular regional and occasional interstate travel. They will also need to be prepared to conduct stocktaking and assurance activities in a field training area, warehousing or base environments.

Eligibility
Mandatory Qualifications, Skills or Experience

- Demonstrated experience working in a logistics domain
- Experience with the planning and execution of stocktakes
- Experience in personnel management
- Working with asset management/logistics systems

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.

To Apply

Position Contact: Michael Thurley, (02) 6055 4042

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Job Description

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

Duties

The Australian Signals Directorate (ASD) is looking to fill specialist leadership roles in its Cyber Security mission. These roles encompass technical roles across ASD cyber security remit and provide a unique opportunity to join the Australian government’s operational cyber security capabilities.

The roles include:

1. Malware Analyst
   Subject matter expertise and clear technical direction through information and cyber security consultancy focused on Malware analysis; producing, coordinating and providing leading edge and unique advice and assistance on contemporary information and cyber security challenges to stakeholders; researching emerging technology and applying contemporary knowledge to identify information and cyber security trends/vulnerabilities and develop mitigation guidance; and generating and exploring innovative analytical and researching activities to meet the current and future information and cyber security needs of stakeholders.

2. Vulnerability Researcher
   Performing penetration testing of ICT products, identifying weaknesses and other vulnerabilities, developing proof of concept exploits where required, developing mitigations, and communicating these weaknesses and mitigations to vendors and ASD’s customers. The role will require the successful applicant to leverage knowledge and experience with software development in a range of high level and low level languages, networking technology, operating systems, reverse engineering of software and network protocols, ICT system design and/or administration, as well as the application of fundamental cyber security principles.

3. Emerging Technology Researcher and Security Architect
   Identifying security threats posed by emerging technologies across the ICT domain. They will undertake test development, testing and reporting focused on providing security architecture advice and written security guidance that enables ASD’s customers to understand the associated risks and securely embrace such technologies. The role will require the successful applicant to leverage knowledge and experience in threat modeling, software development across a range of high level and low level languages, networking technologies, operating systems, ICT system design and/or administration, as well as applying fundamental cyber security principles.

4. Investigations Technologist
   Leading all direction, remediation and mitigation efforts involving cyber intrusions or attacks on Australian Government systems, and systems of national importance. This requires experience in cyber incident investigation and planning, an understanding of the cyber threats to the Australian Government and a thorough understanding of information and communications technology security and forensic analysis.

Eligibility

Prior to commencement successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment. For more information refer to the Information Pack.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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.aps.gov.au/priorities/disability/recruitability/. For a full statement see: http://www.aps.gov.au/priorities/disability/recruitability/.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>(02) 6266 5075</th>
</tr>
</thead>
</table>

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Defence

Department of Defence
Closing date: Tuesday, 12 September 2017

Vacancy N.N. 10711847

Air Force
Deputy Chief of Air Force, Logistics Branch – Air Force

Job Title: ICT Business Analyst
JobType: Non-ongoing (Temporary), Full-time
Location: Russell - ACT
Salary: $71,477 - $76,561
Classifications: APS Level 5
Position No: AF/02260/17
Agency Website: http://www.defence.gov.au/apscareers

Job Description https://defencecareers.nga.net.au/cp/?audencetypecode=defenceext

Duties
Air Force (LOGBR-AF) is looking for an experienced Information Technology Business Analyst to provide technical advice on Air Force input to the Enterprise Resource Planning (ERP) Program. The applicant must have demonstrable experience in defining functional and non-functional requirements for ICT systems. Familiarity with either current defence Logistics Information Systems or with SAP systems is highly desirable. Due to the breadth of business requirements covered in the ERP program, the applicant must show an ability to work well in a multi-disciplinary environment, and must show an ability to translate technical requirements into a format for discussion with business Subject Matter Experts (SMEs).

The applicant should be able to demonstrate experience in gathering requirements and outputs from legacy ICT systems and through business process mapping or similar activities compare this against expected outcomes for new initiatives. The applicant must demonstrate their ability to work within applicable policy and procedures and possess well developed written and verbal communication skills. An understanding of Defence’s ICT technical architecture and organisational hierarchy is highly desirable.

The position non-ongoing for a period of eight (8) years, which is the estimated time it will take to complete the ERP. The position is Canberra-based with some domestic travel required.

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

Notes
Non-ongoing opportunity will be offered for a specified task
for a period of eight (8) 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: <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
Position Contact: Glen Johnson, 02 6265 1572

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. that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
. applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies
**Job Title:** Signals Intelligence Director  
**Job Type:** Ongoing, Full-time  
**Location:** Russell - ACT  
**Salary:** $114,906 - $137,922  
**Classifications:** Executive Level 2  
**Position No:** SPI/02156/17 | Several Positions  
**Agency Website:** http://www.defence.gov.au/apscareers

**Job Description**  
https://defencecareers.nga.net.au/cp/?audienctypecode=defenceext

**Duties**  
The Australian Signals Directorate (ASD) is the national agency responsible for the collection and analysis of foreign signals intelligence, and the provision of cyber security advice and assistance to Australian government agencies. ASD also works closely with industry to develop and deploy secure cryptographic products. ASD’s Cryptologic Mission Division is looking to fill several Signals Intelligence Director positions. These senior positions provide a unique opportunity to join ASD and directly contribute to the strategic direction and capability development for all of the agency’s intelligence, effects and security missions, including through:

- providing strategic policy advice;
- governance and compliance support;
- ICT and infrastructure support;
- business and corporate management; and
- skills enablement.

These roles will also require senior engagement with ASD’s domestic and international partners. The ideal candidates will have:

- demonstrated high-level appreciation of the intelligence and security challenges facing Australia;
- demonstrated high-level leadership, management and organisational skills;
- demonstrated high-level stakeholder engagement skills; and
- a practical, results-focused approach, combined with excellent judgement and communication skills.

**Eligibility**  
Prior to commencement successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment. For more information refer to the Information Pack.

**Notes**  
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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>(02) 6266 5719</th>
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</thead>
</table>

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

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**Defence**  
**Vacancy N.N. 10711855**  
**Department of Defence**  
**Closing date: Tuesday, 12 September 2017**  
**ARMY**  
Army Headquarters, Chief of Staff

| Job Title: | Graphic Designer |
Job Description

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

Duties

The APS5 Graphic Designer will coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They may be a team coach or supervise a small operational team and are expected to be capable of reviewing and developing the quality of work undertaken by others within a work group.

The APS5 Graphic Designer will be required to engage with relevant stakeholders to identify expectations and concerns and develop a clear understanding of the issues and solutions to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Within the Communication function an APS5 Graphic Designer is accountable under limited direction to undertake complex graphic design activities. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence’s mission and business objectives. They will undertake various 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

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 up to 12 months

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

Position Contact: Kate Kovacevic, (02) 6265 2656

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Duties
Explosive Materiel Branch (EMB) manages the acquisition and sustainment of all explosive ordnance capabilities for the Australian Defence Force (ADF), including missiles, bombs, torpedoes and ammunition for everything from small arms to Howitzers and much more.

The Maritime Explosive Ordnance Systems Program Office (MEOSPO) within EMB works closely with the Royal Australian Navy to provide the warfighter with vital offensive and defensive capabilities.

The Maritime Explosive Ordnance System Program Office (MEOSPO) is seeking enthusiastic and responsible individuals to work as part of a small team of technical staff within its Torpedo Maintenance Facility at HMAS Stirling WA to undertake the role of Explosive Ordnance Armaments Technician. The role involves performing technical activities associated with the maintenance and certification of torpedoes. The maintenance team plays a vital role in the delivery of the latest guided weapons for the Defence Force.

The maintenance activities are carried out under Explosive Ordnance Technical Regulatory Authority (TRA). These activities are performed under limited direction and include, but are not limited to:

- Conduct and certify the maintenance, breakdown, repair, assembly, alignment/calibration, test, inspection, technical certification and safety of guided weapon technical maintenance tasks.
- Utilise technical data, publications or documentation associated with technical activities within an explosive ordnance field.

Eligibility
Qualifications/Experience Requirements:
Must hold an Australian Qualifications Framework Certificate III in a trade/technical category of Electro-mechanical, Mechanical, Explosive Ordnance or Electronics (or comparable Certificate III level qualifications from a recognised organisation).

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

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

This position is a non-ongoing (temporary) opportunity available for up to 18 months with the potential to be extended up to 3 years. The position may also become ongoing (permanent) within 12 months of advertisement in the Public Service Gazette. However, as there is no guarantee this will occur, potential applicants should apply on the basis that the position is a non-ongoing employment opportunity only.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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).

To Apply
Position Contact: Rick Lowe, 08 9553 2190

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Defence
Vacancy N.N. 10711864
Department of Defence
Closing date: Tuesday, 12 September 2017
Joint Operations Command
Headquarters Joint Operations Command, ADSTC

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Administration Officer - Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Fyshwick - ACT</td>
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</tbody>
</table>
Salary: $71,477 - $76,561
Classifications: APS Level 5
Position No: JOC/02183/17
Agency Website: http://www.defence.gov.au/apscareers

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

Duties
The Australian Defence Simulation and Training Centre (ADSTC) is the focal point within Defence for Modelling and Simulation (M&S), it provides leadership on the use of M&S within Defence and delivers virtual and constructive joint collective training capabilities for the ADF. We are seeking to recruit a high performing administration officer to join the Simulation Governance Directorate, as the Administration Officer - Programs, within the Simulation Programs team. The Simulation Programs team administers the Whole of Government Simulation Support Panel, the Defence Simulation Minors Capital Program, and ADSTC internal services as well as coordinating the biannual Synthetic Environment Working Groups which are attended by representatives from Industry, Academia, and other Government departments.

The team operates in a challenging environment and team members are expected to be proactive, conducting their activities in accordance with legislation, policy and procedures. We are looking for a team member with the following attributes:

- the ability to apply existing policy and follow existing processes;
- the ability to conduct research as required, analyse information and develop reports;
- have well developed communication skills; and
- the ability to build and maintain productive relationships with stakeholders.

If you possess these attributes and are looking to further your career in an organisation that will support your professional development, while delivering on the principle of work/life balance, then we would like to hear from you.

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: Steven Watt, (02) 6266 1667

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Job Description

Duties
Manager Advanced Ordnance Technologies:
The Manager of Advanced Ordnance Technologies (MAOT) Section leads, manages and works as part of an integrated team that undertakes activities involving the handling, transportation and storage of weapons materiel including explosive ordnance (EO), energetic materials, non-explosive dangerous goods and associated items managed as EO. Under the broad supervision of the DST program leader, MAOT works with considerable independence, and liaises closely with the Defence sponsor to determine tasking requirements. MAOT is responsible for Discipline outcomes including safety and security aspects of the AOT program.

Key requirements:
• Explosive ordnance experience in one or more of: operations, management, logistics, disposal and licensing.
• Demonstrated ability to review, assess, control and manage safety and risks associated with complex operations involving hazardous materials.

Manager Research Explosive Ordnance:
The Manager Research Explosive Ordnance (EO) will lead, manage and provide technical direction to the Defence Science Technology Group (DST Group) EO Safety Management function, the Explosive Ordnance Management Team (EOMT) and related reform initiatives to support the delivery of science and technology (S&T) programs involving EO. The Manager Research EO will report to the Research Leader Explosives Systems and Effects (RLESE).

Key requirements:
• Explosive ordnance experience in one or more of: operations, management, logistics, disposal and licencing.
• Demonstrated ability to review, assess, control and manage safety and risks associated with complex operations involving hazardous materials.

Eligibility
Prior to commencement successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment. For more information refer to the Information Pack.

Notes
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To Apply

Position Contact: Peter Gerhardy, 08 7389 5450

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Job Description

Duties
Are you the sort of editor who can help writers improve their product, maintain high standards and be innovative? If so, Defence’s Joint Doctrine Directorate could provide your next career step. We are looking for an experienced editor who can help us sustain a record of excellent products. You will work with a team of production, multimedia and subject matter professionals to create and codify new knowledge for the Australian Defence Force. You can expect to work across book and multimedia productions, and bring your eye for detail and improvement, so our products are engaging and useful for our audience. The successful applicant will have formal qualifications in editing, and be expected to retain membership of a suitable nationally-recognised editorial society.

Eligibility
Qualification that allows the applicant to be a member of a nationally-recognised society of editors.

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#).
The Australian Defence College Headquarters (ADCHQ) and Australian Defence Force Sport (ADF Sport) provide a range of essential enabling services to support Command priorities and the delivery of Defence capability outcomes. To succeed in these management roles, we are looking for leaders who can communicate effectively, problem solve and influence change, build relationships with stakeholders at various level including Senior Leadership Group.

The role of Assistant Business Manager (ABM) ADC is required to work under minimal direction. The ABM is responsible for the oversight and management of the ADC resources, and requires a high level understanding of key business practices and drivers and the ability to develop and implement business strategies including financial management activities (budget management, analysis and reporting, and financial aspects of the ADC workforce). They are also responsible for the oversight of complex procurement activities and provide guidance to the contract manager for the Academic Contracts for the Australian Command and Staff College and the Centre of Defence Strategic Studies.

The role of Deputy Director Australian Defence Force Sport (DD-ADF Sport) is responsible for the oversight and management of ADF sporting programs under the guidance of the Director ADF Sport. The position will require a high level of understanding of business practices and policies related to ADF Sport including personnel and financial management. Experience and comprehensive knowledge of program delivery, resource management and policy implementation is required. The DD-ADF Sport will be responsible for business performance and reform, implementation, compliance, and review of policies and procedures relevant to their work.

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>Tanja Cummings, 02 6266 0319</th>
</tr>
</thead>
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Department of Defence

Department of Defence

Vacancy N.N. 10711881

Closing date: Wednesday, 13 September 2017

Defence People Group
People Strategy and Culture, Defence Indigenous Affairs

<table>
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<th>Job Title:</th>
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<tr>
<td>JobType:</td>
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<tr>
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<td>Position No:</td>
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</table>

Job Description [https://defencecareers.nga.net.au/cp/?audience=defenceext](https://defencecareers.nga.net.au/cp/?audience=defenceext)
The Directorate of Indigenous Affairs is responsible for Aboriginal and Torres Strait Islander engagement, cultural awareness, specialised Australian Defence Force and Australian Public Service recruitment and retention programs. As a member of a geographically dispersed team, you will support a number of the Defence Indigenous programs and assist the team in designing and implementing a range of new initiatives to maintain and increase Indigenous representation in the Defence workforce.

As this position is situated within the Directorate of Indigenous Affairs, it is an Identified Position with specific selection criteria that signify the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people.

Those criteria are provided below and would need to be met by any incumbent in the position:

a. an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people; and.

b. an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

**Eligibility**
Applicant must be able to obtain and maintain a security clearance at ‘Baseline Vetting’ Level

**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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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:  

**To Apply**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Christina Heath, 02 6127 2049</th>
</tr>
</thead>
</table>

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**Defence**

**Department of Defence**

Closing date: Wednesday, 13 September 2017

Strategic Policy & Intelligence  
Australian Signals Directorate, Network Operations & Access

<table>
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<tr>
<th>Job Title:</th>
<th>Administration Officer</th>
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<tr>
<td>JobType:</td>
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<td>Location:</td>
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<tr>
<td>Salary:</td>
<td>$78,304 - $89,449</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
</tr>
<tr>
<td>Position No:</td>
<td>SPI/02230/17</td>
</tr>
</tbody>
</table>

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

**Duties**
"Reveal their secrets – protect our own"

The Australian Signals Directorate (ASD) is Australia’s foreign signals intelligence and information security agency. Every day, ASD makes critical contributions to protecting the lives and safety of Australians at home and overseas through the provision of accurate, timely intelligence. ASD operates in that thin line between the difficult and the impossible.

Access and Effects Enablement Branch within ASD is seeking strongly motivated individuals with drive, integrity and a strategic focus to fill an Administration Officer position within the Branch. This position plays a vital role in enabling the Project Management teams to deliver cutting edge products and systems that support ASD’s ability to provide vital Intelligence to Government and wider Defence.

The Administration Officer position is accountable under broad direction to perform a range of financial administration tasks including complex to very complex financial management tasks to support major capability acquisition projects and the wider division.

The successful applicant will working alongside remarkable people in a high pace exciting environment to:

• provide administrative, financial and procurement advice and support to Project Managers and Divisional staff;
• undertake complex administration, financial and procurement activities to assist in the delivery of Network Operations and Access Divisions services;
• identify and interpret relevant finance and procurement legislation, work practices, procedures and policies to the work area.

Applicants will be expected to meet a high level of attention to detail while providing the required outcomes.

Applicants should be team players who value working collaboratively, supporting your colleagues to solve problems, achieving objectives and have the personal integrity required to hold a security clearance.

Eligibility
Prior to commencement successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment. For more information refer to the Information Pack.

Notes
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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.aps.gov.au/priorities/disability/recruitability target='APSC recruitability page'>http://www.aps.gov.au/priorities/disability/recruitability</a>.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>(02) 6128 6866</th>
</tr>
</thead>
</table>

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Defence

Department of Defence

Vacancy N.N. 10711897

Closing date: Wednesday, 13 September 2017

Estate and Infrastructure Group

Service Delivery, Regional Services North & Central

Job Title: Base Support Manager (expected vacancy)
JobType: Ongoing, Full-time
Location: Tindal - NT; Townsville - QLD
Salary: $98,967 - $111,633
Classifications: Executive Level 1
Position No: EIG/02043/17
Agency Website: http://www.defence.gov.au/apscareers

Job Description https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext
Duties
The EL1 Base Support Manager is the key operational conduit between resident units, the general public and Service Delivery Northern and Central Zone.

The Base Support Manager is accountable to the customer and senior Defence leadership to support capability on bases (these roles are located at RAAF Base Tindal and RAAF Base Townsville). The role provides a key point of escalation and support to military planning and exercises and acts at times to ensure national project delivery is supported with local intelligence and coordination of stakeholders.

The Base Support Manager has considerable customer engagement and the role is crucial to delivering the outcomes of the integrated service delivery program and managing internal stakeholders.

The role provides a point of contact and support for all APS staff on base and a focus for community engagement with Defence

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: Julie Holder, 0412 254 014

Defence
Department of Defence Vacancy N.N. 10711960
Defence People Group
People Services
Closing date: Thursday, 14 September 2017

Job Title: Senior Recruitment Officer
JobType: Ongoing, Full-time
Location: Melbourne - VIC
Salary: $71,477 - $76,561
Classifications: APS Level 5
Position No: DPG/02223/17
Agency Website: http://www.defence.gov.au/apscareers

Job Description
https://defencecareers.nga.net.au/cp/?audencetypecode=defenceext
Duties
If your passion is providing superior customer service and creative recruitment solutions to customers and candidates, then this is the opportunity for you!

The opportunity on offer is an ongoing position in our Melbourne office. You will lead an energetic team responsible for delivering a wide range of recruitment and selection activities. You will provide a contemporary customer focused service and engage in consultation with stakeholders to offer innovative recruitment solutions. Ideally, you will use your solid exposure in a human resources or recruitment environment to ensure that business processes and performance metrics compare to industry best practice.

The ideal candidate will possess:
• Strong customer service and exceptional people skills with the ability to liaise with people at all levels.
• An ability to lead, motivate and build a strong team culture.
• A genuine passion for candidate care and value adding to the recruitment process.
• Ability to take initiative and achieve results.
• A capability to provide advice, influence and implement strategic recruitment initiatives and reform.
• An interest in creating a versatile, dynamic and innovative work force.

A Merit pool of suitable candidates will be created for future job vacancies which may arise over the next 12 months in Melbourne.

Interested? Know someone who might be? This is a great opportunity to join the Australian Public Service. Who knows where it might lead.

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

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Chrissy McCauley, 03 9282 3149</th>
</tr>
</thead>
</table>

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Within the Budgeting function an EL1 Finance Manager - Budget is accountable under broad direction to undertake complex to very complex budget management activities. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence’s mission and business objectives. They will have experience and comprehensive knowledge of the budget management function and are responsible for the development, implementation, compliance with 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: <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>Aaron Harper, 02 6265 7100</th>
</tr>
</thead>
</table>

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**Defence**

**Vacancy N.N. 10711976**

**Department of Defence**

Closing date: Thursday, 14 September 2017

Capability Acquisition and Sustainment Group
Joint Systems, Critical Systems

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Ground Networks Test Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Fyshwick - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$71,477 - $76,561</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
</tr>
<tr>
<td>Position No:</td>
<td>CASG/01855/17</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/?audientypecode=defenceext](https://defencecareers.nga.net.au/cp/?audientypecode=defenceext)

**Duties**
The Ground Network (GN) Test Analyst will work as a member of a small team to perform complex integration, test and evaluation activities of ADF Multi-Tactical Data Link systems, including: Conformance to Standard (CTS) testing; and single service, joint or combined interoperability testing. The GN Tester will work within the ADFTA Engineering Management System.

**Eligibility**
Minimum tertiary qualifications and professional development sufficient to obtain recognition as a Member, Engineering Technologist member or Engineering Associate member with the Australian Institution of Engineers (“Engineers Australia”) in a relevant technical field.

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: <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>Paul Smith, 02 6266 0829</th>
</tr>
</thead>
</table>
Vacancy N.N. 10711988

**Department of Defence**

**Closing date:** Thursday, 14 September 2017

**Defence**

**Chief Information Officer Group**

**ICT Operations Division, Enterprise Technology Operations**

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**Job Title:** ICT Security Specialist (COMSEC)

**JobType:** Ongoing, Full-time

**Location:** Edinburgh - SA; Bullsbrook - WA

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

**Classifications:** APS Level 5

**Position No:** CIOG/00979/17


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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.aps.gov.au/priorities/disability/recruitability](http://www.aps.gov.au/priorities/disability/recruitability)
To Apply

Position Contact: Roger Price, (08) 7383 0045

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Education and Training

Vacancy N.N. 10711803

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing date: Friday, 15 September 2017

Job Title: Director Business Innovation
JobType: Ongoing, Full-time
Location: Canberra - ACT
Salary: $106,861 - $119,411
Classifications: Executive Level 2
Position No: 00029726

Job Description

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

Selection Documentation: Dr Lisa Strelein, 02 6246 1155, recruitment@aiatsis.gov.au
Position Contact: Dr Lisa Strelein, 02 6246 1155
Apply: Recruitment GPO Box 553 Canberra ACT 2601
Agency Recruitment Site: http://www.aiatsis.gov.au
Education and Training

Australian Skills Quality Authority (ASQA)

Vacancy N.N. 10711782

Closing date: Monday, 11 September 2017

Strategic Reviews

Job Title: Program Support Officer
Job Type: Ongoing, Full-time
Location: Brisbane - QLD
Salary: $69,218 - $73,661
Classifications: APS Level 5
Agency Website: http://www.asqa.gov.au

Job Description


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.

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

Position Contact: Bronwen Griffiths, (07) 3223 1137
Agency Recruitment Site: http://www.asqa.gov.au

**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**

<table>
<thead>
<tr>
<th>Position Contact</th>
<th>Megan Williams, (02) 6240 8959</th>
</tr>
</thead>
</table>

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**Education and Training**

**Vacancy N.N. 10711799**

**Australian Skills Quality Authority (ASQA)**

**Risk, Intelligence and Regulatory Support**

**Finance and Facilities**

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

<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>
</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.

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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Education and Training

Vacancy N.N. 10711932

Australian Skills Quality Authority (ASQA) Closing date: Wednesday, 13 September 2017
Regulatory Operations
Regulatory Operations Melbourne

| Job Title: | Lead Regulatory Officer |
| JobType: | Ongoing, Full-time |
| Location: | Melbourne - VIC |
| Salary: | $78,673 - $85,178 |
| Classifications: | APS Level 6 |
| Agency Website: | http://www.asqa.gov.au |


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 Regulatory Operations team is a multidisciplinary team which uses a number of regulatory tools to respond to high risk regulatory matters in accordance with the National VET Regulator’s risk management framework, incorporating the VET Quality Framework; the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students and where applicable the ELICOS National Standards.

The matters dealt with by the Regulatory Operations team could include high risk complaints, applications for renewal or an activity from the annual Regulatory Strategy.

Working as part of a team the Lead Regulatory Officer will be required to analyse allocated complaints and regulatory matters and make a determination regarding the appropriate regulatory response under the national framework which may include conducting a regulatory activity.

The Lead Regulatory Officer is responsible for carrying out a range of duties including:
• determining further information requirements and the appropriate regulatory tool (including audits) to use for the collection of the information or evidence;
• undertaking analysis of allocated regulatory matters and making recommendations about a provider’s compliance with the Standards;
• leading and supervising an audit team in undertaking on-site audits;
• preparing briefs and reports including making recommendations for Commissioners in relation to regulatory matters and working collaboratively with the Enforcement and Investigations team to make a determination as to the appropriate coercive power and/or action in relation to regulatory matters;
• contributing to the development of educational products which may include delivering training sessions and educating stakeholders in relation to their obligations and the requirements under the Standards;
• providing guidance and support to other team members and other internal stakeholders; and
• proposing and facilitating initiatives and contributing generally to business improvement strategies and change in the workplace.

### To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Arvid Yaganegi, (03) 8613 3961</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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### Employment

**Australian Building and Construction Commission**

<table>
<thead>
<tr>
<th>Vacancy N.N. 10711934</th>
</tr>
</thead>
</table>

**Australian Building and Construction Commission**

Closing date: Wednesday, 13 September 2017

**Southern Region**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Investigator</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Hobart - TAS</td>
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<tr>
<td>Salary:</td>
<td>$82,258 - $94,623</td>
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<tr>
<td>Broadband:</td>
<td>Broadband 2 – APS 4-6 (APS Level 4, APS Level 5, APS Level 6)</td>
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<td>Classifications:</td>
<td>APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>JM0452</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="https://www.abcc.gov.au/">https://www.abcc.gov.au/</a></td>
</tr>
</tbody>
</table>

**Job Description**

**Duties**
Australian Building and Construction Commission (ABCC) promotes an improved workplace relations framework to ensure that building work is carried out fairly, efficiently and productively for the benefit of all building industry participants, without distinction, and for the benefit of the Australian economy as a whole. The ABCC works to achieve this framework by providing assistance, advice and education to the industry; monitoring and promoting compliance with relevant laws; undertaking enforcement activities; using information and analysis to inform decision making.

Senior Investigators are primarily responsible for undertaking assessments, investigations and audits into breaches of Commonwealth workplace laws including the Building and Construction Industry (Improving Productivity) Act 2016 (BCIIP Act), the Fair Work Act 2009 (FW Act), the Building Code 2013, the Building Code 2016 and other laws relating to the building and construction industry.

APS 6 Senior Investigators will be highly experienced in conducting complex investigations, be able to provide high level advice to senior management; demonstrate a well-developed ability to interpret and apply the law; possess excellent interpersonal skills; have the capacity to work independently and as a member of the team; and to deal with conflict in a professional manner.

Senior Investigators must be prepared to travel regionally and interstate for up to a number of weeks at a time for operational training or to assist in other ABCC offices. They must also hold a current driver’s licence. The successful applicant will be appointed as an Inspector under the BCIIP Act.

Eligibility

Australian citizenship is required for employment at the ABCC.

To be eligible for employment all preferred candidates are required to undergo a pre-employment screening. Screening checks include character, security and health clearances. Some positions may require additional checks to be performed and require a security clearance.

Notes

Non-ongoing opportunity will be offered for a specified term

This vacancy is available as an ongoing or non-ongoing opportunity. Should the role be offered in a non-ongoing capacity, it would be offered for a fixed term of 12 months.

To Apply

Selection Documentation: recruitment@abcc.gov.au, recruitment@abcc.gov.au
Position Contact: Matt Tarpkos, 03 8509 3011
Agency Recruitment Site: https://www.abcc.gov.au/working-abcc

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Comcare

Corporate Management Group, Finance and Assurance

Closing date: Sunday, 3 September 2017

Job Title: Financial Accountant
JobType: Ongoing, Full-time
Location: Canberra - ACT
Salary: $101,827 - $121,332
Classifications: Executive Level 1

Duties

The Financial Accountant is responsible for providing financial accounting services and advice on all aspects of financial statements, taxation, asset management, accounting policies, procedures, accounting standards, investment and treasury management, external financial reporting and monthly end processes.

The Accountant will provide technical accounting advice and support to Comcare employees on finance policy, processes, systems and issues while promoting and managing complex relationships with internal and external clients, stakeholders and service providers. The Accountant will research, analyse, review and evaluate accounting issues, implement policies, procedures and processes, whilst initiating a passion for continuous improvement and drive a change program.

The role is responsible for managing Comcare’s investment portfolio and providing secretarial role to Comcare Investment Committee. The Accountant will research, analyse and draft meeting papers and engage with external stakeholders in the development and implementation of investment strategy.

The Accountant will have high level leadership capability and superior management skills that demonstrate an ability to achieve organisational objectives through successful planning techniques. The Accountant will also possess a high level of accounting, skills, knowledge and experience in addition to participating, contributing and collaborating within large teams. The role manages, mentors and evaluates team and individual performance, and provide regular feedback to team members.

Eligibility
- Undergraduate degree in a relevant field e.g., commerce, accounting, statistics, business informatics etc;
- CPA (certification) and/or CA;
- Demonstrated achievements in financial management; and/or
- Relevant Post Graduate qualification/s.

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: <a href='http://www.apsc.gov.au/priorities/disability/recruitability' target='APSC recruitability page'>http://www.apsc.gov.au/priorities/disability/recruitability</a>.

About Comcare
Comcare’s role is to have a positive impact on reducing injury and harm in the workplace. Comcare’s work underpins quality workplaces and plays a vital role supporting workforce participation and productivity.

Please visit Comcare’s website at http://www.comcare.gov.au/careers for further information about working at Comcare and how to apply for vacancies.

To Apply

| Position Contact: | Seyhan Aka, 026275 0613 |

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Employment

Vacancy N.N. 10711834

Comcare

Corporate Management, Technology and Information Management

| Job Title: | APS4 Debt Recovery Officer |
| JobType: | Ongoing, Full-time |
| Location: | Canberra - ACT |
| Salary: | $65,508 - $71,644 |
| Classifications: | APS Level 4 |

To apply visit Comcare’s website at http://www.comcare.gov.au/careers for further information about working at Comcare and how to apply for vacancies.
The Claims Management group is responsible for the primary determination (that is the acceptance or rejection of liability) of new workers' compensation claims and the ongoing management of accepted claims. The group has several teams that deliver one of Comcare's primary functions, to holistically manage workers' compensation claims for the Australian and ACT Government Public Sectors. This function is delivered with an emphasis on providing early intervention and support to achieve early and sustainable return to work and well-being outcomes, in a cost-effective manner.

The Stakeholder Support and Innovation team consists of highly skilled and adaptable staff who provide specialised claims management services and advice for employees, rehabilitation case managers and treatment providers.

The team plays a pivotal role in providing professional claims management support in order to achieve successful recovery at work and return to work outcomes.

**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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**To Apply**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Kellee Alley, 02 6275 0005</th>
</tr>
</thead>
</table>

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**Department of Employment**

**Delivery and Engagement Group**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>State Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Adelaide - SA; Darwin - NT; Perth - WA</td>
</tr>
<tr>
<td>Salary:</td>
<td>$121,929 - $146,360</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 2</td>
</tr>
<tr>
<td>Position No:</td>
<td>1914328</td>
</tr>
</tbody>
</table>

**Job Description**

**Duties**
The Delivery and Engagement Group (DEG) is responsible for frontline service delivery of the Department of Employment’s policies and programs to assist job seekers into work, meet employer needs and increase Australia’s workforce participation.

As a State Manager (EL2), you will be part of the Department’s senior leadership team and will contribute to corporate management, planning and reporting, and interdepartmental liaison and negotiations. You will be responsible for undertaking high level direction of labour market strategies and program delivery performance, and high level representation with external stakeholders including employers, State Government agencies, local councils, non-government organisations and contracted providers, to collaboratively advance the Department’s business interests.

Your role will include effective delivery of policies and programs to improve job prospects for young job seekers, mature age job seekers and Indigenous job seekers, as well as facilitate opportunities for greater female participation including in non-traditional roles.

To be successful you will have the following skills, experience and attributes:

• Highly motivated with significant management experience
• High level ability to develop and manage key strategic relationships with a broad range of stakeholders, promoting the Department’s business objectives
• Ability to represent and negotiate on behalf of the Department
• Experience in managing stakeholders, including strong negotiation and influencing skills
• Demonstrated leadership skills to set strategic direction, develop long term plans and implement operational strategies
• Ability to work collaboratively across the department and stakeholders to respond to emerging issues.

Before applying, please obtain selection documentation from Hays Human Resources vacancy page https://www.hays.com.au/jobs/ searching under the Ref. No. 1914328. If after reading the selection documentation, you require further information please contact Claire Anderson on 02 6112 7650.

Applications close midnight AEST Sunday 17 September 2017.

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

The positions will be filled on a term transfer basis for a period of three years with an option to extend for an additional year subject to the agreement of the employee and the Department. Candidates external to the Australian Public Service will be issued with a non-ongoing contract for the period of the term transfer arrangement. Ongoing APS employees will be transferred temporarily into the position for the duration of the term.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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 Employment
At the Department of Employment we are forward looking and strive to be innovative in everything we do. We are a workforce that is agile, resilient and productive because we understand that creating more jobs and great workplaces starts with us.

We are proud of the strong culture we have built, one that values inclusiveness and equal opportunity and we embrace the benefits of flexibility in our workplace. We are committed to building an environment that supports and embraces all elements of diversity. We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander Australians, people from culturally diverse backgrounds and people with disability.

To Apply

| Position Contact: | Claire Anderson, 02 6112 7650 |

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Environment

Bureau of Meteorology
Closing date: Thursday, 14 September 2017

Business Solutions
Aviation, Land and Maritime Transport, Aviation Meteorological Services

| Job Title: | Project Officer - Aviation |
**Job Type:** Ongoing, Full-time  
**Location:** Docklands - VIC  
**Salary:** $92,560 - $104,260  
**Classifications:** Executive Level 1  
**Position No:** 10249

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**Job Description**  

**Duties**  
The Bureau is seeking an experienced Project Officer with the capabilities required to manage the delivery of multiple concurrent projects for the Aviation Meteorological Services Section. The projects are multi-disciplined and will involve working with colleagues across several Programs of the Bureau including managing technical input from areas such as information systems and services, research and operational forecasting.

This position would suit an applicant with track record in project management, excellent communication skills, has experience establishing strong working relationships with stakeholders and project team members and has an ability to work in a team environment.

Please review the Bureau's careers webpage for full job details.

**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: <a href='http://www.apsc.gov.au/priorities/disability/recruitability' target='APSC recruitability page'>http://www.apsc.gov.au/priorities/disability/recruitability</a>.

**About Bureau of Meteorology**  
The Bureau of Meteorology is an Equal Opportunity Employer. Applicants who are 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.

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**To Apply**

**Position Contact:** Marcelle Munro, 03 9669 4273  
**Agency Recruitment Site:** http://www.bom.gov.au/

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**Environment**  
Vacancy N.N. 10711955

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**Bureau of Meteorology**  
Closing date: Thursday, 14 September 2017

Business Solutions  
Water, Water Resources Assessment

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**Job Title:** Senior Technical Hydrologist  
**Job Type:** Non-ongoing (Temporary), Full-time  
**Location:** Docklands - VIC; Surry Hills - NSW; Brisbane - QLD  
**Salary:** $92,560 - $104,260  
**Classifications:** Executive Level 1  
**Position No:** 14692

**Job Description**  

**Duties**
We are seeking a talented and motivated technical senior hydrologist with well-developed scripting skills and an outstanding knowledge of IT systems. The successful applicant will take a leading role in the IT aspects of the modelling system development. Other tasks will include data collection, management, processing, analysis, research and development, scripting and documentation/reporting. The position relates to the future development, implementation and operation of the AWRA-MS and AWRA-CMS which currently includes a landscape water balance model and a river model component. As this role will contribute to the scripting of the AWRA modelling system, extensive experience in using Python is essential to the role and knowledge of lower level languages such as C or web development would be advantageous. Experience in working with netcdf, supercomputing facilities and spatial data is important. Successful experience managing multiple projects is also advantageous.

The ideal candidate will have a passion and expertise in hydrological model development, a sound knowledge of professional software development, is service delivery focused and be an excellent project manager who can communicate clearly with a wide range of people.

Eligibility
A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR
Eligibility for graduate membership of, or registration by, a professional body, which is appropriate to the duties to be performed AND a graduate diploma in Librarianship of an Australian institution, or a comparable overseas qualification which is appropriate to the duties to be performed; OR
Other comparable qualifications, which are appropriate to the duties.

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

3 Year Contract

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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 target='APSC recruitability page'>http://www.apsc.gov.au/priorities/disability/recruitability</a>.

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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Chantal Donnelly, (07) 3239 8767</th>
</tr>
</thead>
</table>

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Environment

Vacancy N.N. 1071115

Department of the Environment and Energy
Closing date: Sunday, 1 October 2017

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

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Natural Resource Manager - Invasive Species</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</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>$78,511 - $89,141</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
</tr>
<tr>
<td>Position No:</td>
<td>27471</td>
</tr>
</tbody>
</table>

Duties
Parks Australia is seeking a self-motivated leader with sound judgment and strategic thinking capability to take on a challenging leadership role in threatened and invasive species programs in Christmas Island National Park.

The role provides opportunities to manage complex natural resource field, research and monitoring programs. The applicant will be able to undertake analysis of detailed information and apply risk-based policy responses to emerging and existing issues.

You will use your time management, contract, budget and staff management skills and strong written communication and interpersonal skills to effectively communicate messages to a variety of stakeholders, including the Parks Australia Executive.

The Natural Resource Manager will work with, and manage, a small dedicated team. The successful candidate will approach their work with respect and pragmatism, have a strong understanding of and be committed to work health and safety principles and practices for staff, volunteers and researchers alike.

If you have a strong natural resource management and research background and love a challenge, then this will be ideal role for you!

Eligibility
A tertiary qualification in the natural sciences is highly desirable. Desirable disciplines include natural resource management, environmental management, zoology, biology, ecology or related fields.

Notes
This position has been readvertised, previous applicants will need to re-apply.

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 will be offered on an 18 month basis with a possible extension up to 3 years.

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>Scott Suridge, 08 9164 8700, <a href="mailto:scott.suridge@environment.gov.au">scott.suridge@environment.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Scott Suridge, 08 9164 8700</td>
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Environment

Vacancy N.N. 10711751

Department of the Environment and Energy
Closing date: Sunday, 17 September 2017

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

Job Title: Nursery Coordinator - CIMFR
JobType: Ongoing, Non-ongoing (Temporary), Full-time
Location: Christmas Island - WA
Salary: $63,942 - $69,612
Classifications: APS Level 4
Position No: 12426


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.

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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

Selection Documentation: Alasdair Grigg, 08 9164 8700, alasdair.grigg@environment.gov.au
Position Contact: Alasdair Grigg, 08 9164 8700
Agency Recruitment Site: [http://www.environment.gov.au/]

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Environment

Department of the Environment and Energy

Policy Analysis and Implementation Division
Communications, Innovation and Partnerships Branch, Partnerships Team

Vacancy N.N. 10711908

Closing date: Thursday, 14 September 2017

Job Title: Assistant Director
Job Type: Ongoing, Full-time, Part-time
Location: Parkes - ACT
Salary: $102,715 - $110,478
Classifications: Executive Level 1
Position No: 18733

Job Description


Duties

This is an exciting opportunity to explore opportunities with business, non-government organisations, community and philanthropic sectors to shape how the Department of the Environment and Energy uses partnerships to improve outcomes for the environment.

The ideal candidate is motivated to think both innovatively and analytically about how to achieve environmental outcomes through cross-sector partnerships, and can effectively build relationships to foster successful projects.

The successful candidate will work across the Department, government, academia and private industry to seek best practice and consider innovative options for conservation partnerships and financing to address environment and energy challenges. The candidate will effectively support existing projects and work towards pilots for new partnership projects.

Our team is experienced and works across a wide range of areas in the Department, with backgrounds in environmental science and management, social sciences, natural resource management and law. We are dedicated and excited about our work and what we can achieve.

Eligibility

Academic qualifications in economics, finance or a related discipline would be highly desirable.

Notes

The successful candidate must be able to obtain and maintain a Baseline security clearance.

About Department of the Environment and Energy

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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

Selection Documentation: Lila Oldmeadow, 02 6275 9003, lila.oldmeadow@environment.gov.au
Position Contact: Lila Oldmeadow, 02 6275 9003
Environment

Department of the Environment and Energy

Vacancy N.N. 10712036

Corporate Strategies Division
Business and Ministerial Services Branch

Closing date: Sunday, 17 September 2017

Job Title: Assistant Secretary - Business and Ministerial Services
JobType: Ongoing, Full-time
Location: Parkes - ACT
Classifications: Senior Executive Service Band 1
Position No: 27262
Agency Website: http://www.environment.gov.au/


Duties
The role requires an individual who is forward thinking, self-motivated, resilient and adept at building relationships in a large, complex and fast paced environment.

You will be a strategic thinker, have the ability to influence and provide high quality advice and direction and quickly grasp complex issues. Your outstanding stakeholder relationship skills, a collegiate personal style and ability to engender trust and respect, will be complemented by sound judgement, intellectual rigour, tenacity and resilience.

You will lead and manage a branch; determine and be accountable for outcomes, priorities and task allocation; represent the Department at high-level discussions and negotiations with key internal stakeholders and outside organisations; as part of the Group’s senior leadership team, work closely with senior managers and the Department’s executive to contribute to strategic direction setting; and promote workplace practices consistent with Departmental policy and in accordance with APS Values and behaviours.

The Department is seeking to fill the Senior Executive Service Band 1 position of Assistant Secretary, Business and Ministerial Services. In this role, you will be responsible for delivering high quality strategic and operational corporate outcomes across the Department. This role encompasses the following corporate functions:
• The Department’s Ministerial services
• The Department’s property portfolio
• Personnel and physical security
• Coordination of whole of portfolio and whole of government projects and initiatives
• Leadership of the Department’s Corporate Support Units

Eligibility
Demonstrated experience and/or understanding of contemporary corporate service delivery would be an advantage when applying for this role.

Notes
The successful candidate will be expected to obtain and maintain a Negative Vetting Level 1 security clearance.

To Apply

Selection Documentation: Recruitment, 02 6274 1121, recruitment@environment.gov.au
Position Contact: Paula Goodwin, 02 6274 1555

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Australian Electoral Commission

Closing date: Thursday, 14 September 2017

Operations

Job Title: Operations Manager
Job Type: Ongoing, Full-time
Location: Brisbane - QLD
Salary: $97,287 - $109,632
Classifications: Executive Level 1
Position No: Q00293

Job Description


Duties

The AEC is seeking a flexible, positive and resilient Operations Manager.

The Operations Manager is a member of the Queensland and Northern Territory (QaNT) Leadership Team and oversees the activities of a Portfolio and Divisional Office staff located across the State, and/or State Office staff located in Brisbane. The QaNT Leadership Team provides strategic direction and leadership to Divisional and State Office staff in the areas of enrolment, elections, public awareness and business support and works to underpin the organisation’s national objectives. In addition, State based projects and activities will also form an important component of this position. While the primary place of work is Brisbane some travel is required.

The successful candidate will need to demonstrate a strong and proven capacity to lead, support and deliver organisational change; to strategically plan, implement and review large scale projects and events; and effectively manage and develop people and teams in a highly regulated and scrutinised environment.

The Operations Manager will perform the following duties:

1. Lead and manage the development of high performing, progressive and innovative teams;
2. Provide strategic and operational leadership including setting expectations, ensuring accountability of team members and integrity in all outcomes;
3. Ensure good corporate governance practices are implemented and maintained across all work areas;
4. Lead a portfolio of project work and associated activities to achieve business outcomes;
5. Identify, implement and promote alternate business solutions that support future directions and achieve effective business outcomes; and
6. Implement, monitor and evaluate compliance programs to ensure business activities are delivered in line with policy and procedures.

Eligibility

Except in exceptional circumstances, AEC employees must be Australian citizens. Applicants are required to consent to undergo a character check prior to commencement.

About Australian Electoral Commission

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

Diversity makes our democracy strong and we believe it makes our organisation strong. We are committed to workplace diversity and actively encourage applications from people with disabilities, women and people with diverse linguistic and cultural backgrounds.

We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace. We welcome and encourage applications from Aboriginal and Torres Strait Islanders.

The AEC is committed to political neutrality, so that all Australians have confidence in the fairness and integrity of our electoral system. A person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, is therefore not eligible for employment with the AEC.

To Apply
Finance

Vacancy N.N. 10711740

Department of Finance

Business Enabling Services

Advice and Support

Closing date: Monday, 11 September 2017

Job Title: Administrative Officer

JobType: 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

Selection Documentation: https://financejobs.nga.net.au/cp/, 02 6215 1717
Position Contact: Sharon Brigden, 02 8289 9900

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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
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:

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- Administration
- Communications and Marketing
- Compliance and Regulation
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- Information and Communications Technology (ICT)
- Information and Knowledge Management
- Intelligence
- Legal and Parliamentary
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- Organisation Leadership
- People
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- Strategic Policy, Research, Programme and Project
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To Apply

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<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

Austrade

Tourism, Investment, Education and Programs
Tourism

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Policy Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$95,996 - $107,983</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
</tr>
<tr>
<td>Position No:</td>
<td>3628</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.austrade.gov.au/">http://www.austrade.gov.au/</a></td>
</tr>
</tbody>
</table>


Duties
The Senior Policy Officer in the Policy and Operations Branch within Tourism Division, will be responsible for driving the implementation of the Government's tourism policy, including Tourism 2020 and future policy direction. The role will work on supply-side tourism policy to strengthen Australia's tourism industry and grow Australia's tourism market share.

Reporting to the manager, the incumbent will also help drive a range of policy reforms relating to the implementation of the government’s long-term strategy for tourism; building and maintaining key industry and government relationships; and acquiring, managing and sharing industry knowledge.

Eligibility
The successful applicant must be an Australian citizen and have, or be willing to undergo a security clearance to the level of Baseline as a condition of employment.

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

There is currently one ongoing role available and we will also be creating a merit list for future ongoing and non-ongoing roles. The Non-ongoing roles will be initially for a period of up to 12 months. With the potential of the role becoming ongoing subject to operational requirements.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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>Selection Documentation:</th>
<th>See Austrade website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>See Austrade website</td>
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Foreign Affairs and Trade

Austrade

Corporate Services
Information Technology Services

| Job Title: | Technical Lead, Global Voice And Video |

Vacancy N.N. 10711896

Closing date: Sunday, 10 September 2017

Vacancy N.N. 10712038

Closing date: Sunday, 17 September 2017
Job Type: Ongoing, Full-time
Location: Canberra - ACT
Salary: $95,996 - $107,983
Classifications: Executive Level 1
Position No: 3341
Agency Website: http://www.austrade.gov.au/


Duties
We are looking for an experienced senior engineer with deep skills in Cisco UC and Collaboration to perform a critical role in supporting and enhancing Austrade’s extensive global voice and video network, distributed across 80 sites in over 50 countries.

As part of a larger team, this role will provide leadership, advice and guidance, providing 1st and 2nd level support for global voice and video services to the staff and management of Austrade, including incident and problem management and reporting.

This role also will provide voice and video services on projects and other activities as required.

Eligibility
The successful applicant must be an Australian citizen and have, or be willing to undergo a security clearance to the level of Negative Vetting 1 as a condition of employment.

Notes
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information 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
Selection Documentation: See Austrade Website
Position Contact: See Austrade Website

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Foreign Affairs and Trade
Vacancy N.N. 10711673
Closing date: Monday, 11 September 2017
Department of Foreign Affairs and Trade
Corporate Management Group
Security Branches, Various Sections

Job Title: Security Adviser (Specialist)
Job Type: Ongoing, Full-time
Location: Barton - ACT
Salary: $73,142 - $78,157
Classifications: APS Level 5
Position No: Job Ref: LJ053


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 2:00pm 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: <a href="http://www.apsc.gov.au/priorities/disability/recruitability" target="APSC recruitability page">http://www.apsc.gov.au/priorities/disability/recruitability</a>.

**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**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Laurie Hampton, (02) 6261 2635</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.dfat.gov.au">http://www.dfat.gov.au</a></td>
</tr>
</tbody>
</table>
Foreign Affairs and Trade

Department of Foreign Affairs and Trade

Vacancy N.N. 10711748

Closing date: Monday, 18 September 2017

Several
Various

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>APS Level 6 Officer</th>
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</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time, Part-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$80,642 - $90,675</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
</tr>
<tr>
<td>Position No:</td>
<td>Job Ref: LJ052</td>
</tr>
</tbody>
</table>


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
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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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>.
About Department of Foreign Affairs and Trade

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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>
<tbody>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.dfat.gov.au">http://www.dfat.gov.au</a></td>
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</tbody>
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Foreign Affairs and Trade

Vacancy N.N. 10711793

Department of Foreign Affairs and Trade

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>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$80,642 - $112,332</td>
</tr>
<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).

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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Suzy Wilson-Uilelea, (02) 6261 2834</th>
</tr>
</thead>
</table>

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Foreign Affairs and Trade  

**Department of Foreign Affairs and Trade**  
Closing date: Monday, 18 September 2017

Corporate Management Group  
Overseas Operations and Services Branch, Payroll Services Section

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Payroll Team Leader (Specialist)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Barton - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$80,642 - $90,675</td>
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<td>Classifications:</td>
<td>APS Level 6</td>
</tr>
<tr>
<td>Position No:</td>
<td>Job Reference: JE055</td>
</tr>
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</table>

**Job Description**  

**Duties**

An opportunity exists for an experienced payroll specialist within the People function in the Corporate Management Group (CMG) specifically in the Payroll Services Section (PSS).

The People function within CMG provides strategic human resource management along with tactical and enabling services to DFAT and client agencies. PSS works closely with other Sections within DFAT to deliver domestic and overseas payroll services, conditions of service advice and support to DFAT and client agencies.

Working within PSS, the Payroll Team Leader is responsible for the delivery of accurate, timely and efficient domestic and overseas payroll services. The position assists with the provision of an advisory and consultancy service to management and staff on a range of payroll related matters. The position has team management responsibilities for delivering payroll functions.

**Eligibility**
Core technical skills required for this role are:

• Demonstrated knowledge of and the ability to interpret legislation, APS conditions of service, enterprise agreements along with government and agency policies.
• Sound numeracy skills, attention to detail and accuracy.
• Well-developed knowledge of HR Payroll Software such as PeopleSoft or SAP.

Core APS skills required for this role (at a standard commensurate with classification level) are:

• Problem Solving
• Continuous Improvement
• Planning
• Stakeholder engagement
• Achieve results

Candidates must be Australian citizens.

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Applicants’ attention is drawn to the department’s policy on recruitment or promotion to specialist positions. This position is 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

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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

Please note applications close on Monday 18 September 2017 at 2:00pm 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 page=

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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: Leonie Kendall, (02) 6261 9342
Health

Department of Health

Aged Care Complaints Commissioner
Complaints Operations, VIC/TAS Operations

Vacancy N.N. 10711856
Closing date: Tuesday, 12 September 2017

Job Title: Complaints Officer
Job Type: Ongoing, Full-time, Part-time
Location: Melbourne - VIC; Hobart - TAS
Salary: $80,181 - $90,455
Classifications: APS Level 6
Position No: 17-ACCC-1530

Job Description: http://www.health.gov.au/vacancies

Duties
Interested in using your communication and negotiation skills and making a real difference to older Australians? The Aged Care Complaints Commissioner is looking for staff with an interest in complaints management and customer service to work in a fast paced environment and resolve concerns in a collaborative, timely and responsive manner.

Complaints Officers work with people receiving services, their representatives and service providers to resolve concerns and make positive improvements for people receiving aged care using a range of complaint resolution techniques including early resolution, service provider resolution, conciliation and investigation.

Eligibility
To be eligible for this position you must be an Australian Citizen at the closing date of application.

Notes
Applications close 11:30PM AEST.

The successful applicant may be selected on application and referee report only.

Applicants should quote reference number 17-ACCC-1530 to assist when making an enquiry.

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

About Department of Health

The Department of Health is focussing on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality of life for all Australians. The department welcomes applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.

To Apply

Position Contact: Shane Taylor-White, (03) 9665 8613
Health

Department of Health

Vacancy N.N. 10711861

Closing date: Tuesday, 12 September 2017

Aged Care Complaints Commissioner
Complaint Operations, VIC/TAS Operations

Job Title: Complaints Officer
JobType: Ongoing, Non-ongoing (Temporary), Full-time, Part-time
Location: Melbourne - VIC; Hobart - TAS
Salary: $71,624 - $77,459
Classifications: APS Level 5
Position No: 17-ACCC-1531

Job Description


Duties
Interested in using your communication and negotiation skills and making a real difference to older Australians? The Aged Care Complaints Commissioner is looking for staff with an interest in complaints management and customer service to work in a fast paced environment and resolve concerns in a collaborative, timely and responsive manner.

Complaints Officers work with people receiving services, their representatives and service providers to resolve concerns and make positive improvements for people receiving aged care using a range of complaint resolution techniques including early resolution, service provider resolution, conciliation and investigation.

Eligibility
To be eligible for this position you must be an Australian Citizen at the closing date of application.

Notes
Applications close 11:30PM AEST.

The successful applicant may be selected on application and referee report only.

Applicants should quote reference number 17-ACCC-1531 to assist when making an enquiry.

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 will be offered on a specified term basis for an initial period of 12 months with the possibility of extension (3 years maximum).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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>.

About Department of Health
The Department of Health is focussing on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality of life for all Australians. The department welcomes applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.

To Apply

Position Contact: Jeremy Treloggan, (03) 9665 8616

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Applications to vacancies notified in all formats of the electronic Public Service Gazette should be aware:
- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies
Job Title: Assistant Secretary, Corporate, Commercial and Litigation Branch

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

Location: Woden - ACT

Classifications: Senior Executive Service Band 1

Position No: 17-Legal-1556


**Job Description** [http://www.health.gov.au/vacancies]

**Duties**

As Assistant Secretary, Corporate, Commercial and Litigation Branch, you will lead a branch that provides high quality legal advice to Portfolio Ministers, the Executive and other senior officers of the Department on a broad range of complex corporate, commercial and litigation issues affecting the portfolio. You will represent the Department in high level discussions and negotiations with key stakeholders.

The ability to provide strategic and technically sound legal advice in a range of areas of law is essential. The ability to provide counsel to assist decision makers to assess risks in order for them to make sound decisions on complex matters is also required. An understanding of government is highly desirable.

To be a strong contender for this role, you will need to have an outstanding track record in providing quality legal advice in a complex and sensitive environment, a strong focus on client service, be adept at building relationships in a large, complex and fast paced environment and take an innovative approach to difficult issues. Your strong leadership credentials and ability to engender trust and respect will be complemented by sound judgement, a strong focus on results, and the ability to solve complex issues and build organisational capability.

A merit list will be created from this recruitment round and may be used to fill other positions at the Band 1 level within the Legal Division.

**Eligibility**

**Mandatory:**
- Bachelor of law degree or equivalent
- Admission as a legal practitioner in an Australian Court
- Eligibility to hold an unrestricted practising certificate.

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The successful applicant must be able to obtain and maintain a Negative Vetting Level 1 clearance, or hold a current security clearance of an appropriate level.

**Notes**

- Applications close 11:30PM AEST
- Applicants should quote reference number 17-Legal-1556 to assist when making an enquiry.

Non-ongoing opportunity will be offered for a specified term

This recruitment process may also be used to fill non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months.

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

**To Apply**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Jackie Davis, 02 6289 9815</th>
</tr>
</thead>
</table>
Health

Vacancy N.N. 10711809

Food Standards Australia New Zealand

Closing date: Tuesday, 12 September 2017

Food Safety and Regulatory Affairs
Operations

<table>
<thead>
<tr>
<th>Role</th>
<th>Financial Controller</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType</td>
<td>Ongoing, Full-time, Part-time</td>
</tr>
<tr>
<td>Location</td>
<td>Barton - ACT</td>
</tr>
<tr>
<td>Salary</td>
<td>$99,387 - $110,710</td>
</tr>
<tr>
<td>Classifications</td>
<td>Executive Level 1</td>
</tr>
<tr>
<td>Position No</td>
<td>10098</td>
</tr>
</tbody>
</table>


Duties
Food Standards Australia New Zealand (FSANZ) is looking for an innovative professional Financial Controller to provide financial accounting services to its employees and management. The Financial Controller will have prior experience in financial and management accounting and be supportive and motivated in providing financial information and advice while leading and managing a small team.

In addition to delivering quality financial accounting through preparing financial statements and briefings according to government requirements, the Financial Controller will provide analytical financial advice relating to projects and objectives.

FSANZ is a corporate entity reporting to the Australian Government Health portfolio. FSANZ develops food standards for Australia and New Zealand and operates in a dual currency (Australia, New Zealand) environment.

Eligibility
To be eligible for this position you must be an Australian citizen at the time of applications closing and be able to obtain and maintain (or currently hold) a baseline security clearance.

Conditions of engagement include a three-month probation period, health and character clearances (including police records check and security clearance).

About Food Standards Australia New Zealand
Food Standards Australia New Zealand (FSANZ) is an independent, bi-national government agency that sets regulations for the manufacture and sale of food in Australia and New Zealand. These regulations take the form of food standards in the Australia New Zealand Food Standards Code. We use sophisticated, science-based risk assessment and risk management techniques to evaluate possible changes to the Code.

Our staff work in an inclusive, transparent, professional and committed environment, with a service culture. In return, we offer excellent terms and conditions and opportunities for professional and personal development.

Successful applicants may be required to undertake a police check, medical clearance, security clearance and a probationary period of 3 months.

To Apply

Selection Documentation: Ms Tracey Kosky, (02) 6271 2657, HRManager@foodstandards.gov.au
Position Contact: Mr Murray Lembit, (02) 6271 2679

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:
- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies
**Job Title:** Administrative Support Officer  
**Job Type:** Non-ongoing (Temporary), Full-time  
**Location:** Canberra Airport - ACT  
**Salary:** $64,418 - $69,157  
**Classifications:** APS Level 4  
**Position No:** 20028172 | NP

---

**Job Description**  

**Duties**  
Professional Services Review (PSR) seeks candidates with experience in administrative support roles for a position as a case officer. PSR aims to protect the integrity of the Medicare and Pharmaceutical Benefits Schemes by reviewing possible inappropriate practice by practitioners and connection with providing medical services. Case officers perform an important role in a small team providing support to the Director PSR and PSR Committees.

The case officer’s duties include:

- Opening case files in the PSR case management system and entering all relevant case data,
- Updating case files at each stage of the review process and ensuring that documents are filed electronically,
- Liaising with health practitioners and clinics to obtain medical records for review,
- Preparing clinical records for review by the Director PSR or PSR Committees including tagging and scanning records relevant to particular services,
- Coordinating secure collection or delivering of documents via courier services, and
- Undertaking other general administrative support tasks as required.

**Eligibility**  
Candidates will have:

- Experience with records management, documentation preparation and/or general administrative tasks,
- Capacity to work independently and collaboratively in a small team,
- Good attention to detail,
- Capacity to become familiar with medical records and basic medical terminology, and
- Strong oral communication skills.

**Notes**  
Applications will be assessed against selection criteria.  
Applicants should obtain a copy of the selection criteria before applying by accessing https://www.psr.gov.au/psr-agency-corporate-information/employment-opportunities or by emailing recruitment@psr.gov.au.  
Applications should include a CV and a statement addressing each of the selection criteria of up to 200 words per criterion.

Non-ongoing opportunity will be offered for a specified term  
Maximum of 12 months.

**About Professional Services Review**  
PSR was established in July 1994 as an Agency within the Health Portfolio to protect the integrity of Medicare and the PBS. PSR is responsible for reviewing and examining possible inappropriate practice by practitioners when they provide Medicare services or prescribe Government subsidised medicines under the PBS. PSR examines suspected cases of inappropriate practice that have been referred by the Chief Executive Medicare.

PSR is established under Part VAA of the Health Insurance Act 1973, which sets out the role and powers of the Agency, as well as the process that it must follow when conducting its work.

Through the performance of its statutory role, PSR protects patients and the community from the risks associated with inappropriate practice, and protects the Commonwealth from having to meet the cost of medical and allied health services provided as a result of inappropriate practice.

PSR encourages workplace diversity and welcomes applications from Indigenous Australians, people of non-English speaking background and people with a disability.

To find out more, visit our website at www.psr.gov.au.

**To Apply**

**Selection Documentation:** recruitment@psr.gov.au  
**Position Contact:** Madeleine Roberts, 02 6120 9108  
**Agency Recruitment Site:** https://www.psr.gov.au/psr-agency-corporate-information/employment-opportunities
Health

Vacancy N.N. 10711970

**Therapeutic Goods Administration**

Closing date: Thursday, 21 September 2017

Regulatory Practice and Support
Regulatory Practice, Education and Compliance, Regulatory Investigation and Enforcement

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Investigator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JobType:</strong></td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Symonston - ACT</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>$80,181 - $90,455</td>
</tr>
<tr>
<td><strong>Classifications:</strong></td>
<td>APS Level 6</td>
</tr>
<tr>
<td><strong>Position No:</strong></td>
<td>MW0096</td>
</tr>
</tbody>
</table>

**Job Description** [http://tgacareers.nga.net.au/cp/](http://tgacareers.nga.net.au/cp/)

**Duties**

The Regulatory Practice and Support Division provides operational regulatory policy advice and specific support services that ensure efficient, best practice regulatory operations to the Health Product Regulation Group (HPRG). The HPRG is comprised of the Office of Drug Control (ODC) and the Therapeutic Goods Administration (TGA).

The Regulatory Practice, Education and Compliance Branch within the TGA undertakes regulatory compliance activities, including education, enforcement of advertising requirements and investigation into illegal and counterfeit therapeutic goods. The branch also provides regulatory impact analysis and supports good regulatory practice through research and impact analysis of proposed regulatory reforms.

The Regulatory Investigation and Enforcement Section applies an intelligence led risk based approach to investigation and enforcement outcomes to achieve compliance with the Therapeutic Goods Act 1989. Through application of the Regulatory Compliance Model the section prepares cases for civil litigation or criminal prosecution. The section is primarily responsible for enforcement related activities, including investigations into illegal and counterfeit therapeutic goods.

The Investigator, through application of the Regulatory Compliance Model, prepares cases for civil litigation or criminal prosecution. The role is primarily responsible for enforcement related activities, including investigations into illegal and counterfeit therapeutic goods.

Key responsibilities include:

- Prioritise and achieve investigative outcomes in the enforcement of the Therapeutic Goods Act 1989
- Apply lawful investigative methodology to identify and record information and evidence from relevant entities to achieve investigative outcomes
- Prepare briefs of evidence for submission to the Commonwealth Department of Public Prosecutions
- Attend Court, Tribunal and alternative dispute resolution proceedings
- Assist senior investigators in the conduct of large and or complex investigations
- Apply and execute search warrants, conduct recorded interviews and obtain statements suitable for Court proceedings
- Lawfully obtain samples of goods and submit for appropriate laboratory testing
- Undertake stakeholder engagement with key internal and external partners
- Draft and issue official correspondence according to government policy
- Represent the department at key internal and external engagement activities
- Other duties as required.

**Eligibility**

To be eligible for this position applicants must hold a Certificate IV in Government (Investigation) or have the ability to obtain when commenced.

To be eligible for this position applicants must hold a current driver’s license (Class C or above).

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The successful applicant must be able to obtain and maintain a Negative Vetting Level 1 security clearance, or hold a current security clearance of an appropriate level.

**Notes**
The successful applicant must be able to undertake travel interstate for multiple consecutive days.

Applications close 11:30PM AEST.

The successful applicant may be selected on application and referee report only.

Applicants should quote reference number MW0096 to assist when making an enquiry.

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

### About Therapeutic Goods Administration

**About the TGA**
The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices.

The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality.

Visit our website at [www.tga.gov.au](http://www.tga.gov.au/) for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

### To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Mark Rowe, (02) 6232 8738</th>
</tr>
</thead>
</table>

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### Human Services

**Vacancy N.N. 10711715**

**Department of Human Services**

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

**Face to Face Services**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Service Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Various locations in WA - WA</td>
</tr>
<tr>
<td>Salary:</td>
<td>$56,069 - $62,492</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 3</td>
</tr>
<tr>
<td>Position No:</td>
<td>IG-2017-068</td>
</tr>
</tbody>
</table>

**Job Description**


**Duties**
To be eligible to apply for these positions, applicants must be a current ongoing or non-ongoing APS employee at the time of advertising.

The Face to Face Services Division has the responsibility for managing the delivery of health and welfare services through 14 Zones across Australia. The Division works closely with other areas to deliver more effective and efficient services in line with National Key Performance Measures and to improve the quality of work and confidence of staff.

Our Service Centres handle a wide range of matters regarding eligibility, participation and ongoing access to payments and services for customers. Service Officers assist customers in a face to face environment by answering their enquiries, making assessments on a customer’s eligibility for payments and undertaking processing and system entry activities related to a customer’s needs.

Service Officers must have high levels of personal resilience to be able to deal with emotional and challenging customer circumstances and high workload demands.

Key duties may include:
- assisting customers across a range of payments, programs and services,
- assessing customer needs, entitlements and obligations,
- supporting the use of self-managed services,
- ensuring appropriate referrals,
- dealing with customers with more intensive needs across multiple services and collaborating with other staff when necessary to provide services.

Positions may be located in the following locations:
Armadale
Cannington
Carnarvon
Esperance
Fremantle
Gosnells
Innaloo
Joondalup
Kalgoorlie
Karratha
Mandurah
Meekatharra
Midland
Mornabooka
Morley
Northam
Perth
Rockingham
South Hedland
Success

Eligibility
To be eligible to apply for these positions, applicants must be a current ongoing or non-ongoing APS employee at the time of advertising.

Notes
Work Environment:
In Service Centres you will be required to respond to customer enquiries in a face to face work environment or undertake processing work within agreed start and finish times. Service Centre operating hours are primarily between 8.30am-4.30pm with some locations providing extended services where you may be required to work outside those hours, or including weekends. Some of these positions are located within a remote area and minimal travel will be required including, but not limited to, trips to a central location for training and development.

Merit Pool:
A merit pool may be created to fill future vacancies.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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).

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

To be eligible for employment with the Department of Human Services applicants 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 history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Department of Human Services’ employees may be required to undergo ongoing suitability assessments as part of their employment with the department.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

To Apply

Position Contact: Ignite Services, 1800 263 491

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Immigration and Border Protection

Department of Immigration and Border Protection

Vacancy N.N. 10711701

Closing date: Friday, 8 September 2017

ICT
Technology Operations & Support, Network Operations & Assurance

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>COMSEC Custodial 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>$74,321 - $85,301</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
</tr>
<tr>
<td>Position No:</td>
<td>60045179</td>
</tr>
</tbody>
</table>

Job Description http://www.border.gov.au/about/careers-recruitment

Duties
The Department of Immigration and Border Protection (DIBP) is seeking applications for personnel with a good knowledge and understanding of Communications Security (COMSEC) Custodian Officer (CCO) duties and responsibilities. You will be required to demonstrate a good working knowledge and understanding of the ASD COMSEC material and equipment accounting instructions, High Assurance Cryptographic Equipment (HACE) and associated key fill devices.

The Vessels and Secure Systems (VSS) section provides expert advice on the effective management of the department's classified ICT systems and Tactical maritime platforms. The VSS Operations team provides support to classified systems; this includes Communications Security (COMSEC) for data and voice networks including vessel and regional command centre support, facilitation of account administration for highly classified departmental systems as well as providing support to other government agency systems.

The COMSEC Custodial Officer (CCO) is responsible for the proper safeguarding and accounting of all of the DIBP key and material around the use of Communications Security (COMSEC) and Cryptographic equipment. The position is responsible for the delivery of cryptographic capabilities for the Departments' operational and strategic requirements and ensuring that the implementation complies with Australian Communication Security Instructions issued by the Australian Signals Directorate (ASD).

In order to successfully undertake this role, successful completion of the Cryptographic Custodian Officers Course is required. A current security clearance at the NV2 (or better) level is also required.

Eligibility
To be eligible to work in the Department, you must: be an Australian Citizen; obtain and maintain a security clearance; obtain and maintain a current Employment Suitability Clearance (ESC); and if required pass a medical assessment.

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

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

Remuneration: The successful applicant/s will be offered an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

For further details, refer to the Enterprise Agreement at http://www.border.gov.au/about/careers-recruitment/enterprise-agreement

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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.aps.gov.au/priorities/disability/recruitability" target="APSC recruitability page">http://www.aps.gov.au/priorities/disability/recruitability</a>.

About Department of Immigration and Border Protection
Our mission is to protect Australia’s border and manage the movement of people and goods across it.

We are responsible for immigration and customs border policy. We manage the Migration Programme, the Humanitarian Programme, Australian citizenship, trade and customs, offshore maritime security and revenue collection.

Our operational enforcement arm, the Australian Border Force, is responsible for our investigations, compliance and immigration detention operations offshore and onshore, across our air and seaports and land and maritime domains.

Our work supports the Australian Government to achieve: strong national security; a strong economy and a prosperous and cohesive society.

The work we do touches every part of Australian life—industry and commerce, trade and travel, our national security, protecting our community and enforcing our laws, the security of our offshore maritime resources and environment.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Andrew Ellem, (02) 6223 9894</th>
</tr>
</thead>
</table>

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

Department of Immigration and Border Protection

Vacancy N.N. 10711721

Closing date: Sunday, 10 September 2017

Job Title: Senior WHS Officer and Rehabilitation Case Manager
Job Type: Ongoing, Full-time
Location: Canberra - ACT
Salary: $74,321 - $85,301
Classifications: APS Level 5, APS Level 6
Position No: Several Positions

Job Description

https://career10.successfactors.com/sfcareer/jobreqcareer?
jobId=38579&company=DIAC&username=

Duties

Overview of the branch and section
National Work Health and Safety in DIBP is responsible for driving national work health and safety (WHS) policy and governance frameworks, the provision of a professional consultancy service to officers, managers and workers on WHS duty of care, injury prevention, health improvement, recovery at work, workers compensation premium strategies, and delivery of return to work support for employees. These activities support the delivery of initiatives under the People Strategy 2020.

Overview of the position
The position/s will demonstrate policy, strategic management and stakeholder skills to assist with the development and implementation of the department’s work health and safety and case management systems and rehabilitation services, including contributing to addressing gaps in relation to governance, regulatory compliance, risk management and assisting with the ongoing engagement/stakeholder management and client services.

Eligibility
To be eligible to work in the Department, you must: be an Australian Citizen; obtain and maintain a security clearance; obtain and maintain a current Employment Suitability Clearance (ESC); and if required pass a medical assessment.

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

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

Remuneration: The successful applicant/s will be offered an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Enterprise Agreement at http://www.border.gov.au/about/careers-recruitment/enterprise-agreement

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To Apply

Position Contact: Maria Arganese, 02 6264 2905
Immigration and Border Protection

Department of Immigration and Border Protection

Vacancy N.N. 10711724

Closing date: Friday, 8 September 2017

People
People Management, Workforce Health & Safety

---

**Job Title:** Senior WHS Officer and Rehabilitation Case Manager

**JobType:** Ongoing, Full-time

**Location:** Brisbane - QLD; Melbourne - VIC; Sydney - NSW; Hobart - TAS

**Salary:** $74,321 - $85,301

**Classifications:** APS Level 5, APS Level 6

**Position No:** Several Positions

---

**Job Description**


**Duties**

Overview of the branch and section

National Work Health and Safety in DIBP is responsible for driving national work health and safety (WHS) policy and governance frameworks, the provision of a professional consultancy service to officers, managers and workers on WHS duty of care, injury prevention, health improvement, recovery at work, workers compensation premium strategies, and delivery of return to work support for employees. These activities support the delivery of initiatives under the People Strategy 2020.

Overview of the position

The position/s will demonstrate policy, strategic management and stakeholder skills to assist with the development and implementation of the department’s work health and safety and case management systems and rehabilitation services, including contributing to addressing gaps in relation to governance, regulatory compliance, risk management and assisting with the ongoing engagement/stakeholder management and client services.

**Eligibility**

To be eligible to work in the Department, you must: be an Australian Citizen; obtain and maintain a security clearance; obtain and maintain a current Employment Suitability Clearance (ESC); and if required pass a medical assessment.

**Notes**

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

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To Apply

Position Contact: Maria Arganese, 02 6264 2905

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Immigration and Border Protection

Vacancy N.N. 10711725

Department of Immigration and Border Protection

Closing date: Friday, 8 September 2017

People

People Management, Workforce Health & Safety

Job Title: Senior WHS Officer and Rehabilitation Case Manager
Job Type: Ongoing, Full-time
Location: Darwin - NT; Perth - WA; Adelaide - SA
Salary: $74,321 - $85,301
Classifications: APS Level 5, APS Level 6
Position No: Several Positions

Job Description http://www.border.gov.au/about/careers-recruitment

Duties

Overview of the branch and section
National Work Health and Safety in DIBP is responsible for driving national work health and safety (WHS) policy and governance frameworks, the provision of a professional consultancy service to officers, managers and workers on WHS duty of care, injury prevention, health improvement, recovery at work, workers compensation premium strategies, and delivery of return to work support for employees. These activities support the delivery of initiatives under the People Strategy 2020.

Overview of the position
The position/s will demonstrate policy, strategic management and stakeholder skills to assist with the development and implementation of the department’s work health and safety and case management systems and rehabilitation services, including contributing to addressing gaps in relation to governance, regulatory compliance, risk management and assisting with the ongoing engagement/stakeholder management and client services.

Eligibility
To be eligible to work in the Department, you must: be an Australian Citizen; obtain and maintain a security clearance; obtain and maintain a current Employment Suitability Clearance (ESC); and if required pass a medical assessment.

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

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To Apply

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<thead>
<tr>
<th>Position Contact:</th>
<th>Maria Arganese, 02 6264 2905</th>
</tr>
</thead>
</table>

Immigration and Border Protection

Vacancy N.N. 10711778

Department of Immigration and Border Protection

Closing date: Wednesday, 13 September 2017

Border Force Capability

ABF College & Workforce Capability, ABF College

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Chief Superintendent</th>
</tr>
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<tbody>
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<td>JobType:</td>
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<td>Salary:</td>
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<td>Position No:</td>
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**Job Description**


Duties
The position is within the Border Force Capability Division (BFCD) of the Australian Border Force (ABF). The BFCD was established on 1 July 2015 to provide operational and workforce capability to deliver border protection outcomes to the Department and the (ABF). The Division operates all ABF vessels and surveillance assets, including aircraft, satellite and radar capabilities.

Within BFCD is the ABF College and Workforce Capability Branch. The Branch aims to deliver best practice people capability to the ABF, with a strong client service mentality and a focus on innovation in delivering on our business. The ABF College, which is a developing structure, will support the training, development and technical competencies our operational functions require and, in addition, will utilise the enterprise wide learning and development delivery system. The Branch is also responsible for career management of ABF officers, and aims to seamlessly integrate the attraction, recruitment, performance and learning elements of the workforce model with the overarching career management and retention initiatives.

The Chief Superintendent will be an integral part of the Branch’s leadership team and will be reporting to the Commander ABF College and Workforce Capability. The role is responsible for leading the ABF College through a time of significant change, including aligning the structure, systems of work and processes to the new operating model. The role is also required to maintain and enhance the established ABF College identity already established both internally and externally.

The role will provide key capability and direct support to the Commander of the ABF College and Workforce Capability Branch though the integration phase specifically to ensure the intent of the integration is realised and key ABF College programmes are effectively delivered in support of ABF operational priorities. The role will therefore be a key contributor to the development of workforce strategies to achieve the future vision for the ABF as outlined in the ABF 2020.

In recognition of the additional high level duties expected to be undertaken, the Chief Superintendent will be paid a remuneration package commensurate with the complexity and demands of the role, to be negotiated on a case-by-case basis.

Eligibility
To be eligible to work in the Department, you must: be an Australian Citizen; obtain and maintain a security clearance; obtain and maintain a current Employment Suitability Clearance (ESC); and if required pass a medical assessment.

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

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

Remuneration: The successful applicant/s will be offered an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Enterprise Agreement at http://www.border.gov.au/about/careers-recruitment/enterprise-agreement

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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Rachel Houghton, 0427177648</th>
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Immigration and Border Protection

Department of Immigration and Border Protection
Closing date: Thursday, 14 September 2017

Various, Various

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Processing Officer/Administrative Support</th>
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<tr>
<td>JobType:</td>
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<tr>
<td>Location:</td>
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<tr>
<td>Salary:</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 3, APS Level 4</td>
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<tr>
<td>Position No:</td>
<td>Several Positions</td>
</tr>
</tbody>
</table>

Job Description: https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=39198&company=DIAC&username=

Duties

Overview of the Group

The Visa and Citizenship Services Group manages permanent and temporary visa programmes, the citizenship programme, the refugee and humanitarian programme, community protection, the Department’s Channel strategy, and the reform of visa and citizenship service delivery. The Group comprises of four divisions:

• Visa and Citizenship Management Division delivers the citizenship and family, skilled and temporary visa programmes and maintains and improves business capability to deliver these programmes.
• Refugee and Humanitarian Visa Management Division is responsible for administering Australia’s refugee and humanitarian programme; resolution of the illegal maritime arrival legacy caseload; and ensuring compliance with Australia’s non-refoulement obligations under international treaties and conventions.
• Community Protection Division implements policies in relation to the public interest and community protection through visa and citizenship decision making and resolution of the status of non-citizens.
• Digital Transformation and Channels Division manages a large proportion of the Department’s digital and non-digital channels, including the website, ImmiAccount, phone and in-person services.

Overview of the positions

The role of APS 3 and 4 officers in the Visa and Citizenship Services Group is varied and can include, but is not limited to, visa and citizenship processing and administrative support. APS 3 and 4 officers are expected to be flexible and able to cross learn processes, noting training will be provided. Roles will require computer proficiency, including in Microsoft Office, verbal and written communication skills, including with internal and external stakeholders, an ability to quickly acquire knowledge of specified legislation and policies, and the capability to work effectively in a high volume work environment.

Eligibility

To be eligible to work in the Department, you must: be an Australian Citizen; obtain and maintain a security clearance; obtain and maintain a current Employment Suitability Clearance (ESC); and if required pass a medical assessment.

Notes

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Non-ongoing opportunity will be offered for a specified term

These are primarily ongoing positions however, there will also be a selection of temporary positions available offered for a period of 12 months.

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Immigration and Border Protection

Vacancy N.N. 10712065

Department of Immigration and Border Protection

Closing date: Thursday, 14 September 2017

Various

Various

Various

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<thead>
<tr>
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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>
<td>Perth - WA</td>
</tr>
<tr>
<td>Salary:</td>
<td>$55,937 - $66,904</td>
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<td>Classifications:</td>
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Industry

Vacancy N.N. 10711687

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>
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</thead>
<tbody>
<tr>
<td>JobType:</td>
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<tr>
<td>Location:</td>
<td>Sydney - NSW</td>
</tr>
<tr>
<td>Salary:</td>
<td>$71,228 - $90,956</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 5, APS Level 6</td>
</tr>
<tr>
<td>Position No:</td>
<td>Job Ref 494539</td>
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</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.

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 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 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).

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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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Job Title: Experimental Scientist - Acoustics, Ultrasound and Vibration Standards

Job Type: 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.

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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: Mr Laurence Dickinson, 02 8467 3759

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Industry

Department of Industry, Innovation and Science  
Vacancy N.N. 10711783

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>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 494595</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.

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 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 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: <a href='http://www.apsc.gov.au/priorities/disability/recruitability' target='APSC recruitability page'>http://www.apsc.gov.au/priorities/disability/recruitability</a>.

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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  Closing date: Monday, 23 October 2017
National Measurement Institute
Physical Metrology, Mechanical, Thermal and Optical Standards

Job Title: Engineer / Experimental Scientist - Force 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 494596


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 ISO17025 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.

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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
Department of Industry, Innovation and Science
Vacancy N.N. 10711787
Closing date: Monday, 23 October 2017

National Measurement Institute
Physical Metrology, Electricity

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

**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: [RecruitAbility page](http://www.apsc.gov.au/priorities/disability/recruitability).

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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**

Vacancy N.N. 10711813

**Department of Industry, Innovation and Science**

Economic and Analytical Services
Data Management and Analytics Taskforce , Data Strategy

| Job Title: | Manager |

Duties
The Economics and Analytical Services Division (EASD) is a dynamic group that supports the department and its Ministers to enable globally competitive industries. We undertake cutting edge analysis and economic research to determine what’s happening and what might happen in the economy. We also want to find out which policies work and what can be done better. EASD publish objective economic analysis under the banner of the Office of the Chief Economist. This includes staff research papers and key reports such as the Australian Innovation System Report and the Australian Industry Report.

Data is more valuable than ever. We are looking for an experienced manager to lead the Data Strategy team in the Data Management and Analytics Taskforce (DatMAT). The successful candidate will work with others in the taskforce to deliver a permanent, department wide, sustainable improvement in data capabilities and provide data management and analytical services across the department.

You will have a “can-do” attitude and will be a team player. Our ideal candidate will have:

- strong leadership and management skills and demonstrable experience leading high performing teams
- a strong client focus and an eagerness to work collaboratively
- high level communication skills with the ability to understand, interpret and communicate with a range of stakeholders, both internal and external to the department
- resource management skills
- an appreciation of the significance and importance of data
- a keen interest in the development of your staff.

The successful candidate will:

- support the division's leadership team and help set our strategic direction
- be expected to actively promote the activities of the taskforce and build effective relationships across a wide range of stakeholders
- enjoy the autonomy to lead projects and provide quality advice on complex issues.

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

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

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

Notes
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To Apply

<table>
<thead>
<tr>
<th>Position Contact</th>
<th>Andrew Lalor, 02 6102 8635</th>
</tr>
</thead>
</table>

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Job Title: Projects and Events Manager  
Job Type: Ongoing, Full-time  
Location: Canberra - ACT  
Salary: $82,831 - $89,826  
Classifications: APS Level 6  
Position No: Job Ref 494628

Job Description  

Duties
We are a small team with an APS-wide remit, established in the Innovation Action Plan, to manage the Public Sector Innovation Network (PSIN) – an enterprise social network where people and ideas collide.

The PSIN exists to help public servants connect, converse and collaborate; and to experiment and test ideas that create better user-centred solutions.

The PSIN team leads the Innovation Action Plan’s two flagship programs – Innovation Month, and the Public Sector Innovation (PSI) Awards – and adds value by empowering APS staff to:

• think creatively  
• embrace crowdsourcing  
• engage in user-centred design techniques  
• embed innovation skills and think differently as core business.

If you’re passionate about innovation, user-centred design, and new and better ways to deliver public service initiatives, then we want to hear from you!

The Projects and Events Manager is responsible for the co-ordination and delivery of a number of high profile innovation events and PSIN projects, and will have extensive experience in planning and delivery of medium-to-large scale public facing events and managing a portfolio of projects.

While the focus of the role is on stakeholder and project management, the Projects and Events Manager assists with the design, development and delivery of communication strategies to increase the innovation consciousness and support the growth of an innovation culture and mindset.

The role will identify the specific needs and expectations of key stakeholders, and use this knowledge to develop a clear understanding of stakeholders’ issues, and drive the ideation of solutions to achieve outcomes.

Specific duties include, but are not limited to:

• managing key events and projects including Innovation Month, PSI Awards, and the PSIN website reboot  
• leading multi-stakeholder engagement and user-centred design conversations, writing and delivering executive reporting, and managing budgets  
• developing and implementing promotional strategies for the reboot of the PSIN website and other PSIN events as required  
• managing project and event workplans to drive an innovative mindset and encouraging uptake of, and interaction with, PSIN projects and products  
• producing content to support the PSIN’s communication and engagement with key stakeholders, using channels including websites, printed resources, face-to-face presentations and e-newsletters.

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

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

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

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

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

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**To Apply**

<table>
<thead>
<tr>
<th>Position Contact</th>
<th>Graeme Loaney, 02 6102 8214</th>
</tr>
</thead>
</table>

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**Industry**

**Geoscience Australia**

Environmental Geoscience Division
National Earth and Marine Observations

**Vacancy N.N. 10711735**

**Closing date: Sunday, 10 September 2017**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Collection Management Software Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time, Part-time</td>
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<tr>
<td>Location</td>
<td>Symonston - ACT</td>
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<tr>
<td>Salary</td>
<td>$81,622 - $94,481</td>
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<td>Classifications</td>
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<tr>
<td>Position No</td>
<td>18102</td>
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</tbody>
</table>

**Job Description**

[https://recruitment.aurion.com/ga-jobs/](https://recruitment.aurion.com/ga-jobs/)

**Duties**

National Earth & Marine Observation is seeking software engineering expertise to develop and implement effective approaches for operationally managing large data collections, specifically through the use of a content management system. Individuals with data modelling and information science expertise, software engineering skills, and interest in applying modern Linked Data approaches will contribute to providing national-level scientific advice through the application of new and innovative data collection management strategies.

**Eligibility**

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.

Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.

**Notes**

Non-ongoing opportunity will be offered for a specified term

This position will be filled on a non-ongoing basis for 12 months with the possbility of becoming ongoing.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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 Geoscience Australia

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

Geoscience Australia values diversity in gender, backgrounds, culture, and experiences of our employees and is committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Female applicants, applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

We offer a flexible, diverse and inclusive workplace, an employee wellness program, purpose built facilities with free parking and an attractive remuneration package including generous employer superannuation contributions.

To find out more, visit our website at www.ga.gov.au

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Johnathan Kool, 02 6249 5842</th>
</tr>
</thead>
</table>

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Industry

Vacancy N.N. 10711872

Geoscience Australia

Corporate Services

Products and Promotions

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Graphic Designer/Typesetter</th>
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</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time, Part-time</td>
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<tr>
<td>Location:</td>
<td>Symonston - ACT</td>
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<tr>
<td>Salary:</td>
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<td>APS Level 4</td>
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<td>Position No:</td>
<td>13838</td>
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</table>

Job Description [https://recruitment.aurion.com/ga-jobs/](https://recruitment.aurion.com/ga-jobs/)

Duties

The Graphic Designer/Typesetter will be a creative, highly-organised and customer-focused individual who has an eye for detail and excellent layout skills.

You will be responsible for producing high-quality promotional material in a fast-paced environment. Products include science publications, posters, displays, flyers, web and social media graphics and templates. You will have the opportunity to be part of a diverse team including graphic and multimedia designers, video production and 3D visualisation staff who work collaboratively to develop innovative communication products.

You will have an excellent knowledge of Adobe software, especially InDesign, the pre-press process, and get satisfaction from working efficiently.

Eligibility

Please add a visual portfolio to your CV with relevant work noting your contribution to that work.

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.

Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.

Notes
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Geoscience Australia values diversity in gender, backgrounds, culture, and experiences of our employees and is committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Female applicants, applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

We offer a flexible, diverse and inclusive workplace, an employee wellness program, purpose built facilities with free parking and an attractive remuneration package including generous employer superannuation contributions.

To find out more, visit our website at www.ga.gov.au

To Apply

Position Contact: Chantelle Farrar, 02 6249 9382

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Industry

Vacancy N.N. 10711761

IP Australia

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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<tr>
<td>JobType:</td>
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<tr>
<td>Location:</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>
</tr>
<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

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. 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

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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Industry

IP Australia

Vacancy N.N. 10711868

Closing date: Wednesday, 6 September 2017

Policy & Corporate
Policy & Governance Group, Office of Legal Counsel

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Freedom of Information Officer</th>
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</thead>
<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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<tr>
<td>Salary:</td>
<td>$71,857 - $77,004</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
</tr>
</tbody>
</table>


Duties

The successful APS 5 candidates will contribute to the operational objectives of the OLC by assisting with decisions under the Freedom of Information Act 1982 (FOI Act), including internal reviews and Information Commissioner reviews, information access requirements, privacy issues and the procurement of external legal services. The successful applicants should have excellent communication skills and a strong client focus. The successful applicants should be skilled at managing conflicting deadlines and operating under pressure and will be required to work independently and under the supervision of the Senior Legal Counsel (EL1) to achieve high quality results.

Eligibility

Previous FOI experience is desirable.

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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Jason Ng, 02 6283 2116</th>
</tr>
</thead>
</table>

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**Infrastructure and Regional Development**

**Department of Infrastructure and Regional Development**

**Vacancy N.N. 10711742**

**Closing date: Friday, 8 September 2017**

**Surface Transport Policy**

**Transport Technology Futures Branch, Motor Vehicle Standards Act 1989 Taskforce and Technology and Strategic Policy section**

**Job Title:** Assistant Director

**JobType:** Ongoing, Full-time

**Location:** Canberra - ACT

**Salary:** $101,010 - $106,574

**Classifications:** Executive Level 1

**Position No:** 22702


**Duties**
Several Assistant Director positions are available within the Transport Technology Futures Branch.

The newly established Branch is focussed on ensuring policy and regulatory settings are in place for our future transport system, including:

• developing a modern and effective legislative framework for vehicle safety;
• preparing for future transport technologies, including automated and connected vehicles; and
• reducing the environmental and health impacts of emissions from motor vehicles.

This process will fill a number of vacant EL1 positions within the Branch and also be used to create a merit pool for future vacancies.

Motor Vehicle Standards Act 1989 Taskforce (1 position):

This position will involve key policy skills of developing and assisting with the passage of legislation in relation to the government’s reforms to the Motor Vehicle Standards Act 1989.

These reforms will modernise and strengthen the laws governing road vehicles when first supplied to the Australian market, clarify vehicle recall arrangements, accelerate harmonisation of vehicles with international standards, and provide more choice through streamlining and consolidating the regulatory pathways through which non-standard vehicles are imported.

Technology and Strategic Policy section (2 positions):

This team is undertaking foundational work to prepare Australia for new transport technologies through the implementation of the National Policy Framework for Land Transport Technology Action Plan.

This work includes:

• Leading Commonwealth involvement in the development of new regulatory frameworks for automated vehicles.
• Providing policy advice on issues such as cyber security, infrastructure needs, and the impacts of changing transport business models (e.g. ridesharing).
• Promoting the Commonwealth’s leadership role on connected and automated vehicle policy with other Commonwealth agencies, states and territories, industry and the general public.
• Identifying and scoping new projects to continue reforms to prepare Australia for future transport technology.
• Coordinating the division’s policy input into Whole-of-Government processes such as Cabinet submissions.

Skills and expertise:

These positions support the work of the Transport Technology Futures Branch in delivering nationally significant policy, regulatory and safety reforms in the transport sector.

EL1 employees operate under limited direction and have a wide range of responsibilities including:

• Preparing and managing Cabinet submission and interdepartmental committee processes.
• Liaising and negotiating with Commonwealth agencies, state and territory governments and industry stakeholders.
• Conducting (or guiding staff to undertake) high level analysis of domestic and international transport policy and regulatory issues, including economic evaluation.
• Developing timely and considered policy advice for Ministers and the Department’s Executive on a range of surface transport policy matters, through briefs, speeches, policy papers, and correspondence.
• Developing communications materials and key messages.
• Supporting the Council of Australian Governments Transport and Infrastructure Council’s work by generating and progressing new transport reform proposals.
• Managing small teams, assisting with the day-to-day running of the section and contributing to Branch and Divisional administration.

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

Position Contact: Sally Todd, (02) 6274 7298

Apply: Information on this vacancy, including access to the duty statement and selection criteria are available from the department’s website at http://www.infrastructure.gov.au/careers. Applications should be submitted online. Should you have any difficulties lodging your application, please contact the department’s Recruitment team on 02 6274 6161.

Agency Recruitment Site: http://www.infrastructure.gov.au

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Infrastructure and Regional Development Vacancy N.N. 10711774

Department of Infrastructure and Regional Development Closing date: Monday, 11 September 2017

Corporate Communications, Parliamentary and Governance , Governance

Job Title: Team Member

JobType: Ongoing, Full-time

Location: Canberra - ACT

Salary: $71,057 - $75,344

Classifications: APS Level 5

Position No: 22721


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.

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To Apply

<table>
<thead>
<tr>
<th><strong>Position Contact:</strong></th>
<th>Rachel Logan, (02) 6274 8003</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Apply:</strong></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>
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**Infrastructure and Regional Development**

**Infrastructure and Regional Development**

**Department of Infrastructure and Regional Development**

**Vacancy N.N. 10712012**

**Department of Infrastructure and Regional Development**

Closing date: Wednesday, 13 September 2017

Infrastructure Investment

Rail Policy and Planning, Interstate Network & Rail GBE

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Section Head</th>
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<tbody>
<tr>
<td><strong>JobType:</strong></td>
<td>Ongoing, Full-time</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Canberra - ACT</td>
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<tr>
<td><strong>Salary:</strong></td>
<td>$119,166 - $133,915</td>
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<tr>
<td><strong>Classifications:</strong></td>
<td>Executive Level 2</td>
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<tr>
<td><strong>Position No:</strong></td>
<td>22581</td>
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</table>


**Duties**
The position leads a small team responsible for ensuring compliance by the Australian Rail Track Corporation (ARTC) and the Moorebank Intermodal Company (MIC) with relevant legislative and policy obligations of Government Business Enterprises. The Section also administers a number of freight rail infrastructure projects delivered by the ARTC under the Infrastructure Investment Program.

The role involves working closely with the Department of Finance on complex research, analysis and the development of briefing on issues relating to the ARTC and MIC, and will play a key role in overseeing the ARTC’s delivery of the Melbourne-Brisbane Inland Rail project. The position also assists in the development of broader advice on some of the major forward-looking infrastructure investment issues facing the Government more broadly.

The successful candidate will be working in a fast paced and challenging environment with varied tasks, which include:
• building productive relationships with a broad range of stakeholders;
• preparing high quality analysis and policy advice to inform Ministers and the Departmental Executive;
• drafting complex briefs and overseeing the preparation of general correspondence and communication material;
• managing funding and reporting against key implementation deliverables;
• analysing, identifying and strengthening linkages between key Government programmes and policies and, working collaboratively across the Department and other Australian Government agencies;
• supervision and development of staff within the team; and,
• working independently and assisting in the management of the section as required.

Skills and Capabilities:
To be considered for the position, you must have proven ability to deliver in a high-pressure environment, with a high workload and tight timeframes. In particular, you will need the following skills and experience:
• A demonstrated ability to deliver timely results and follow through with priorities, whilst working in a complex and dynamic environment;
• Demonstrated ability to use initiative and judgment to achieve outcomes;
• Strong analytical, research and problem solving skills;
• The ability to develop expertise and subject-matter knowledge quickly;
• Excellent written and oral communication skills, including the ability to negotiate a successful outcome;
• A high-level of attention to detail and accuracy;
• The ability to build a strong rapport with a range of stakeholders to develop and manage constructive working relationships;
• Previous experience leading and developing staff; and,
• Develop and support a positive culture in relation to teamwork.

Previous experience in the oversight of Government Business Enterprises, or the oversight of freight rail projects, will be highly regarded.

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
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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>James Collett, (02) 6274 7059</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>
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<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.infrastructure.gov.au">http://www.infrastructure.gov.au</a></td>
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Parliamentary Service

Department of Parliamentary Services

Vacancy N.N. 10711658
Closing date: Friday, 8 September 2017

Job Title: PSL 4 and PSL 5 Executive Assistants
Job Type: Ongoing, Full-time
Location: Capital Hill - ACT
Salary: $65,978 - $78,452
Classifications: APS Level 4, APS Level 5
Position No: JR20042
Agency Website: https://career10.successfactors.com/career?company=DPS

Job Description


Duties

The Department of Parliamentary Services (DPS) is recruiting for PSL 4 and PSL 5 Executive Assistants to fill a number of executive support positions within the department.

The Department of Parliamentary Services (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.

As a PSL 4 Executive Assistant, you will provide executive support to the Senior Executive Service Band 1 (Branch Head) and will be primarily responsible for providing high level executive and administrative support including management and maintenance of appointments and travel arrangements, coordination of meetings and events; and monitoring, screening and responding to incoming communications as appropriate.

As a PSL 5 Executive Assistant, you will provide executive support to the Senior Executive Service Band 2 (Division Head) and be required to take a lead role in mentoring the PSL 4 Executive Assistants within the division.

Successful applicants will have proven administrative experience, excellent communication skills and the ability to establish successful working relationships with a range of stakeholders. You will have strong coordination skills, including the ability to meet deadlines and manage work priorities. Your ability to work with the utmost discretion and confidentiality is essential in these positions.

Please note: The positions advertised are at the PSL 4 and PSL 5 classification levels, and are not broad banded positions. Candidates will be assessed on their skills and experience and will be offered a position at the classification level commensurate with their qualifications and experience.

Eligibility

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

DPS welcomes applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.

To Apply

Selection Documentation: fiona.knight@aph.gov.au
Position Contact: Fiona Knight, 02 6277 8289
Agency Recruitment Site: https://career10.successfactors.com/career?company=DPS

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**Parliamentary Service**

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

**Job Title:** 2018 DPS Graduate Program

**Job Type:** Ongoing, Full-time

**Location:** Capital Hill - ACT

**Salary:** ~ $61,900

**Classifications:** APS Level 3

**Position No:** JR19881 | Several Positions

**Agency Website:** https://career10.successfactors.com/career?company=DPS

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**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>
<td>DPS Recruitment, 02 6277 5200</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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Parliamentary Service
Vacancy N.N. 10711675

Department of Parliamentary Services
Closing date: Friday, 8 September 2017

<table>
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<tr>
<th>Job Title:</th>
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</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>$65,978 - $78,452</td>
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<td>Classifications:</td>
<td>APS Level 4, APS Level 5</td>
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Job Description

Duties
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As a PSL 4 Executive Assistant, you will provide executive support to the Senior Executive Service Band 1 (Branch Head) and will be primarily responsible for providing high level executive and administrative support including management and maintenance of appointments and travel arrangements, coordination of meetings and events; and monitoring, screening and responding to incoming communications as appropriate.

As a PSL 5 Executive Assistant, you will provide executive support to the Senior Executive Service Band 2 (Division Head) and be required to take a lead role in mentoring the PSL 4 Executive Assistants within the division.

Successful applicants will have proven administrative experience, excellent communication skills and the ability to establish successful working relationships with a range of stakeholders. You will have strong coordination skills, including the ability to meet deadlines and manage work priorities. Your ability to work with the utmost discretion and confidentiality is essential in these positions.

Please note: The positions advertised are at the PSL 4 and PSL 5 classification levels, and are not broad banded positions. Candidates will be assessed on their skills and experience and will be offered a position at the classification level commensurate with their qualifications and experience.

Eligibility
The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

DPS welcomes applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.

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.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:fiona.knight@aph.gov.au">fiona.knight@aph.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Fiona Knight, 02 6277 8289</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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Parliamentary Service

Department of Parliamentary Services

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<tr>
<th>Job Title:</th>
<th>2018 DPS Graduate Development Program - Affirmative Measures</th>
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Job Description
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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.

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

Selection Documentation: DPS Recruitment, 02 6277 5200
Position Contact: DPS Recruitment, 02 6277 5200
Agency Recruitment Site: https://career10.successfactors.com/career?company=DPS

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Parliamentary Service
Vacancy N.N. 10711817

Department of Parliamentary Services
Closing date: Monday, 11 September 2017

Building and Security
Building Services, Building Strategy and Services

Job Title: Relocations Officer
JobType: Ongoing, Full-time
Location: Capital Hill - ACT
Salary: $73,126 - $78,452
Classifications: APS Level 5
Position No: JR19501
Agency Website: https://career10.successfactors.com/career?company=DPS&career_job_req_id=19501&career_ns=job_listing&navBarLevel=JOB_SEARCH

Job Description

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>
</tr>
</tbody>
</table>

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Parliamentary Service

Department of the House of Representatives

Vacancy N.N. 10712066

Closing date: Thursday, 14 September 2017

Chamber Research Office

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Office Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Capital Hill - ACT</td>
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<tr>
<td>Salary:</td>
<td>$67,474 - $73,001</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 4</td>
</tr>
</tbody>
</table>

Job Description


Duties
1. Act as office administrator for the Chamber Research Office.
2. Under general direction record daily statistical records of the business of the House of Representatives and Federation Chamber.
3. Respond to requests for statistical and other information by undertaking research and preparing correspondence as required.
5. Assist to maintain the departmental library including the digital collection.

**Eligibility**
1. Demonstrated organisational and administrative skills.
2. Proven oral and written communication skills and ability to work with numbers.
3. Proven ability to work effectively in a small team, in particular, take responsibility for own area of work, show initiative in assisting others, work cooperatively and share knowledge.
4. Proven flexibility and adaptability with experience in or ability to develop skills across several disciplines, including a range of IT applications, publishing processes, research and writing.
5. Proven knowledge of the Australian parliamentary system and the operation of the House of Representatives and parliamentary committees. Aptitude to work on parliamentary procedural subjects.

**To Apply**

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>24 hr answering machine, 02 6277 4526, <a href="mailto:hrm.reps@aph.gov.au">hrm.reps@aph.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Jason Sherd, 02 6277 4681</td>
</tr>
<tr>
<td>Apply:</td>
<td>Recruitment, Department of the House of Representatives, Parliament House, Canberra ACT Australia 2600, <a href="mailto:hrm.reps@aph.gov.au">hrm.reps@aph.gov.au</a></td>
</tr>
</tbody>
</table>

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**Prime Minister and Cabinet**

**Department of the Prime Minister and Cabinet**

**Ministerial Support Division**

**Communications Branch**

**Vacancy N.N. 10711730**

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

**Job Title:** Senior Speechwriter

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

**Location:** Barton - ACT

**Salary:** $121,568 - $153,222

**Classifications:** Executive Level 2

**Position No:** 2017/216

**Job Description** from www.executiveintelligencegroup.com.au/vacancies

**Duties**
The Department of the Prime Minister and Cabinet (PM&C) provides high quality advice and support to the Prime Minister, the Cabinet, Portfolio Ministers and Assistant Ministers to achieve a coordinated and innovative approach to the development and implementation of Government policies. PM&C coordinates and develops policy across the Government in economic, domestic and international issues, Aboriginal and Torres Strait Islander affairs and public service stewardship.

As Senior Speechwriter, you will be responsible for managing and guiding a team of highly motivated and dedicated speechwriters and drafting speeches and messages for portfolio Ministers and the Department’s executive. You will be responsible for ensuring the team’s work is of a high calibre, is accurate and meets, at times, competing priorities. This is a leadership role within the Communications Branch and you will contribute to the overall direction, performance and development of the Branch.

To be a strong contender for this role the successful candidate will:

- Be highly professional and dedicated to getting the job done, no matter what it takes;
- Work flexibly to meet deadlines, even when they are very short;
- Have highly developed speechwriting skills;
- Have a proven track record in mentoring and developing staff;
- Excel at developing and maintaining productive working relationships with key stakeholders, including ministerial offices, the executive and program and policy areas of the Department;
- Be committed to producing high quality work; and
- Have a strong interest in government and current affairs.


All applications must be submitted through the Executive Intelligence Group website.

Eligibility
To be eligible for ongoing appointment, an applicant must be, or intend to become, a permanent Australian citizen. This position is a security-designated position. The successful applicant will be required to undergo a security assessment to the appropriate level.

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

Engagement may be negotiated on an ongoing basis or non-ongoing for a specified term.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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>.

About Department of the Prime Minister and Cabinet
Do you want to make a real contribution to the success of our country? The Department of the Prime Minister and Cabinet advises the Prime Minister on policies across the full range of government activities and the machinery of government, and ensures implementation of cabinet decisions. We work across many different government portfolios to ensure coherent strategies with mutually supportive policies and decisions based on a whole-of-government approach. We cover matters of particular importance to the Prime Minister, current government priorities, social and economic policies, Indigenous affairs and national security. Special offices currently work on counter-terrorism, Commonwealth-State reforms, deregulation, women’s policy, ‘ice’ and cyber security.

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with private-sector experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion.

All applicants must be Australian citizens, and be prepared to undertake and pass a security clearance. Applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged apply. The Department aims to ensure that all applicants are treated fairly and that they have equal access to job opportunities. Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our HR Help team on 02 6271 6000 in order to obtain selection documentation.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Karina Duffey or Lauren Searson-Patrick, (02) 6232 2200</th>
</tr>
</thead>
</table>

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Digital Transformation Agency (DTA)

Job Title: Procurement Officer
Job Type: Ongoing, Non-ongoing (Temporary), Full-time
Location: Canberra - ACT
Salary: $63,229 - $68,335
Classifications: APS Level 4

Job Description https://www.dta.gov.au/who-we-are/corporate/jobs/

Duties
The ICT Procurement Branch is responsible for establishing and managing Whole-of-Australian-Government (WoAG) coordinated ICT procurement and contracting arrangements. These arrangements include Telecommunications, Data Centres, ICT Hardware and the Microsoft Volume Sourcing Arrangement.

The role of the APS4 Procurement Officer includes supporting and facilitating agency use of the WoAG procurement arrangements; engaging with IT service providers and the ongoing management of these relationships.

The successful candidate(s) must demonstrate excellent stakeholder management skills working with agencies and IT service providers. There will be opportunity for job rotation within the branch to develop and broaden a staff member's skillset.

As the Procurement Officer, you will be required to bring the following skills and attributes to the team:
- Undertake duties such as compiling information for analysis; manage queries; management and administration of WoAG ICT contracting arrangements; administration of supporting software tools and catalogues; invoice preparation, and development of communication materials, guidance and factsheets.
- Liaise with internal and external stakeholders (Entities and Industry representatives) on operational and administrative matters; provide information and advice on relevant ICT products and services available under the contracting arrangements, associated policies and processes.
- Prepare written documentation including emails, briefs, minutes and/or reports.
- Develop and maintain productive relationships with stakeholders, contractors and service providers.

Qualifications
- Procurement and/or IT-related qualifications are desirable.
- Tertiary qualifications are desirable.

Essential Skills
- Ability to comprehend and acquire a working knowledge of the whole-of-government coordinated ICT procurement arrangements and procurement framework.
- Capable of communicating across different levels of an organisation
- Highly organised
- Capable of prioritising tasks in tight and demanding timeframes
- Proactively address challenges, manage risks and provide resolution strategies

Desirable Skills
- ICT technical/specialist knowledge and experience
- Understanding and/or experience working within an agile management environment and working across organisational boundaries and physical locations to deliver services and project outcomes.
- Procurement and whole-of-government coordinated

Eligibility
This position is subject to the following eligibility requirements:
Australian citizenship

Security Clearance: This position requires a Baseline security clearance. The successful applicant must be willing and eligible to undergo and maintain an Australian Government security clearance at this level.

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

You may be engaged as an ongoing or non-ongoing APS Employee. Non-ongoing employment opportunity will be for 12 months with a possible extension.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the 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>.

About Digital Transformation Agency (DTA)

Every day, more Australians are choosing to interact with government on their mobiles, tablets and computers. That’s why the Digital Transformation Agency (DTA) has been created – to lead the government in transforming how services are delivered, and improve your experience. Working with the DTA means your work will make a real difference in people’s lives. This is the opportunity to gain experience working on large digital services that will be used by millions of people every day.

The DTA values people who:
• Learn, teach and share
• Care about making things better for people
• Take pride in their work
• Have a track record of delivery
• Work well with other people and are open and collaborative, and
• Can communicate clearly and simply about their work.

To Apply

Agency Recruitment Site: https://www.dta.gov.au

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Prime Minister and Cabinet

Vacancy N.N. 10711915

Digital Transformation Agency (DTA)  Closing date: Wednesday, 13 September 2017

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Procurement Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
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<tr>
<td>Salary:</td>
<td>$70,492 - $76,813</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
</tr>
</tbody>
</table>

Job Description  https://www.dta.gov.au/who-we-are/corporate/jobs/

Duties
The ICT Procurement Branch is responsible for establishing and managing Whole-of-Australian-Government (WoAG) coordinated ICT procurement and contracting arrangements. These arrangements include Telecommunications, Data Centres, ICT Hardware and the Microsoft Volume Sourcing Arrangement.

The role of the APSS Senior Procurement Officer includes supporting and facilitating agency use of the WoAG procurement arrangements; engaging with IT service providers and the ongoing management of these relationships.

The successful candidate(s) must demonstrate excellent stakeholder management skills working with agencies and IT service providers. There will be opportunity for job rotation within the branch to develop and broaden a staff member’s skillset.

As the Senior Procurement Officer, you will be required to bring the following skills and attributes to the team:

- Under limited direction undertake duties such as compiling information for analysis; manage complex queries; management and administration of WoAG ICT contracting arrangements; administration of supporting software tools and catalogues; invoice preparation, and development of communication materials, guidance and factsheets.
- Liaise with internal and external stakeholders (Entities and Industry representatives) on operational and administrative matters; provide information and advice on relevant ICT products and services available under the contracting arrangements, associated policies and processes.
- Prepare written documentation including emails, briefs, minutes and/or reports.
- Develop and maintain productive relationships with stakeholders, contractors and service providers.

Qualifications
- Procurement and/or IT-related qualifications are desirable.
- Tertiary qualifications are desirable.

Essential Skills
- Ability to comprehend and acquire a working knowledge of the whole-of-government coordinated ICT procurement arrangements and procurement framework.
- Capable of communicating across different levels of an organisation
- Highly organised
- Capable of prioritising tasks in tight and demanding timeframes
- Proactively address challenges, manage risks and provide resolution strategies

Desirable Skills
- ICT technical/specialist knowledge and experience
- Understanding and/or experience working within an agile management environment and working across organisational boundaries and physical locations to deliver services and project outcomes.
- Procurement and whole-of-government coordinated

Eligibility
This position is subject to the following eligibility requirements:
- Australian citizenship

Security Clearance: This position requires a Baseline security clearance. The successful applicant must be willing and eligible to undergo and maintain an Australian Government security clearance at this level.

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

You may be engaged as an ongoing or non-ongoing APS Employee. Non-ongoing employment opportunity will be for 12 months with a possible extension.

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

About Digital Transformation Agency (DTA)
Every day, more Australians are choosing to interact with government on their mobiles, tablets and computers. That’s why the Digital Transformation Agency (DTA) has been created – to lead the government in transforming how services are delivered, and improve your experience. Working with the DTA means your work will make a real difference in people’s lives. This is the opportunity to gain experience working on large digital services that will be used by millions of people every day.

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• Learn, teach and share
• Care about making things better for people
• Take pride in their work
• Have a track record of delivery
• Work well with other people and are open and collaborative, and
• Can communicate clearly and simply about their work.

To Apply

Agency Recruitment Site: [https://www.dta.gov.au](https://www.dta.gov.au)
Prime Minister and Cabinet

Office of National Assessments

Corporate and IT Services

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Psychologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Full-time, Part-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Barton - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$105,125 - $118,823</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.ona.gov.au/">http://www.ona.gov.au/</a></td>
</tr>
</tbody>
</table>

Job Description  https://onacareers.nga.net.au

Duties
ONA is seeking a dynamic, self-motivated person who will be responsible for the provision of leading psychological services in support of the business objectives of the Office of National Assessments. This new vacancy will be filled at either the EL2 or EL1 classification level – depending on the experience of the preferred candidate.

Role responsibilities
• Perform a range of psychological assessments and provide verbal and written analysis that integrates information from a range of sources,
• Provide expert advice regarding complex psychological assessments and presentations;
• Manage ongoing maintenance and aftercare of individuals to support security requirements,
• Contribute to the development and review of ONA Psychological Services Strategic Plan, in collaboration with the Director of Psychological Services;
• Provision of support to staff and senior leadership regarding performance management and conflict resolution;
• Coordination of staff wellbeing programs in accordance with the strategic direction of the organisation;
• Provision of brief evidence informed psychological intervention on an as needed basis.

Essential criteria
• Master’s degree in Clinical or Organisation Psychology
• 3 years post-graduate clinical experience, and
• Eligibility for full registration with the Australian Psychological Society and unconditional registration as a Psychologist with the Australian Health Professionals Regulation Agency (AHPRA).

Eligibility
You must be an Australian citizen. All ONA positions are security-designated positions, and successful candidates must attain and maintain a Positive Vetting security clearance to work at ONA. Please note that ONA does not provide feedback about any aspect of the security vetting process.

To Apply

Selection Documentation: 02 6266 0966, personnel@ona.gov.au
Position Contact: 02 6266 0960
Prime Minister and Cabinet

Office of National Assessments

Closing date: Wednesday, 13 September 2017

Corporate and IT Services

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Director, Psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type</td>
<td>Ongoing, Full-time, Part-time</td>
</tr>
<tr>
<td>Location</td>
<td>Barton - ACT</td>
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<tr>
<td>Salary</td>
<td>$121,133 - $144,374</td>
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<tr>
<td>Classifications</td>
<td>Executive Level 2</td>
</tr>
</tbody>
</table>

Job Description: [https://onacareers.nga.net.au](https://onacareers.nga.net.au)

**Duties**

ONA is seeking a dynamic, self-motivated person who will be responsible for the provision of leading psychological services in support of the business objectives of the Office of National Assessments. This new vacancy will be filled at either the EL2 or EL1 classification level – depending on the experience of the preferred candidate.

Role responsibilities:
- Provide expert advice to Senior Management on complex psychological assessments and presentations
- Manage ongoing maintenance and aftercare of individuals to support security requirements, including participating in the agency equivalent of a Management Review Board
- Develop and facilitate the ONA Psychological Services Strategic Plan, in collaboration with the Senior Psychologist
- Lead the review and development of policy related to psychological services
- Develop briefs and business cases that will be relied upon by Senior Executive staff
- Development, coaching and mentoring employees, performance management, and conflict resolution
- Develop and facilitate the ONA Psychological Services Strategic Plan, in collaboration with the Senior Psychologist
- Lead the review and development of policy related to psychological services
- Develop briefs and business cases that will be relied upon by Senior Executive staff
- Manage and promote staff well-being programs in accordance with the strategic direction of the organisation
- Oversee and manage the use of service providers, including contractors and consultants
- Plan, manage and monitor financial budgets for the service
- Oversee a professional work unit performing specialist, professional work, including the provision of specialist professional supervision
- Undertake research, project work and provide analysis on current psychological trends in organisational health, security psychology and staff well-being related areas
- Build and sustain relationships with internal and external stakeholders to facilitate and promote ONA Psychological Services best interest and progress business outcomes
- Provide other services and specialist input to management and stakeholders on behavioural science related issues as required i.e. organisational health
- Contribute to organisational change management initiatives.

**Essential criteria**
- Master’s degree in Clinical, Forensic or Organisation Psychology
- 5 years post-graduate clinical experience, and
- Eligibility for full registration with the Australian Psychological Society and unconditional registration as a Psychologist with the Australian Health Professionals Regulation Agency (AHPRA).

**Eligibility**

You must be an Australian citizen. All ONA positions are security-designated positions, and successful candidates must attain and maintain a Positive Vetting security clearance to work at ONA. Please note that ONA does not provide feedback about any aspect of the security vetting process.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation</th>
<th>02 6266 0966, <a href="mailto:personnel@ona.gov.au">personnel@ona.gov.au</a></th>
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</thead>
<tbody>
<tr>
<td>Position Contact</td>
<td>02 6266 0960</td>
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</table>

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Prime Minister and Cabinet

Torres Strait Regional Authority

Vacancy N.N. 10711712

Closing date: Monday, 11 September 2017

To Apply

Selection Documentation: Shaun Barclay, 0740690700, humanresources@tsra.gov.au

Position Contact: Shaun Barclay, 0740690700

Apply: PO Box 261

Thursday Island

QLD 4875


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### Prime Minister and Cabinet

**Torres Strait Regional Authority**

**Job Title:** Senior Project Officer - Compliance  
**Job Type:** Non-ongoing (Temporary), Full-time  
**Location:** Thursday Island - QLD  
**Salary:** $75,465 - $86,685  
**Classifications:** APS Level 6  
**Position No:** T01920

**Job Description**  

**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**

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Shaun Barclay, 0740690700, <a href="mailto:humanresources@tsra.gov.au">humanresources@tsra.gov.au</a></th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

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Social Services

Department of Social Services

Vacancy N.N. 10711709

Closing date: Friday, 8 September 2017

Corporate Services

Government and Executive Services

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Greenway - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$100,254 - $113,799</td>
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<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>50000573</td>
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</table>

Job Description [https://dsscareers.nga.net.au/?AudienceTypeCode=EXT](https://dsscareers.nga.net.au/?AudienceTypeCode=EXT)

**Duties**

The Government and Executive Services Branch (GES) is looking for an experienced Executive Level 1 officer to join our Freedom of Information team.

The GES Branch provides a diverse range of services and strategic support to portfolio Ministers and the Executive.

GES is the primary contact point between the Ministers and Assistant Ministers’ offices and DSS. In addition to parliamentary support functions, the Branch manages the legislation program, Freedom of Information (FOI) requests, and governance of Social Services portfolio bodies.

The Freedom of Information (FOI) team is part of the Government and Executive Services Branch. The FOI team administers all aspects of DSS’ obligations under the Freedom of Information Act 1982 including processing FOI requests, decision-making and oversight of the DSS Information Publication Scheme. The role includes:

- working as part of a small, high-performing team
- independently managing FOI requests addressed to the Department and keeping all appropriate stakeholders informed throughout the process
- working closely with the FOI Coordinator to ensure the Department’s obligations are met and will be relied upon to provide experienced advice in complex FOI matters
- maintaining and building networks with other areas of the Department as required including Legal Services Branch and key policy areas, and
- demonstrating proven experience in FOI decision-making in a complex and dynamic environment
- strong writing skills with excellent attention to detail.

**Eligibility**

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.

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**Notes**

Must have extensive (minimum of 2 to 3 years) and recent Freedom of Information (FOI) experience.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: [http://www.apsc.gov.au/priorities/disability/recruitability](http://www.apsc.gov.au/priorities/disability/recruitability).
The Department of Social Services (DSS) has its national office in Canberra and employs around 2,350 staff in locations around Australia.

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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

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Michael Aldred, 02 6146 4273</th>
</tr>
</thead>
</table>

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Social Services

Department of Social Services

Families

Various

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<thead>
<tr>
<th>Job Title:</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
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<tr>
<td>Location:</td>
<td>Greenway - ACT</td>
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<tr>
<td>Salary:</td>
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Job Description [https://dsscareers.nga.net.au/?AudienceTypeCode=EXT](https://dsscareers.nga.net.au/?AudienceTypeCode=EXT)

Duties
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• enabling communities to identify issues and design appropriate and practical solutions
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There are various opportunities across the Families Group in policy and program management

Positions exist in the following branches:

Children’s Policy Branch
• National Framework for Protecting Australia’s Children policy & coordination
• Children’s policy advice, including non-parent carers, out of home care, permanency planning, domestic adoption and child safe organisations, Inter-country adoption policy, services and country program management
• Transition to Independent Living Allowance (TILA) policy.

Family Policy & Programs Branch
• Policy and programs focused on strengthening family relationships, and supporting effective parenting and financial capability
• Developing reform options for Families and Children programs and Financial Wellbeing and Capability
• Royal Commission Redress support services
• Manage funding and strategic relationships with key stakeholders and peak bodies.

Welfare Quarantining and Gambling Branch
• Income management - policy development and program management
• Cashless debit card – policy development and program management
• Online wagering consumer protection policy.

Family Safety Branch
• National Plan to Reduce Violence against Women and their Children 2010 - 2022, including the Third Action Plan and implementing the Women’s Safety Package
• supporting organisations and services such as Our Watch, ANROWS and 1800 Respect.

Eligibility
Please indicate in your application if you are applying for a policy or program management position, or both.

Part-time and job sharing opportunities will be considered on an individual basis.

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.

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**To Apply**

| Position Contact: | Tristan Reed, 02 6146 2954 |

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**Social Services**

Vacancy N.N. 10711756

**Department of Social Services**

Closing date: Wednesday, 13 September 2017

Families

Various

| Job Title: | Departmental Officer |
| JobType: | Ongoing, Full-time |
| Location: | Greenway - ACT |
| Salary: | $73,461 - $78,451 |
| Classifications: | APS Level 5 |
| Position No: | Various |

**Job Description** [https://dsscareers.nga.net.au/?AudienceTypeCode=EXT](https://dsscareers.nga.net.au/?AudienceTypeCode=EXT)

**Duties**
The Families Group spans children’s policy, early intervention child and family programs, family safety, Paid Parental Leave policy, housing programs, homelessness policy and programs, gambling and financial wellbeing, income management and cashless debit card trials, and has responsibility for progressing four national agendas (Protecting Australia’s Children, Homelessness, Redress Scheme for survivors of institutional childhood sexual abuse and Reducing Violence against Women and their Children).

The Families Group supports the Department’s mission by working to improve the wellbeing of the most vulnerable people, families and communities.

Our key focus is on preventing harm, and intervening early to support families to raise safe, resilient children who are ready to learn, recognising the importance of these to achieving economic independence and lifetime wellbeing.

We commission these outcomes through:
• offering national leadership
• brokering strong partnerships with states, philanthropists, services and communities
• enabling communities to identify issues and design appropriate and practical solutions
• sharing data, evidence, people and other resources with communities and groups to support decision making
• working with communities experiencing particular vulnerability in ways that are practical and recognise the connection between issues and solutions.

There are various opportunities across the Families Group in policy and program management.

Positions exist in the following branches:

Family Policy & Programs Branch
• Policy and programs focused on strengthening family relationships, and supporting effective parenting and financial capability
• Developing reform options for Families and Children programs and Financial Wellbeing and Capability
• Royal Commission Redress support services
• Manage funding and strategic relationships with key stakeholders and peak bodies.

Welfare Quarantining and Gambling Branch
• Income management - policy development and program management
• Cashless debit card – policy development and program management
• Online wagering consumer protection policy.

Housing Programs & Homelessness Branch
• Homelessness policy development
• National Partnership Agreement on Homelessness
• National Rental Affordability Scheme
• Housing Affordability Fund and Building Better Regional Cities Programs.

Redress and Paid Parental Leave Branch
• Establish the National Redress Scheme for Survivors of Institutional Child Sexual Abuse legislation and Referrals.
• Scheme Design and Implementation.
• Engagement and Funding.
• Management of the Paid Parental Leave Scheme.

Family Safety Branch
• National Plan to Reduce Violence against Women and their Children 2010/2022, including the Third Action Plan and implementing the Women’s Safety Package. This includes: Implementing policies and measures designed to change attitudes to prevent violence
• Supporting particularly vulnerable cohorts of women
• Building the evidence base
• Supporting organisations and services such as Our Watch, ANROWS and 1800 Respect.

Eligibility
Please indicate in your application if you are applying for a policy or program management position, or both.

Part-time and job sharing opportunities will be considered on an individual basis.

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:

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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

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Trish Van Dartel, 02 6146 2227</th>
</tr>
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</table>

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Social Services

Department of Social Services

Vacancy N.N. 10711762

Closing date: Wednesday, 13 September 2017

Families

Various

<table>
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<th>Job Title:</th>
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<td>JobType:</td>
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<td>Location:</td>
<td>Greenway - ACT</td>
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<td>Salary:</td>
<td>$80,463 - $90,441</td>
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Job Description

Duties
The Families Group spans children’s policy, early intervention child and family programs, family safety, Paid Parental Leave policy, housing programs, homelessness policy and programs, gambling and financial wellbeing, income management and cashless debit card trials, and has responsibility for progressing four national agendas (Protecting Australia’s Children, Homelessness, Redress Scheme for survivors of institutional childhood sexual abuse and Reducing Violence against Women and their Children).

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• working with communities experiencing particular vulnerability in ways that are practical and recognise the connection between issues and solutions.

Children’s Policy Branch

• National Framework for Protecting Australia’s Children policy & coordination
• Children’s policy advice, including non-parent, carers, out of home care, permanency planning, domestic adoption and child safe organisations, Inter-country adoption policy, services and country program management
• Transition to Independent Living Allowance (TILA) policy.

Family Policy & Programs Branch

• Policy and programs focused on strengthening family relationships, and supporting effective parenting and financial capability
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• Royal Commission Redress support services
• Manage funding and strategic relationships with key stakeholders and peak bodies.

Welfare Quarantining and Gambling Branch

• Income management - policy development and program management
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• Online wagering consumer protection policy.

Redress and Paid Parental Leave Branch

• Establish the National Redress Scheme for Survivors of Institutional Child Sexual Abuse,
• Legislation and Referrals
• Scheme Design and Implementation
• Engagement and Funding
• Management of the Paid Parental Leave Scheme.

Family Safety Branch

• National Plan to Reduce Violence against Women and their Children 2010 / 2022, including the Third Action Plan and implementing the Women’s Safety Package. This includes:
  • supporting organisations and services such as Our Watch, ANROWS and 1800 Respect.

Eligibility
Please indicate in your application if you are applying for a policy or program management position, or both.

Part-time and job sharing opportunities will be considered on an individual basis.

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To Apply
Position Contact: Christine Culnane, 02 6146 4103

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• Management of the Paid Parental Leave Scheme.

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• Supporting organisations and services such as Our Watch, ANROWS and 1800 Respect.

Eligibility
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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Alan Hughes, 02 6146 2976</th>
</tr>
</thead>
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**Department of Social Services**

**Closing date: Monday, 4 September 2017**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Director</th>
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<td>Job Type:</td>
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<tr>
<td>Location:</td>
<td>Greenway - ACT</td>
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<td>Salary:</td>
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<td>Classifications:</td>
<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>50005784</td>
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</tbody>
</table>
Job Description

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;
• Managing 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:
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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 |
Social Services

Vacancy N.N. 10711846

Department of Social Services

Closing date: Tuesday, 29 August 2017

Social Services

Vacancy N.N. 10711846

Department of Social Services

Delivery Strategy and Operations

Delivery Network Operations

Job Title: Affirmative Measures - Departmental Officer - WITHDRAWN
Job Type: Ongoing, Full-time
Location: Hobart - TAS
Salary: $73,461 - $78,451
Classifications: APS Level 5
Position No: 42100278,42100281

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

Duties
The programs and services that are covered by DSS support people and families to participate economically and socially in Australian society, enhance the independence and well being of people with high needs and foster a cohesive community. The programs and services are targeted towards some of the most vulnerable people in our society, such as people with a disability, new humanitarian entrants, vulnerable children and families.

The Delivery Group includes the network of state and territory offices (the Delivery Network) and National Delivery Branches located in National Office (NO). With around 440 staff and contractors across Australia, Delivery has a key role in delivering DSS programs and services across a united network by working in a connected, consistent and efficient way.

We engage with a diverse group of external stakeholders, including local and state/territory government bodies, other Commonwealth agencies, non-government organisations, peak bodies, service providers and the public. By doing so, we can contribute local knowledge and intelligence to policy and programme development and regulatory practice, consistent with the Department's Program Delivery Model.

The Delivery Network is the public face of DSS in local areas and our role is to:
• Ensure our programs and services are implemented on time, to budget and in accordance with policy frameworks to help achieve expected outcomes
• Provide local intelligence and evidence-based information to policy, program, regulatory and corporate areas
• Professionally manage grants, administered procurement and regulation, including risk and the associated service provider relationships
• Use our local or place-based intelligence and capabilities to improve service delivery
• Undertake compliance activities including where necessary investigating and reviewing complaints and service provider performance

The Tasmanian State Office works collaboratively with the other state and territory offices as well as policy, program, regulatory and corporate areas to achieve the Government’s priorities. The State Office has around 20 staff located in Hobart. Sections and responsibilities include Settlement and Multicultural Affairs; Families and Communities; and Disability, Carers and Mental Health. The BSWAT Payment Team is also based in Hobart.

APSS Departmental Officers within the Tasmanian State Office undertake diverse activities across a range of DSS function areas and work collaboratively as part of a team and across the office to achieve quality outcomes.

Responsibilities of APSS staff in the Tasmanian State Office include but are not limited to:
• Demonstrate positivity and a solution focused way of working to achieve results;
• Assist in the delivery of a function or project, contribute to the workload and priorities of a team and effectively manage individual priorities;
• Analyse information to assess risk and determine providers’ compliance with regulatory obligations and make sound recommendations;
• Manage risk in line with risk assessment criteria and identify appropriate application of decision making tools and responsibilities to escalate, prioritise and manage complaints and non-compliance;
• Establish and manage contracts and grant agreements including monitoring performance against agreed objectives, targets and outcomes and ensuring that accountability requirements are met;
• Develop and maintain knowledge and understanding of relevant program guidelines, legislation and policy frameworks;
• Liaise effectively and maintain good working relationships across the office, and with key stakeholders;
• Identify, document and escalate issues and provide local intelligence on the impact of policies and programs;
• Prepare high quality accurate correspondence, submissions and briefings/responses;
• Undertake data analysis and provide timely accurate information, reports and recommendations;
• Create, update and maintain quality, accurate and up-to-date records, data and work systems; and
• Participate in section business planning and assist in implementing program and process reforms.

Eligibility
The successful applicant may be required to travel intra and interstate.

A current Australian Drivers Licence is 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.

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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).

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Selection documents are also available on our website, [www.dss.gov.au](http://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**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Kellie Workman, 03 6213 9346</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.dss.gov.au">https://www.dss.gov.au</a></td>
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**Social Services**

**Department of Social Services**

Vacancy N.N. 10711888

Closing date: Wednesday, 13 September 2017

Corporate Services
Assurance and Performance

<table>
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<tr>
<th>Job Title:</th>
<th>Fraud Analyst</th>
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<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
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<td>$80,463 - $90,441</td>
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**Job Description**

[https://dsscareers.nga.net.au/?AudienceTypeCode=EXT](https://dsscareers.nga.net.au/?AudienceTypeCode=EXT)

Duties
The Analytics Team is a part of the Fraud Analytics Section in the Assurance and Performance Branch and provides advice and support to the Department to minimise or prevent fraud across the Department’s programs and day-to-day operations.

The Analytics Team is a specialist team that uses techniques such as data mining and advances analytics to identify potential fraud in the Department’s programs. The team exploits the Department’s data stores to develop statistical and probabilistic models which are used to provide an evidence and risk-based approach to case selection for further analysis and investigation. The team also supports program integrity by ensuring grants payments are not made to known or suspected fraudsters.

This role is responsible for extracting and interpreting data, analysing results and using statistical techniques to provide a suite of ongoing reports. Duties include:
1. Extraction and transformation of data for analytical purposes
2. Developing business rules and expert systems to target fraud in DSS programs
3. Analysis of data to identify potentially fraudulent activities for further analysis or investigation
4. Identifying and developing new fraud detection methods to respond to changing environment/risks
5. Providing advice and support to the investigations area on data related matters

In addition, a key focus is working collaboratively with stakeholders to identify trends and provide insight for future fraud detection strategies. When a study is complete or key steps are achieved, this role is often required to present findings to various stakeholders in the form of presentations or written reports.

**Eligibility**

Fraud Analysts will have strong analytical skills and have experience in statistics, data extraction and data mining techniques.

Proficiency in SAS or SQL would be an advantage.

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:

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**Notes**

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**To Apply**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Kim Paterson, 02 6146 1502</th>
</tr>
</thead>
</table>
Social Services

Department of Social Services

Vacancy N.N. 10711890

Corporate Services
Assurance and Performance

Job Title: Fraud Awareness Office
Job Type: Ongoing, Full-time
Location: Greenway - ACT
Salary: $80,463 - $90,441
Classifications: APS Level 6
Position No: 50016627

Job Description [https://dsscareers.nga.net.au/?AudienceTypeCode=EXT](https://dsscareers.nga.net.au/?AudienceTypeCode=EXT)

Duties
The Fraud Control team is a part of the Fraud Analytics Section in the Assurance and Performance Branch and provides advice and support to the Department to minimise or prevent fraud across the Departments programs and day-to-day operations. The team is responsible for raising awareness of fraud and corruption across the Department through the promotion of an anti-fraud culture, and delivers targeted training packages to suit individual areas' needs.

The Fraud Control team also supports payment integrity by working with program areas to undertake fraud risk assessments, and identifying effective treatments and controls to effectively manage those fraud risks.

The Fraud Awareness Officer will be responsible for developing and implementing the Department's fraud and corruption awareness strategy in accordance with the relevant legislative framework, including:

- Developing communications strategies to promote fraud awareness across the Department.
- Develop a Fraud and Corruption Training schedule.
- Working with program areas to develop and deliver targeted training packages
- Maintain the Departments fraud control framework, including the fraud control plan and fraud control certificates.
- Establish and maintain relationships with fraud awareness areas within other agencies.
- Develop and maintain reports to the executive on instances of fraud.

The Fraud Awareness Officer will also be required to work with other team members to identify and assess potential risks and sources of fraud across the Department's programs, and will conduct fraud risk assessments when required.

The Fraud Awareness Officer will also be required to work closely with the Analytics Team to help identify indicators of fraudulent behaviour.

Eligibility
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Notes
Applicants must have a strong background in fraud control activities and be able to develop and deliver training to a wide range of audiences.

The successful applicant must have:

1. A Diploma in Government Fraud Control or be currently working towards completion (mandatory)
2. A Certificate IV Training and Assessment, or a minimum five years experience in delivering training packages (mandatory)

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**Social Services**

**Department of Social Services**  
Closing date: Friday, 15 September 2017

**Delivery Strategy and Operations**

**Delivery Network Operations**

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<tr>
<th>Job Title:</th>
<th>Departmental Officer</th>
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<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<td>Position No:</td>
<td>42100278,42100281</td>
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[https://dsscareers.nga.net.au/?AudienceTypeCode=EXT](https://dsscareers.nga.net.au/?AudienceTypeCode=EXT)

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• Undertake data analysis and provide timely accurate information, reports and recommendations;
• Create, update and maintain quality, accurate and up-to-date records, data and work systems; and
• Participate in section business planning and assist in implementing program and process reforms.

Eligibility

The successful applicant may be required to travel intra and interstate.

A current Australian Drivers Licence is desirable.

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To Apply

Position Contact: Kellie Workman, 03 6213 9346

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Social Services

National Disability Insurance Agency

Closing date: Sunday, 17 September 2017

Operations

Queensland Central

Job Title: APS 4 Planner - Queensland
JobType: Ongoing, Non-ongoing (Temporary), Full-time
Location: Chermside - QLD; Hervey Bay - QLD; Mount Gravatt - QLD; Beenleigh - QLD; Robina - QLD; Inala - QLD
Salary: $63,127 - $70,068
Classifications: APS Level 4

Job Description

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
- 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 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.

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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>
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<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:ndia@dfp.com.au">ndia@dfp.com.au</a></th>
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<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

Vacancy N.N. 10711671

National Disability Insurance Agency

Operations
Queensland Central

Closing date: Sunday, 17 September 2017

Job Title: APS 5 Planner Queensland
Job Type: Ongoing, Non-ongoing (Temporary), Full-time
Location: Chermside - QLD; Hervey Bay - QLD; Inala - QLD; Mount Gravatt - QLD; Beenleigh - QLD; Robina - QLD
Salary: $71,261 - $76,715
Classifications: APS Level 5

Job Description

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

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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

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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: <a href='http://www.apsc.gov.au/priorities/disability/recruitability'>http://www.apsc.gov.au/priorities/disability/recruitability</a>.

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Social Services

Vacancy N.N. 10711690

National Disability Insurance Agency

Closing date: Sunday, 17 September 2017

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Queensland Central

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Duties


Duties
About the Position

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Social Services

**National Disability Insurance Agency**

**Vacancy N.N. 10711692**

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

Operations
Queensland Central

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**Job Description**


**Duties**

About the Position

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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
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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

Vacancy N.N. 10711695

Closing date: Sunday, 17 September 2017

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Social Services

Vacancy N.N. 10711697

National Disability Insurance Agency

Closing date: Sunday, 17 September 2017

Operations

Queensland Central

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Eligibility

These vacancies are to be filled under an affirmative measure to improve employment opportunities for Aboriginal and/or Torres Strait Islander people in the Australian Public Service. They are open only to Aboriginal and/or Torres Strait Islander people.

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Dependent 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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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: [RecruitAbility](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.

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To Apply

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Social Services

National Disability Insurance Agency

Closing date: Sunday, 17 September 2017

Operations

Queensland Central

Job Title: APS 6 Senior Planners/ Team Leaders - QLD (Affirmative Measures, Disability Employment)

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

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

Salary: $79,580 - $87,981

Classifications: APS Level 6


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.

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Eligibility
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To Apply
Social Services

National Disability Insurance Agency

National Disability Insurance Agency

Vacancy N.N. 10711699

Social Services

National Disability Insurance Agency

Closing date: Sunday, 10 September 2017

Operations
Queensland North

Job Title: APS 5 Local Area Coordinators - QLD
JobType: 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


Duties

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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**Social Services**

**National Disability Insurance Agency**

**Operations**

**Queensland North**

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**Duties**
About the Position

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. 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:
• Cairns
• Weipa

About You

To join our team you will:
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Eligibility

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**Social Services**

**National Disability Insurance Agency**

*National Disability Insurance Agency*

Operations
Queensland North

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

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

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

**Salary:** $71,261 - $76,715

**Classifications:** APS Level 5

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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.

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

**About You**

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**Social Services**

**National Disability Insurance Agency**

Closing date: Sunday, 10 September 2017

Operations
Queensland North

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**Job Description**


**Duties**

About the Position
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These roles are available in:
• Cairns
• Weipa

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Social Services

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National Disability Insurance Agency  
Closing date: Sunday, 17 September 2017

Operations  
Queensland Central

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<th>APS 3 Front of House - QLD (Affirmative Measures - Disability Employment)</th>
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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
• Inala / Oxley
• Mt Gravatt
• Robina
• Chermside

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

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About You
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To Apply
Social Services

National Disability Insurance Agency

Vacancy N.N. 10711741

Participants and Planning
Operations, Vic East

Job Title: APS 4 Regional Finance Officer - Claims Assistance
JobType: Non-ongoing (Temporary), Full-time
Location: Dandenong - VIC
Salary: $63,127 - $70,068
Classifications: APS Level 4


Duties
The Regional Finance Officer (RFO): Claims Assistance will be responsible for a broad range of financial related support duties including data entry and verification of finance related elements of participant plans.

You will:
- Have an eye for detail and an ability to thrive in a constantly changing environment.
- Work collaboratively with internal and external stakeholders to ensure the financial elements of a participants plan are handled in accordance with NDIS and Commonwealth policies and procedures.
- Be responsible for reconciling and preparation of financial reports for distribution to key stakeholders.

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.
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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
Selection Documentation: Louise.Allen@ndis.gov.au
Position Contact: Louise Allen, (03) 8773 5902
Social Services

National Disability Insurance Agency

Vacancy N.N. 10711744

Participants and Planning Operations, Vic East

Closing date: Tuesday, 5 September 2017

Job Title: EL 1 Assistant Director - Market and Provider Engagement

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

Location: Dandenong - VIC

Salary: $99,154 - $108,523

Classifications: Executive Level 1


Duties

The Assistant Director – Market & Provider Engagement will be responsible for providing clear and regular communications about the Scheme to stakeholders, coordinating Agency participation in events and forums, and ensuring regional management are kept abreast of local issues, challenges and successes.

You will:

- Possess exemplary leadership qualities in connecting with staff, participants, individuals and support providers, and be able to work collaboratively to deliver on the objectives of the Agency and for building strong links across the region.
- Contribute to the links between the corporate and service delivery arms of the region and be accountable for providing clear and regular communication back to and working with National Office, in particular the Market and Providers Division.
- Be proactive in working across the Agency and key stakeholders to support the implementation of the Agency’s market development activities and support provider readiness activities.
- Have extensive stakeholder management experience, high order capacity building and superior communications and analytical skills.

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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>

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To Apply

Selection Documentation: Louise.Allen@ndis.gov.au
Social Services

Vacancy N.N. 10711767

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


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.

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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  
Vacancy N.N. 10711819

National Disability Insurance Agency

Closing date: Sunday, 17 September 2017

Qld North
Service Delivery, Palm Island

Job Title: APS 5 Local Area Coordinator, Palm Island
Job Type: Ongoing, Non-ongoing (Temporary), Full-time
Location: Palm Island - QLD
Salary: $71,261 - $76,715
Classifications: APS Level 5


Duties
As a Local Area Coordinator you 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 also handle complex and sensitive conversations and consider many factors that need to be balanced in order to understand how disability impacts on daily living. A Local Area Coordinator understands the support needs and identifies when the individual would benefit from early intervention.

As a Local Area Coordinator you will work with participants and their 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.

Local Area Coordinators engage with local organisations and communities, including mainstream agencies to build awareness and improve opportunities for people with disability to access and actively participate in community activities.

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.

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To Apply
Social Services

National Disability Insurance Agency

Vacancy N.N. 10711914

Closing date: Monday, 4 September 2017

Scheme Actuary
Insurance & Research

Job Title: APS 4 Actuarial Analyst
JobType: Ongoing, Full-time
Location: Sydney - NSW
Salary: $63,127 - $70,068
Classifications: APS Level 4

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.

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Notes
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To Apply

Selection Documentation: james.bishop@ndis.gov.au
Position Contact: James Bishop, 02 9928 7636
Agency Recruitment Site: http://www.ndis.gov.au
Social Services

National Disability Insurance Agency

Vacancy N.N. 10711917

Scheme Actuary
Insurance & Research

Closing date: Monday, 4 September 2017

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 fulfill statutory requirements of the NDIS Act, together with other reporting, analysis and data management activities.

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.

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Notes

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To Apply

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<th>Selection Documentation:</th>
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### National Disability Insurance Agency

**Scheme Actuary**

**Insurance & Research**

<table>
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<th>Job Title:</th>
<th>APS 6 Actuarial Analyst</th>
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<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>
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**Job Description**


**Duties**

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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**

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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies
Job Title: APS 6 Senior Planner

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

Location: Horsham - VIC

Salary: $79,580 - $87,981

Classifications: APS Level 6

Job Description

Duties

As an APS 6 Senior Planner, you will:

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

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

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

As an APS 6 Senior Planner you may be responsible for:

• Conducting planning conversations with participants over the phone or in person by utilising internal frameworks to guide the process.
• Gathering appropriate information from participants and planning partners to determine funded supports in accordance with the NDIS Act 2013.
• Responding to enquiries received by the Agency via email; phone or in person.
• Providing participants and representatives with information and support to identify their goals and aspirations.
• Working with participants and their representatives to identify informal, mainstream and community support options to achieve plan outcomes.
• determining funded supports to be included in participant plans to complement informal and formal supports as per Agency planning processes.
• determining the management of funded supports in accordance with the NDIS Act 2013 and relevant operational guidelines.
• ensuring participant and plan information is reflects NDIA support packages.
• applying critical analysis of system generated support packages to ensure funded supports are compliant with S34 of the NDIS Act 2013 and plans approved are within relevant delegated authority.
• liaising and working cooperatively with planning partners and external providers to ensure successful implementation of high level plans.
• contacting participants / providers for information as required / relevant to the planning process / plan implementation.
• completing general and high level plan reviews
• representing the Agency and contributing to build inclusive communities through partnership and collaboration with individuals, families/carers, local organisations and the broader community.
• Undertake quality reviews in relation to internal quality assurance and continuous improvement processes.
• Be seen as a subject matter expert and provide guidance, coaching and advice to fellow team members.
• leading/contributing to projects that enhance service delivery practice and contribute to improved service quality for participants.
• implementing and communicating plan extensions (if required); and
• ensuring high quality record keeping, including competency with IT systems.

Eligibility

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

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

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<tr>
<td>Position Contact:</td>
<td>Virginia Wiggins, 0477 369 441</td>
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### Social Services

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<td>Vacancy N.N. 10711937</td>
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<td>Closing date: Monday, 11 September 2017</td>
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**Victoria West**

**Horsham, Service Delivery**

<table>
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<tr>
<th>Job Title:</th>
<th>APS 6 Planner Team Leader</th>
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**Job Description**


**Duties**
As an APS 6 Planner Team Leader, you will:

- supervise a team of APS4/5 Planners and Business Support Officers, in an environment driven and measured by performance targets
- gather information from participants and planning partners to make informed decisions within defined parameters within the NDIS Act 2013.
- work with participants and planning partners to determine current and future high level supports with increased complexity that will support participants to achieve their goals and aspirations and enable better outcomes.
- participate as an integral part of the National Disability Insurance Agency’s (NDIA) internal quality assurance framework
- contribute to the achievement of key performance indicators for the Agency including planning targets.

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

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

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

As an APS 6 Planner Team Leader you may be responsible for:
- providing supervision and leadership as a team leader to achieve outcomes for Scheme participants in line operational requirements;
- promoting a supportive and positive working environment;
- promoting workplace practices consistent with agency policy and in accordance with Australian Public Service values and leadership behaviours;
- conducting planning conversations with participants by utilising internal frameworks to guide the process.
- providing participants and representatives with information and support to identify their goals and aspirations.
- working with participants and their representatives to identify informal, mainstream and community support options to achieve plan outcomes.
- determining funded supports to be included in participant plans to complement informal and formal supports as per Agency planning processes.
- applying critical analysis of system generated support packages to ensure funded supports are compliant with S34 of the NDIS Act 2013 and plans approved are within relevant delegated authority.
- liaising and working cooperatively with planning partners and external providers to ensure successful implementation of high level plans.
- completing general and high level plan reviews
- representing the Agency and contrib buting to build inclusive communities through partnership and collaboration with individuals, families/carers, local organisations and the broader community.
- undertake quality reviews in relation to internal quality assurance and continuous improvement processes.
- implementing and communicating plan extensions (if required); and
- ensuring high quality record keeping, including competency with IT systems.

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

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Notes
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**Social Services**

**Vacancy N.N. 10711964**

**National Disability Insurance Agency**

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

Community Linkages & Engagement
Information, Linkages & Capacity Building

<table>
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<tr>
<th>Job Title:</th>
<th>APS 6 Senior ILC Officer</th>
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<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
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<tr>
<td>Location:</td>
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**Duties**

The overarching goal of the National Disability Insurance Scheme (NDIS) is to increase the social and economic participation of people with disability. Information, Linkages and Capacity Building (ILC) will make important contributions to achieving this goal.

ILC will aim to build the capacity of individuals with disability, their families and carers to achieve their goals as well as the capacity of organisations, communities and services to be more inclusive and accessible.

ILC has responsibility for the following functions:
- Strategy and Design
- Sourcing
- Performance and Communications
- Implementation and Transition

The Senior Sourcing Officer will be part of the ILC Sourcing Team. This team is responsible for planning and delivering the processes used to award ILC grants. Providing grants to organisations is one important way that ILC will deliver on the ILC outcomes. Achieving the ILC outcomes will also contribute to creating more accessible and inclusive communities.

The Senior Policy Officer will be part of the Strategy and Design Team. This team is responsible for overseeing the strategic projects and initiatives that form part of ILC. The position will work with a range of internal and external stakeholders to ensure the key objectives of ILC are delivered through a National framework. This position will also work closely with Partners in the Community Branch (NDIA) on co-design deliverables and outcomes with a focus on ILC.

The Senior Project Officer will be part of the Implementation Team. This team is responsible for delivering the implementation of all ILC grants. This position will provide support in grants management, including negotiating grant activities and funding agreements. This position will also work with a range of key stakeholders to ensure ILC grant activities are delivered in a timely and deliverable manner.

Both the Senior Sourcing Officer and Senior Policy Officer is required to work with internal stakeholders (executives and teams within the National Disability Insurance Agency, key Commonwealth agencies) and external stakeholders to help implement ILC.

You will bring to these roles experience in one or more related policy and program design areas, experience in grants...
management or procurement, well developed communication and analytical skills, and organisational skills. You will demonstrate flexibility and resilience and embrace the challenges of working in a complex and changing environment.

The NDIA welcomes and encourages applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds, and people with disability.

Duties

The duties for an APS 6 Senior Policy Officer in the ILC Strategy and Design Team include:

**Strategy and Design**
- Provide strategic advice and support in the delivery of identified strategic projects relative to ILC
- Identify and develop strategic partnering of key stakeholders
- Provide policy advice and support related to ILC including written briefs and communications
- Provide reflections and lessons learned to policy development activities
- Identify, implement and support strategic projects relative to ILC
- Design and deliver a range of forums that highlight best practice and learnings from ILC grant activities
- Support the management of projects and initiatives that support the ILC component of Local Area Coordination
- Support the co-design focus within ILC
- Support and manage projects that build sector capacity

The duties for an APS 6 Senior Sourcing Officer in the ILC Sourcing Team include:

- Supporting the ILC Branch to take a strategic approach to commissioning ILC grants to achieve the ILC outcomes
- Supporting the design of grants processes taking into account evaluations and reviews from previous rounds, the performance of current grants, best practice approaches to commissioning for outcomes, and feedback from the sector
- Supporting the development of grant process documentation including Program Guidelines, application forms, Selection Strategies and Frequently Asked Questions
- Supporting the establishment and management of partnerships with Commonwealth Government Departments to manage the delivery of ILC grants rounds where required. Developing effective strategies for engaging with organisations to build their understanding and participation in ILC grants processes
- Supporting the development of communication products and assist with engagement activities and communication with a diverse range of organisations to prepare the sector for each ILC grant round
- Supporting the management of ILC grant rounds against project implementation plans and adhere to a project management framework including milestones, risks, interdependencies, status reporting and review

The duties for an APS 6 Senior Project Officer in the ILC Implementation Team include:

- Work strategically with other ILC Teams to deliver effective and sound processes in the area of ILC Grants management
- Support activities in line with the ILC outcomes framework
- Support Regional Grant management activities
- Lead development and training for regional staff
- Participate in relevant project advisory groups and provide strategic advice and linkages to relevant stakeholders and information
- Provide input into the ILC Branch’s approach to grants management including developing processes and documentation

General duties of ILC APS 6 staff:
- Participate in relevant project steering groups
- Work collaboratively with divisional staff to solve complex problems
- Support the development of grant processes and documentation
- Prepare high level correspondence, briefs and reports
- Display and foster behaviours in line with NDIA’s values and behaviour charter

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: <a href='http://www.apsc.gov.au/priorities/disability/recruitability'>http://www.apsc.gov.au/priorities/disability/recruitability</a>.

**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:Daniella.Wilkie@ndis.gov.au">Daniella.Wilkie@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Daniella Wilkie, 03 5272 7494</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.ndis.gov.au">http://www.ndis.gov.au</a></td>
</tr>
</tbody>
</table>

To Vacancies notified in all formats of the electronic Public Service Gazette should be aware:

1. That the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
2. Applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Social Services

Vacancy N.N. 10711996

National Disability Insurance Agency

Scheme Actuary

Insurance & Research

Job Title: APS 6 Office Manager

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

Location: Sydney - NSW

Salary: $79,580 - $87,981

Classifications: APS Level 6

Position No: 0850_08/17


Duties

The Office Manager will take an active role in ensuring the smooth operation of the Office of Scheme Actuary. The role requires:

- Management of day-to-day tasks to support staff
- Responsibility for ensuring delivery of all office support functions
- Management of direct reports in the smooth running of the office and to assist them to develop professionally.

Responsibilities include:

- Managing office administration staff
- Managing recruitment and on-boarding processes for new starters
- Managing the procurement of services, including liaising with internal staff and procurement support services
- Managing office supplies and stationery
- Paying invoices and acquiring travel and other expenses
- Issuing and maintaining staff security passes
- Reporting and following up on property issues, and liaising with tradespeople and contractors
- Supporting staff in Fire Warden, First Aid Officer, WHS Officer and Diversity Officer roles
- Overseeing the use of meeting rooms and associated equipment, including video and teleconference
- Managing front of house activities including welcoming and signing in visitors.

The Office Manager must manage a high workload and competing priorities while maintaining high work standards and accuracy.

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.

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About National Disability Insurance Agency
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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

Selection Documentation: James Bishop, 0459 887 383, james.bishop@ndis.gov.au
Position Contact: James Bishop, 02 9928 7636
Agency Recruitment Site: http://www.ndis.gov.au

This notice is part of the electronic Public Service Gazette PS35 - 31 Aug 2017 Published by Australian Public Service Commission.
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Social Services
Vacancy N.N. 10712033

National Disability Insurance Agency
Closing date: Monday, 11 September 2017
Access & Operations Management
National Access Team, Adelaide

Job Title: APS 4 Access Assessor
JobType: Non-ongoing (Temporary), Full-time
Location: Adelaide - SA
Salary: $63,127 - $70,068
Classifications: APS Level 4


Duties
The National Disability Insurance Agency (NDIA) National Access Team (NAT) undertakes access decisions for all potential participants of the National Disability Insurance Scheme (NDIS). The team is geographically dispersed, so candidates with the ability to work independently along with excellent communication, assessment and analytical skills are strongly encouraged to apply.

The Access Assessor will work within the NAT in a virtual team environment. The position will provide broad support to the NAT to efficiently determine eligibility and streamline access decisions.

You will be required to produce work of high quality within tight deadlines. You will be able to work successfully as a member of the team while showing initiative and working independently when required.

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

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 12 months, with the possibility of extension up to three years.

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

About National Disability Insurance Agency
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To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Carolyn Walsh, 08 8394 1844, <a href="mailto:Carolyn.Walsh@ndis.gov.au">Carolyn.Walsh@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Carolyn Walsh, 08 8394 1844</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.ndis.gov.au">http://www.ndis.gov.au</a></td>
</tr>
</tbody>
</table>

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

Statutory Authorities

Civil Aviation Safety Authority Australia
Sustainability Group
Information Services

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Business Intelligence Technical Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Woden - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$85,509 - $93,811</td>
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<tr>
<td>Agency Classification:</td>
<td>Statutory Authority</td>
</tr>
<tr>
<td>Position No:</td>
<td>1083</td>
</tr>
</tbody>
</table>

Job Description

Duties
The Business Intelligence Technical Analyst will develop reports, dashboards and Business Intelligence solutions based on specifications. The successful candidate will liaise and assist business groups to identify Business Intelligence needs and define requirements, processes and rules.

This role will also develop and maintain Business Objects universes, assist power users in the development of reports and provide feedback on the capabilities and restrictions of the Data Warehouse.

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: Patrick Godwin, 02 6217 1111
Agency Recruitment Site: http://www.casa.gov.au

Vacancy N.N. 10711745
Civil Aviation Safety Authority Australia

Aviation Group
Air Navigation, Airspace and Aerodromes

Job Title: Safety Specialist
Job Type: Ongoing, Full-time
Location: Woden - ACT
Salary: $96,493 - $125,039
Agency Classification: Statutory Authority
Position No: 1939

Job Description

Duties
The Safety Specialist is a key role responsible for delivering on CASA’s obligations under the Airspace Act (2007), Airspace Regulations (2007), the Australian Airspace Policy Statement (2015) and the Civil Aviation Act (1988).

The Safety Specialist is accountable to the Team Leader of Airspace Operations for assessing airspace safety risks, conducting risk assessments for airspace activity, ensuring the accuracy and robustness of safety analysis in airspace reviews and for providing advice about the process and content of safety assessments by OAR staff. The Safety Specialist is also responsible for ensuring that all airspace change proposals (ACPs) include a robust and clearly articulated safety assessment.

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.

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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**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Kevin Scrimshaw, 02 6217 1111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.casa.gov.au">http://www.casa.gov.au</a></td>
</tr>
</tbody>
</table>

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**Statutory Authorities**

<table>
<thead>
<tr>
<th>Civil Aviation Safety Authority Australia</th>
<th>Civil Aviation Safety Authority Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vacancy N.N. 10711810</strong></td>
<td>Closing date: Sunday, 10 September 2017</td>
</tr>
<tr>
<td><strong>Aviation Group</strong></td>
<td><strong>Air Navigation, Airspace and Aerodromes</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Job Title: Airspace Project Specialist (Future Airspace)</th>
<th>Job Type: Ongoing, Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Woden - ACT</td>
<td>Salary: $96,493 - $125,039</td>
</tr>
<tr>
<td>Agency Classification: Statutory Authority</td>
<td></td>
</tr>
<tr>
<td>Position No: 2876</td>
<td></td>
</tr>
</tbody>
</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.

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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

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Statutory Authorities

Vacancy N.N. 10711811

Civil Aviation Safety Authority Australia

Aviation Group
Air Navigation, Airspace and Aerodromes

Closing date: Sunday, 10 September 2017

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
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.

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Eligibility

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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

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Martin Holberton, 02 6217 1111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.casa.gov.au">http://www.casa.gov.au</a></td>
</tr>
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</table>

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Statutory Authorities

National Gallery of Australia  
Closing date: Thursday, 14 September 2017

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Fundraising Officer</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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<tr>
<td>Salary:</td>
<td>$55,025 - $67,075</td>
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<tr>
<td>Agency Classification:</td>
<td>NGA 3/4</td>
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<tr>
<td>Position No:</td>
<td>4009</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.nga.gov.au">http://www.nga.gov.au</a></td>
</tr>
</tbody>
</table>

Job Description

Duties
The occupant of this position reports to the Head of Development & Executive Director Foundation and is responsible for providing support and assistance primarily to the National Gallery of Australia (NGA) Foundation and also the Corporate Partnerships team of the National Gallery of Australia.

The successful applicant will have well developed organisational and administrative support skills, including attention to detail. Demonstrated ability to operate financial, word processing and spreadsheet systems along with experience in database entry and the ability to produce reports is required. Knowledge of Raiser’s Edge database would be an advantage.

This is a full-time ongoing employment opportunity. Further information about the position may be obtained by contacting Maryanne Voyazis on (02) 6240 6691 or maryanne.voyazis@nga.gov.au.

Applications including a current resume/CV and a statement of claims addressing the selection criteria of up to 1,000 words in total (selection criteria don’t need to be addressed individually) must reach the Recruitment Officer by close of business Thursday 14 September 2017 at recruitment@nga.gov.au.

Information regarding eligibility requirements for employment at the Gallery together with documentation outlining the duties, selection criteria and the skills, experience and qualifications required for this position is available at [www.nga.gov.au/jobs](http://www.nga.gov.au/jobs). The Recruitment Officer can also be contacted on (02) 6240 6447.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:recruitment@nga.gov.au">recruitment@nga.gov.au</a></th>
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<tbody>
<tr>
<td>Position Contact:</td>
<td>Maryanne Voyazis, 02 6240 6691</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.nga.gov.au/">http://www.nga.gov.au/</a></td>
</tr>
</tbody>
</table>

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### Treasurer

Vacancy N.N. 10711731

**Australian Securities and Investments Commission**

**Closing date: Friday, 8 September 2017**

**INVESTORS & FINANCIAL CONSUMERS**

**Assessment & Intelligence, Assessment & Intelligence**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Team Leader</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>Perth - WA</td>
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<tr>
<td>Salary:</td>
<td>$102,566 - $113,078</td>
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<td>Classifications:</td>
<td>Executive Level 1</td>
</tr>
<tr>
<td>Position No:</td>
<td>ASIC/1291968</td>
</tr>
</tbody>
</table>


**Duties**

Leading team members to assess misconduct and breach reports, to apply the law, to identify relevant criminal, civil and administrative remedies, and to foster understanding of ASIC’s regulatory role and priorities

**Eligibility**

Industry related experience (as a guide 7 years) gained in financial services, a regulatory environment, government or in corporate and commercial law.

**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.

**To Apply**


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### Treasurer

**Australian Securities and Investments Commission**

**Vacancy N.N. 10711798**

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

**MARKETS**

**Corporations, Corporations**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Lawyer</th>
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<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Melbourne - VIC</td>
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<tr>
<td>Salary:</td>
<td>$102,566 - $113,078</td>
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<td>Classifications:</td>
<td>Executive Level 1</td>
</tr>
<tr>
<td>Position No:</td>
<td>ASIC/1293383</td>
</tr>
</tbody>
</table>

**Job Description**


**Duties**

Provide range of legal, policy and compliance services.

**Eligibility**

Legal qualification and significant relevant experience.

**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.

**To Apply**


---

### Treasurer

**Australian Securities and Investments Commission**

**Vacancy N.N. 10711862**

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

**COMMISSION SPECIALIST TEAMS**

**Strategy Group, Strategy Group**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Researcher Economist</th>
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</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Sydney - NSW; Melbourne - VIC</td>
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<tr>
<td>Salary:</td>
<td>$102,566 - $113,078</td>
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<td>Position No:</td>
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</table>

**Job Description**


**Duties**

undertaking sector and market analysis to identify poor market outcomes

**Eligibility**

qualifications in economics, finance, business or commerce.

Understanding of how markets operate and what drives good and poor consumer outcomes

**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.

**To Apply**


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**Treasurer**

Vacancy N.N. 10711910

**Australian Securities and Investments Commission**

Closing date: Wednesday, 13 September 2017

**OPERATIONS**

Specialist Services, Specialist Services

| Job Title: | Manager, Document Control Unit |
| Job Type: | Ongoing, Full-time |
| Location: | Sydney - NSW; Melbourne - VIC; Brisbane - QLD |
| Salary: | $116,189 - $135,126 |
| Classifications: | Executive Level 2 |
| Position No: | ASIC/1271690 |

**Job Description**


**Duties**

Provide technical leadership and coaching to the national Document Control Unit team who undertake a range of document management practices.

**Eligibility**

Experience with evidence or information management, e-discovery principles, practices, methodologies and tools

**Management experience**

**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.

**To Apply**


---

**Treasurer**

Vacancy N.N. 10711953

**Australian Securities and Investments Commission**

Closing date: Wednesday, 13 September 2017

**Strategy Group**

Corporate Affairs, Corporate Affairs

| Job Title: | Communications Adviser |
| Job Type: | Ongoing, Full-time |
| Location: | Sydney - NSW |
| Salary: | $76,730 - $86,004 |
**Job Description**


**Duties**
- Internal communications, including intranet and newsletter content, internal speechwriting and video production
- Media and social media support, including media monitoring
- Event management support

**Eligibility**
Relevant degree qualification with a minimum 3 years experience as a communications professional. You will have strong writing and editorial skills with a proven ability to communicate complex concepts. Experience in social media and digital communications is necessary for this position.

**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.

**To Apply**


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Australian Securities and Investments Commission

Vacancy N.N. 10712051

Position:
Employee Relations Manager

Job Type:
Ongoing, Full-time, Part-time

Location:
Sydney - NSW

Salary:
$113,991 - $159,618

Classifications:
Executive Level 2

Position No:
1294446

Job Description

Duties
- Coordinating the management of complex employment matters, in partnership with the Business Partner team,
- Monitoring and reporting on employee relations matters occurring within the organisation,
- Managing ASIC’s relationship with the Community and Public Sector Union and ASIC’s National Consultative Council.

Eligibility
- Proven knowledge and understanding of employment legislation,
- Substantial experience and expertise in the management of employee relations matters with the ability to think strategically and
  exercise sound judgement,
- Relevant tertiary qualification in HR, employment law or relevant business related discipline

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.

To Apply

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Australian Taxation Office

Vacancy N.N. 10711801

EL1 Media Advisor

Ongoing, Non-ongoing (Temporary), Full-time, Part-time

Canberra - ACT

$103,071 - $112,369

Executive Level 1

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

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

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**Australian Taxation Office**

**Vacancy N.N. 10711913**

**Closing date: Thursday, 21 September 2017**

**Client Engagement/Law Design and Practice**

**Various**

<table>
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<tr>
<th>Job Title:</th>
<th>Tax officer</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>Gosford - NSW</td>
</tr>
<tr>
<td>Salary:</td>
<td>$74,527 - $79,008</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.ato.gov.au/">http://www.ato.gov.au/</a></td>
</tr>
</tbody>
</table>

**Job Description**

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

**Duties**
We are looking to fill key roles in our new Gosford site in our Client Engagement Group and Law Design and Practice Group.

Our Client Engagement Group is focused on making it as easy as possible for people to understand and meet their taxation and superannuation obligations. We do this by providing both advice and guidance. We use data and intelligence to identify and deal with non-compliance and implement strategies to increase levels of voluntary compliance.

Most of our work involves direct contact with our clients, either written, in person, over the phone and via our portals. We respond to enquiries from the community and work with our clients to provide them with information and support to meet their obligations and to manage their affairs.

Our Law Design and Practice Group is at the centre of shaping better law, policy and tax administration practices for the ATO. Our team in Gosford will form part of our Review and Dispute Resolution branch, which is responsible for all objections, litigations, independent reviews, alternate dispute resolution approaches, in-house facilitation services and more.

Our staff work with a range of tax and legal stakeholders on dispute resolution and prevention approaches that benefit all participants in the tax system, prioritising the early resolution of disputes and avoiding unnecessary litigation wherever possible.

Our ideal candidate:

• has demonstrated knowledge of taxation, superannuation, accounting or law fields including an ability research, interpret and apply legislation or procedures
• communicates effectively with clients and stakeholders
• provides clear and accurate advice in relation to taxation, legal and/or superannuation matters
• develops and maintains client relationships to ensure quality outcomes

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

This recruitment process is being used to fill ongoing positions. Some non-ongoing positions may be offered up to 18 months. These nonongoing position(s) may become ongoing in the next 12 months. 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.

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To Apply

<table>
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<tr>
<th>Position Contact:</th>
<th><a href="mailto:PeopleSupportTeam-GSD@ato.gov.au">PeopleSupportTeam-GSD@ato.gov.au</a></th>
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Treasurer

Vacancy N.N. 10711916

Australian Taxation Office

Client Engagement/Law Design and Practice

Various

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Job Description | http://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext | Duties
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Our Client Engagement Group is focused on making it as easy as possible for people to understand and meet their taxation and superannuation obligations. We do this by providing both advice and guidance. We use data and intelligence to identify and deal with non-compliance and implement strategies to increase levels of voluntary compliance.

Most of our work involves direct contact with our clients, either written, in person, over the phone and via our portals. We respond to enquiries from the community and work with our clients to provide them with information and support to meet their obligations and to manage their affairs.

Our Law Design and Practice Group is at the centre of shaping better law, policy and tax administration practices for the ATO. Our team in Gosford will form part of our Review and Dispute Resolution branch, which is responsible for all objections, litigations, independent reviews, alternate dispute resolution approaches, in-house facilitation services and more.

Our staff work with a range of tax and legal stakeholders on dispute resolution and prevention approaches that benefit all participants in the tax system, prioritising the early resolution of disputes and avoiding unnecessary litigation wherever possible.

Our ideal candidate:

• has demonstrated knowledge of taxation, superannuation, accounting or law fields including an ability research, interpret and apply legislation or procedures
• communicates effectively with clients and stakeholders
• provides clear and accurate advice in relation to taxation, legal and/or superannuation matters
• develops and maintains client relationships to ensure quality outcomes

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

This recruitment process is being used to fill ongoing positions. Some non-ongoing positions may be offered up to 18 months. These nonongoing position(s) may become ongoing in the next 12 months. 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.

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: <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

Position Contact: PeopleSupportTeam-GSD@ato.gov.au

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Treasurer
Vacancy N.N. 10711958
Department of the Treasury
Closing date: Wednesday, 13 September 2017
Markets Group

Job Title: Mergers and Acquisitions Adviser
JobType: Non-ongoing (Temporary), Full-time, Part-time
Location: Canberra - ACT; Sydney - NSW; Melbourne - VIC
Salary: $134,892 - $154,811
Classifications: Executive Level 2
Position No: 492710 | NP
Job Description

Duties
In order to obtain the position description for this vacancy, please click on the ‘Apply Online’ button at the bottom of this advertisement.

The Treasury is seeking an adviser with extensive experience in mergers and acquisitions or corporate finance to join Markets Group in Sydney, Melbourne or Canberra.

Your role will include advising the Foreign Investment Review Board and Foreign Investment Division on significant foreign investment applications, and advising the Foreign Investment Division on foreign investment policy. Further information regarding the Foreign Investment Review Board can be found at www.firb.gov.au.

Desirable Qualifications / Experience

• Over seven years of experience in mergers and acquisitions or corporate finance is required.
• Understanding of Australian corporations law and foreign investment law and regulation is desirable.
• No industry specific knowledge is required, experience in critical infrastructure sectors and telecommunications is desirable.
• No experience in Government is required, but a healthy interest in public policy is desirable.

You will also advise Treasury and the Australian Government on other significant corporate transactions contemplated by the Australian Government from time to time.

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

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

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing opportunities will be offered for a specified term for an initial period of up to 18 months (determined by business requirements), with the possibility of extension up to three years.

About Department of the Treasury
The Treasury is the primary economic and public policy adviser to the Australian Government. The Treasury contributes to government policy analysis from a whole of economy perspective. The Treasury serves the Australian people by assisting the Government to manage emerging domestic and international opportunities and pressures.

The Treasury’s work is challenging and rewarding. It ranges from tax policy and law design to international economic engagement, social policy and to industry and infrastructure policy. This work is guided by the current operating environment but the Treasury seeks to be forward-looking and to anticipate government and stakeholder circumstances. It also strives to respond rapidly to changing events by considering what lies ahead in the medium and long-term.

The Treasury is a flexible, dynamic and diverse workplace and has offices in Canberra, Sydney and Melbourne.

To Apply

Position Contact: Roger Brake, 02 6263 4355

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Veterans' Affairs

Department of Veterans' Affairs

Vacancy N.N. 10711895

Job Title: First Assistant Secretary
Job Type: Ongoing, Non-ongoing (Temporary), Full-time
Location: Canberra City - ACT
Classifications: Senior Executive Service Band 2
Position No: Executive Intelligence Ref No. 588 | Several Positions

Closing date: Wednesday, 20 September 2017
Job Description

Duties
The Department of Veterans’ Affairs (DVA) exists to meet the Nation’s commitment to care for our veteran and defence community – the men and women who have served Australia in times of war and conflict as well as peacetime. This is achieved through programs of care, income support, compensation, commemoration and veteran and community support services. DVA’s aim is to ensure enhanced self-sufficiency, quality of life, financial wellbeing and community recognition for those they support.

The Department is seeking talented individuals to join their leadership team at the SES Band 2 level across a range of areas, including policy, program management, corporate, service delivery and general management. There may be an immediate vacancy for a First Assistant Secretary, Health and Community Services. The process will be used to fill future vacancies at the SES Band 2 levels.

In these roles, you will be a member of the senior leadership team and play an integral role in delivering key outcomes and priorities for the Department. You will also help build organisational capability by providing intellectual leadership in your work area and contributing to the organisation’s strategic agenda more broadly.

To be a strong contender for these important and challenging roles you will need to be forward thinking, self-motivated, resilient and adept at building relationships in a complex and fast paced environment. You will also contribute to and communicate the strategic direction of the Department. Your strong leadership credentials and ability to engender trust and respect will be complemented by sound judgement, a strong focus on results, the ability to solve complex issues and build organisational capability in line with the Department’s Transformation Program.

Eligibility
To be eligible for employment with the Department of Veterans’ Affairs, you must be an Australian citizen. An applicant’s suitability for employment with the Department will be assessed through a pre-employment screening process.

Notes
A competitive salary package will be negotiated with the successful applicants. An order of merit will be established that may be used to fill similar positions within the next 12 months.

DVA supports the principles and practices of workplace equity and diversity.

Non-ongoing opportunity will be offered for a specified term

The positions will be filled either as an ongoing SES employee or a non-ongoing SES employee for a specified term of 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).

To Apply

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<tr>
<td>Position Contact:</td>
<td>Tricia Searson or Karina Duffey. 02 6232 2200</td>
</tr>
<tr>
<td>Apply:</td>
<td>To apply, please obtain selection documentation for Ref. No. 588 from <a href="http://www.executiveintelligencegroup.com.au/vacancies">www.executiveintelligencegroup.com.au/vacancies</a>. All applications must be submitted through the Executive Intelligence Group website.</td>
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Job Title: Senior Finance Officer  
Job Type: Ongoing, Full-time  
Location: Canberra City - ACT  
Salary: $83,127 - $94,393  
Classifications: APS Level 6  
Position No: Reference No: DVAO942  
Agency Website: http://www.dva.gov.au/

Job Description  https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Duties
The Senior Finance Officer is the central finance contact for VVCS and works closely with the DVA Resources Branch. The officer coordinates regional and national inputs into the budget and takes the lead on analysing VVCS financial information and providing strategic advice and solutions to the National Management team.

The occupant of the position is a member of the small business operational team in VVCS National Operations and is responsible for the financial functions that support the delivery of counselling activities provided by a team of professional counsellors. The officer will also undertake other tasks within the Operations team as directed to support the efficient operations of the service.

The occupant of this position reports to, and is under the direct supervision of the Assistant Director, Operations. The duties of this position require the occupant to work cooperatively across VVCS regions and with other areas of the Department of Veterans’ Affairs including the Veterans’ Affairs Network (VAN) office and communicate with other government employees, representatives of non-government organisations and individual clients.

Eligibility
Applicants must be an Australian citizen to apply.

Notes
An order of merit will be established that may be used to fill similar positions within the next 12 months.

DVA supports the principles and practices of workplace equity and diversity.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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

Selection Documentation: PSB Recruitment, 1300 555 246, PSGRecruitment@dva.gov.au  
Position Contact: Kelly Cahill, 02 6120 8061  
Apply: All applicants are to apply on-line at https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home If you encounter any difficulties applying on-line contact PSB Recruitment on 1300 555 246.  

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Veterans' Affairs

Department of Veterans' Affairs  Closing date: Wednesday, 20 September 2017

Job Title: Assistant Secretary/Deputy Commissioner  
Job Type: Ongoing, Non-ongoing (Temporary), Full-time
Location: Canberra City - ACT; Sydney - NSW; Melbourne - VIC; Brisbane - QLD; Adelaide - SA; Perth - WA

Classifications: Senior Executive Service Band 1

Position No: Executive Intelligence Ref No. 587 | Several Positions

Agencies Website: http://www.dva.gov.au/

**Job Description**

**Duties**

The Department of Veterans’ Affairs (DVA) exists to meet the Nation’s commitment to care for our veteran and defence community – the men and women who have served Australia in times of war and conflict as well as peacetime. This is achieved through programs of care, income support, compensation, commemoration and veteran and community support services. DVA’s aim is to ensure enhanced self-sufficiency, quality of life, financial wellbeing and community recognition for those they support.

The Department is seeking talented individuals to join their leadership team at the SES Band 1 level across a range of areas, including policy, program management, corporate, service delivery and general management. Immediate vacancies may include Deputy Commissioner for NSW/ACT (Sydney based); and Assistant Secretary, Mental and Social Health Branch. The process will be used to fill future vacancies at the SES Band 1 levels.

In these roles, you will be a member of the senior leadership team and play an integral role in delivering key outcomes and priorities for the Department. You will also help build organisational capability by providing intellectual leadership in your work area and contributing to the organisation’s strategic agenda more broadly.

To be a strong contender for these important and challenging roles you will need to be forward thinking, self-motivated, resilient and adept at building relationships in a complex and fast paced environment. You will also contribute to and communicate the strategic direction of the Department. Your strong leadership credentials and ability to engender trust and respect will be complemented by sound judgement, a strong focus on results, the ability to solve complex issues and build organisational capability in line with the Department’s Transformation Program.

**Eligibility**

To be eligible for employment with the Department of Veterans’ Affairs, you must be an Australian citizen. An applicant’s suitability for employment with the Department will be assessed through a pre-employment screening process.

**Notes**

A competitive salary package will be negotiated with the successful applicants.

Immediate vacancies may include positions in ACT and NSW. An order of merit will be established that may be used to fill similar positions in other state locations within the next 12 months.

DVA supports the principles and practices of workplace equity and diversity.

Non-ongoing opportunity will be offered for a specified term

The positions will be filled either as an ongoing SES employee or a non-ongoing SES employee for a specified term of 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: <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**

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</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.dva.gov.au/">http://www.dva.gov.au/</a> (job documentation available at Executive Intelligence website only)</td>
</tr>
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### Communications and the Arts

**National Museum of Australia**  
Kirren Horne  
853-47758

#### Engagement Details

<table>
<thead>
<tr>
<th>Position Details:</th>
<th>Senior Personnel Officer</th>
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<td>Location:</td>
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<td>Position:</td>
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<tr>
<td>Advertised:</td>
<td>10709272: PS28-Thu, Thursday, 13 July 2017</td>
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<tr>
<td>Section:</td>
<td>Public Service Act 22(2)a</td>
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<tr>
<td>Date of Engagement:</td>
<td>18 September 2017</td>
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#### Parliamentary Service

**Department of Parliamentary Services**  
Rebecca Fordyce  
856-39056

#### Engagement Details

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<th>Position Details:</th>
<th>Computer Aided Drafting (CAD) Officer</th>
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<tbody>
<tr>
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#### Parliamentary Service

**Department of Parliamentary Services**  
Benjamin Paule  
856-38942

#### Engagement Details

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Parliamentary Service

Department of Parliamentary Services

Tarang Shah
856-38934

Engagement Details

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Parliamentary Service

Department of Parliamentary Services

Gretchen Turbitt
856-38950

Engagement Details

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Parliamentary Service

Department of Parliamentary Services
Joanne Kajukow
856-38977

Engagement Details

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Notes

Non-ongoing opportunity, offered for a specified term

This vacancy is available for a period of up to 12 months with the possibility of becoming ongoing.

Parliamentary Service

Department of Parliamentary Services
Erin Harriott
856-38926

Engagement Details

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Notes

Non-ongoing opportunity, offered for a specified term

This vacancy is available for a period of up to 12 months with the possibility of becoming ongoing.
**Assignment/Movement to Notified Employment**

### Parliamentary Service

**Department of the Senate**

Erin Pynor  
825-11452

#### Assignment / Movement

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<td><strong>Position Title:</strong></td>
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<tr>
<td><strong>Position Details:</strong></td>
<td>Senior Research Officer, Procedure and Research, Procedure and Research</td>
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## Promotions

### Agriculture

**Department of Agriculture and Water Resources**

**Promotion N.N. 10711708**

**Andrew Czelusta**

**798-29507**

**Promotion Details**

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<td><strong>Position Details:</strong></td>
<td>Auditor, Audit Operations</td>
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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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### Agriculture

**Department of Agriculture and Water Resources**

**Promotion N.N. 10711848**

**Brett Elmer**

**847-65560**

**Promotion Details**

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<tr>
<td><strong>Position Details:</strong></td>
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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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Agriculture

Department of Agriculture and Water Resources

David Ferguson
847-23678

Promotion Details

From

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To

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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Attorney-General

Administrative Appeals Tribunal

Krystle Lee
844-63319

Promotion Details

From

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To

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au
### Attorney-General

**Promotion N.N. 10711826**

**Administrative Appeals Tribunal**  
Suzanne Curtis  
821-67831

**Promotion Details**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

### Attorney-General

**Promotion N.N. 10711880**

**Administrative Appeals Tribunal**  
Sharon Christopher  
838-30076

**Promotion Details**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au
Attorney-General

Promotion N.N. 10711905

Administrative Appeals Tribunal

Nicole Simmons
840-54427

Promotion Details

From

Agency: Administrative Appeals Tribunal
Position Title: Tribunal Service Officer
Classification: APS Level 3

To

Position Details: Tribunal Officer, NSW Registry
Location: Sydney - NSW
Broadband: AAT Level 3-4 (APS Level 3, APS Level 4)
Classification: APS Level 4
Position: No. 7000572
Advertised: 10702162: PS09-Tue, Tuesday, 28 February 2017

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

Attorney-General

Promotion N.N. 10711918

Administrative Appeals Tribunal

Matthew Cowie
839-00820

Promotion Details

From

Agency: Administrative Appeals Tribunal
Position Title: Tribunal Support Officer
Classification: APS Level 3

To

Position Details: Tribunal Officer, NSW Registry
Location: Sydney - NSW
Broadband: AAT Level 3-4 (APS Level 3, APS Level 4)
Classification: APS Level 4
Position: No. 7000769
Advertised: 10702162: PS09-Tue, Tuesday, 28 February 2017

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au
### Attorney-General

**Promotion N.N. 10711926**

**Administrative Appeals Tribunal**

Lucy Collins  
795-49329

**Promotion Details**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

### Attorney-General

**Promotion N.N. 10711987**

**Attorney-General's Department**

Kristin Crawford  
830-56666

**Promotion Details**

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**Notes**

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.
Attorney-General
Promotion N.N. 10711591

Australian Criminal Intelligence Commission (ACIC)
Danielle Slattery
793-54046

Promotion Details

From
Agency: Australian Criminal Intelligence Commission (ACIC)
Classification: APS Level 5

To
Position Details: Intelligence Analyst, Victoria Investigations
Location: Melbourne - VIC
Classification: APS Level 6
Position: No. 50000912
Advertised: 10705244: PS17-Wed, Wednesday, 26 April 2017

Attorney-General
Promotion N.N. 10711592

Australian Criminal Intelligence Commission (ACIC)
Elizabeth Stevens
606-64853

Promotion Details

From
Agency: Australian Criminal Intelligence Commission (ACIC)
Classification: APS Level 5

To
Position Details: Intelligence Analyst, Victoria Investigations
Location: Melbourne - VIC
Classification: APS Level 6
Position: No. 50001122
Advertised: 10705244: PS17-Wed, Wednesday, 26 April 2017
**Attorney-General**

**Promotion N.N. 10711706**

**Australian Criminal Intelligence Commission (ACIC)**

Sonia Kunjasich
799-74114

**Promotion Details**

**From**

- **Agency:** Australian Criminal Intelligence Commission (ACIC)
- **Classification:** APS Level 5

**To**

- **Position Details:** Assistant Project Delivery Manager, Non Policing, Investigation and Intelligence (NPII) Section
- **Location:** Barton - ACT
- **Classification:** APS Level 6
- **Position:** No. 50004612
- **Advertised:** 10708069: PS25-Thu, Thursday, 22 June 2017

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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**Attorney-General**

**Promotion N.N. 10711920**

**Australian Government Solicitor**

Kimberley Cole
847-18764

**Promotion Details**

**From**

- **Agency:** Australian Government Solicitor
- **Position Title:** Paralegal
- **Classification:** APS Level 4

**To**

- **Position Details:** Lawyer, Civil Regulation Team
- **Location:** Brisbane - QLD
- **Broadband:** APS Level 3 to APS Level 6 (APS Level 3, APS Level 4, APS Level 5, APS Level 6)
- **Classification:** APS Level 5
- **Position:** No. B143
- **Advertised:** 10707218: PS23-Tue, Tuesday, 6 June 2017

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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### Communications and the Arts

**Department of Communications and the Arts**  
Sarah Jean  
796-55033

#### Promotion Details

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<tr>
<td><strong>Position Details:</strong></td>
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**Notes**  
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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at the [Reviewing Promotion Decisions page](https://www.meritprotectioncommission.gov.au) and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au).

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### Communications and the Arts

**National Library of Australia**  
Elise Siegmann  
850-59561

#### Promotion Details

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at the [Reviewing Promotion Decisions page](https://www.meritprotectioncommission.gov.au) and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au).

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### Communications and the Arts

**National Library of Australia**

Leonie Higgins  
832-82487

**Promotion Details**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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### Defence

**Department of Defence**

Alesha Lalliard  
850-50014

**Promotion Details**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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### Defence

#### Department of Defence

Lindsay Morgan  
825-01756

**Promotion Details**

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**Notes**

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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### Defence

#### Department of Defence

Anne Maree Dalley  
794-46979

**Promotion Details**

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**Notes**

Under the Public Service Regulations promotions of APS employees made as a result of an ISAC recommendation are not subject to promotion review procedures. The Regulations do provide two circumstances where, if an agency head does not follow the recommendation of an ISAC, subsequent promotions do not become reviewable. These circumstances are where:  
- a candidate has been found to have breached the Code of Conduct and the agency head considers that as a result of that breach the candidate is no longer suitable  
- a candidate has lost an essential qualification (most commonly a security clearance).
Defence

Department of Defence

Kurt Heckenberg
795-14943

Promotion Details

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Department of Defence

Scott Butler
851-12721

Promotion Details

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Defence

Department of Defence

Anthony Jackson
854-42595

Promotion Details

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Defence

Department of Defence

Ian Reid
833-80466

Promotion Details

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### Defence

**Department of Defence**

Zoe Doherty  
851-11497

**Promotion Details**

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### Defence

**Department of Defence**

Kathleen Baldwin  
795-14759

**Promotion Details**

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### Defence

**Department of Defence**

Sinead Dumas  
847-84358

**Promotion Details**

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### Defence

**Department of Defence**

Vanida Cholsimathaya  
841-38006

**Promotion Details**

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### Defence

#### Department of Defence

**James Hanrahan**

843-15914

**Promotion Details**

**From**

- **Agency:** Department of Defence
- **Classification:** APS Level 5

**To**

- **Position Details:** Business Analyst, Business Relationship Management
- **Location:** Canberra - ACT
- **Classification:** APS Level 6
- **Position:** No. CIOG/00631/17
- **Advertised:** 10707735: PS24-Wed, Wednesday, 14 June 2017

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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### Defence

#### Department of Defence

**Ashleigh Condie**

823-61968

**Promotion Details**

**From**

- **Agency:** Department of Defence
- **Classification:** APS Level 6

**To**

- **Position Details:** HR Manager, Indigenous, Diversity and Entry Level Team
- **Location:** Canberra - ACT
- **Classification:** Executive Level 1
- **Position:** No. 17/0041 EMP
- **Advertised:** 10700766: PS05-Thu, Thursday, 2 February 2017

Notes

Accessed external agency merit list: 17/0041 EMP, to fill Defence JRN: DPG/01296/17 - EL 1 - HR Manager<br />
There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Department of Defence

Alisa Smith
768-74193

Promotion Details

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Notes

Accessed external agency merit list: 17/0041 EMP, to fill Defence JRN: DPG/01296/17 - EL 1 - HR Manager<br />
There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Department of Defence

Angela Howden
795-10723

Promotion Details

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Merit list accessed to fill new position SPI/02081/17.<br />
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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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### Defence

**Department of Defence**

**Kellie Mills**  
786-36711

**Promotion Details**

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**Notes**

Use of Merit List to fill a new position in EIG/02250/17.

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### Defence

**Department of Defence**

**Surender Sharma**  
816-33466

**Promotion Details**

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**Notes**

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au
### Defence
#### Department of Defence

**Sarah Crawford**  
829-63440

**Promotion Details**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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### Defence
#### Department of Defence

**Jeremy Hearn**  
848-47128

**Promotion Details**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Promotion Details

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**Notes**

Use of Merit List to fill JRN: CASG/01867/17

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au).

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Promotion Details

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**Notes**

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au).

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### Defence

#### Department of Defence

James McNamara  
841-37791

**Promotion Details**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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### Defence

#### Department of Defence

Clay Vogelzang  
773-91759

**Promotion Details**

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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Department of Defence

Promotion Details

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Defence

Department of Defence

Promotion Details

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Defence

Department of Defence

Michael Bird
843-86202

Promotion Details

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Defence

Department of Defence

Fiona Hughes
607-55501

Promotion Details

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Defence

Department of Defence
Corey Le Mesurier
851-20502

Promotion Details

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Department of Defence
Rebecca Brooke
778-16008

Promotion Details

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Notes

Use of Merit List to fill JRN SPI/01930/17. Offer made to candidate 10 July 2017 (within 12 months of vacancy gazette date). There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Defence

Department of Defence

Kristy Clarke

795-87595

Promotion Details

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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Education and Training

Department of Education and Training

David Clay

847-96236

Promotion Details

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au
Education and Training

Promotion N.N. 10711949

Department of Education and Training

Ashley Hayek-Kuchel
827-88013

Promotion Details

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Education and Training

Promotion N.N. 10711957

Department of Education and Training

Ian Zhou
847-97204

Promotion Details

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### Education and Training

**Department of Education and Training**

**Rochelle Lenane**

749-12061

#### Promotion Details

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#### Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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### Education and Training

**Department of Education and Training**

**Abigail Bakker**

847-99429

#### Promotion Details

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#### Notes

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**Employment**

**Australian Building and Construction Commission**

Joshua Banks  
844-26067

**Promotion Details**

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**Notes**

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

*Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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**Employment**

**Australian Building and Construction Commission**

Tara O’Connor  
837-53154

**Promotion Details**

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**Notes**

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.
Employment

Comcare

Matt Kowalski
607-41740

Promotion Details

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Employment

Comcare

Thomas Dawson
607-58796

Promotion Details

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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au
**Employment**

**Comcare**

Nicholas Brady  
748-04714

**Promotion Details**

**From**

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**Notes**

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au).

---

**Employment**

**Department of Employment**

William Hartigan  
834-08406

**Promotion Details**

**From**

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**Notes**

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.
Employment

Safe Work Australia

Samuel Nowland

838-41672

Promotion Details

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Notes

Under the Public Service Regulations promotions of APS employees made as a result of an ISAC recommendation are not subject to promotion review procedures. The Regulations do provide two circumstances where, if an agency head does not follow the recommendation of an ISAC, subsequent promotions do not become reviewable. These circumstances are where: • a candidate has been found to have breached the Code of Conduct and the agency head considers that as a result of that breach the candidate is no longer suitable • a candidate has lost an essential qualification (most commonly a security clearance).

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Employment

Workplace Gender Equality Agency

Elyse Lane

855-70853

Promotion Details

From

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To
Position Details: Education Officer  
Location: Barangaroo - NSW  
Classification: APS Level 5  
Position: No. 24050  
Advertised: 10709627: PS29-Mon, Monday, 17 July 2017

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

Environment

Bureau of Meteorology

Douglas Body
828-43254

Promotion Details

From

Agency: Bureau of Meteorology  
Position Title: Professional Officer Class 2  
Classification: APS Level 6

To

Position Details: Manager In-Situ Measurements, Science and Engineering  
Location: Docklands - VIC  
Classification: Executive Level 2  
Position: No. 13081  
Advertised: 10705178: PS17-Thu, Thursday, 27 April 2017

Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

Environment

Department of the Environment and Energy

Timothy McLinden
828-58202

Promotion Details

From

Agency: Department of the Environment and Energy  
Classification: APS Level 6

To
Position Details:
Assistant Director, IT Strategy, Business Transformation Section

Location:
Canberra - ACT

Classification:
Executive Level 1

Position:
No. 2054

Advertised:
10705044: PS16-Wed, Wednesday, 19 April 2017

Notes
There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Environment
Promotion N.N. 10711818

Department of the Environment and Energy
Natalie Smith
840-24420

Promotion Details
From

Agency: Department of the Environment and Energy

Classification: APS Level 6

To

Position Details: Assistant Director (Biotechnology), Chemicals and Biotechnology Assessments Section

Location: Canberra - ACT

Classification: Executive Level 1

Position: No. 23827

Advertised: 10703901: PS14-Fri, Friday, 31 March 2017

Notes
There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Environment
Promotion N.N. 10711974

Department of the Environment and Energy
Natasa Jovanovic
828-55618

Promotion Details
From

Agency: Department of the Environment and Energy

Position Title: Senior Policy and Program Officer
Environment

Department of the Environment and Energy

Jennifer Woolley
787-12649

Promotion Details

From

Agency: Department of the Environment and Energy
Position Title: Senior Policy Officer
Classification: APS Level 6

To

Position Details: Assistant Director, Compliance Strategy and Risk Section
Location: Canberra - ACT
Classification: Executive Level 1
Position: No. 24463
Advertised: 10701546: PS08-Mon, Monday, 20 February 2017

Notes

An Order of Merit was used to fill this employment opportunity. There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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# Australian Public Service Gazette

## Promotion Details

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## Notes

An Order of Merit was used to fill this employment opportunity. There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au).

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## Finance

Promotion N.N. 10711863

### Australian Electoral Commission

Amy Foster  
847-17526

**Promotion Details**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au).

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## Finance

Promotion N.N. 10712027

### Department of Finance

Richard Smith  
850-32908
Promotion Details

From

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Foreign Affairs and Trade

Austrade

Isaac Court

793-52358

Promotion Details

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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Foreign Affairs and Trade

Department of Foreign Affairs and Trade

Serin Werner

817-24245
## Promotion Details

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**Notes**

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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**Health**

Promotion N.N. 10711929

**Department of Health**

Scott Kemmis

830-31944

**Promotion Details**

**From**

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**Notes**

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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**Human Services**

Promotion N.N. 10711860

**Department of Human Services**

Kim Dowling

829-17049

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**Promotion Details**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Human Services

**Department of Human Services**

Patrick Collins

796-51155

**Promotion Details**

From

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To

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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Human Services

**Department of Human Services**

Andrew Bellamy

327-55918

**Promotion Details**

From

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Human Services

Department of Human Services

Rajesh Radhakrishnan
828-28898

Promotion Details

From

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Human Services

Department of Human Services

Kim Dowling
829-17049

Promotion Details

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Human Services

Department of Human Services

Matthew Leggett
829-20774

Promotion Details

From

Agency: Department of Human Services
Classification: APS Level 6

To

Position Details: Solution Architect
Location: Adelaide - SA
Classification: Executive Level 1
Position: No. IG-2017-049
Advertised: 10708397: PS27-Tue, Tuesday, 4 July 2017

Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Human Services

Department of Human Services

Alex Deighton
828-29030

Promotion Details

From

Agency: Department of Human Services
Classification: APS Level 3

To

Position Details: Solution Designers
Location: Adelaide - SA
Classification: APS Level 5
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**Human Services**  
**Department of Human Services**  
Michael Waplington  
829-83273

**Promotion Details**

**From**

- **Agency:** Department of Human Services  
- **Classification:** APS Level 6

**To**

- **Position Details:** Solution Architect  
- **Location:** Adelaide - SA  
- **Classification:** Executive Level 1  
- **Position:** No. IG-2017-049  
- **Advertised:** 10708397: PS27-Tue, Tuesday, 4 July 2017

**Notes**

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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**Human Services**  
**Department of Human Services**  
Kevin Kemp  
834-69209

**Promotion Details**

**From**

- **Agency:** Department of Human Services  
- **Classification:** APS Level 3

**To**

- **Position Details:** Solution Designers  
- **Location:** Adelaide - SA  
- **Classification:** APS Level 5  
- **Position:** No. IG-2017-031
Advertised: 10707491: PS24-Tue, Tuesday, 13 June 2017

Human Services

Promotion N.N. 10711983

Department of Human Services
Aimee Marks
821-87285

Promotion Details

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Human Services

Promotion N.N. 10711984

Department of Human Services
Alan Pung
829-83142

Promotion Details

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Human Services

Department of Human Services

Nick Lane
822-23901

Promotion Details

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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Human Services

Department of Human Services

Christopher Jasson
835-46737

Promotion Details

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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Human Services

Promotion N.N. 10711994

Department of Human Services

Danielle Chevell
833-41459

Promotion Details

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Human Services

Promotion N.N. 10711997

Department of Human Services

Adam Richards
822-21244

Promotion Details

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Human Services

Department of Human Services

Michelle Watson
784-88384

Promotion Details

From

Agency: Department of Human Services
Classification: APS Level 6

To

Position Details: Assistant Director
Location: Greenway - ACT
Classification: Executive Level 1
Position: No. IG-2017-016-MP4
Advertised: 10703308: PS12-Tue, Tuesday, 21 March 2017

Notes

This Promotion is made following a selection process that complies with Section 20(1)(a) of the Australian Public Service Commissioner’s Directions 2016—similar vacancy. There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Human Services

Department of Human Services

Quan Nguyen
837-89720

Promotion Details

From

Agency: Department of Human Services
Classification: APS Level 3

To

Position Details: Senior Developer
Location: Adelaide - SA
Classification: APS Level 6
Position: No. IG-2017-053
Advertised: 10708789: PS27-Tue, Tuesday, 4 July 2017
Human Services

Department of Human Services
Alexander Moore
850-67158

Promotion Details

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Immigration and Border Protection

Department of Immigration and Border Protection
Cassandra Koch
702-30004

Promotion Details

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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.
### Immigration and Border Protection

**Department of Immigration and Border Protection**

**Sean White**

**843-13636**

**Promotion Details**

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### Immigration and Border Protection

**Department of Immigration and Border Protection**

**Gemma Mastin-Smith**

**797-60036**

**Promotion Details**

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Notes

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Immigration and Border Protection

**Promotion N.N. 10711785**

Department of Immigration and Border Protection

Tania Pine

753-77881

**Promotion Details**

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**Notes**

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Immigration and Border Protection

**Promotion N.N. 10711786**

Department of Immigration and Border Protection

Maria (Marivi) Martin

843-13038

**Promotion Details**

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**Notes**

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Immigration and Border Protection
Promotion N.N. 10711791

Department of Immigration and Border Protection
Brett Marsland
844-62439

Promotion Details

From

Agency: Department of Immigration and Border Protection
Classification: APS Level 5

To

Position Details: Policy Officer, Family Policy
Location: Canberra - ACT
Classification: APS Level 6
Position: No. 60001929
Advertised: 10706807: PS22-Mon, Monday, 29 May 2017

Immigration and Border Protection
Promotion N.N. 10711797

Department of Immigration and Border Protection
Annie Abbott
833-34996

Promotion Details

From

Agency: Director of Public Prosecutions
Classification: APS Level 4

To

Position Details: Legal Support Officer, Practice Management Support
Location: Canberra - ACT
Classification: APS Level 5
Position: No. 49000224
Advertised: 10708081: PS25-Thu, Thursday, 22 June 2017

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Immigration and Border Protection  

Department of Immigration and Border Protection  

Rowan Williams  
736-98972

Promotion Details

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Immigration and Border Protection  

Department of Immigration and Border Protection  

Craig Tozer  
757-06243

Promotion Details

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.
### Promotion N.N. 10712016

**Department of Immigration and Border Protection**

Julie Goodwin  
767-30288

#### Promotion Details

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#### Notes

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### Promotion N.N. 10712018

**Department of Immigration and Border Protection**

Rebecca Stewart  
755-09581

#### Promotion Details

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au
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### Immigration and Border Protection

#### Promotion N.N. 10712019

**Department of Immigration and Border Protection**

Barry Coyles

830-82696

**Promotion Details**

**From**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au
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### Immigration and Border Protection

#### Promotion N.N. 10712021

**Department of Immigration and Border Protection**

Martin Vant

775-07416

**Promotion Details**

**From**

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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.
Immigration and Border Protection

Promotion N.N. 10712022

Department of Immigration and Border Protection

Ashleigh Taylor
835-09303

Promotion Details

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Industry

Promotion N.N. 10711758

IP Australia

Skye Reeve
835-01854

Promotion Details

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There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.
### Infrastructure and Regional Development

#### Australian Transport Safety Bureau

**Danielle Hickling**  
842-84046

**Promotion Details**

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### Infrastructure and Regional Development

#### Department of Infrastructure and Regional Development

**Hasini WICKRAMASINGHE**  
841-45302

**Promotion Details**

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Infrastructure and Regional Development

National Capital Authority

Maria Donahue
776-57502

Promotion Details

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Infrastructure and Regional Development

National Capital Authority

Eva Kirby
773-40425

Promotion Details

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Notes

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au
### Parliamentary Service

**Department of Parliamentary Services**

Ronald Ng  
840-39665

**Promotion Details**

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### Prime Minister and Cabinet

**Australian National Audit Office**

Kara Ball  
796-48474

**Promotion Details**

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**Notes**

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Prime Minister and Cabinet

Australian National Audit Office
Tanja Zivkovic
827-66455

Promotion Details

From
Agency: Australian National Audit Office
Classification: APS Level 6

To
Position Details: Director
Location: Barton - ACT
Classification: Executive Level 1
Position: No. 07/2017
Advertised: 10700780: PS05-Thu, Thursday, 2 February 2017

Notes
There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Prime Minister and Cabinet

Department of the Prime Minister and Cabinet
Nicholas Flack
841-05212

Promotion Details

From
Agency: Department of the Prime Minister and Cabinet
Classification: APS Level 4

To
Position Details: Strategic Communications Advisers
Location: Barton - ACT
Classification: APS Level 6
Position: No. 2017/151
Advertised: 10707683: PS24-Wed, Wednesday, 14 June 2017

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

Prime Minister and Cabinet

Department of the Prime Minister and Cabinet

John Bunce
845-41276

Promotion Details

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Prime Minister and Cabinet

Department of the Prime Minister and Cabinet

James Campbell
841-44211

Promotion Details

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Prime Minister and Cabinet

Department of the Prime Minister and Cabinet

Joanna Virtue
788-58357

Promotion Details

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Notes

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Prime Minister and Cabinet

Department of the Prime Minister and Cabinet

Tara Oliver
761-19040

Promotion Details

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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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### Prime Minister and Cabinet

#### Promotion N.N. 10711954

**Department of the Prime Minister and Cabinet**

Elizabeth Cornforth  
823-72210

**Promotion Details**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website [www.meritprotectioncommission.gov.au](http://www.meritprotectioncommission.gov.au)

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### Prime Minister and Cabinet

#### Promotion N.N. 10711961

**Department of the Prime Minister and Cabinet**

Alison Chambers  
788-12770

**Promotion Details**

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Notes  
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### Prime Minister and Cabinet

#### Promotion N.N. 10711962

**Department of the Prime Minister and Cabinet**

**Emily Hall**

786-62370

**Promotion Details**

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**Notes**

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### Prime Minister and Cabinet

#### Promotion N.N. 10712024

**Department of the Prime Minister and Cabinet**

**LAUREN MALONE**

850-58243

**Promotion Details**

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**Notes**

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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### Prime Minister and Cabinet

**Department of the Prime Minister and Cabinet**

Robert Kelly  
839-31010

**Promotion Details**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website
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### Prime Minister and Cabinet

**Office of National Assessments**

Name Withheld  
848-11694

**Promotion Details**

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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website
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Social Services

Department of Social Services

Lisa O’DONNELL
838-39345

Promotion Details

From

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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services

Department of Social Services

Brooke LUDZIOWEIT
828-55140

Promotion Details

From

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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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## Social Services

### Department of Social Services

**Geoffrey Jones**  
851-01854

### Promotion Details

From

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### Notes

Under the Public Service Regulations promotions of APS employees made as a result of an ISAC recommendation are not subject to promotion review procedures. The Regulations do provide two circumstances where, if an agency head does not follow the recommendation of an ISAC, subsequent promotions do not become reviewable. These circumstances are where:

- a candidate has been found to have breached the Code of Conduct and the agency head considers that as a result of that breach the candidate is no longer suitable.
- a candidate has lost an essential qualification (most commonly a security clearance).

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

## Social Services

### Department of Social Services

**Jessica Manuel**  
845-25401

### Promotion Details

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### Notes

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- a candidate has lost an essential qualification (most commonly a security clearance).

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**Social Services**

Promotion N.N. 10711838

**National Disability Insurance Agency**

Sarah Schmidt
707-03924

**Promotion Details**

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**Notes**

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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**Australian Bureau of Statistics**

Promotion N.N. 10711878

**Treasurer**

Andrew Sillis
796-75317

**Promotion Details**

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Notes
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Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasurer
Promotion N.N. 10712081

Australian Competition and Consumer Commission
Senna Eswaralingam
824-33546

Promotion Details
From
Agency: Australian Competition and Consumer Commission
Classification: APS Level 5

To
Position Details: Competition, Consumer and Economic Regulation Experts
Location: Acton - ACT
Classification: APS Level 6
Advertised: 10705090: PS17-Fri, Friday, 21 April 2017

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasurer
Promotion N.N. 10711689

Australian Taxation Office
Athalia Irwansjah
847-42051

Promotion Details
From
Agency: Australian Taxation Office
Classification: APS Level 4

To
Position Details: Relationship Officer, International Transparency, EOI and New Policy Implementation
Location: Canberra - ACT
Classification: APS Level 5
Advertised: 10687264: PS33-Thu, Thursday, 18 August 2016

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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**Treasurer**

**Promotion Details**

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**Treasurer**

**Promotion Details**

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Treasurer

Australian Taxation Office
Leonie Otton
819-01934

Promotion Details

From

| Agency: | Australian Taxation Office |
| Classification: | APS Level 3 |

To

| Position Details: | Debt Collection Team Leader, Debt |
| Location: | Parramatta - NSW |
| Classification: | APS Level 6 |
| Advertised: | 10704956: PS16-Thu, Thursday, 20 April 2017 |

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasurer

Australian Taxation Office
Michelle Whitson
766-99508

Promotion Details

From

| Agency: | Australian Taxation Office |
| Classification: | APS Level 4 |

To

| Position Details: | Business strategy officer, Individuals |
| Location: | Chermside - QLD |
| Classification: | APS Level 6 |
| Advertised: | 10706539: PS21-Wed, Wednesday, 24 May 2017 |

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasurer

Australian Taxation Office
Kirsty-Louise Crossan

Promotion N.N. 10711776
Promotion Details

From

Agency: Australian Taxation Office
Classification: APS Level 4

To

Position Details: Business strategy officer, Individuals
Location: Chermside - QLD
Classification: APS Level 6
Advertised: 10706539: PS21-Wed, Wednesday, 24 May 2017

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasurer

Australian Taxation Office
Anthony Sofra
850-84484

Promotion Details

From

Agency: Australian Taxation Office
Classification: APS Level 6

To

Position Details: Assistant Procurement Director, ATO Finance
Location: Melbourne - VIC
Classification: Executive Level 1
Advertised: 10705213: PS17-Wed, Wednesday, 26 April 2017

Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

Treasurer

Australian Taxation Office
Peter Chester
763-00480

Promotion Details

From
Australian Taxation Office
Karmin Van Groesen
763-06954

Promotion Details

From

Agency: Australian Taxation Office
Classification: Executive Level 1

To

Position Details: Client Engagement Director, Various
Location: Brisbane - QLD
Classification: Executive Level 2
Advertised: 10687158: PS33-Thu, Thursday, 18 August 2016

Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Treasurer
Promotion N.N. 10711792

Australian Taxation Office
Christopher Howe
837-99283

Promotion Details

From
**Australian Taxation Office**

### Promotion Details

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**Treasurer**

**Promotion N.N. 10711882**

**Australian Taxation Office**

Katrina Fraser  
787-86517

**Promotion Details**

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**Notes**

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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**Treasurer**

**Promotion N.N. 10711883**

**Australian Taxation Office**

Peter Goodman  
837-95362

**Promotion Details**

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Treasurer

Australian Taxation Office
Ciara Rumble
842-97816

Promotion Details

From

Agency: Australian Taxation Office
Classification: APS Level 6

To

Position Details: Designer, ATO Design
Location: Canberra - ACT
Classification: Executive Level 1
Advertised: 10705175: PS17-Thu, Thursday, 27 April 2017

Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Treasurer

Australian Taxation Office
Frankie Pantsaras
833-20025

Promotion Details

From

Agency: Australian Taxation Office
Classification: APS Level 6

To

Position Details: Tax Leader, Various
Location: Adelaide - SA
Classification: Executive Level 1
Advertised: 10690616: PS38-Thu, Thursday, 22 September 2016

Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.

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Treasurer

Australian Taxation Office

Rachael Lim
844-49525

Promotion Details

From

Agency: Australian Taxation Office
Classification: APS Level 4

To

Position Details: APSS, Litigation Officer, Various sections
Location: Melbourne - VIC
Classification: APS Level 5
Advertised: 10701952: PS08-Thu, Thursday, 23 February 2017

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasurer

Office of the Inspector-General of Taxation

Dip Khandaker
828-72792

Promotion Details

From

Agency: Australian Taxation Office
Position Title: Senior Tax Investigator
Classification: APS Level 4

To

Position Details: Senior Tax Investigator
Location: Sydney - NSW
Classification: APS Level 6
Position: No. 0000
Advertised: 10709395: PS28-Thu, Thursday, 13 July 2017

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au
Treasurer

Office of the Inspector-General of Taxation

Montreal Zhang
828-83694

Promotion Details

From

<table>
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<tr>
<th>Agency:</th>
<th>Australian Taxation Office</th>
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<tr>
<td>Position Title:</td>
<td>Senior Tax Investigator</td>
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<td>Classification:</td>
<td>APS Level 5</td>
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To

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<tr>
<th>Position Details:</th>
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<td>Location:</td>
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<td>Classification:</td>
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<tr>
<td>Position:</td>
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<td>Advertised:</td>
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Veterans’ Affairs

Department of Veterans’ Affairs

Peter Milne
830-70556

Promotion Details

From

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To

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<tr>
<th>Position Details:</th>
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<tbody>
<tr>
<td>Location:</td>
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<td>Advertised:</td>
<td>10707833: PS25-Thur, Thursday, 22 June 2017</td>
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Notes

There is no promotion review available for promotion decisions at the EL1 classification and above. However, a serious defect in the selection process may be reviewable.
## Retirement/Termination of Employment

### Human Services

**Department of Human Services**  
Michelle Louise Hando  
772-24053  

**Retirement / Termination Details**

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<thead>
<tr>
<th>Location:</th>
<th>VIC</th>
<th>Bentleigh</th>
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<td>Section:</td>
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<td>11 August 2017</td>
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### Immigration and Border Protection

**Department of Immigration and Border Protection**  
Luis Veniegra  
735-85193  

**Retirement / Termination Details**

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<thead>
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<th>Location:</th>
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### Immigration and Border Protection

**Department of Immigration and Border Protection**  
Kevin Akers  
751-67606  

**Retirement / Termination Details**

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<th>Location:</th>
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<td><strong>Classification:</strong> Senior Executive Service Band 1</td>
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<tr>
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775-94222

Retirement / Termination Details

| Location:   | SA | Adelaide |
| Classification: | APS Level 4 |
| Section:    | Public Service Act 29(3)g |
| Date of Effect: | 30 August 2016 |

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Immigration and Border Protection

Department of Immigration and Border Protection

Isaia Uta
789-16983

Retirement / Termination Details

| Location:   | QLD | Brisbane |
| Classification: | APS Level 3 |
| Section:    | Public Service Act 29(3)g |
| Date of Effect: | 29 January 2016 |

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Immigration and Border Protection

Department of Immigration and Border Protection

Samantha Leighton
789-67887

Retirement / Termination Details

| Location:   | ACT | Canberra |
| Classification: | Executive Level 1 |
| Section:    | Public Service Act 29(3)g |
| Date of Effect: | 1 June 2017 |

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Immigration and Border Protection

Department of Immigration and Border Protection

Steven McDonnell
794-26206

Retirement / Termination Details

| Location:   | SA | Adelaide |
| Classification: | APS Level 3 |
| Section:    | Public Service Act 29(3)g |
Immigration and Border Protection

Department of Immigration and Border Protection

Emily Torres
829-55002

**Retirement / Termination Details**

- **Location:** SA | Adelaide
- **Classification:** APS Level 5
- **Section:** Public Service Act 29(3)g
- **Date of Effect:** 2 June 2017

---

Immigration and Border Protection

Department of Immigration and Border Protection

Lawrence Forshaw
831-13886

**Retirement / Termination Details**

- **Location:** ACT | Canberra
- **Classification:** APS Level 4
- **Section:** Public Service Act 29(3)g
- **Date of Effect:** 15 July 2016

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Immigration and Border Protection

Department of Immigration and Border Protection

Joseph Mitchell
834-15964

**Retirement / Termination Details**

- **Location:** QLD | Brisbane
- **Classification:** APS Level 4
- **Section:** Public Service Act 29(3)g
- **Date of Effect:** 8 July 2016
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<tr>
<th>Department of Immigration and Border Protection</th>
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<td>Shafi Ansari</td>
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<td>834-91051</td>
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<tr>
<th>Department of Immigration and Border Protection</th>
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<td>Jordan Marshall</td>
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<td>839-37033</td>
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<td>Jennifer Cooper</td>
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<td>787-31719</td>
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<td>Date of Effect: 13 July 2017</td>
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Corrigenda

Agriculture

Department of Agriculture and Water Resources

A Wood

821-44517

Corrigenda Details

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Correction

Incorrect AGS number used

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Cancellations

Defence

Department of Defence

D Grant

795-18469

Cancellation Details

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<td>10700152</td>
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Note

Promotion declined

This notice cancels an employment decision previously notified in the Gazette.

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Special ( 0 notice/s )