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 PS29 - 18 Jul 2019. 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
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 20636
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 and Water Resources**

**Australian Fisheries Management Authority**

Corporate Services, Workplace Group

**Job Title:** Senior Security and Property Officer

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

**Location:** Majura - ACT

**Salary:** $85,417 - $94,456

**Classifications:** APS Level 6

**Position No:** C00865

---

**Job Description**

http://afmacareers.nga.net.au/cp/index.cfm?event=jobs.home

**Duties**

AFMA is seeking a suitably qualified individual to fill the role of Senior Security and Property Officer in the Corporate Services Branch, located in our brand new Majura Park office in Canberra.

The successful applicant will be required to provide expert advice on a range of security and property management issues and be comfortable working in a dynamic operational environment, responding to business requirements in delivering outcomes for the agency. Reporting directly to the Manager, Security and Property, the Senior Security and Property Officer will be required to work independently and assist with training and development of AFMA staff in security awareness as well as developing skills amongst the team.

Please refer to the position description for further information.

Relocation assistance will not be provided.

**Eligibility**

AFMA staff are employed under the Australian Public Service Act 1999. All applicants must be Australian citizens.

The preferred applicant will be required to:
- hold or be able to obtain and maintain a Negative Vetting Level 2 security clearance; and
- have the ability to undertake interstate travel as required.

Previous experience in contract or project management roles would be an advantage.

**Notes**

AFMA’s Majura Park office has an office setup that has an increased focus on agility and collaborative workspaces. Our technology and environment is centered on activity based work where staff are not allocated a desk.

Before applying for this vacancy we advise you read the position description and Integrated Leadership System (ILS) tool associated with the APS classification of this vacancy.

**About Australian Fisheries Management Authority**

AFMA is the agency responsible for the efficient management of Australia’s Commonwealth fishery resources. Our role includes developing and implementing management arrangements for domestic fisheries, combating illegal foreign fishing in Australian waters, providing licensing services and gathering data on Commonwealth fisheries.

**To Apply**

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Recruitment, 02 6225 5555, <a href="mailto:recruitment@afma.gov.au">recruitment@afma.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Brendan Kearney, 02 6225 5511</td>
</tr>
<tr>
<td>Apply:</td>
<td><a href="http://www.AFMA.gov.au/">http://www.AFMA.gov.au/</a></td>
</tr>
</tbody>
</table>

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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 Description**

**Duties**

The Plant Sciences and Risk Assessment Branch within the Plant Division develops science-based import policies that protects Australia’s plant-based industries and the natural environment from exotic plant pests and diseases. The branch also provides scientific and technical submissions that help to maintain, improve and open overseas export markets for Australian plants and plant products. This work is conducted through the various teams sitting within the branch including Grains, Seeds and Weeds; Nursery Stock, Timber and Cut Flowers; Pest Group Policies; Review and Innovation Unit; Temperate Horticulture; and Tropical Horticulture.

The Jobs

The Plant Sciences and Risk Assessment Branch is looking for a number of Technical Officers to work within a number of small teams and apply specialist knowledge relevant to plant health for the development of biosecurity policies, to maintain Australia’s favourable plant health status and facilitate international trade in plants and plant products. The duties of the role include:

- assisting with biosecurity import risk analyses, policy reviews, disease risk assessments, weed risk assessments and other technical risk assessments by researching, collating and analysing information from scientific literature on plant pests and diseases and data sets (e.g. border interception records)
- assisting with technical market access, market maintenance and market improvement for Australian plants and plant-based commodities by undertaking technical assessments
- drafting accurate, evidence-based technical advice on biosecurity issues for a range of internal and external stakeholders
- drafting and editing policy documents, technical reports, official briefings and various forms of correspondence
- engaging and collaborating with stakeholders, including departmental staff, technical experts, industry, trading partners and other government agencies on biosecurity issues.

**Knowledge and experience**

Knowledge or an understanding of plant biosecurity in a national and international framework would be an advantage.

**Notes**

Non-ongoing opportunity will be offered for a specified term

Please note this recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered for an initial period of 12 months with the possibility of extension up to a maximum of three years in total. Some of these non-ongoing position(s) may become ongoing in the next 12 months. Should a position become ongoing then the merit pool established through this selection process, which is valid for a period of twelve months from the date the vacancy was advertised in the Gazette, may be used to fill the vacancy on an ongoing basis.

**About Department of Agriculture**

The Department of Agriculture and Water Resources develops and implements policies and programs to ensure Australia’s agricultural, fisheries, food and forestry industries remain competitive, profitable and sustainable, and supports the sustainable and productive management and use of rivers and water resources. We have around 5000 staff working in offices, airports, mail centres, shipping ports, laboratories and abattoirs; located in regional centres, rural communities and capital cities.

We are committed to fostering a diverse and flexible workplace and actively encourage applications from people with disability, Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, and people that identify as LGBTI+.

The Department supports inclusiveness and encourages all employees regardless of their gender, cultural background, disability, sexual orientation, or age to bring their authentic self to work to achieve their full potential.

**To Apply**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Chandra Warnakula, (02) 6272 5449</th>
</tr>
</thead>
</table>
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Attorney-General

Administrative Appeals Tribunal

Closing date: Sunday, 28 July 2019

Registry Operations
Melbourne Registry

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Tribunal Officer / Member Support Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Melbourne - VIC</td>
</tr>
<tr>
<td>Salary:</td>
<td>$65,161 - $70,749</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 4</td>
</tr>
<tr>
<td>Position No:</td>
<td>Several Positions</td>
</tr>
</tbody>
</table>

Job Description


Duties
Our Tribunal Officers and Member Support Officers play an integral role in, and support, the Administrative Appeals Tribunals case assessment processes.

Tribunal Officers provide administrative and case management assistance and support to the registry, members, conference registrars and senior staff members in the management of cases and caseloads.

Member Support Officers support members assigned to the Migration and Refugee Division. Each Member Support Officer will work directly with a small number of members on cases that have been constituted to those members.

Staff working in these roles are expected to be flexible in meeting changing priorities and workloads, exhibit a “can do” attitude, utilise strong communication skills, and enthusiastically contribute ideas to best practice.

They are also expected to support change initiatives in a fast paced work environment, and work efficiently and effectively on their own or as part of a team, as directed.

More information about this position, the scope of the role, duties and selection criteria, is contained within the position description for this role, available from the Working at the AAT page of our website, www.aat.gov.au.

Eligibility
The AAT generally requires Australian citizenship as a condition of engagement. All employees who are engaged are required to undertake an Australian Federal Police Check. Employees who are engaged on an ongoing basis are required to undertake a health assessment.

The Member Support Officer roles require specific qualifications and/or work experience. Please refer to the position description on our website for more information.

Applicants should indicate on their application the role for which they wish to be considered.

Please note that applicants who do not provide a statement addressing the selection criteria will not progress to shortlisting. Responses should be maximum of 300 words per selection criteria.

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

We currently have a number of positions available. Orders of merit established through this selection process may be used to fill these or future vacancies on an ongoing or non-ongoing basis. Non-ongoing opportunities will be offered for a specified term of up to 12 months with a possibility of extension.

About Administrative Appeals Tribunal
The Administrative Appeals Tribunal (AAT) has offices located in all states of Australia and the Australian Capital Territory and provides independent review of a wide range of administrative decisions made by the Australian Government, some non-government bodies and the Norfolk Island Government.

On 1 July 2015 the Migration Review Tribunal, Refugee Review Tribunal and Social Security Appeals Tribunal were merged with the AAT. The amalgamated AAT comprises a number of Divisions: Social Services and Child Support, Migration and Refugee, and General and Other.

The AAT is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace.

To Apply

Position Contact: Georgina Hillier, 03 9454 6136
Agency Recruitment Site: http://www.aat.gov.au

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Attorney-General

Attorney-General's Department
Strategy and Governance

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>PDMS and Ministerial Support Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time, Part-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Barton - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$65,695 - $71,329</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 4</td>
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<tr>
<td>Position No:</td>
<td>1027/SGB</td>
</tr>
</tbody>
</table>

Job Description http://www.ag.gov.au/About/Careers/Pages/default.aspx

Duties
The APS Level 4 PDMS and Ministerial Support Officers are responsible for daily administration of PDMS and associated processes and practices. This includes the provision of help desk facilities, training, development and enhancements, user acceptance testing, and reporting. In conjunction with the APS 6, the roles are also responsible for the day-to-day support and advice to the portfolio minister’s offices in relation to entitlements, accounts and assets/equipment management, staffing and other logistical and administrative matters as required.

Duties of these positions include, but are not limited to:

• Provide day-to-day business and technical administration support to the Department, Portfolio Agencies and the portfolio ministerial offices in relation to PDMS (including administration of control modules, parameters, user access, templates, standard paragraphs and keywords etc).
• Provide Help Desk facilities to the Department, Portfolio Agencies and the portfolio ministerial offices in relation to PDMS (including remote assistance). The roles are the first point of contact for over 1,200 PDMS users, and are required to provide technical, business process, and general support to users.
• Delivery of group and individual training to departmental officials in the use of PDMS, including development of relevant training materials and emerging training methods.
• Provide support services to portfolio ministers in relation to all accounts-related matters (including payment of accounts, liaison with suppliers); assets and equipment management (including stocktake provision of devices and support); accommodation (including establishing new suppliers, physical relocation assistance and set-up of offices); and machinery of government (including liaison with incoming and outgoing ministerial offices and staff, as well as other government agencies).
• Provide support and assistance in relation to relief staffing arrangements for the offices of the portfolio ministers.
• Provide ad-hoc support and assistance to the offices of the portfolio ministers as required.
• Liaise with areas of the portfolio, ministerial offices and external agencies on ministerial and parliamentary matters (as required).
• Represent the Department and the portfolio in a range of whole-of-government forums (as required).

More detail is provided in the Vacancy Information Kit - click on the ‘apply online’ button below.

Eligibility
To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

Notes
Non-ongoing opportunity will be offered for a specified term
Opportunities will be offered on an ongoing or non-ongoing basis depending on operational requirements.

Non-ongoing opportunities will be offered for a specified term of varying periods up to 18 months, with the possibility of extension. The maximum initial engagement period is 18 months which can possibly be extended to 3 years as per the Public Service Regulations 1999, Sub-regulation 3.5(3).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

About Attorney-General's Department
The Attorney-General's Department serves the people of Australia, and supports the Attorney-General as First Law Officer, by providing high-quality legal services to the Commonwealth.

The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce with includes practitioners in policy development and implementation and program administration. The department also has a large contingent of practicing lawyers, particularly within the Australian Government Solicitor, an element of the department.

The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community.

To Apply

Position Contact: Jayston Spindler, (02) 6141 2548

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Attorney-General

Vacancy N.N. 10755071

Attorney-General's Department
Closing date: Thursday, 25 July 2019

Various

Job Title: Executive Assistant
JobType: Ongoing, Non-ongoing (Temporary), Full-time, Part-time
Location: Barton - ACT
Salary: $65,695 - $71,329
Classifications: APS Level 4
Position No: 1028/AGD

Job Description http://www.ag.gov.au/About/Careers/Pages/default.aspx

Duties
The Attorney-General’s Department currently has APS Level 4 Executive Assistant vacancies.

With AGD, you have the opportunity to make important contributions to achieving a just and secure society, to helping people thrive.

When you join our team, you join a strong, engaged and professional department. We are a cohesive team, operating in a diverse and complex environment bringing diverse experience, global perspectives and innovation to all that we do.

With AGD you will be working with an organisation which values the contribution of its people, one which embraces diversity, flexibility and inclusiveness.

There are five business groups in the department:

- The Australian Government Solicitor
- Legal Services and Families Group
- Integrity and International Group
- Workplace Relations Group
- Enabling Services Group.

The merit pool from this selection process may be used to fill similar ongoing or non-ongoing vacancies across the department, over the next 12 months.

Both full-time and part-time hours will be considered.

We embrace diversity and inclusion in a culture that values the contribution and experience of all our people. As such, we encourage people from culturally diverse backgrounds, Indigenous Australians, and people with disability to apply.

More detail is provided in the Vacancy Information Kit – click on the ‘apply online’ button below.

Eligibility
To be eligible for employment with us, applicants must be Australian citizens.

To be eligible for employment with us, you must have the ability to obtain and/or maintain clearance at a minimum baseline level.

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

Opportunities will be offered on an ongoing or non-ongoing basis depending on operational requirements.

Non-ongoing opportunities will be offered for a specified term of varying periods up to 18 months, with the possibility of extension. The maximum initial engagement period is 18 months which can possibly be extended to 3 years as per the Public Service Regulations 1999, Sub-regulation 3.5(3).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: <a href='http://www.apsc.gov.au/priorities/disability/recruitability' target='APSC recruitability page'>http://www.apsc.gov.au/priorities/disability/recruitability</a>.

About Attorney-General’s Department
The Attorney-General’s Department serves the people of Australia, and supports the Attorney-General as First Law Officer, by providing high-quality legal services to the Commonwealth.

The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce with includes practitioners in policy development and implementation and program administration. The department also has a large contingent of practicing lawyers, particularly within the Australian Government Solicitor, an element of the department.

The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community.

To Apply
Position Contact: HR Assist, (02) 6141 6111

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### Assistant Director, Insolvency & Trustee Services

**Job Title:** Assistant Director, Insolvency & Trustee Services  
**JobType:** Ongoing, Non-ongoing (Temporary), Full-time  
**Location:** Sydney - NSW  
**Salary:** $98,577 - $116,041  
**Classifications:** Executive Level 1  
**Position No:** 22499  
**Agency Website:** [http://www.afsa.gov.au](http://www.afsa.gov.au)

### Duties

AFSA actively promotes flexibility with working options in this role to support your family commitments and personal interests.

- Lead a National team delivering Insolvency & Trustee Services
- Foster a team culture focussed on delivering excellent client outcomes
- Build key relationships with insolvency professionals, credit providers and individuals in financial distress.

About AFSA
AFSA is an executive agency in the Attorney-General’s portfolio. We are responsible for Australia’s personal insolvency and personal property securities systems, which provide Australian consumers and business with enhanced financial risk management, investor confidence and enhanced access to finances. We support this through our expert trustee and registry services, and risk-based regulation—ensuring our systems operate in a reliable manner with predictable outcomes and facilitate financial decision-making in the Australian economy.

The statutory roles of the Inspector General in Bankruptcy are within AFSA’s personal insolvency divisions, Official Receiver and Official Trustee in Bankruptcy, as set out in the Bankruptcy Act 1966, operate in support of each other, but as independent functions.

About the Role
As part of the Insolvency & Trustee Services division, you will play a key role by leading the Official Receiver Services team to effectively support bankruptcy trustees discharge their duties and achieve positive outcomes in their bankrupt estates.

Your team will execute a diverse range of coercive, information gathering powers of the Official Receiver (powers granted through the Bankruptcy Act 1966, which are generally executed in the form of a formal notice).

Key deliverables will include:
- Enabling an environment that focusses on delivering excellent client outcomes, drive innovation.
- Motivating your team to achieve high standards.
- Effectively managing operational workflow and workload to ensure individual and team performance meets the needs of AFSA’s clients, team KPIs, and also aligns with AFSA’s strategy and goals.
- Providing technical expertise, guidance and direction to the team to ensure effective decision making when exercising Official Receivers powers.

About You
To be successful in this role, you will have:
- An excellent ability to interpret and apply legislation.
- Proven ability to achieve results through innovative approaches to accomplish both client and business outcomes.
- The ability to engage with internal and external stakeholders will embed a collaborative environment.
- Demonstrated success in leading and developing a high performing team.

Why AFSA?
You will be provided with the opportunity to be part of a high performing team passionate about delivering value to our clients and stakeholders to support sustainable financial outcomes within the Australian economy.

You will be set up to succeed through ongoing professional development, and opportunities to network and share knowledge across the Australian Public Service. This knowledge will be developed through participation in interesting projects and industry forums.

AFSA values diversity and employee wellbeing, and fosters an environment where different perspectives and capabilities are recognised.

We encourage applications from Indigenous Australians, peoples from culturally diverse backgrounds and people with disabilities.

As a member of the AFSA team you will enjoy excellent conditions including generous superannuation (15.4%), a modern work environment, flexibility to balance work and personal life, and professional growth.

Eligibility
Please note that this opportunity is open only to Australian Citizens.

The successful applicant must have, or be willing to undergo a security clearance to the level of Baseline Vetting as a condition of employment.

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

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

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

Your application will be assessed against work related qualities and essential capabilities of the position and must include:

- A completed application cover sheet
- A current resume
- A one page pitch stating why you are interested in the position, how your skills and experience make you the best person for the position and what value you can add to AFSA and the Insolvency & Trustee Services Division.

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

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

Non-ongoing opportunity will be offered for a specified term

Non-ongoing contract may be offered up to 18 months.

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="https://www.afsa.gov.au/about/careers/current-vacancies">https://www.afsa.gov.au/about/careers/current-vacancies</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>


Attorney-General

Australian Government Solicitor

Closing date: Tuesday, 30 July 2019

Vacancy N.N. 10755274

Australian Government Solicitor Group
AGS Business Services

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Office Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Sydney - NSW</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
</tr>
</tbody>
</table>


Duties
Australian Government Solicitor (AGS), is the Australian Government's central legal service and part of the Attorney-General’s Department. It is a centre of excellence and expertise in areas of law of importance to the Commonwealth and in managing complex and systemic issues for the Commonwealth. AGS has offices in every capital city and a complement of approximately 370 lawyers who practise principally in the areas of: public law; dispute resolution and law enforcement; and commercial law.

AGS is a self-funded legal practice and competes in the market for the majority of its legal work.

For further information about AGS practice areas and our business please visit our website www.ags.gov.au

As Office Manager, you will manage and oversee the day-to-day delivery of high quality, effective and efficient office services for the Sydney office.

To be a strong contender for this role you will have:

- demonstrated experience in office and building facilities management
- excellent problem solving and project management skills
- a passion for providing excellent customer service; and
- a track record of achievement.

You will also have a proven ability to build relationships, manage staff and collaborate effectively across all levels.

Your ability to engender confidence and trust will be complemented by sound judgement and first class communication skills.

This role will also supervise the provision of hospitality for marketing and other AGS events, and provide additional support in other corporate functions to the Sydney office. Experience in these areas will be highly regarded.

For further information about the requirements of the Office Manager position, please refer to the role description available on our recruitment portal.

Remuneration
This is an ongoing full-time position. This position is designated as Legal Practice Support and classified as APS Level 6. Salary will be negotiated with the successful applicant within the APS 6 range depending on their skills and experience. The successful applicant will be covered by the Attorney-General’s Department Enterprise Agreement 2016.

Location
This position is based in Sydney.

How to apply
To apply for this role, please visit our recruitment career website http://www.ags.gov.au/employment/current-vacancies.html for details.

Please include your CV and a covering letter (no more than 2 pages) indicating relevant experience with reference to the required skills and experience set out above.

Closing date
Applications close Tuesday 30 July 2019.

Further enquiries
Further information can be obtained by contacting Toni Claydon, National Manager Business Services on 02 6253 7456 or Rose Heazlewood, a/g Human Resources Business Partner on 02 6253 7523.

Eligibility
To apply for this role you must be an Australian citizen. The successful candidate will be required to obtain and maintain a security clearance at the appropriate level.

Notes
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information 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 Australian Government Solicitor
AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General’s Department. Our team of around 650 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Rose Heazlewood, 02 6253 7523</th>
</tr>
</thead>
</table>
Attorney-General

Australian Transaction Reports and Analysis Centre
(AUSTRAC)

Strategic Communications

Closing date: Monday, 29 July 2019

Job Title: Manager, Strategic Communications
JobType: Ongoing, Full-time
Location: Chatswood - NSW; Barton - ACT; Melbourne - VIC
Salary: $105,022 - $119,558
Classifications: Executive Level 1
Position No: 793


Duties

ROLE CONTEXT

The Manager, Strategic Communications is part of the Strategic Communications and Media Operations Team within the Regulatory Strategy division of AUSTRAC.

The Strategic Communications and Media Operations Team delivers and maintains the long-term priorities for the agency. The main focus is to delivering our strategic positioning by focusing on strategic communication (internal and external), planning and performance, and the agency’s governance framework on time and to the highest quality standards.

DUTIES

The Manager – Strategic Communications under broad direction for the Director, is responsible for:

• Providing specialist writing and editing of a range of complex materials for print and web based audiences, both externally and internally. This includes media releases, speeches, blogs and tweets, scripts for video clips and more formal publications.

• Responding to daily media inquiries and liaising with relevant staff throughout AUSTRAC to prepare media talking points for the CEO and Minister’s Office. Ensuring appropriate Executive level approval of all external materials.

• Managing and maintaining positive stakeholder relationships with partner agencies, financial institutions, superannuation sector and relevant overseas agencies.

• Developing and delivering strategic communications initiatives that promote the work of AUSTRAC and enhance its reputation across the community, government and business sectors.

• Supporting AUSTRAC teams with media and communications advice and materials as required.

Eligibility

The successful applicant will be required to undergo a security assessment, maintain an ongoing security clearance and satisfy AUSTRAC’s pre-engagement checks.

To be eligible for assessment, applicants must be an Australian citizen.

Notes

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

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

About Australian Transaction Reports and Analysis Centre (AUSTRAC)
AUSTRAC is Australia’s financial intelligence agency with regulatory responsibility for anti-money laundering and counter-terrorism financing.

We identify threats and criminal abuse of the financial system, and act to protect Australia’s economy.

We also work in partnership with industry and government agencies in Australia and overseas to help keep Australia safe from financial and other serious crime, and build and maintain trust in Australia’s financial system as part of the global community.

Please note that AUSTRAC has recently moved to the Home Affairs Portfolio.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:recruitment@austrac.gov.au">recruitment@austrac.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Allison Roesler-Vannan, 02 6183 9510</td>
</tr>
</tbody>
</table>

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Attorney-General

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Strategy and Communications, Strategic Communications

Closing date: Monday, 29 July 2019

Vacancy N.N. 10755179

Job Title: Visual Designer

Job Type: Ongoing, Full-time

Location: Chatswood - NSW; Barton - ACT; Melbourne - VIC

Salary: $85,936 - $97,901

Broadband: Broadband 2 (APS Levels 5-6) (APS Level 5, APS Level 6)

Classifications: APS Level 6

Position No: 278


Duties
ROLE CONTEXT

The Visual Designer is part of the Strategy and Communication team within the Regulatory Strategy division of AUSTRAC.

The Strategy and Communications team delivers and maintains the long-term priorities for the agency. The main focus is to delivering our strategic positioning by focusing on strategic communication (internal and external), planning and performance, and the agency’s governance framework on time and to the highest quality standards.

DUTIES

The Visual Designer under general direction is responsible for:

- producing high-quality, professional, user-centred visual designs—from concept to execution, including those for web, desktop, mobile devices and print, including the provision of specialist strategic, creative advice for internal and external communications materials, including the corporate website, Intranet and traditional print materials
- ongoing strategic development, maintenance and application of AUSTRAC’s visual identity and brand across all online and offline collateral (including websites, Intranet, hardcopy publishing, banners and branded promotional items) while mindful of whole-of-government policies and priorities for visual branding and digital publishing
- providing advice and support through AUSTRAC’s Web Help Desk, including working collaboratively with IT Operations to strategically develop and achieve ongoing improvement to the corporate website and Intranet, mindful of: o whole-of-government policies and priorities on digital publication standards, branding and accessibility requirements o usability and user-centred design
- initiating and implementing strategic activities in support of the section’s business plan and agency priorities
- undertaking procurement activities, in line with Government procurement policies, rules and procedures
- other activities as requested

Eligibility

The successful applicant will be required to undergo a security assessment, maintain an ongoing security clearance and satisfy AUSTRAC’s pre-engagement checks.

To be eligible for assessment, applicants must be an Australian citizen.

Notes

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

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AUSTRAC is Australia’s financial intelligence agency with regulatory responsibility for anti-money laundering and counter-terrorism financing.

We identify threats and criminal abuse of the financial system, and act to protect Australia’s economy.

We also work in partnership with industry and government agencies in Australia and overseas to help keep Australia safe from financial and other serious crime, and build and maintain trust in Australia’s financial system as part of the global community.

Please note that AUSTRAC has recently moved to the Home Affairs Portfolio.

To Apply

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</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Allison Roesler-Vannan, 02 6183 9510</td>
</tr>
</tbody>
</table>
Job Title: Digital Litigation Specialist
Job Type: Non-ongoing (Temporary), Full-time
Location: Perth - WA; Brisbane - QLD; Sydney - NSW; Melbourne - VIC
Salary: $98,730 - $107,750
Classifications: Executive Level 1
Position No: 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 prosecution service established by Parliament to prosecute alleged offences against Commonwealth law. We aim to provide an effective and efficient national criminal prosecution service to the community that is fair and just and operates with integrity. The diverse, complex and interesting 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, espionage, money laundering, offences against the corporations legislation, cartel offences and a range of regulatory offences.

We are looking for highly motivated Digital Litigation Specialists with experience in litigation support who want to be instrumental in the digital transformation of litigation for the Commonwealth Director of Public Prosecutions. This unique position provides an opportunity to be a team member in some of the most high-profile and complex Federal criminal matters in Australia. It will give the right candidate the innovative space to make an enduring impact on how technology is used in the criminal justice system.

The digital capability team is expanding its team of digital litigation experts to provide on-demand support in some of the CDPP’s most complex fraud, organised crime and counter-terrorism cases. This role will involve liaising with Australia’s premier law enforcement and regulatory agencies to streamline the flow of evidence from investigator, to prosecutor and finally, the courts. The successful candidate will play a crucial role in these prosecutions, advising prosecutors on how to leverage cutting-edge technology, such as Relativity, to efficiently, accurately and effectively build their case.

The right individual will preferably have a background supporting digital litigation tools (ideally with Relativity or Ringtail) in-house at a law firm or with a service bureau. They will be familiar with the workflows involved in processing and preparing documents for ingestion into a litigation support tool, training non-technical staff on software products, offering a range of software products to lawyers, and consulting on all aspect of digital litigation. The Digital Specialists will advise CDPP lawyers on the use of digital litigation support tools in their cases.

This role will also involve identifying matters where new digital tools can be implemented and advocating for the use of these tools within the CDPP.

The roles will involve extensive travel nationwide as the digital capabilities of the CDPP are rapidly expanding.

Eligibility
To be eligible for employment with the CDPP, applicants must be Australian citizens. In accordance with the CDPP Security Policy, successful applicants 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. This security clearance will be required to be maintained for the duration of employment with the CDPP.

Notes
Applicants 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 will be offered as a non-ongoing engagement for a period of up to two 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.aps.gov.au/priorities/disability/recruitability/

To Apply

Selection Documentation: Recruitment Team, (02) 6206 5603, Recruitment.cdpp@cdpp.gov.au
Position Contact: David Adsett, (07) 3224 9400
Federal Court of Australia

National Logistics and Remote Hearing Coordinator
National Native Title Team

Job Title: National Logistics and Remote Hearing Coordinator
JobType: Ongoing, Non-ongoing (Temporary), Full-time
Location: Perth - WA; Brisbane - QLD; Sydney - NSW; Adelaide - SA
Salary: $98,358 - $106,225
Classifications: Executive Level 1
Agency Website: http://www.fedcourt.gov.au

Duties
- Provide national support to Judges, Registrars and other staff in the conduct of proceedings outside of the Court registries.
- Develop and maintain national standards, procedures, manuals and forms that take full account of occupational health and safety issues and make best use of the Courts electronic systems for interactive accessible documentation.
- Liaise with IT, Finance, HR, Procurement and any other relevant internal areas of the Court or regarding remote facilities, technology and other requirements for remote travel.
- Coordinate training for relevant officers, including remote first aid and 4WD training and maintain registers documenting the currency of such training.
- Support native title staff in State Registries to prepare travel planning and budgetary documents or fulfil those functions personally as required.
- Attend remote proceedings to provide logistical and on-ground support from time to time.
- Liaise with and manage the contracts for remote hearing transcript providers and any other contracting arrangements related to native title proceedings outside of the Court registries.
- Acquisition and maintenance of all equipment necessary for the conduct of Native Title matters outside of Court registries.
- Other duties as required.

Eligibility
Qualifications:
- Previous experience and demonstrated competency organising complex logistical arrangements in remote and/or regional Australia required.
- Experience working with indigenous communities and relevant qualifications desirable.

Special Requirements:
- Travel to remote locations and flexibility to work irregular hours
- Manual driver’s licence and experience driving 4WDs
- Current First Aid Certificate

Notes
Please note there is only one position. This position will be based in either Perth, Brisbane, Sydney or Adelaide depending on the successful candidate.

As of 7 August 2019, the salary range for this position will increase to $100,325 - $108,349 per annum, plus superannuation

Non-ongoing opportunity will be offered for a specified term

This opportunity is non-ongoing, full-time, with the possibility of converting to ongoing.

To Apply

Position Contact: Gillian Appleyard, 07 32481288
Agency Recruitment Site: http://www.fedcourt.gov.au
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Attorney-General

Federal Court of Australia

Closing date: Tuesday, 31 December 2019

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Temporary Registers</th>
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</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Non-ongoing (Temporary), Full-time, Part-time, Casual</td>
</tr>
<tr>
<td>Location:</td>
<td>Adelaide - SA; Canberra - ACT; Darwin - NT; Perth - WA</td>
</tr>
<tr>
<td>Salary:</td>
<td>$50,250 - $132,889</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 2, APS Level 3, APS Level 4, APS Level 5, APS Level 6, Executive Level 1, Executive Level 2</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.fedcourt.gov.au">http://www.fedcourt.gov.au</a></td>
</tr>
</tbody>
</table>

Job Description  https://www.fedcourt.gov.au/about/employment/temporary-employment

Duties
The Federal Court of Australia (statutory agency) maintains a register of interested candidates for temporary roles in the Federal Court of Australia, Family Court of Australia, Federal Circuit Court of Australia, and the National Native Title Tribunal. Opportunities may be offered for varying periods up to 18 months with a possibility of extension (cannot exceed a total period of 3 years unless the Public Service Commissioner agrees).

Positions include but are not limited to:

Court Services and Judicial Support:
- Client Service Officers
- Senior Client Service Officers
- Court Officers
- Associates
- Deputy Associates
- Legal Associates
- Research Associates
- Executive Assistants

Legal:
- Registrars
- Legal Case Managers

Child Dispute Services:
- Family Consultants

Corporate:
Positions in the areas of:
- People and Culture
- Finance
- Information Technology
- Property and Procurement
- Security
- Communications
- Library

National Native Title Tribunal:
Positions in the areas of:
- Legal Support
- Alternative Dispute Resolution
- Geospatial Services
- Future Acts
- Applications & Registrations
- Support & Special Projects

Eligibility
Employment with the Federal Court of Australia is subject to the requirement of the Public Service Act 1999. The following requirements also apply:

• Australian citizenship – the successful applicant must be an Australian citizen, unless the Chief Executive Officer waives that requirement.

• 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.

• Health clearance – the successful applicant must be fit for duties and 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 Australian Public Service agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired, unless the Public Service Commissioner agrees.

Notes
Positions may be available in the following locations: Adelaide, Canberra, Darwin and Perth.

Non-ongoing opportunity will be offered for a specified term

Positions may be offered as non-ongoing specified term, non-ongoing specified task, or non-ongoing - for duties that are irregular or intermittent.

To Apply

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

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Attorney-General

Federal Court of Australia

Vacancy N.N. 10754863

Closing date: Tuesday, 31 December 2019

Job Title: Temporary Registers
JobType: Non-ongoing (Temporary), Full-time, Part-time, Casual
Location: Various locations in QLD - QLD; Various locations in NSW - NSW; Various locations in VIC - VIC; Various locations in TAS - TAS
Salary: $50,250 - $132,889
Classifications: APS Level 2, APS Level 3, APS Level 4, APS Level 5, APS Level 6, Executive Level 1, Executive Level 2
Agency Website: http://www.fedcourt.gov.au

Job Description https://www.fedcourt.gov.au/about/employment/temporary-employment

Duties
The Federal Court of Australia (statutory agency) maintains a register of interested candidates for temporary roles in the Federal Court of Australia, Family Court of Australia, Federal Circuit Court of Australia, and the National Native Title Tribunal. Opportunities may be offered for varying periods up to 18 months with a possibility of extension (cannot exceed a total period of 3 years unless the Public Service Commissioner agrees).

Positions include but are not limited to:

**Court Services and Judicial Support:**
- Client Service Officers
- Senior Client Service Officers
- Court Officers
- Associates
- Deputy Associates
- Legal Associates
- Research Associates
- Executive Assistants

**Legal:**
- Registrars
- Legal Case Managers

**Child Dispute Services:**
- Family Consultants

**Corporate:**
- Positions in the areas of:
  - People and Culture
  - Finance
  - Information Technology
  - Property and Procurement
  - Security
  - Communications
  - Library

**National Native Title Tribunal:**
- Positions in the areas of:
  - Legal Support
  - Alternative Dispute Resolution
  - Geospatial Services
  - Future Acts
  - Applications & Registrations
  - Support & Special Projects

**Eligibility**
Employment with the Federal Court of Australia is subject to the requirement of the Public Service Act 1999. The following requirements also apply:
- Australian citizenship – the successful applicant must be an Australian citizen, unless the Chief Executive Officer waives that requirement.
- 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.
- Health clearance – the successful applicant must be fit for duties and 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 Australian Public Service agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired, unless the Public Service Commissioner agrees.

**Notes**
Positions may be available in the following locations: Brisbane, Coffs Harbour, Townsville, Cairns, Lismore, Sydney, Parramatta, Dubbo, Newcastle, Wollongong, Melbourne, Albury, Dandenong, Hobart and Launceston.

Non-ongoing opportunity will be offered for a specified term

Positions may be offered as non-ongoing specified term, non-ongoing specified task, or non-ongoing - for duties that are irregular or intermittent.

**To Apply**


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### Client Services

**Job Title:** Client Service Officer  
**JobType:** Ongoing, Non-ongoing (Temporary), Full-time  
**Location:** Melbourne - VIC  
**Salary:** $63,794 - $69,264  
**Classifications:** APS Level 4  
**Agency Website:** [http://www.fedcourt.gov.au](http://www.fedcourt.gov.au)

**Job Description**  

**Duties**  
The role operates within a small team of three (a Registrar, a Legal Case Manager and a Client Service Officer). That team forms part of the broader registry team. All staff are expected to be flexible and adaptable to moving across teams as required, in response to work demands, staff leave and other operational reasons.

The Client Service Team provides service to all court clients as well as providing high level docket and/or case management support to Judges, Registrars and their staff.

The Federal Court has a wide jurisdiction, so Client Service Officers must be flexible in their approach to work and be willing to learn and adapt to new procedures. The successful applicant will have excellent communication skills with the ability to effectively liaise with a diverse range of stakeholders. They will also need the ability to understand and apply complex rules and regulations combined with careful attention to detail. Skills in database management and general records management are essential.

Working as part of a small team in a busy Registry, this role requires someone who demonstrates a high level of professionalism and initiative, taking personal responsibility for progressing work to ensure objectives are met.

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

Non-ongoing opportunities will be offered for periods of 12 months with possibility of extension.

**To Apply**  
**Position Contact:** Genevieve Aldridge,  03 8600 3348  
**Agency Recruitment Site:** [http://www.fedcourt.gov.au](http://www.fedcourt.gov.au)

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### Native Title

**Job Title:** Legal Case Manager  
**JobType:** Ongoing, Full-time  
**Location:** Perth - WA  
**Salary:** $71,152 - $75,445  
**Classifications:** APS Level 5
**Job Description**

The Legal Case Manager (Native Title) is a key member of a team supporting Judges, Registrars, parties and legal practitioners to manage designated native title claims to resolution through litigation and/or associated alternative dispute resolution. The Legal Case Manager (Native Title) also provides high-level administrative support to the Court in relation to native title claims generally. The Legal Case Manager (Native Title) reports to the relevant Senior Legal Case Manager (Native Title) Judicial Registrars and the National Judicial Registrar.

The position involves the following functions:

- Arranging listings and associated logistical arrangements for case management hearings, hearing and remote hearings either on direction from a Senior Legal Case Manager (Native Title) or Judicial Registrar or as required on designated files.

- Assists Registrars, mediators and Senior Legal Case Manager (Native Title) in the case management of native title claims including in implementation of claim specific case management strategies.

- Preparation for, attendance at and take responsibility for tasks arising from case management hearings and mediations on designated files.

- Has a key responsibility for developing and maintaining positive relationships with Court users, liaising with parties to progress matters and being responsive to stakeholder needs.

- Maintaining a well-developed knowledge of commonly used legislation and Court procedures in order to providing timely and accurate information about the jurisdiction, relevant legislation and the procedures of the Court to parties, stakeholders and members of the public.

- Competently using Court applications and associated documentation, accurately entering and maintaining information on Court databases, entering and disseminating listing information, and managing Court records.

- Assist with and contribute to special projects as required, including the drafting of moderately complex reports and services delivery improvements.

**To Apply**

**Position Contact:** Shannon Hayes, 08 9268 7113

**Agency Recruitment Site:** [http://www.fedcourt.gov.au](http://www.fedcourt.gov.au)
Archival Officers are responsible for assisting the Australian community and Australian Government agencies to access records in the National Archives custody. This role engages with researchers to provide online, telephone and onsite assistance. This work entails using knowledge of the collection and Australian history, applying research skills and working with information systems and processes in a digital environment.

Eligibility
Applicants must be Australian citizens and be able to obtain and maintain a security clearance at the Negative Vetting 1 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

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Brian Scales, (02) 9782 4918</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.naa.gov.au">http://www.naa.gov.au</a></td>
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Communications and the Arts
Office of the eSafety Commissioner
eSafetyWomen

<table>
<thead>
<tr>
<th>Vacancy N.N. 10755208</th>
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Australian Communications and Media Authority
Closing date: Wednesday, 31 July 2019

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Program Manager - Aboriginal and Torres Strait Islander Initiatives</th>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Belconnen - ACT; Melbourne - VIC; Pyrmont - NSW</td>
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<tr>
<td>Salary:</td>
<td>$99,425 - $112,122</td>
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<td>Classifications:</td>
<td>Executive Level 1</td>
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<td>Position No:</td>
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Job Description
https://www.acma.gov.au/theACMA/About/Careers/Working-for-the-ACMA/job

Duties
The Office of the eSafety Commissioner is an independent statutory office supported by the Australian Communications and Media Authority under the Enhancing Online Safety Act 2015 (the Act). The Commissioner has a wide range of functions and powers including promoting online safety for Australians, administering a complaints system for cyber bullying material targeted at an Australian child, coordinating activities of Commonwealth Departments, authorities and agencies relating to online safety and administering the online content scheme under the Broadcasting Services Act 1992. The Office has operations in Sydney, Melbourne and Canberra. It is comprised of the Commissioner, an Executive Manager and sections, each led by a Section Manager.

Launched in 2016, the eSafetyWomen program empowers Australian women to manage technology risks and abuse and take control of their online experiences through:

- the provision of practical tools and information to equip all women to protect themselves and their families against all forms of online abuse
- training for frontline, specialist and support staff in the domestic violence sector, giving them the knowledge, skills and resources to effectively support women and their families
- actively raising awareness and understanding of technology facilitated abuse to help all women identify it and take steps towards preventing it.

As part of the eSafetyWomen section, you will be responsible for the development and implementation of a number of key initiatives with Aboriginal and Torres Strait Islander communities under the Fourth Action Plan of the National Plan to Reduce Violence against Women and Children 2010-2022, and Women’s Safety Package-Tech Trials funding.

These initiatives include:

- development of two app books (or similar online resources) to support Aboriginal and Torres Strait Islander Elders in moderating and mediating community use of technology, and in recognising and managing technology facilitated abuse which is used to extend domestic and family violence in communities
- community capacity building and the provision of resources and training - the development and implementation of a program of culturally appropriate resources to assist women in urban, regional and remote indigenous communities to identify and report technology-facilitated abuse, and to teach them how to keep themselves, and their children, safe online.

Drawing on your understanding of the issues affecting Aboriginal and Torres Strait Islander communities and ability to build strong and ongoing relationships with communities, you will be required to work with a range of government and non-government stakeholders to ensure timely delivery of these initiatives.

The program will also provide training and support to frontline workers to equip them with the specific tools they need to best help the communities they are connecting with, and the allocation of up to nine capacity building grants to support identified communities in developing and implementing this initiative.

This position is an Identified Position open to all Australians. Aboriginal and/or Torres Strait Islander people are encouraged to apply.

Eligibility
To be eligible for ongoing employment with the ACMA, applicants must be an Australian citizen.

An applicant’s suitability for employment with the ACMA will be assessed through a pre-employment screening process. This process will include a requirement for the applicant to undertake and satisfy an AFP National Police check and to complete a Health Declaration.

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

About Australian Communications and Media Authority
ACMA is Australia’s regulator for broadcasting, the internet, radiocommunications and telecommunications.

We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way.

The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team

To Apply

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<thead>
<tr>
<th>Position Contact:</th>
<th>Paul Clark, 02 9334 7985</th>
</tr>
</thead>
</table>

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Communications and the Arts  
Australian Communications and Media Authority  
Legal Services  
Executive

**Job Title:** Senior Lawyer  
**JobType:** Ongoing, Full-time  
**Location:** Melbourne - VIC; Belconnen - ACT; Pyrmont - NSW  
**Salary:** $99,425 - $123,438  
**Classifications:** Executive Level 1  
**Position No:** 826

**Job Description**  
https://www.acma.gov.au/theACMA/About/Careers/Working-for-the-ACMA/job

**Duties**  
The Legal Services Division provides full legal services to the ACMA. ACMA lawyers, under the direction of the General Manager, work in three teams that each focus on supporting the other Divisions of the ACMA.

As a Senior Lawyer within the ACMA's in-house legal team, you will have a key role in providing accurate and strategic legal advice and assistance to the Authority and operational areas. The Senior Lawyer will be part of a legal team that delivers high quality and timely legal advice and assistance and will be responsible for the conduct of, or strategic input to investigations, litigation and projects.

The successful candidate will have highly developed legal and analytical skills, excellent communication skills, and demonstrated experience in the key areas of law relevant to the ACMA including statutory interpretation, drafting instruments, administrative law, litigation and media and communications law or a capacity to develop an expertise in these areas.

**Eligibility**  
To be eligible for ongoing employment with the ACMA, applicants must be an Australian citizen.

An applicant's suitability for employment with the ACMA will be assessed through a pre-employment screening process. This process will include a requirement for the applicant to undertake and satisfy an AFP National Police check and to complete a Health Declaration.

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

**About Australian Communications and Media Authority**  
ACMA is Australia's regulator for broadcasting, the internet, radiocommunications and telecommunications.

We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way.

The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

**To Apply**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Megan Chalmers. 02 9334 7726</th>
</tr>
</thead>
</table>
**Job Title:** Senior Policy Officers and Policy Officers  
**Job Type:** Ongoing, Full-time  
**Location:** Acton - ACT  
**Salary:** $74,807 - $96,879  
**Classifications:** APS Level 5, APS Level 6  
**Position No:** Several Positions

**Job Description**  

**Duties**

Having the right infrastructure in place is essential for Australia’s economic growth. The Infrastructure and Consumer Division provides policy, implementation and program delivery advice to the Government on Australia’s digital and mobile infrastructure. This involves creating an environment where companies will invest in infrastructure and services and compete at all levels. It also involves helping the government build a fast and affordable national broadband network and improving mobile phone coverage in regional and remote communities.

The Division has ongoing vacancies at the APS5 and APS6 levels in the Regional Deployment Branch and the Broadband Implementation Branch.

The Regional Deployment Branch provides strategic advice and policy/program leadership to support the Minister for Regional Services in delivering the Government’s regional communications objectives. The Branch has overarching responsibility for regional telecommunications policy, the Mobile Black Spot Program, regional broadcasting transmission issues, and provides input to whole of government policy issues and reforms relevant to regional Australia.

The Regional Deployment Branch is seeking candidates with significant experience to contribute to regional telecommunications policy. The successful candidate(s) will assist the branch with various tasks relating to regional telecommunications, including developing and implementing a new Regional Connectivity Program, policy analysis and the preparation of advice to the Minister for Regional Services.

The Broadband Implementation Branch is responsible for preparing advice to the Government about its commitment to the rollout of the National Broadband Network (the network). The Branch is also responsible for preparing policy advice on broadband issues likely to affect the NBN and the ability for all Australians to access fast, affordable broadband services.

The Broadband Implementation Branch is seeking candidates with a strong grasp of policy development, advanced written and verbal communication skills and an ability to operate in a fast-paced environment. Successful candidates will assist the branch to develop policy advice and briefing regarding the rollout of the NBN, current and emerging broadband policy issues, and assist with the operation of the Department’s governance functions overseeing NBN Co Limited (NBN Co) as a Government Business Enterprise (GBE).

**Eligibility**

These positions require (at a minimum) a Baseline security clearance or the ability to obtain a security clearance. These positions can only be occupied by Australian citizens.

**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).

**About Department of Communications and the Arts**

We are the lead agency to the Australian 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 employer and promote, value and support diversity among our employees. Our three-year Diversity and Inclusion Strategy helps focus our efforts and ensure our workforce reflects, respects and benefits from diverse communities including Indigenous Australians, people from culturally and linguistically diverse backgrounds, carers, LGBTQI+ and people with disability.

If you’re interested in joining our team, we invite you to submit your application.

**To Apply**

**Selection Documentation:** Please obtain selection criteria via website  
**Position Contact:** Amanda Klingberg, 02 6271 1033  
**Agency Recruitment Site:** [http://www.communications.gov.au](http://www.communications.gov.au)
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Communications and the Arts

National Film and Sound Archive of Australia

The National Film and Sound Archive
Collections and Access, Engagement

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Touring Exhibitions Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Non-ongoing (Temporary), Part-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Barton - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$72,155 - $76,338</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
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<tr>
<td>Position No:</td>
<td>89563</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.nfsa.gov.au">http://www.nfsa.gov.au</a></td>
</tr>
</tbody>
</table>


Duties
The National Film and Sound Archive of Australia (NFSA) is the national collecting agency concerned with the visibility, usability and sustainability of Australia’s audiovisual heritage. The NFSA’s mission is to collect, preserve, curate and share the national audiovisual collection in order for others to learn, experience and create with it.

In 2018 the NFSA re-booted its Exhibitions Program as part of a coordinated strategy to build our national profile as a leader in our field and be a source of vibrant, relevant and exciting engagement with audiovisual content across film, sound, music, broadcast, television, gaming and more. It is also widening the breadth and depth of engagement through screenings, events, education, digital projects and other programs.

The Engagement section encompasses exhibitions, public programs (including screenings), Education, Venue Hire, Digital Engagement and Front of House.

The Engagement team is seeking highly motivated applicants to fill a twelve month non-ongoing, part time (salary will be pro-rated) position in the role of Touring Exhibitions Coordinator. This position reports to the Manager, Exhibitions and Education. The role requires someone with keen interest in exhibitions and engagement activities, initiative and strong leadership capacity.

Under general direction undertake the following duties:

1. Project manage, promote and coordinate all aspects of the NFSA’s exhibitions travelling nationally including grant administration.
2. Prepare travelling exhibition forward plans, schedules and budgets including the selection of venues, tour itinerary, packing and transport details, contracts, installation manuals, promitional materials, merchandise and other relevant documentation for venues.
3. Prepare contracts, liaise with venues, artists, lenders and guest curators and oversee the work of contractors engaged to produce exhibition furniture, graphics, mounts and crates.
4. Provide on-site venue support including condition reporting of works of art; coordination of unpacking, installation and presentation of exhibitions; and contribute to venue promotion and public program activities.
5. Maintain effective and timely communication with internal and external stakeholders including Curatorial, Communications, Finance and collaborative creative partners regarding all aspects of the delivery of the travelling exhibitions program, ensuring best practice application of Workplace Health and Safety.
6. Maintain correspondence, and coordinate to produce reports, funding grant applications and acquittals, collation of statistics and evaluation for the Touring Exhibitions Program, and the onsite and online exhibition programs as required, reporting to the Manager, Exhibitions and Education and Executive Team.
7. As necessary, assist with the project coordination of the Gallery's onsite exhibitions and programs.

Eligibility
Selection Criteria

In relation to the qualities listed above in ‘About the role’, concisely demonstrate your skills, experience and achievements against each of the following areas:

1. Demonstrated interest, skills and experience working in, and knowledge of Australia’s audiovisual and material culture industries, including exhibitions and associated public programs.
2. Demonstrated effective written and oral communication skills, and the ability to liaise and negotiate effectively with people at all levels of specialisation, including external stakeholders.
3. Demonstrated experience in the development, coordination and operation of exhibitions and related programs.
4. Excellent organisational and administrative skills with proficiency with Microsoft Office Suite, financial/travel management tools such as QBT and Serko; and well developed database skills to support project documentation and administration.
5. A demonstrated ability to apply practices and principles of Workplace Health and Safety and Workplace Diversity as they apply specifically to exhibitions, and operate in a participative and consultative work environment.

Qualifications and/or equivalent experience required:
- A relevant degree, preferably in the arts and/or museum management disciplines, from a recognised tertiary institution, would be an advantage.
- Ability to maintain a standard vehicle driver’s license.
- Ability to obtain and maintain a baseline Security Clearance.

The successful candidate must:
Be an Australian citizen;
Have a current Australian Driver’s License;
Have capacity to work out of business hours when required.

Security Clearance Requirements

This position requires the successful applicant to undergo an Australian Federal Police (AFP) Criminal Record Check.

Assessment Process

The assessment process for this position will include:
A resume;
A written application;
An interview;
Referee checking;

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

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Felicity Harmey, 02 6248 2134</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Felicity Harmey, 02 6248 2134</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>
</table>

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## Communications and the Arts

### National Film and Sound Archive of Australia

The National Film and Sound Archive  
Corporate and Operations Branch, Finance and Procurement

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Manager Procurement and Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Acton - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$100,446 - $107,437</td>
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<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>89576</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.nfsa.gov.au">http://www.nfsa.gov.au</a></td>
</tr>
</tbody>
</table>

### Job Description


### Duties

...
The National Film and Sound Archive of Australia (NFSA) is looking for a highly motivated procurement and contract manager to provide advice and assistance to staff undertaking procurement and managing contracts.

We are looking for an experienced EL1 who has managed end-to-end procurement in an Australian Government context. Practical experience and detailed understanding of the Commonwealth’s Procurement framework, proven contract development and management expertise, and experience in tender processes are essential. Experience in ICT related procurement and the Digital Marketplace is highly desirable.

Day to day work will involve providing operational procurement advice and assistance to support the procurement activity of the NFSA including selecting appropriate methods of procurement, reviewing standardised documents, development of procurement and contract management policies, guidelines and procedures and the provision of quality and timely advice.

As a Corporate Commonwealth Entity, the NFSA is not obligated to comply with the Commonwealth Procurement Rules, however, the NFSA has adopted many of the procurement principles. As a highly experienced manager, you will have extensive knowledge of Australian Government procurement and contract management arrangements, as well as possess excellent client service, leadership and communication skills. The ability to manage change, analyse issues and work under pressure is vital, as is a client focus and commitment to producing quality outcomes.

The position will suit a highly organised and collaborative person who is able to provide strategic and specialist advice while delivering on a broad range of procurement and contract management activities with competing deadlines.

About the team

The position is within the Finance and Procurement team and assists business areas across the NFSA to select appropriate methods of procurement, draft complex procurement and contract documentation, provide high-level advice on procurement rules, legislative requirements, Commonwealth Procurement framework and best practice contract management. The position requires the person to work mostly independently while still being an integral member of the team.

The position will involve significant interaction with the Chief Information Officer (CIO) and other members of the NFSA ICT team.

This position is based at the NFSA’s headquarters in Acton, ACT and serves approximately 164 staff situated in Canberra, Sydney and Melbourne.

Job Description

Under broad direction from the Senior Manager Procurement and Legal:

1. Provide expert procurement and contract management advice and assistance for all procurement related activities to ensure a high level of professional practice that delivers compliant, effective and efficient procurement outcomes.

2. Undertaking complex probity and procurement compliance reviews of approaches to market in line with the Public Governance, Performance and Accountability Act 2013 (PGPA) Act and the Commonwealth Procurement Rules.

3. Manage and identify opportunities to improve the NFSA’s internal procurement framework including development of procurement and contract management policies, guidelines and procedures.

4. Collaborate with the CIO to manage Information and Communication Technology (ICT) procurement activities to enhance strategic focus, explore and evaluate innovative approaches whilst ensuring that probity and accountability principles are respected.

5. Maintain internal procurement and contract registers and administer the reporting requirements associated with procurement, including the Indigenous Procurement Policy and Senate Order on Entity Contracts;

6. Promote the APS Values, Code of Conduct and NFSA leadership values and model behaviours that demonstrate and commitment to these principles.

Eligibility
Qualifications required

Relevant tertiary qualifications desirable.

Eligibility Requirements

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

How to apply

You need to apply through our e-recruitment system.

Your application will need to include:

• the names and contact details of at least two referees, one of whom should be a current supervisor.
• your current resume.

• a one-page statement (1000 words maximum), describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the job details above and the relevant classification.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Rizpah Jarvis, 02 6248 2145, <a href="mailto:Rizpah.Jarvis@nfsa.gov.au">Rizpah.Jarvis@nfsa.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Rizpah Jarvis, 02 6248 2145</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.nfsa.gov.au">http://www.nfsa.gov.au</a></td>
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Communications and the Arts

National Library of Australia

Vacancy N.N. 10755050

Closing date: Friday, 26 July 2019

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>National Library of Australia’s Temporary Employment Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Non-ongoing (Temporary), Full-time, Part-time, Casual</td>
</tr>
<tr>
<td>Location:</td>
<td>Parkes - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$43,590 - $140,211</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 1, APS Level 2, APS Level 3, APS Level 4, APS Level 5, APS Level 6, Executive Level 1, Executive Level 2</td>
</tr>
</tbody>
</table>

Job Description


Duties
The National Library of Australia employs some 420 staff who specialise in a wide variety of functions ranging from information management through to marketing and system development.

The Library serves the Australian people through the maintenance and development of a comprehensive collection of material related to Australians and Australia. The Library collects a wide range of research materials and includes more than nine million items ranging from traditional books and journals to more than 40,000 paintings, drawings and prints, more than 9,000 metres of manuscripts, 550,000 photographs, hundreds of thousands of maps, aerial photographs and music scores and more than 50,000 oral history recordings.

Our key challenge over the next decade is to harness the benefits of new technologies to provide the Australian community with greater access to our own extraordinary collection and the information resources of the world.

The National Library of Australia regularly has short-term or project based employment opportunities for periods up to 18 months. These temporary vacancies can be full time, part time or casual (intermittent and varied hours). The work offered can be within:

- Collections Management (eg. preservation, cataloguing, acquisitions, special collections management, curatorship, archivists),
- Library Services (eg. reference services, reading room floor, document supply services, collection retrieval, research),
- Digital and IT Services (eg. IT support and operations, Trove, digitisation, digital preservation, web development, graphic design),
- Corporate services and administration (eg. finance, human resources, executive support, building management, records management), and
- Exhibitions and outreach (eg. education, marketing, editorial/publishing, exhibition installation).

Applications are welcome from all disciplines and levels of experience.

**Eligibility**

Applicants must be Australian citizens to be eligible for employment at the National Library of Australia.

**Notes**

Non-ongoing opportunity will be offered for a specified term

Employment opportunities may be offered for up to 18 months.

**About National Library of Australia**

The Library is a statutory authority within the Department of Communication and the Arts.

Together we build and steward a collection of more than 10 million physical items and 5 petabytes of digital content. We provide access to the world to discover our nation’s books, serials, manuscripts, maps, music, ephemera, pictures and oral histories, world-class Asian and Pacific collections, and overseas and rare book collections. We also collect the entire Australian web domain, and subsets of the Australian internet. We manage and preserve these collections for the generations to come.

“It is a place in which people passionate about building and providing access to the nation’s documentary heritage can learn, grow and flourish” National Library of Australia’s Director-General,

Dr Marie-Louise Ayres 2016

The Library’s vision is to connect all Australians with national collections, enriching conversations about who we are and our place in the world. Everything we do is guided by our organisational values.

**To Apply**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Recruitment, 02 6262 1226</th>
</tr>
</thead>
</table>

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**Communications and the Arts**

**National Museum of Australia**

**Vacancy N.N. 10754245**

**Corporate Operations and Services**

**Information Technology - Cultural and Corporate Shared Services Centre**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Governance Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
</tr>
</tbody>
</table>

Closing date: Thursday, 1 August 2019
Duties
The Museum has an exciting opportunity for a professional to join the Corporate Operations and Services Division as a Governance Officer.

Working within the Cultural and Corporate Shared Services Centre (CCSSC), the successful candidate will support the Senior Governance Officer to provide quality governance, reporting and secretariat duties, including relationship management of participating agencies.

The Governance Officer has a range of responsibilities, including, but not limited to:

- supporting the ongoing relationship management for agencies receiving services from CCSSC, including:
  - day-to-day communications;
  - maintaining records and correspondence;
  - assisting with the development of agency reporting;
  - secretariat duties;
  - coordinating additional service requests;
  - monitoring risks; and,
  - maintaining records and correspondence.
- assisting in the development of policy and procedures.
- assisting in the drafting and compiling of Executive reports.
- monitoring workflows, and setting and achieving milestones.

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.

Notes
Non-ongoing opportunity will be offered for a specified term
Non-ongoing for 12 months with possible extension.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Recruitment Officer, 02 6208 5037</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Inderjeet Chadha, Strategy and Engagement Manager, 02 6208 5022</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="https://www.nma.gov.au/about/employment">https://www.nma.gov.au/about/employment</a></td>
</tr>
</tbody>
</table>

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Communications and the Arts

National Museum of Australia

Vacancy N.N. 10754435

Corporate Operations and Services

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Director, Corporate Operations and Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
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<tr>
<td>Classifications:</td>
<td>Senior Executive Service Band 1</td>
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<td>Position No:</td>
<td>130000</td>
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<tr>
<td>Agency Website:</td>
<td><a href="https://www.nma.gov.au/about/employment">https://www.nma.gov.au/about/employment</a></td>
</tr>
</tbody>
</table>
Duties
The Assistant Director, Corporate Operations and Services leads the Division and plays a key role as part of the Museum's Executive Management Team. The Assistant Director will have a thorough understanding of the national and international context within which the Museum operates and relevant government policies. The Assistant Director will have strong financial and human resource management, relationship-building, conceptual and analytical skills.

The Assistant Director, Corporate Operations and Services will:
1. Develop and implement policies, products and services that meet the Museum's business objectives.
2. Plan and direct the activities of the Division.
3. Advise the Deputy Director, Director and Council of the National Museum of Australia on operational issues.
4. Coordinate inputs to key fora including the Museum's Audit, Finance and Risk Committee.
5. Provide operational leadership to the Cultural and Corporate Shared Services Centre.
6. Represent the Museum at high-level negotiations and discussions with government departments and authorities, cultural institutions, professional groups and the private sector on matters relating to the development and implementation of Museum plans, programs, products and services.
7. Contribute to the strategic planning process of the Museum.
8. Lead the Museum's business continuity and disaster recovery processes in times of crisis or emergency.
9. Ensure the timely completion and delivery of all divisional projects and work plans on budget and to a high standard.
10. Ensure that employees are provided with sufficient supervision, instruction and equipment to enable them to perform their duties safely.

Eligibility
To be eligible to apply for any vacancies, applicants must:
- be an Australian Citizen
- obtain and maintain a security assessment at the Negative Vetting 1 level.

To Apply
<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Recruitment Officer, 02 6208 5037</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Stephanie Bull, Acting Director, 02 6208 5049</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="https://www.nma.gov.au/about/employment">https://www.nma.gov.au/about/employment</a></td>
</tr>
</tbody>
</table>

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Communications and the Arts
Vacancy N.N. 10755359
National Museum of Australia
Closing date: Sunday, 4 August 2019
Public Engagement
Digital and Content Services

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Digital Producer</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
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<tr>
<td>Salary:</td>
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<td>Classifications:</td>
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<td>Position No:</td>
<td>150156</td>
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<tr>
<td>Agency Website:</td>
<td><a href="https://www.nma.gov.au/about/employment">https://www.nma.gov.au/about/employment</a></td>
</tr>
</tbody>
</table>

Job Description

Duties
The Senior Digital Producer will work on a range of digital projects reporting to the Lead Digital Producer, and with broad direction from the Manager, Digital.

The role will plan, manage and execute the delivery of digital products and projects for exhibition and online delivery, including managing all third-party relationships and contracts with relevant digital suppliers.

The Senior Digital Producer scopes digital product requirements and monitors their delivery to meet deadlines within budget. This includes conducting user research and business analysis, scoping, and managing all stages of development including specifications, procurement, interface and experience design, and iteration through alpha, beta and implementation phases.

During the project lifecycle the Senior Digital Producer will perform thorough quality-assurance testing on delivered products to ensure they meet the requirements, including assessing these against user needs, best practice and industry standards.

The Senior Digital Producer will manage project budgets, resourcing and delivery schedules relating to individual projects and outputs, and maintain an excellent level of project administration and reporting in line with the Museum’s record management policy and project management methodology.

The role will contribute to the development and management of new partnership and collaboration opportunities for digital initiatives and may supervise and provide guidance to junior project staff as required.

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.

Notes
Non-ongoing opportunity will be offered for a specified term
Non-ongoing for 6 months with possibility of extension and becoming ongoing.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Recruitment Officer, 02 6208 5037</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Karina West, 02 6208 5320</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="https://www.nma.gov.au/about/employment">https://www.nma.gov.au/about/employment</a></td>
</tr>
</tbody>
</table>

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Defence

Defence Housing Australia

Property and Tenancy Services Group

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Property Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time, Part-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Darwin - NT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$66,360 - $74,154</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 4</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.dha.gov.au/">http://www.dha.gov.au/</a></td>
</tr>
</tbody>
</table>


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

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

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

To perform effectively in this role, you will possess:

- A strong communicator, with particular emphasis on listening, influencing and expressing opinions with credibility
- results driven
- customer service focused
- ability to follow instructions and procedures
- ability to adapt to change in the workplace
- balancing work commitments and working well under pressure.

Some of the benefits of working at DHA include:

- Generous employee benefits with a competitive salary packing, including performance bonus
- employer superannuation contribution of up to 15.4%
- flexible work arrangements, including family friendly provisions
- benefits of working for the APS, while in an outcome focused Government Business Enterprise
- development acquisition, delivery and sales responsibility
- a diverse range of interesting projects in high performing and collaborative work environment.

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
Please note an ongoing and non-ongoing vacancy is available.

Non-ongoing position(s) will be offered for a specified term of up to 12 months with the possibility of extension depending on operational requirements. Should the position become ongoing and an Order of Merit has been established during the selection process, this may be used to fill the vacancy on an ongoing basis.

Non-ongoing opportunity will be offered for a specified term

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

To Apply

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Defence Housing Australia
Property and Tenancy Services Group

Vacancy N.N. 10754916

Property Manager
Ongoing, Non-ongoing (Temporary), Full-time, Part-time
Mawson Lakes - SA
$66,360 - $74,154

Closing date: Sunday, 28 July 2019
Duties
As a Property Manager you will manage a portfolio of service residences with respect to tenancy, ownership and property related matters. You will manage your housing stock in regard to condition, presentation to DHA’s standard, current and future maintenance and issues arising. You will also provide excellent customer service to your stakeholders including the tenants and owners (lessors) of properties in your portfolio, the Defence Housing and Relocations Manager and DHA staff in your regional office and in the wider DHA network.

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

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- benefits of working for the APS, while in an outcome focused Government Business Enterprise
- development acquisition, delivery and sales responsibility
- a diverse range of interesting projects in high performing and collaborative work environment.

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
Please note an ongoing and non-ongoing vacancy is available.

Non-ongoing position(s) will be offered for a specified term of up to 12 months with the possibility of extension depending on operational requirements. Should the position become ongoing and an Order of Merit has been established during the selection process, this may be used to fill the vacancy on an ongoing basis.

Non-ongoing opportunity will be offered for a specified term

Applicants are short listed based on the merit principles contained in the Public Service Act 1999.
Job Title: Property Manager
Job Type: Ongoing, Non-ongoing (Temporary), Full-time, Part-time
Location: Carrington - NSW
Salary: $66,360 - $74,154
Classifications: APS Level 4
Agency Website: http://www.dha.gov.au/


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

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

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- results driven
- customer service focused
- ability to follow instructions and procedures
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- development acquisition, delivery and sales responsibility
- a diverse range of interesting projects in high performing and collaborative work environment.

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
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Non-ongoing opportunity will be offered for a specified term

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

To Apply
Agency Recruitment Site: [http://www.dha.gov.au/]

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Defence Housing Australia
Property and Tenancy Services Group

**Job Title:** Property Manager

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

**Location:** Newstead - QLD

**Salary:** $66,360 - $74,154

**Classifications:** APS Level 4

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


**Duties**

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

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- Flexible work arrangements, including family friendly provisions
- Benefits of working for the APS, while in an outcome focused Government Business Enterprise
- Development acquisition, delivery and sales responsibility
- A diverse range of interesting projects in high performing and collaborative work environment.

**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**

Please note an ongoing and non-ongoing vacancy is available.

Non-ongoing position(s) will be offered for a specified term of up to 12 months with the possibility of extension depending on operational requirements. Should the position become ongoing and an Order of Merit has been established during the selection process, this may be used to fill the vacancy on an ongoing basis.

Non-ongoing opportunity will be offered for a specified term

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

**To Apply**

Job Title: Base Manager (expected vacancy)
Job Type: Ongoing, Full-time
Location: Adelaide - SA; Darwin - NT; Tindal - NT
Salary: $101,955 - $115,005
Classifications: Executive Level 1
Position No: EIG/02430/19 | Several Positions
Agency Website: http://www.defence.gov.au/apscareers

Duties
The Department of Defence, Estate and Infrastructure Group has a range of expected ongoing and non-ongoing vacancies, for Executive Level 1 (EL1) Base Manager.

The Base Manager in consultation with the Senior Australian Defence Force Officer has authority to coordinate and administer whole of Base support functions, including security, work health and safety and emergency management planning. The Base Manager works closely with our Australian Defence Force customer and industry partners, to ensure services are delivered, and our Defence bases are maintained to a high standard.

This role works within a framework of legislation, established principles, work practices and procedures.

We value our team and expect all Members to demonstrate Leadership Behaviours. Our team demonstrate and encourage initiative in problem solving and exploring innovative approaches to service delivery. We are an evolving Department which is constantly improving and undergoing change to the way we work and the way we approach our work. This role may suit you if:

- You enjoy being a leader and have experience building teams and developing individuals, you are comfortable providing coaching and mentoring your team.
- You thrive in a fast paced environment where you're given latitude to manage multiple tasks which also require prioritisation. You are able to make high level strategic decisions whilst juggling competing demands and under pressure.
- You enjoy making things happen and learning as part of what you do. You are not daunted by the unknown, and welcome feedback for your own development.

We are seeking to engage people with the following:
- Strong leadership skills, the ability to plan, lead, and manage resources and achieve strategic outcomes. Effective people management skills are essential.
- Experience with stakeholder management and a high level of emotional intelligence.
- A positive and inclusive approach to working as part of a geographically dispersed team in a large and complex organisation.
- Excellent written and verbal communication skills.
- High level analytic and communication skills are essential.

A Degree qualification is advantageous, however we do acknowledge equivalent skills demonstrated in a Leadership role.

What's on offer for you:
- Inclusion in a service delivery network that enables significant career opportunity across Australia, enabling different experiences and promotion.
- Investment in your career path. Building your leadership and technical skills is a priority for us.
- Work with strong, smart, visionary and experienced leaders and a diverse broad team.

When completing your application, please only select the work location/s where you are happy to work. Please do not nominate locations where you would not be happy to live.

Merit pools will be established as part of this recruitment process and will remain active for future opportunities for a period of 12 months from the close of applications.

If you apply, please ensure that you provide accurate contact information. This process will be progress quickly; you will need to be contactable and responsive!

Eligibility
Applicants must be able to obtain and maintain a security clearance at ‘Negative 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: Neilia Humphries, 07 4411 7982

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Defence

Department of Defence

NAVY
Navy Capability, Navy Information Warfare

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Manager</th>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Edinburgh - SA</td>
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<tr>
<td>Salary:</td>
<td>$80,669 - $92,150</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>NAVY/01841/19</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>
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</tbody>
</table>

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

Duties
The Joint Survivability Tactics Validation Unit is a Defence initiative that supports Navy and Army electronic warfare capability. The Unit works closely with Defence Scientists, conducting virtual and field trials, and examining tactics through Modelling and Simulation, to enhance the survivability of Australian forces. The Unit requires a Project Manager to plan, develop and provide oversight in the development of its supporting functions.

Working to the Unit’s Director, the Project Manager will have sufficient guidance, autonomy and authority to transform the Unit’s Business Plan into an over-arching Project and then establish and manage sub-projects such as: Financial Systems, Security Systems Training Systems, Personnel Systems and Trials Systems. The Project Manager will be responsible for commissioning a number of small project teams to implement these sub projects.

The successful candidate will have the benefit of independence to achieve project goals and the satisfaction of establishing a novel approach to the evolution of a new organisation and its ongoing operation while participating in a team driven to supporting the Defence of Australia.

Eligibility
Applicants must be able to obtain and maintain a security clearance at ‘Negative 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
Defence

Department of Defence

Capability Acquisition and Sustainment Group
Joint Systems, Communications Systems

Job Title: Product Manager - Maritime Communications
Job Type: Ongoing, Full-time
Location: Pialligo - ACT
Salary: $80,669 - $92,150
Classifications: APS Level 6
Position No: CASG/02548/19
Agency Website: http://www.defence.gov.au/apscareers

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

Duties
SEA1442 is a multi-phased Program that will enhance the Royal Australian Navy’s maritime communications capability in support of the Australian Defence Force’s Network Centric Warfare (NCW) concept. The Program will make significant contributions towards a ‘Networked Navy’ to support the Navy’s objective to fight and win at sea. The SEA 1442 Program aims to develop a standards based open and evolvable architecture that will provide the foundation for future maritime communication systems integration and implementation.

The successful candidate is a key member of the Program’s Sustainment Management team maintaining and improving the capability delivered under SEA 1442. The Product Manager, under limited direction from the Sustainment Manager, will have well developed project management skills to engage and manage stakeholders and contractors in ensuring the ongoing through life support of the highly integrated radiofrequency communications, switching and networking capabilities installed across a wide range of Navy platforms.

The position is required to undertake acquisition and sustainment activities, including transition of new capabilities into sustainment, as well as the coordination of obsolescence management of existing capabilities and systems. This role is key to maintaining the technology edge of Australian Navy communication systems and requires strong project management and integrated logistics support knowledge, as well as sound liaison, communication, co-ordination, planning and financial skills.

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

Notes
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see:
https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

To Apply
Position Contact: Peter Henrick, 02 614 42157
Defence

Department of Defence

Joint Capabilities Group
Australian Defence College, DELTA

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Complex Issuance and Compliance Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Weston Creek - ACT</td>
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<tr>
<td>Salary:</td>
<td>$73,636 - $78,873</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
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<tr>
<td>Position No:</td>
<td>JCG/02591/19</td>
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<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 [Link to Job Description]

Duties
The APS 5 Complex Issuance and Compliance Officer is accountable for administering moderately complex Vocational Education and Training (VET) assessment outcomes and/or compliance activities for the Registered Training Organisation (RTO) in the Department of Defence. The position requires applicants to have experience working in an RTO as an administrator and/or compliance officer and to demonstrate the ability to undertake training data processing within a Human Resource (HR) system. It is desirable for applicants to hold a current Certificate IV Training and Assessment (TAE) or would be willing to undertake this qualification. Applicants would need to meet the requirements of a Baseline Security clearance.

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: [Link to RecruitAbility Information].

To Apply

Position Contact: Garry Hurley, 02 6266 0372
Agency Recruitment Site: [Link to Defence Recruitment Site]

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Defence

Department of Defence

Strategic Policy & Intelligence
Defence Intelligence Organisation, Weapons & Technical Intelligence

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Intelligence Assessment Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Russell - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$101,955 - $115,005</td>
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<td>Classifications:</td>
<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>SPI/02458/19</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>
Duties

Within the Intelligence function an EL1 Intelligence Assessment Manager (Assistant Director) is accountable under broad direction to undertake complex to very complex technical intelligence related activities within the: maritime, land, air and space domains, emerging and disruptive technologies, and signatures predictions discipline. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defences mission and business objectives. They will have experience and comprehensive knowledge of technical design principles, intelligence assessments and are responsible for the development, implementation, compliance and review of products and policies within the technical intelligence related function.

An EL1 Intelligence Assessment Manager (Assistant Director) is accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes. They will take the initiative for achieving outcomes, progressing work, reviewing team and business performance and focusing on identifying opportunities for continuous improvement. They will work with independence and set work tasks that align with strategic objectives and communicate expected outcomes.

An EL1 Intelligence Assessment Manager (Assistant Director) will have considerable stakeholder engagement and will be required to identify relevant stakeholder expectations and concerns to develop a clear understanding of the methodology and practices to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

There are multiple positions available, within the Threat Platforms, Space and Missiles, Radar and Electronic Warfare Systems and Advanced Analytics Sections.

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 6127 5098</th>
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**Defence**

**Department of Defence**

**ARMY**

ADFHQ-Office of Chief of Army

**Job Title:** Mission Support Officer  
**JobType:** Ongoing, Full-time  
**Location:** Townsville - QLD  
**Salary:** $67,100 - $73,256  
**Classifications:** APS Level 4  
**Position No:** ARMY/02157/19  
**Agency Website:** http://www.defence.gov.au/apscareers

**Job Description**

https://defencecareers.nga.net.au/cp/?audience=defenceext
This position will require the successful candidate to operate as a Security Compliance Officer as their primary technical stream. They will also be expected to support Supply Chain activities as a secondary technical stream. In addition to the Mission Control Officer Duty Statement this position will require the successful candidate to:

- To operate directly under the North Company Detachment Commander for Townsville
- Operate as a Security Compliance Officer which will require:
  - A strong understanding of all domestic security aspects as they apply to Army;
  - Familiarity with the Defence Security Principles Framework (DSPF);
  - The completion of or the ability to complete the Classified Documents Handling course (on CAMPUS);
  - Completion of or the ability to complete the Weapons & Explosives Handling course (on CAMPUS);
  - Conduct any additional security training requirements to remain current and competent;
  - Be available to travel to conduct security compliance activities.
- Be prepared to support Supply Chain activities as a team member:
  - Providing support to the team and operating as a team member during activities;
- Prepared to take on additional detachment / Company appointments such as first aid / WHS.

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: CAPTAIN Dean Eamer 07 3332 9201 or, 0451 811 968

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Defence
Vacancy N.N. 10755014

Department of Defence
Capability Acquisition and Sustainment Group
Maritime Systems, Specialist Ships

Job Title: Administration Officer
JobType: Ongoing, Full-time
Location: Cairns - QLD
Salary: $67,100 - $73,256
Classifications: APS Level 4
Position No: CASG/02327/19
Agency Website: http://www.defence.gov.au/apscareers

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

Duties
The Hydrographic Systems Program Office (HSPO) seeks a highly motivated professional with a strong background in an office administration environment to provide high level administrative support to an integrated workforce comprising military, civilian and contracted staff at a range of levels. The Administration Officer must be able to work under limited direction to undertake moderately complex administrative and business support tasks. The Administration Officer is responsible for managing HSPO travel bookings, acquittals and budgets, receptionist duties and records management. The Administration Officer must be a self starter with extensive experience in an office environment with highly developed interpersonal skills, be outcome focused, have an ability to communicate confidently and multi-task in a fast paced work environment. The Administration Officer will be an Assistant Security Officer for HSPO, and will be a records management administrator in managing HSPO's data records. Qualifications and experience in these aspects of the role will be highly regarded. The successful candidate will be an effective team player who is willing to go above and beyond to support their work colleagues.

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

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

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Margaret Phelan, 0419 643 492</th>
</tr>
</thead>
</table>

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Defence

Department of Defence

Vacancy N.N. 10755023

Navy

Fleet Command, MW, Hydro & PB Force

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>MHP Force Admin Officer</th>
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</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Potts Point - NSW</td>
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<tr>
<td>Salary:</td>
<td>$73,636 - $78,873</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
</tr>
<tr>
<td>Position No:</td>
<td>NAVY/02330/19</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=ext

Duties
Mine Warfare, Clearance Diving, Hydrographic, Meteorological and Patrol Force (MHPFOR) is the headquarters element for Patrol Boat, Minehunter and Clearance Diving, and Hydrographic Groups. MHPFOR’s main function is to provide Command to the Force and provide assurance to the Fleet Commander that government direction can be met. It is a busy, challenging and continually evolving environment staffed by a small team of military members, and public servants. MHPFOR is currently recruiting an APS 5 Administration Officer to be based at Fleet Headquarters, Sydney. The position will be responsible for conducting business administration within MHP Force (MHPFOR).

The position will:
- Coordinate and perform administrative, governance, auditing, and corporate reporting activities.
- Provide guidance on the management of administrative processes and business planning including the review and improvement of business activities.
- Develop, implement and review administrative and governance procedures, practices and frameworks.
- Contribute to the strategic review of administrative systems in the areas of strategic and business planning, performance measurement and continuous improvement.

The successful applicant will be confident, independent, self-motivated and professional with excellent communication skills and the ability to build successful working relationships.

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/
**Department of Defence**

**Estate and Infrastructure Group**

**Service Delivery, Regional Services South & East**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Customer Service Centre Team Leader (expected vacancy)</th>
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<tr>
<td>Job Type</td>
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<tr>
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<td>Salary</td>
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</tbody>
</table>

**Job Description**

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

**Duties**

The Customer Service Network is a dynamic service delivery environment that comprises call centre, face-to-face and archives services. Our dedicated people ensure the role of the network provides high quality assistance and customer service to ADF serving, ex-serving members, Veterans and Reservists, as well as the general public.

We are looking for enthusiastic people to join our team and may establish a merit pool of suitable applicants for future placements. APS4 Customer Service Team Leader role is responsible for supervision and coaching of first level support teams. Applicants are expected to review and monitor the quality of output from their teams and contribute to face-to-face, email and phone product service delivery. The position will administer, plan and oversee daily operations and performance of their team. Successful applications will work collaboratively across an integrated customer centric network, with leadership teams and key stakeholders.

Self-drive travel between different sites and locations may be required; applicants may require a current Driver’s Licence.

**Eligibility**

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

**Notes**

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

**Job Title:** Assistant Director Zone Manager  
**Job Type:** Ongoing, Full-time  
**Location:** Campbell - ACT  
**Salary:** $101,955 - $115,005  
**Classifications:** Executive Level 1  
**Position No:** JCG/02519/19  
**Agency Website:** http://www.defence.gov.au/apscareers

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

**Duties**
DLIAA is seeking an Assistant Director Zone Manager who will provide leadership, workflow management, high level stakeholder engagement, resource management and staff support to regional teams based around Australia.

The position requires an individual with strong leadership, communication, interpersonal skills and flexibility and has the ability to drive and enhance performance through collaborative relationships and strategic planning. These skills will allow the ability to collaborate on a daily basis with staff and stakeholders at all levels to deliver optimal outcomes.

You will have excellent judgement with a high level of strategic thinking, demonstrated high level stakeholder engagement and support skills that you will be able to utilise when managing a team responsible for the delivery of services associated with Defences General Asset's inventory assurance activities. You will also be required to provide regular reports to senior Executive Management on the efficient completion of the Defence General Asset's stocktake program.

The successful candidate must be able to demonstrate experience in complex writing skills for preparing reports, have the ability to analyse statistical data and a proven ability to quickly assimilate organisational context and objectives to contribute to the organisations strategic outcomes as a member of the Joint Capabilities Group.

The position will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence’s business objectives. You will have extensive knowledge and/or experience within the logistics asset assurance management field or have the ability to gain this knowledge quickly and will be responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function.

Strong supervisory skills are essential and an understanding of the APS reporting framework is a necessary requirement to fulfil the duties.

The regional teams are based in nine locations around Australia with two Assistant Director Zone Managers working to the Director DLIAA. As a result of the dispersed teams the successful applicant will be required to undertake regular interstate travel to manage the teams and provide high level guidance in regards to stocktaking and assurance activities at working groups and forums.

**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**

**Position Contact:** Cheryl Ann Schlitz, 02 6266 4975  
**Agency Recruitment Site:** http://www.defence.gov.au/apscareers

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**Defence**

**Department of Defence**

Vacancy N.N. 10755135

Various

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Executive Band 2 – Several</th>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
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<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
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<tr>
<td>Classifications:</td>
<td>Senior Executive Service Band 2</td>
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<tr>
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<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 Department of Defence is seeking dynamic senior executives, to drive the organisation forward and deliver on Defence’s mission – to defend Australia and its national interests.

We are seeking to fill a number of positions at the SES Band 2 level that could include the following types of roles:
- strategic policy and intelligence
- corporate functions such as finance, people and estate management
- program management
- capability acquisition and sustainment
- procurement and contracting
- governance, audit and fraud management and prevention
- large and complex project management

As a Division Head (SES Band 2) you will join the Senior Leadership Group that plays a key role in promoting and influencing a shared civilian/military commitment in the strategic direction of Defence. In these roles you will:
- lead and manage a Division practicing inclusive leadership and collaboration;
- demonstrate high judgement and capitalise on innovative alternatives to resolve complex problems;
- effectively challenge the status quo when required; and
- demonstrate resilience and personal accountability for the quality of advice and delivery of results.

To be successful in joining the Senior Leadership Group you will exemplify the One Defence Leadership behaviours and engender a culture of achievement, collaboration and agility. You will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others.

As part of this selection process, a merit pool will be established and may be used to fill similar positions over the next 12 months.

**Eligibility**

Eligibility
To be eligible for the role, you must be:
- an Australian citizen or intending to become one, and
- assessed as suitable to hold and maintain a Negative Vetting Level 1 security clearance, or higher if required for the role.

**Notes**
If after reading the selection documentation you have any questions, please contact Ms Lisa Phelps, First Assistant Secretary People Services at Lisa.Phelps@defence.gov.au or on (02) 6265 7790 to make a telephone appointment.

Applicant information packs, including selection criteria and application instructions, can be obtained by visiting https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext. Applications close at 11:30pm (AEST) Monday, 29 July 2019.

For Senior Executive Service administrative recruitment enquiries please contact the Directorate of Senior Officer Management on 02 6265 1742 or DSOM@defence.gov.au.

Non-ongoing opportunity will be offered for a specified term

Engagement may be negotiated on an ongoing basis or for a specified term. Non-ongoing opportunities will be negotiated as required.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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>Ms Lisa Phelps, (02) 6265 7790</th>
</tr>
</thead>
</table>

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Defence

Department of Defence

Vacancy N.N. 10755204

Closing date: Thursday, 1 August 2019

Various

<table>
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<tr>
<th>Job Title:</th>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
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<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Senior Executive Service Band 1</td>
</tr>
<tr>
<td>Position No:</td>
<td>Several Positions</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.defence.gov.au/apscareers">http://www.defence.gov.au/apscareers</a></td>
</tr>
</tbody>
</table>

Job Description

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

Duties
The Department of Defence is seeking dynamic senior executives, to drive the organisation forward and deliver on Defence’s mission – to defend Australia and its national interests.

We are seeking to fill a number of positions at the SES Band 1 level that could include the following types of roles:
- corporate functions such as finance, people and estate management
- program management
- capability acquisition and sustainment
- procurement and contracting
- governance, audit and fraud management and prevention

As a Branch Head (SES Band 1) you will join the Senior Leadership Group that plays a key role in promoting and influencing a shared civilian/military commitment in the strategic direction of Defence. In these roles you will:
- lead and manage a Branch practicing inclusive leadership and collaboration;
- demonstrate high judgement and capitalise on innovative alternatives to resolve complex problems;
- effectively challenge the status quo when required; and
- demonstrate resilience and personal accountability for the quality of advice and delivery of results.

To be successful in joining the Senior Leadership Group you will exemplify the One Defence Leadership behaviours and engender a culture of achievement, collaboration and agility. You will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others.

As part of this selection process, a merit pool will be established and may be used to fill similar positions over the next 12 months.

**Eligibility**

To be eligible for the role, you must be:
- an Australian citizen or intending to become one, and
- assessed as suitable to hold and maintain a Negative Vetting Level 1 security clearance, or higher if required for the role.

**Notes**

If after reading the selection documentation you have any questions, please contact Jonathan Beaumont, Director, Beaumont and Beaumont on 02 6126 4500 quoting reference 4082.

Applicant information packs, including selection criteria and application instructions, can be obtained by visiting https://defencecareers.nga.net.au/cp/?audencetypocode=defenceext. Applications close at 11:30 pm (AEST) Thursday, 1 August 2019.

For Senior Executive Service administrative recruitment enquiries please contact the Directorate of Senior Officer Management on 02 6265 1742 or DSOM@defence.gov.au.

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

Engagement may be negotiated on an ongoing basis or for a specified term. Non-ongoing opportunities will be negotiated as required.

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

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Jonathan Beaumont, Director, Beaumont and Beaumont, 02 6126 4500</th>
</tr>
</thead>
</table>

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**Defence**

**Department of Defence**

Closing date: Thursday, 1 August 2019

Defence Finance Group

Budget & Financial Services, Financial Systems & Operations
Job Title: Assistant Director Financial Systems
Job Type: Ongoing, Full-time
Location: Melbourne - VIC; Russell - ACT
Salary: $101,955 - $115,005
Classifications: Executive Level 1
Position No: DFG/02693/19 | Several Positions
Agency Website: http://www.defence.gov.au/apscareers

Job Description

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

Duties
Within the Accounting and Financial Systems function an EL1 Systems Accountant Manager is accountable under broad direction to perform and achieve very complex systems accounting work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements.

An EL1 Systems Accountant Manager will exercise a considerable degree of independence and perform subject matter expert role. They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the financial systems and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

An EL1 Systems Accountant Manager may be a team coach or lead a project or administrative team and will be accountable for the outcomes of the teams work and the appropriate use of resources to produce and achieve outcomes. They are expected to be capable of building team capability through coaching and feedback and reviewing and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

An EL1 Systems Accountant Manager will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders’ expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development of their work area.

This position has people management responsibility and as such you will be required to exercise your people management skills and knowledge to lead a high performing and cohesive team.

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

To Apply

Position Contact: Rachelle Hall, 02 6265 5483

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

Duties
Are you looking to grow with a challenging, dynamic career in Defence? We have roles that can heighten your personal profile and provide significant experience that will contribute towards your career path.

Defence is seeking highly motivated payroll professionals to fill current and upcoming vacancies. Defence’s mission is to defend Australia and its national interests and Defence APS employees are employed in a range of interesting and dynamic roles across Australia to support this mission. We are seeking to employ people interested in employment opportunities at the APS3 level in Melbourne, Victoria in our Payroll teams.

Positions may become available in a range of disciplines including:
- Payroll Processing
- Records Management
- General Administration
- Customer Service
- Project Support

You will be part of a diverse team where professionalism, innovation and the ability to think outside the square to find solutions to challenges, is highly regarded.

Our Payroll System is specific to Defence and all training will be provided, if you are an experienced Payroll Operator or have a background in a similar field, we'd like to hear from you.

Non-Ongoing roles may be offered for specified terms up to 12 months and have the potential to be made on-going.

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
Position Contact: Adam Emmerton, 03 9282 3605

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Defence
Vacancy N.N. 10755302

Department of Defence
Closing date: Thursday, 1 August 2019
Capability Acquisition and Sustainment Group
Land Systems

Job Title: Contract Management Officer (expected vacancy)
JobType: Ongoing, Full-time
Location: Southbank - VIC
Salary: $73,636 - $78,873
Classifications: APS Level 5
Position No: CASG/02683/19
Agency Website: http://www.defence.gov.au/apscareers

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

Duties
The APS5 Contract Management Officer is accountable under limited direction to lead a small team of purchasing staff, to undertake complex contract management activities and tasks. The APS 5 will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence’s mission and business objectives. The Contract Manager must be able to demonstrate sound purchasing and contracting knowledge and be able to offer end to end contracting solutions, with assistance from subject matter experts for more complex tasks. The APS5 Contracts Manager will be competent to undertake both simple and complex procurement activities using personal judgement and require limited guidance. They will be required to manage the procurement process for various fleets.

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

Notes

To Apply
Position Contact: Jason Cooke, 03 9282 6165

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Defence

Department of Defence Closing date: Thursday, 1 August 2019
Defence Executive Support
Defence Security & Vetting Service, AGSVA

Job Title: Security Vetting Officer
Job Type: Ongoing, Full-time
Location: Brisbane - QLD
Salary: $73,636 - $78,873
Classifications: APS Level 5
Position No: DES/02389/19
Agency Website: http://www.defence.gov.au/apscareers

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

Duties
The Australian Government Security Vetting Agency (AGSVA) conducts vetting services for Government. AGSVA is seeking motivated individuals to take up various roles where successful applicants will require a Certificate IV in Personnel Security (Vetting) and the positions must be performed in the Brisbane office.

Senior Vetting Officers (SVO) conduct vetting for security clearances, up to Positive Vetting, within a framework of Government policy and quality benchmarks and timeframes. Senior Vetting Officers assess information provided by security clearance applicants, conduct interviews with applicants and their referees and make recommendations against a risk management framework about the applicant’s suitability to access sensitive and classified information.

SVOs may also be responsible for supervising the workflow for a number of APS and contract staff. Duties also include initial training for new staff and providing ongoing support and mentoring. The successful applicant will be accountable for accurate, complete and timely work of staff and responsible for performance reporting achieved through quality assurance to ensure adherence to government policy and guidelines and results against Key Performance Indicators (KPI).

This is a great opportunity to use and develop further your analytical skills, team leader and staff management skills.

To be a strong contender, you will hold a Certificate IV in Personnel Security (Vetting), or are willing to obtain the qualification.

This process may be used to create a merit pool to fill future vacancies.

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.page

To Apply
Position Contact: Lorraine Gross, 07 3233 5619

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APPENDIX

Defence
Closing date: Thursday, 1 August 2019

NAVY
Fleet Command, Surface Force

Job Title: Quality Assurance Officer - Surface Force
Job Type: Ongoing, Full-time
Location: Sydney - NSW
Salary: $80,669 - $92,150
Classifications: APS Level 6
Position No: NAVY/04636/18
Agency Website: http://www.defence.gov.au/apsicareers

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

Duties
The QA Officer within SURFOR Executive requires a balanced set of competencies to operate in a complex and collaborative team environment of operational capability, diverse domains, governance and financial responsibilities. In addition, the QA Officer must be able to fully understand the interdependencies that exist across the SURFOR Groups in the QA domain and have the communication skills necessary to quickly and efficiently establish ideas and concepts in a complex environment.

The position is responsible for supporting the Deputy Commander SURFOR in the provision of SURFOR records and Objective Workgroup coordination and management for SURFOR Command personnel, to assure compliance with a Quality Management System within the Fleet Command Management System (FCMS). The incumbent will support Deputy Commander SURFOR in the provision of document control for SURFOR correspondence and quality assurance, to ensure and assure compliance with the FCMS.

The position will assess and prioritise SURFOR document control and records management activities and processes in order to meet Fleet Command Assurance Program requirements as part of the FCMS. In addition, the incumbent will work collaboratively with QA officers in each SURFOR Group to analyse and assess issues impacting document control and records management processes and outputs and develop solutions that support SURFOR capability outputs.

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: Leut Kyle Rensford, 02 9359 6342

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Defence
Vacancy N.N. 10755424

Department of Defence
Closing date: Thursday, 8 August 2019
Strategic Policy & Intelligence
Australian Geospatial-Intelligence Organisation

Job Title: Director National Hydrography Program
Job Type: Ongoing, Full-time
Location: Wollongong - NSW
Salary: $118,376 - $142,087
Classifications: Executive Level 2
Position No: SPI/02563/19
Agency Website: http://www.defence.gov.au/apscareers

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

Duties
The Australian Hydrographic Office is seeking a Director, based in Wollongong, to lead a diverse team to support the National Hydrography Program (NHP). A key capability managed within the NHP is the HydroScheme Industry Partnership Program (HiPP) – an extensive marine environmental data collection program to be delivered via a strategic partnership with industry.

This highly sought after opportunity is available for a suitably motivated and experienced individual to lead a small team of specialised staff. You’ll have a unique opportunity to combine an exceptional career challenge with a highly desirable coastal lifestyle where you’ll have access to excellent workplace conditions and working arrangements.

We are looking for a Director with a professional background in hydrographic surveying or marine physical sciences and experience in setting clear business goals and delivering technical projects and programs within time and on budget.

If you have leadership and project management skills and can demonstrate your experience and/or equivalent qualifications in hydrographic surveying, project management and/or marine physical sciences, including data management, we would like you to apply.

To be successful in this role you’ll have the ability to develop and maintain internal and external stakeholder relationships to achieve business outcomes, and to negotiate and implement strategies that monitor and maintain effective performance, including against contracted deliverables.

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.defence.gov.au/priorities/disability/recruitability.

To Apply
Position Contact: 02 4223 6541

Defence
Vacancy N.N. 10754809
Department of Defence
Closing date: Friday, 26 July 2019
Estate and Infrastructure Group
Service Delivery, Regional Services North & Central

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Base Manager (expected vacancy)</th>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Amberley - QLD; Cairns - QLD; Canungra - QLD; Enoggera - QLD; Oakey - QLD; Townsville - QLD</td>
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<tr>
<td>Salary:</td>
<td>$101,955 - $115,005</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>EIG/02430/19</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/?audientypicode=defenceext

Duties
The Department of Defence, Estate and Infrastructure Group has a range of expected ongoing and non-ongoing vacancies, for Executive Level 1 (EL1) Base Manager.

The Base Manager in consultation with the Senior Australian Defence Force Officer has authority to coordinate and administer whole of Base support functions, including security, work health and safety and emergency management planning. The Base Manager works closely with our Australian Defence Force customer and industry partners, to ensure services are delivered, and our Defence bases are maintained to a high standard.

This role works within a framework of legislation, established principles, work practices and procedures.

We value our team and expect all Members to demonstrate Leadership Behaviours. Our team demonstrate and encourage initiative in problem solving and exploring innovative approaches to service delivery. We are an evolving Department which is constantly improving and undergoing change to the way we work and the way we approach our work. This role may suit you if:

- You enjoy being a leader and have experience building teams and developing individuals, you are comfortable providing coaching and mentoring your team.
- You thrive in a fast paced environment where you’re given latitude to manage multiple tasks which also require prioritisation.
- You are able to make high level strategic decisions whilst juggling competing demands and under pressure.
- You enjoy making things happen and learning as part of what you do. You are not daunted by the unknown, and welcome feedback for your own development.

We are seeking to engage people with the following:

- Strong leadership skills, the ability to plan, lead, and manage resources and achieve strategic outcomes. Effective people management skills are essential.
- Experience with stakeholder management and a high level of emotional intelligence.
- A positive and inclusive approach to working as part of a geographically dispersed team in a large and complex organisation.
- Excellent written and verbal communication skills.
- High level analytic and communication skills are essential.

A Degree qualification is advantageous, however we do acknowledge equivalent skills demonstrated in a Leadership role.

What’s on offer for you:

- Inclusion in a service delivery network that enables significant career opportunity across Australia, enabling different experiences and promotion.
- Investment in your career path. Building your leadership and technical skills is a priority for us.
- Work with strong, smart, visionary and experienced leaders and a diverse broad team.

When completing your application, please only select the work location/s where you are happy to work. Please do not nominate locations where you would not be happy to live.

Merit pools will be established as part of this recruitment process and will remain active for future opportunities for a period of 12 months from the close of applications.

If you apply, please ensure that you provide accurate contact information. This process will be progress quickly; you will need to be contactable and responsive!

**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>Neilia Humphries, 07 4411 7982</th>
</tr>
</thead>
</table>

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**Defence**

Department of Defence

Closing date: Friday, 26 July 2019

Estate and Infrastructure Group
Service Delivery, Regional Services North & Central Zone
Job Title: Estate Management & Planning Officer/Manager (expected vacancy)
Job Type: Ongoing, Full-time
Location: Darwin - NT; Tindal - NT; Amberley - QLD; Cairns - QLD; Canungra - QLD; Enoggera - QLD
Salary: $67,100 - $92,150
Classifications: APS Level 4, APS Level 5, APS Level 6
Position No: EIG/02421/19
Agency Website: http://www.defence.gov.au/apscareers

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

Duties
The Department of Defence, Estate and Infrastructure Group has a range of expected ongoing and non-ongoing vacancies, in the Service Delivery Division. Applications are invited for APS 4, APS 5 and APS 6 classification levels within the Estate Management and Planning team.

These roles have a significant requirement for attention to detail and organisational skills for the purpose of interpreting plans, project support (multiple projects), planning and coordination activities across projects and programs. The team informs and supports construction and infrastructure projects on our Bases throughout the project lifecycle. We work within a framework of legislation, established principles, work practices and procedures. Our environment requires staff to work collaboratively and cohesively as a team. We enjoy the challenge of having to multi-task and prioritise, and of delivering work that we know meets formal requirements.

The APS 6 level requires strong leadership and team building skills, the ability to motivate and inspire a team, and the ability to build effective relationships within a large and complex network of internal and external stakeholders. We value our team using initiative to explore innovative approaches to support continuous improvement across our deliverables.

This role may suit you if:
• You enjoy liaising with stakeholders.
• You enjoy thinking strategically, researching, and applying details to inform and guide planning.
• You thrive in a fast paced environment where you need to prioritise and manage multiple tasks.
• Enjoy learning and understanding legislation as it relates to your subject matter, to support your own task delivery and to provide accurate advice to stakeholders.

Depending on the level you are applying for, we are seeking to engage people with the following:
• Ability to interpret plans and drawings that are commonly used in facilities management.
• A depth of stakeholder management and engagement in a complex environment.
• Leadership skills.
• Commercial or public sector facilities management experience, and an understanding of the delivery of projects.

What’s on offer for you:
• Inclusion in a service delivery network that enables significant career opportunity across Australia, enabling different experiences and promotion.
• Investment in your career path. Building your leadership and technical skills is a priority for us.
• Work with strong, smart, visionary and experienced leaders and a diverse broad team.

When completing your application, please only select the work location/s which you are happy to work from. Please do not nominate a location if you are not happy to be based there. Merit pools will be established as part of this recruitment process and will remain active for future opportunities for a period of 12 months from the close of applications.

If you apply, please ensure that you provide accurate contact information. This process will be progress quickly; you will need to be contactable and responsive!

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

To Apply

Position Contact: Lisa Stevenson, 07 4411 7830
Defence

Department of Defence

Estate and Infrastructure Group
Service Delivery, Regional Services North & Central Zone

Vacancy N.N. 10754852

Closing date: Friday, 26 July 2019

Job Title: Estate Management & Planning Officer/Manager (expected vacancy)
JobType: Ongoing, Full-time
Location: Oakey - QLD; Rockhampton - QLD; Townsville - QLD; Adelaide - SA; Woomera - SA
Salary: $67,100 - $92,150
Classifications: APS Level 4, APS Level 5, APS Level 6
Position No: EIG/02421/19
Agency Website: http://www.defence.gov.au/apscareers

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

Duties

The Department of Defence, Estate and Infrastructure Group has a range of expected ongoing and non-ongoing vacancies, in the Service Delivery Division. Applications are invited for APS4, APS5 and APS6 classification levels within the Estate Management and Planning team.

These roles have a significant requirement for attention to detail and organisational skills for the purpose of interpreting plans, project support (multiple projects), planning and coordination activities across projects and programs. The team informs and supports construction and infrastructure projects on our Bases throughout the project lifecycle. We work within a framework of legislation, established principles, work practices and procedures. Our environment requires staff to work collaboratively and cohesively as a team. We enjoy the challenge of having to multi-task and prioritise, and of delivering work that we know meets formal requirements.

The APS 6 level requires strong leadership and team building skills, the ability to motivate and inspire a team, and the ability to build effective relationships within a large and complex network of internal and external stakeholders. We value our team using initiative to explore innovative approaches to support continuous improvement across our deliverables.

This role may suit you if:
- You enjoy liaising with stakeholders.
- You enjoy thinking strategically, researching, and applying details to inform and guide planning.
- You thrive in a fast paced environment where you need to prioritise and manage multiple tasks.
- Enjoy learning and understanding legislation as it relates to your subject matter, to support your own task delivery and to provide accurate advice to stakeholders.

Depending on the level you are applying for, we are seeking to engage people with the following:
- Ability to interpret plans and drawings that are commonly used in facilities management.
- A depth of stakeholder management and engagement in a complex environment.
- Leadership skills.
- Commercial or public sector facilities management experience, and an understanding of the delivery of projects.

What’s on offer for you:
- Inclusion in a service delivery network that enables significant career opportunity across Australia, enabling different experiences and promotion.
- Investment in your career path. Building your leadership and technical skills is a priority for us.
- Work with strong, smart, visionary and experienced leaders and a diverse broad team.

When completing your application, please only select the work location/s which you are happy to work from. Please do not nominate a location if you are not happy to be based there. Merit pools will be established as part of this recruitment process and will remain active for future opportunities for a period of 12 months from the close of applications.
If you apply, please ensure that you provide accurate contact information. This process will be progress quickly; you will need to be contactable and responsive!

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>Lisa Stevenson, 07 4411 7830</th>
</tr>
</thead>
</table>

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**Defence**

**Vacancy N.N. 10754865**

**Department of Defence**

**Closing date: Friday, 26 July 2019**

**ARMY**

**ADFHQ-Office of Chief of Army, Other Agencies - Army**

<table>
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<th>Job Title:</th>
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<tr>
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<tr>
<td>Location:</td>
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<tr>
<td>Salary:</td>
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<td>Classifications:</td>
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<td>Position No:</td>
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**Job Description**

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

**Duties**

NSW 2nd Australian Army Cadet (AAC) Brigade consists of 17 School Based Units and approximately 8000 Cadets. The Formation Safety Officer/Executive Officer (FSAXO) for NSW 2ND AAC Brigade is responsible for the management and safety within the organisation. They are responsible for the management of assigned staff to ensure that the regional HQ provides the day-to-day support required by the AAC regional Commander to achieve the Commander AACs directives and intent. Under the technical control of the AAC Command Safety Manager, lead and co-ordinate the planning, development, implementation and promotion of the AAC Work Health and Safety (WHYS) management system. They are responsible to develop and implement procedures for the effective day-to-day operation of the AAC regional Headquarters, as well as, ensure the provision of appropriate support, within available resources, to Army Cadet Units in order to maximise the effectiveness of their respective activities. They are accountable for organising their workflow and making independent decisions relating to the area of responsibility, they will undertake specialist research and analysis, conduct reviews, assessment and investigation whilst performing procedural, clerical and administrative support work to achieve these outcomes. The FSAXO will be expected to work with a small group of full time staff in a relatively autonomous environment. The role is challenging, contributing towards ongoing self-improvement and professional development, yet rewarding in the expansion of the Cadet program and provision of Youth Safety.

**Eligibility**

Qualifications Requirements:

• Successful applicant will need to be a Full Time Officer Of Cadets (FTOOC) as an Australian Army Cadet (AAC) Major.
• National Police Check
• Working with Children Card, NSW

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
Department of Defence
Vacancy N.N. 10754867

Air Force
Air Command Australia, Air Warfare Centre

Job Title: Information & Communications Technology (ICT) Manager
JobType: Ongoing, Full-time
Location: Edinburgh - SA
Salary: $80,669 - $92,150
Classifications: APS Level 6
Position No: AF/02404/19
Agency Website: http://www.defence.gov.au/apscareers

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

Duties
The Countermeasures ICT Manager position provides a unique opportunity to work closely with other IT and technical professionals within a military environment. This position will provide the successful candidate with a unique opportunity to not only work directly within a military unit support and enable electronic warfare outcomes. The position will also challenge and develop the successful candidate’s communication skills which are essential to managing military network matters across diverse stakeholders including other Australian Defence Force and APS IT administrators and technical specialists.

The successful applicant will:
1. Interpret Defence security and legislative policy and contribute to the development of Australian Airborne Countermeasures Team (AACT) ICT System standards, procedures and guidelines and manage appropriate security records and documentation.
2. Conduct audits to investigate ICT system security breaches in accordance with established and mandated procedures; implement recommendations from security breach investigations.
3. Support and manage ICT systems and infrastructure during deployed field trials and in laboratory settings.
4. Provide co-ordination and management for the sustainment of existing information systems infrastructure, at an enterprise and deployable, stand-alone levels.
5. Provide co-ordination and management for the development of emerging and future ICT systems and infrastructure.
6. Assist DST Group Cyber & Electronic Warfare Division (CEWD) IT Management with the planning, project management and sustainment of ICT infrastructure to support laboratory and trial areas.

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: David Lascelles, 08 7389 4734

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Defence

**Department of Defence**

Joint Capabilities Group
Australian Defence College, DELTA

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Quality Assurance Coordinator</th>
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<tr>
<td>JobType:</td>
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<tr>
<td>Location:</td>
<td>Weston Creek - ACT</td>
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<tr>
<td>Salary:</td>
<td>$73,636 - $78,873</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
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<td>Position No:</td>
<td>JCG/02590/19</td>
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**Job Description**  [https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext](https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext)

**Duties**
The APS 5 Quality Assurance Officer is responsible for coordinating the quality assurance activities of the Registered Training Organisation (RTO) within the Department of Defence.

This position will support the quality assurance activities required to maintain compliance as an RTO and will supervise the Quality Assurance and Data Integrity Officers.

It is desirable that applicants have demonstrated experience with assurance of training or Human Resource (HR) data and to hold a current Certificate IV Training and Assessment (TAE) or be willing to undertake this qualification.

**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) page>

**To Apply**

Position Contact:  Tony Farrer,  02 6266 0602

---

Defence

**Department of Defence**

Estate and Infrastructure Group
Service Delivery, Regional Services North & Central

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Director Estate Management &amp; Planning (expected vacancy)</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>Darwin - NT; Enoggera - QLD; Townsville - QLD; Adelaide - SA</td>
</tr>
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Salary: $101,955 - $115,005
Classifications: Executive Level 1
Position No: EIG/02438/19
Agency Website: http://www.defence.gov.au/apscareers

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

Duties
The Department of Defence, Estate and Infrastructure Group has a range of expected ongoing and non-ongoing vacancies for Executive Level 1 (EL1) Assistant Director, Estate Management and Planning. The A/D Estate Management and Planning will lead a technical team in supporting construction and infrastructure projects across the Defence Estate in North Queensland. The team informs the planning process, supports and assists project teams through the project lifecycle, by providing local technical Estate and policy knowledge, and guidance on legislative and other requirement, to ensure project delivery. At times this requires complex problem solving and issues management and may include sensitive projects that impact on strategic, political or operational outcomes for Defence. This role works within a framework of legislation, Standards, established principles, work practices and procedures.

We value our team and expect all Members to demonstrate Leadership Behaviours. Our team demonstrate and encourage initiative in problem solving and innovation. We are an evolving Department which is constantly improving and undergoing change to the way we work and the way we approach our work.

This role may suit you if:
• You enjoy being a leader and have experience building teams and developing individuals, you are comfortable providing coaching and mentoring your team.
• You thrive in a fast paced environment where you’re given latitude to manage multiple responsibilities, and you are able to engage with policy makers and technical experts to make high level strategic decisions.
• You are a skilled networker, able to develop relationships across disciplines in a large complex organisation.
• You thinking strategically yet enjoy learning the technical aspects that relate to your subject matter, to provide accurate advice and support to stakeholders and to your team.

We are seeking to engage people with the following:
• Strong leadership skills, the ability to plan, lead, and manage resources and achieve strategic outcomes. Effective people management skills are essential.
• Experience with stakeholder management and a high level of emotional intelligence and an ability to influence others to achieve outcomes.
• A positive and inclusive approach to working as part of a geographically dispersed team in a large and complex organisation that relies on a high level of written and verbal communication skills.
• Commercial or public sector facilities management experience, and an understanding of the delivery of projects. A Degree qualification in a related discipline would be advantageous, however we do acknowledge equivalent skills demonstrated in a Leadership role.

What’s on offer for you:
• Inclusion in a service delivery network that enables significant career opportunity across Australia, enabling different experiences and promotion.
• Investment in your career path. Building your leadership and technical skills is a priority for us.
• Work with strong, smart, visionary and experienced leaders and a diverse broad team.

When completing your application, please only select the work location/s where you are happy to work. Please do not nominate locations where you would not be happy to live. Merit pools will be established as part of this recruitment process and will remain active for future opportunities for a period of 12 months from the close of applications.

If you apply, please ensure that you provide accurate contact information. This process will be progress quickly; you will need to be contactable and responsive!

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: Neilia Humphries, 07 4411 7982
**Defence**

**Department of Defence**

**ARMY**

**ADFHQ-Office of Chief of Army**

Closing date: Friday, 26 July 2019

### Vacancy N.N. 10754925

**Job Title:** Mission Support Officer  
**JobType:** Ongoing, Full-time  
**Location:** Darwin - NT  
**Salary:** $73,636 - $78,873  
**Classifications:** APS Level 5  
**Position No:** ARMY/02134/19  

**Job Description**

**Duties**

This position will require the successful candidate to function primarily as a Security Compliance Officer where they will be expected to conduct compliance officer activities. They will also be expected to operate in a secondary technical stream as a Supply Chain Officer providing additional support within the Darwin Detachment and across North Company.

- Report directly to the North Company Darwin Detachment Commander
- Operating as a Security Compliance Officer you will be expected to:
  - Have a strong understanding of all domestic security aspects as they apply to Army;
  - Be familiar with the Defence Security Principles Framework (DSPF);
  - Be able to complete or the ability to complete the Classified Documents Handling course (on CAMPUS);
  - Be able to complete or the ability to complete the Weapons & Explosives Handling course (on CAMPUS);
  - Conduct any additional security training requirements to remain current and competent;
  - Work within a small team in a barracks environment or when deployed on an activity;
  - Manage or be part of a small team during these activities.

- Be prepared to support Supply Chain activities as a team leader or team member:
  - Providing support to the team during activities
  - Conduct planning for all activities with guidance provided
- Prepared to take on additional detachment / Company appointments such as first aid / WHS.

**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**

**Position Contact:** CAPTAIN Dean Eamer 07 3332 9201 or, 0451 811 968  

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**Army Forces Command, HQ Forces Command**

<table>
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<tr>
<th><strong>Job Title:</strong></th>
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<td><strong>Job Type:</strong></td>
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<tr>
<td><strong>Location:</strong></td>
<td>Paddington - NSW</td>
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<tr>
<td><strong>Salary:</strong></td>
<td>$52,004 - $58,463</td>
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<td><strong>Classifications:</strong></td>
<td>APS Level 2</td>
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<td><strong>Position No.:</strong></td>
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<td><strong>Agency Website:</strong></td>
<td><a href="http://www.defence.gov.au/apscareers">http://www.defence.gov.au/apscareers</a></td>
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**Job Description**  
https://defencecareers.nga.net.au/cp/?audienctypecode=defenceext

**Duties**  
The Administrative Officer will provide clerical, administrative and financial management support to the Health and Chaplaincy personnel who advise the Commander Forces Command. If you have a very good eye for detail, are organised and enjoy a small team environment then this role will suit you. To be successful in this role you will need to be:  
- Able to follow directions in a high tempo work environment.  
- Flexible to meet changing priorities and tasks  
- A team player keen to work with others to get the work done.  
- An effective written and verbal communicator.

The position is located in Victoria Barracks, Paddington. One of the best-known examples of military architecture in Australia. The Army base is close to the Sydney CBD with public transport at the gate. You can benefit from the use of various base facilities such as, free secure on-site parking, a fully equipped gymnasium, squash and tennis courts.

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

**To Apply**

<table>
<thead>
<tr>
<th><strong>Position Contact:</strong></th>
<th>WO 1 Lynn Daly. 02 8335 5319</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency Recruitment Site:</strong></td>
<td><a href="http://www.defence.gov.au/apscareers">http://www.defence.gov.au/apscareers</a></td>
</tr>
</tbody>
</table>

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**Joint Capabilities Group**  
**Department of Defence**  
Closing date: Friday, 26 July 2019

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Complex Maintenance 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>Laverton - VIC</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>$80,669 - $92,150</td>
</tr>
<tr>
<td><strong>Classifications:</strong></td>
<td>APS Level 6</td>
</tr>
<tr>
<td><strong>Position No.:</strong></td>
<td>JCG/01649/19</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

**Duties**
Located in Laverton Vic, we are seeking a Complex Maintenance Manager (CMM) within the Directorate of Engineering, Maintenance, Operations and Plans (DEMOP). As the CMM, you will be responsible for the business support of the Computer Aided Maintenance Management v2 (CAMM2) application and will work closely with Chief Information Officer Group (CIOG), Defence Learning Branch (DLB), Operational Users and the CAMM2 Vendor. You will contribute to significant changes to the user experience and technology changes in consultation with CIOG. The position requires stakeholder engagement and therefore will need to possess excellent communication and interpersonal skills. We are seeking candidates with experience and knowledge of complex maintenance within 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](http://www.apsc.gov.au/priorities/disability/recruitability).

**To Apply**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>David Williams, 03 9256 1916</th>
</tr>
</thead>
</table>

---

### Defence

**Department of Defence**

**Vacancy N.N. 10755021**

**Closing date: Friday, 2 August 2019**

**Job Title:** Youth Learning and Development Officer

**JobType:** Ongoing, Full-time

**Location:** Pialligo - ACT

**Salary:** $73,636 - $78,873

**Classifications:** APS Level 5

**Position No:** JCG/02537/19


**Job Description**

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

**Duties**
If you’re someone that has a customer focus, enjoys working on a variety of tasks and thrives on a challenge, read on!

Ensuring the safety and wellbeing of youth is a Defence priority. The Department of Defence is seeking an APS 5 Youth Learning and Development Officer to work within the Youth Directorate team within the Reserve and Youth Division of Joint Capabilities Group. Our Learning and Development Officer will be a highly motivated professional with education and training experience. Defence is committed to providing a range of safe, challenging, high quality and contemporary youth engagement and development activities. The Youth Directorate within the Reserve and Youth Division is responsible for the implementation of the Defence Youth Safety Framework including governance policies and training and education packages for the Australian Defence Force and the Australian Defence Force Cadets (ADF Cadets).

The successful candidate will possess strong analysis and liaison skills. Key responsibilities include but are not limited to:

‡ Contributing to the development, delivery, evaluation and management of training programs (including elearning).
‡ Assisting in the preparation of briefing material and analytical reports for Director Youth and executive management.
‡ Assisting in the development of information packages and other training, policy and communications products in consultation with stakeholders.
‡ Providing subject matter expert advice to stakeholders and colleagues.
‡ Undertaking Learning Management Systems testing.

The Youth Learning and Development Officer will be a member of a small but dynamic team and be required to work with a diverse workforce. The successful candidate will be part of an organisation where professionalism, innovation and the ability to think outside the square to find solutions to challenges, is highly regarded. The Youth Directorate provides a supportive environment where team members are given the opportunity to extend themselves by undertaking higher duties at the APS 6 level (in the absence of a Senior Policy/Training Office) and through the provision of learning opportunities.

The successful candidate will be required to register for, and pass an ACT Working with Vulnerable People background check within 30 days of commencement. A Certificate IV in Training and Assessment or other relevant qualifications, including significant experience in training management and development is highly desirable.

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>FLTLT Adrian Pink, 02 6127 4614</th>
</tr>
</thead>
</table>

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The APS 6 Technical Specialist will be responsible for leading a small team of APS 5 Technologists at WHGR, and providing specialist support to weapons and associated systems installed at WHGR. The member is also expected to foster relationships and liaise with various SPOs and external support agencies.

The position is critical in enabling WHGR continue to provide deep level maintenance capabilities in the RAN for 12.7mm, 25mm TWS, Mini Typhoon System, 76mm medium calibre gun and the proposed 5’ medium calibre gun. As uniformed members posted to WHGR are a relatively short term workforce, the APS 6 Technical Specialist position will ensure corporate knowledge and crucial skillsets are maintained at WHGR and in the RAN.

The APS 6 member is also expected to work on various future development projects at WHGR. The member is to report to the OIC WHGR, and on engineering matters be under the supervision of the SO3 Engineering Officer at WHGR.

Eligibility
Mandatory:
This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

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.aps.gov.au/priorities/disability/recruitability.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>LEUT Ben Low, 03 5931 6925</th>
</tr>
</thead>
</table>

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The role of the EL2 Chief Engineer heads up the Systems Engineering team of the Mine Warfare and Clearance Diving Systems Program Office (MCDSPO). MCDSPO’s focus is to acquire and sustain Mine Warfare, Clearance Diving and Hyperbaric assets so the ADF can fight and win in the Maritime environment.

What we will offer you:
• A career pathway with comprehensive professionalisation and skilling programs to support your development
• Opportunities to work with visionary and experienced engineering specialists
• A generous remuneration package, including 15.4% employer superannuation contributions, conditions of service, leave provisions and flexible work options

Location / Workplace:
MCDSPO is located at HMAS WATERHEN at Waverton, NSW. The Base is a picturesque location within short walking distance to Waverton Railway station, numerous cafes and the Sydney Harbour National Park at Balls Head Reserve. MCDSPO is an integrated ADF/APS/contractor workplace and is a friendly, engaging and supportive environment that focuses on the development and support of its people.

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

To Apply

Position Contact: Mr Sagi Pradhan, 02 9926 2374

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Defence

Vacancy N.N. 10755099

Department of Defence
Closing date: Monday, 29 July 2019

Defence People Group
Head People Capability, Defence Community Organisation

Job Title: Transition Coach (expected vacancy)
Job Type: Ongoing, Full-time, Part-time
Location: Townsville - QLD
Salary: $59,237 - $65,270
Classifications: APS Level 3
Position No: DPG/02544/19
Agency Website: http://www.defence.gov.au/apscareers

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

Duties
Defence Community Organisation (DCO) offers a broad range of programs and services to help Commanders, Australian Defence Force (ADF) members and their families manage military life. DCO supports Defence families' self-reliance and increases the capacity of the wider community to support the needs of Defence families.

The Defence Community Organisation is seeking a high performing Transition Coach at the APS3 level who is energetic and eager to assist military members to transition to civilian life.

The Transition Coach will be responsible for providing coaching to members transitioning from the ADF by:

- Developing an individualised Transition Plan to assist ADF members and their family with becoming transition ready;
- Conducting face to face coaching including providing information on current employment labour market and job search techniques;
- Providing advice on assistance such as Career Transition Assistance Scheme (CTAS) benefits that assists ADF Members to become ready for civilian employment;
- Advising and guiding ADF members through the departmental administrative processes; and
- Providing access to information and referral to internal and external support services.

The Transition Coach is also expected to participate in the coordination and delivery of regional ADF Transition Seminars. The maintenance of accurate case/client data records and the provision of quality client service are essential to this role. Intensive workplace training to learn standardised coaching practices will be offered.

Some travel may be required.

**Eligibility**

- Mandatory

Must hold a current Australian Driver's License

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>Linda Bone, 07 4411 7963</th>
</tr>
</thead>
</table>

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**Defence**

Vacancy N.N. 10755160

**Department of Defence**

Closing date: Tuesday, 30 July 2019

**Estate and Infrastructure Group**

**Service Delivery, Regional Services South & East**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Business Operations Manager - Defence Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Campbell - ACT</td>
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<tr>
<td>Salary:</td>
<td>$80,669 - $92,150</td>
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<td>Classifications:</td>
<td>APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>EIG/02589/19</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

**Duties**
Defence Travel facilitates a range of travel for Australian Defence Force (ADF) members, including movements for Army, Navy and Air Force members travelling for training courses, exercises, overseas postings, conditions of service leave, and discharge travel. Facilitating the travel includes: validation of travel requests; booking travel in a manner which is consistent with Defence Policy, using Whole of Australian Government travel arrangements; and reconciliation and acquittal of travel documents and expenditure. This position also provides customer service through advice and responding to complex customer questions; and engaging with internal and external stakeholders to solve issues and provide a customer focussed and efficient delivery of services. There are two operations centres, located in Townsville and Canberra, both supported by a Canberra based manager and National Office team.

The Business Operations Manager of the Canberra business centre is responsible for:

- Leading a diverse team in a process driven environment, instilling a “One Team” approach across both business centres;
- Ensuring supervision and management of staff is in line with best practice, the Defence Enterprise Agreement and APS People Policy;
- Working collaboratively with the Operations Manager of the Townsville business centre to deliver services within required deadlines. This will require: the coordination of staffing across multiple functions, prioritisation of work, cross skilling of staff and creating a flexible and agile work environment;
- Overseeing the quality assurance activities related to operational outputs and effective delivery of training, coaching and mentoring of staff;
- Reviewing established procedures and work practices in support of continuous improvement activities;
- Creating and establishing new procedures and work practices in line with wider Defence Travel reforms and technological advances. Instilling and encouraging team members to exhibit the One Defence Leadership behaviours: Contributor, Learner, Accountable, Risk Manager, Inclusive, Team Builder, and Innovator. Solving complex service delivery problems through liaison and negotiation with internal and external stakeholders;
- Coordinating Defence Travel’s facilitation of international travel for ADF members.

Our ideal candidate is someone with proven leadership skills, good problem solving skills, a customer centric focus, well developed interpersonal skills, good communication skills, and self-motivation and drive.

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

| Position Contact: | Alex Carter, 02 6266 4460 |

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Duties
Situated in the Workforce Planning Branch, this role has responsibility for working within a team to deliver workforce planning strategies, reporting and analysis to ensure Defence workforce requirements are identified and supported into the future. You will be part of a supportive and collaborative team, with opportunities to challenge yourself and develop professionally.

The successful candidate will:
• Be able to identify workforce risks and opportunities, plan and develop human capital solutions for implementation by Defence workforce managers, and contribute a strategic approach to the workforce planning function.
• Have the ability to engage with and develop strong collaborative working relationships with key stakeholders.
• Have strong Excel skills with the ability to produce meaningful reporting products, model, and analyse data.
• Be able to effectively communicate their analysis to stakeholders.

As the successful candidate you will:
• Work with a high degree of autonomy to undertake workforce gap analysis, tailor customised reports (using a range of IT tools, including reporting packages and Excel) and develop workforce planning solutions.
• Be offered challenging work with the freedom to develop innovative solutions with support from your immediate team and colleagues in the Workforce Planning Branch.
• Use a range of highly developed communication methods, engaging with a variety of stakeholders.

Previous experience working within a broad human resources role, managing strategic and operational functions is essential while exposure to strategic workforce planning and the ability to utilise the Defence HR system is highly desirable.

Previous applicants do not need re-apply.

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

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Andrew Lloyd. 02 6127 2497</th>
</tr>
</thead>
</table>

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Defence
Vacancy N.N. 10755207

Department of Defence
Closing date: Wednesday, 24 July 2019

Air Force
Air Command Australia, Headquarters Air Command

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Teams Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Edinburgh - SA</td>
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<tr>
<td>Salary:</td>
<td>$101,955 - $115,005</td>
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<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>AF/02468/19</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/?audencetypecode=defenceext

Duties
Position Description.
- Drive innovation across the Air Warfare Centre (AWC) and across the broader Royal Australian Air Force (RAAF) at RAAF Base Edinburgh.
- Lead a multi-disciplined project team of subject matter experts to rapidly resolve complex operational problems.
- Manage the day to day activities of the Integrated Project Teams (IPTs).

The Royal Australian Air Force Strategy outlines the RAAF's intention to become a fifth generation Air Force which is a fully-networked force that exploits the advantage of an available, integrated and shared battlespace picture to deliver lethal and non-lethal air power. It provides the necessary strength to win against the increasingly complex and lethal threats of warfare in the Information Age.

Air Warfare Centre has an integrated workforce consisting of ADF, APS and contractor personnel. AWC is located at RAAF Base Edinburgh, approx. 35 kms north of Adelaide.

The AWC, Integration and Innovation Directorate (IID) is seeking a dynamic and resourceful Project Manager, with strong organisational, interpersonal, information technology and project management skills. The successful candidate will be able to engage stakeholders, including ADF, APS and contract personnel within Defence and external stakeholders to manage priorities, meet deadlines and exercise discretion to achieve business outcomes. Briefings for the Commander AWC and executives is also a regular reporting requirement of this position. A key element of the AWC, IID revolves around the principles of 'Integration', 'Innovation' and 'Information'.

As the Project Manager of the Integrated Project Team section you will be part of a team which will directly contribute to the Air Force intent to become a 5th generation Air Force. You will manage the day to day running of Integrated Project Teams, providing process guidance and project management support tools to IPT leads throughout the IPT life cycle. You will monitor IPTs and prepare reports on their progress for the AWC executive team.

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
Position Contact: WOFF John Wenham, (08) 7383 2399

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Within the Accounting and Financial Systems function an APS 5 Finance Manager – Business is accountable under limited direction to perform and achieve moderately complex to complex financial management work within an integrated workforce. They are accountable to have and maintain a well developed understanding of and compliance to relevant legislative frameworks, government decision-making and Defence’s mission and policy requirements.

An APS 5 Finance Manager - Business will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the accounting function based on legislation, policy and procedures. They will undertake technical research and analysis, conduct reviews and perform procedural and clerical support work to achieve results.

The APS 5 Finance Manager - Business may 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 team and be accountable to set work priorities, allocate work, and manage workflows and performance. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

The APS 5 Finance Manager - Business will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

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

To Apply

**Position Contact:** Sabrina Way, 02 6265 1297

**Agency Recruitment Site:** http://www.defence.gov.au/apscareers

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**Defence**

**Department of Defence**

Closing date: Wednesday, 31 July 2019

**Vacancy N.N. 10755249**

**Strategic Policy & Intelligence**

**Defence Intelligence Organisation**

**Job Title:** Intelligence Assessment Analyst

**JobType:** Ongoing, Full-time, Part-time

**Location:** Russell - ACT

**Salary:** $73,636 - $92,150

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

**Position No:** SPI/02359/19 | Several Positions

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

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

**Duties**
If you are looking for a career where your work has a profound impact on upholding our nation's security, you have come to the right place. The Defence Intelligence Organisation (DIO) is on the forefront of world-altering events. DIO provides intelligence advice to the Australian Defence Organisation and broader Government to assist in dealing with threats to Australia and its national interests.

DIO identifies and assesses foreign military, political, social and cultural developments that affect the planning and conduct of ADF operations. Issues potentially impacting upon Australian Defence capability developments, or influencing Australian efforts to promote regional or international stability, are also identified and assessed. At DIO, we believe people are our most valuable resource. We are dedicated to providing our staff with a manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally.

We are committed to achieving a workplace culture that is inclusive and diverse; one which directly reflects the needs and scope of our varied operational requirements. To achieve our mission to produce the best possible intelligence analysis, we bring together smart, focused people from a diverse range of backgrounds to create a highly effective and cohesive workforce.

If you are successful, DIO will train you in all source intelligence assessment and you will build your career within Defence and the Australian Intelligence Community.

For further information, please visit our website at http://defence.gov.au/dio/index.html

Eligibility
To be employed in a Defence Intelligence Agency, you will be required to undertake a Psychological Assessment and a Positive Vetting security clearance; you must be an Australian citizen and be able to account for your personal background for the last 10 years, or from 16 years of age, whichever is greater. As it may take approximately 12 months for a Positive Vetting clearance to be granted, applicants seeking employment within the next 12 months are encouraged to apply.

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 | 02 6127 5808 |

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**Defence**

**Department of Defence**

Closing date: Thursday, 1 August 2019

Defence People Group
People Services, Pay & Administration

| Job Title | Payroll Officer |
| Job Type | Ongoing, Full-time |
| Location | Melbourne - VIC |
| Salary | $67,100 - $73,256 |
| Classifications | APS Level 4 |
| Position No | DPG/02709/19 |

**Job Description**

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

**Duties**
Are you looking to grow with a challenging, dynamic career in Defence? We have roles that can heighten your personal profile and provide significant experience that will contribute towards your career path.

Defence is seeking highly motivated payroll professionals to fill current and upcoming vacancies. Defence’s mission is to defend Australia and its national interests and Defence APS employees are employed in a range of interesting and dynamic roles across Australia to support this mission.

We are seeking to employ people interested in employment opportunities at the APS4 level in Melbourne, Victoria in our Payroll teams.

Positions may become available in a range of disciplines including:
- Payroll Processing
- Records Management
- General Administration
- Customer Service
- Project Support

You will be part of a diverse team where professionalism, innovation and the ability to think outside the square to find solutions to challenges, is highly regarded.

Our Payroll System is specific to Defence and all training will be provided, if you are an experienced Payroll Operator or have a background in a similar field, we’d like to hear from you.

Non-Ongoing roles may be offered for specified terms up to 12 months and have the potential to be made on-going.

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

**To Apply**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Glenn Favaro, 03 9282 3507</th>
</tr>
</thead>
</table>

**Defence**

**Department of Defence**

**NAVY**

**Fleet Command, MW, Hydro & PB Force**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>MHP Force Quality Assurance Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Potts Point - NSW</td>
</tr>
<tr>
<td>Salary:</td>
<td>$80,669 - $92,150</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
</tr>
<tr>
<td>Position No:</td>
<td>NAVY/02223/19</td>
</tr>
</tbody>
</table>

**Job Description**

[link](https://defencecareers.nga.net.au/cp/?audencetypocode=defenceext)
MHP Force (MHPFOR) is the headquarters element for Patrol Boat, Minehunter and Clearance Diving, and Hydrographic Groups. MHPFOR's main function to provide Command to the Force and provide assurance to the Fleet Commander that government direction can be met. It is a busy, challenging and continually evolving environment staffed by a small team of military members, and public servants. MHPFOR is currently recruiting an APS6 Quality Assurance Officer to be based at Fleet Headquarters, Sydney.

The position will be responsible for monitoring MHP Force (MHPFOR) adherence to RAN, ADF and Government policy and procedures to meet Seaworthiness outcomes. The position will involve:

- Compilation of Seaworthiness reports, assessment of MHPFOR adherence to policy, and creation and update of MHPFOR quality assurance documents and processes
- Represent MHPFOR at meetings and conferences covering quality assurance matters, and take the lead on educating and training within the Force on the value of adherence to policy.
- Coordinate and perform quality assurance, governance, auditing and corporate reporting activities.
- Provide guidance on the management of quality assurance processes and business planning including the review and improvement of business activities.
- Develop, implement and review quality assurance and governance procedures, practices and frameworks.
- Contribute to the strategic review of quality assurance systems in the areas of strategic and business planning, performance measurement and continuous improvement.
- Analyse Seaworthiness data and suggest improvements to quality assurance policies and procedures to ensure appropriate performance against best practice.
- Design and implement solutions to issues impacting on the achievement of desired Seaworthiness outcomes.

The successful applicant will be confident, independent, self-motivated and professional with excellent communication skills and the ability to build successful working relationships.

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:  

To Apply

Position Contact: LEUT Richard Phillips, 02 9359 4158

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Defense

Department of Defence

Chief Information Officer Group
ICT Operations Division, Service Management

Job Title: Customer Relationship Officer (expected vacancy)
JobType: Ongoing, Full-time
Location: Russell - ACT
Salary: $73,636 - $78,873
Classifications: APS Level 5
Position No: CIOG/02305/19
Agency Website: http://www.defence.gov.au/apscareers

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

Duties
The Directorate of Regional ICT Services (DRICTS) acts as the CIOG representative for all products and services delivered to Defence regional bases and sites across Australia and internationally. This encompasses the Regional ICT Services, providing user advocacy for ICT service escalations, regional project delivery support and support to military operations and exercises.

DRICTS Customer Relationship staff are highly motivated in establishing and maintaining proactive and productive working relationships between CIOG, Defence Enabler partners and Defence personnel with the aim to provide active representation of issues and requirements to enhance user experience. Customer Relationship staff also undertake objective, systematic analysis and draw accurate conclusions based on evidence to provide advice in relation to service level agreements and vendor management activities.

Ideal candidates will have:
- The ability to harness information to ensure support to strategic direction
- Strong interpersonal skills with the ability to communicate clearly and with influence
- A passion for creating positive change in a fast-pace environment
- An innovative approach to work that applies holistic thinking towards the continuous improvement of our services
- A willingness to work independently and collaboratively as part of a high performing team

They will be accountable to contribute towards ongoing self-improvement and professional development, in alignment with DRICTS commitment to empower and enable the workforce through mutual learning opportunities. The position also covers the responsibilities and behaviours outlined in the Occupation Description and Duty Statement.

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>Mark Henwood, 02 6266 7004</th>
</tr>
</thead>
</table>

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**Education and Training**

**Department of Education and Training**

**National Policy and Data Reform Group**

**Assessment and USI Branch, Various Teams**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Research Officer</th>
</tr>
</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>$76,841 - $94,995</td>
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<tr>
<td>Broadband:</td>
<td>Broadband 2 (APS Level 4, APS Level 5, APS Level 6)</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 5, APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>19/0516 EDU</td>
</tr>
</tbody>
</table>


**Duties**
The Assessment and USI Branch is responsible for the transition to NAPLAN online, policy associated with domestic and international assessments, including managing Australia’s interests in the Programme for International Student Assessment (PISA) Governing Board. The Branch is also responsible for national reporting, including National Measurement Framework, Report on Government Services, Annual National Report on Schooling in Australia and MySchool. The branch has primary responsibility for the national policy initiative (NPI) to introduce a Unique Student Identifier and provides supporting advice on the online and technical aspects of the Formative Assessment NPI.

Three sections of the Assessment and USI Branch are looking for talented people to join their teams:

The Performance Reporting and Measurement section currently has a vacancy at the APS6 level. The section undertakes important functions for the department, including:

- Leading the Australian Government’s role in national reporting; including the Report on Government Services, Annual National Report on Schooling in Australia, the My School website, and the Measurement Framework for Schooling in Australia
- Managing Australia’s participation in the OECD Network for the collection and adjudication of system-level descriptive information on educational structures, policies and practices (NESLI)
- Leading work on aspects of the National School Reform Agreement, including the development of performance measures and improving data quality
- Providing expert advice, analysis and support for senior officials and the Minister on national reporting, performance measures and My School

The Online Assessments section currently has a vacancy at APS5/6 level. The section undertakes important functions for the department, including:

- Leading the Commonwealth role in transition to online delivery of NAPLAN, including support for Australian Government representative on the Online Assessment Working Group
- Managing funding agreements with Education Services Australia (ESA) for development and maintenance of an online national assessment platform, and the National Schools Interoperability Program
- Providing support for development of on demand formative assessment capability

The National Assessment Program section currently has two vacancies at the APS6 level. This section undertakes important functions for the department, including:

- Providing support and policy advice for the administration of assessments in the National Assessment Program, including NAPLAN and international student assessments.
- Undertaking research and analysis of international assessment results to determine implications for Australian students, schools and education policy.
- Providing strategic policy advice and support for Australia’s PISA Governing Board member and Chair.
- Managing funding agreements with Australia’s international assessment National Project Managers.

We are looking for dynamic and motivated individuals to support key policy reforms and measures in an often fast-paced environment. Some of the common qualities and skills we are looking for are policy development skills, planning and implementation skills, analytic and conceptual skills, ability to collaborate, communication skills, high levels of integrity, the ability to engender trust and respect, sound judgement and showing drive and resilience.

The Position

We are looking for applicants who will operate as a member of a team providing support to the operation and development of policies. The successful applicant will take accountability for achieving outcomes and continuously improve the way we work.

The successful applicant/s may be required to:

- prepare briefings and correspondence and assist with other documentation as required providing editing and quality assurance checks
- assist with research on policy issues
- analyse sensitive issues and risks and recommend solutions using expertise
- communicate with stakeholders across a range of levels
- evaluate processes for continuous improvement of policy development and implementation activities
- apply established technical, operational, professional and administrative activities, procedures, practices and methodologies

The successful applicant will have:

- well-developed written and oral communication skills, including the ability to draft briefings and prepare documents for review and publication
- an ability to manage multiple priorities and work independently
- experience with managing, maintaining and developing stakeholder relationships
- experience in, or the ability to, conduct research and analysis activities and data literacy skills

Knowledge of school education data and reporting channels may be regarded as an advantage but is not essential.

Eligibility

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

This is a designated security assessed position. The successful applicant will be required to have or obtain and maintain a security assessment at the Baseline level.

Notes
Desired – data literacy skills and the ability to conduct research and analysis activities

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

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

The Australian Government Department of Education and Training is responsible for national policies and programs that help Australians access quality early childhood education, school education, higher education, vocational education and training, international education and research.

We are committed to providing easy and informative access to our services and support programs and work directly with our clients and stakeholders to ensure expectations are met.

We are a dynamic, people-focused organisation where workplace diversity and inclusion is vitally important to us in creating a productive and harmonious environment for people to work. We recognise and embrace the diversity that each employee brings to the workplace, creating an environment of trust, mutual respect and appreciation.

The department promotes a culture where Indigenous business is everyone’s business across its work practices, values and business. All employees are supported through the provision of a number of learning opportunities to build their cultural capability.

We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity.

The Department of Education and Training prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

To Apply

Position Contact: Paul Cmiel, (02) 6240 9361

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Education and Training

Vacancy N.N. 10755214

Tertiary Education Quality and Standards Agency

Executive Office
Governance Team

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Committee Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Melbourne - VIC</td>
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<tr>
<td>Salary:</td>
<td>$84,259 - $92,657</td>
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<td>Classifications:</td>
<td>APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>18959</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.teqsa.gov.au">http://www.teqsa.gov.au</a></td>
</tr>
</tbody>
</table>


Duties
The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA was established on 29 January 2012 under the Tertiary Education Quality and Standards Agency Act 2011.

TEQSA's role is to ensure that quality standards are being met by all higher education providers so that the interests of students and the reputation of Australia's higher education sector are promoted and protected. TEQSA takes a risk-based approach to planning and implementing its assessments of provider compliance with these standards.

All providers of higher education – universities and non-universities alike – that offer higher education qualifications in or from Australia, must be registered by TEQSA. Providers that do not have self-accrediting authority, which is virtually all of the non-university providers at present, must also, have their courses of study accredited by TEQSA.

The Executive Office supports TEQSA's Commissioners and Chief Executive Officer (CEO). The Executive Office has a front line role in liaising with a range of stakeholders such as the Minister's Office, the Department of Education and Training and the Higher Education Standards Panel.

The Executive Office is responsible for providing administrative support and secretariat support for the Commission, Accountable Authority, CEO, Senior Management Team, Audit Committee and Security Committee. This includes preparing briefs, correspondence and presentations; coordinating meetings and meeting papers; arranging travel and accommodation; and managing diaries. The Executive Office is also responsible for corporate planning and reporting, parliamentary liaison, coordination of the internal audit function, and advising on agency security and enterprise risk.

The Committee Officer provides meeting support to the CEO, Senior Management Team, the Accountable Authority and the Audit Committee. The Accountable Authority and the Audit Committee each meet on a quarterly basis and the Senior Management Team meet on a weekly basis. The role involves preparation of meeting papers for multiple committees and handling sensitive material within tight deadlines and works closely with the Assistant Director, Governance and Performance.

The Committee Officer must be professional and dynamic, with effective communication skills as well as the ability to manage competing priorities and to make sound judgements.

Eligibility
The successful applicant must:
• be an Australian citizen and
• be able to obtain and maintain an Australian Government Security clearance to Baseline level.

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

It is expected that this non-ongoing position will be available for 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:  

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

Eligibility
The successful applicant must:
• be an Australian citizen and
• be able to obtain and maintain an Australian Government Security clearance to Baseline level.

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

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Roslyn Saddington, 03 8306 2442, <a href="mailto:roslyn.saddington@teqsa.gov.au">roslyn.saddington@teqsa.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Roslyn Saddington, 03 8306 2442</td>
</tr>
</tbody>
</table>

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Environment and Energy

Australian Antarctic Division

Vacancy N.N. 10755392

Australian Antarctic Division
AAD Science, Science Planning and Coordination

Closing date: Thursday, 1 August 2019
Job Title: Science Planning and Coordination Manager
Job Type: Ongoing, Full-time
Location: Kingston - TAS
Salary: $124,531 - $144,686
Classifications: Executive Level 2
Position No: 80000209
Agency Website: http://www.antarctica.gov.au/

Job Description http://www.antarctica.gov.au/jobs

Duties
The Science Planning and Coordination Manager leads and manages a small team within the Australian Antarctic Division (AAD) Science Branch, providing a range of research office, governance and communication functions for the science branch.

Eligibility
A degree or diploma in a relevant discipline of science from an Australian tertiary institution, or a comparable overseas institution, or demonstrated equivalent experience.
A higher degree in scientific research would be beneficial.

Notes
Applications will not be acknowledged. Engagement may be subject to conditions including probation, qualifications, health and security/character clearance requirements. Applications from persons who are not Australian citizens will usually only be considered where there are no suitable Australian applicants. A relocation allowance may be payable where the successful candidate is required to relocate to Southern Tasmania.

To Apply
Position Contact: Dr Gwen Fenton, 03 62323205
Apply: recruitment@aad.gov.au
Agency Recruitment Site: http://www.antarctica.gov.au

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Environment and Energy
Vacancy N.N. 10754823
Bureau of Meteorology
Closing date: Thursday, 1 August 2019
Business Solutions
National Security, Space Weather Services

Job Title: National Manager Space Weather Services
Job Type: Ongoing, Full-time
Location: Parkes - ACT; Sydney - NSW
Salary: $133,262 - $142,269
Classifications: Executive Level 2
Position No: 13529


Duties
The Bureau of Meteorology is seeking a dedicated, highly talented professional to fill the role of the National Manager Space Weather Services within the Bureau. Our ideal candidate will relish the challenge of working in a dynamic environment focused on providing space weather warnings and advice to the community, aviation, defence, energy providers and space users, concurrently with building our services to ensure we provide value to support Australian industry where space weather information and advice is required.

The Space Weather Program is a component of the National Security Program, which sits within the Bureau's Business Solutions Group. The National Security Program is the primary provider of environmental intelligence to the national security agencies and specifically the Department of Defence and the Australian Defence Force, but also Home Affairs and Department of Foreign Affairs and Trade. Services provided by this Program enhance Australia's national security agenda through the provision of accurate, timely and relevant environmental intelligence, including space weather, meteorological, oceanographic services and climate data.

The National Manager Space Weather Services reports to the General Manager National Security Program (SES Band 1) and leads approximately 20 staff, principally based in Sydney, to deliver the space weather services. The position requires outstanding leadership and a methodological approach to working with peers across the Bureau to deliver space weather services, while concurrently engaging with key end users of space weather information within Home Affairs, Defence and the Aviation sectors and leading a highly technical and scientific workforce.

Eligibility
A degree or diploma from an Australian institution, or a comparable overseas qualification, which is appropriate to the duties

Successful candidate will be required to obtain and maintain a Negative Vetting Level 2 Security Clearance from the Australian Government Security Vetting Agency (AGSVA)

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 page.

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.

To Apply
Selection Documentation: gm_ns@bom.gov.au
Position Contact: General Manager National Security

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Environment and Energy
Vacancy N.N. 10755163
Closing date: Thursday, 1 August 2019

Bureau of Meteorology
National Forecast Services
Community Forecasts, COSPPac

Job Title: Climatologist (COSPPac)
JobType: Ongoing, Full-time
Location: Docklands - VIC
Salary: $95,800 - $107,909
Classifications: Executive Level 1
Position No: 12708

Duties
Since 2012, the Climate and Oceans Support Program in the Pacific (COSPPac) has been a major component of the assistance being provided by Australia to enable 14 partner Pacific Island countries (Palau, Federated State of Micronesia, Marshall Islands, PNG, Solomon Islands Vanuatu, Fiji, Tonga, Niue, Samoa, Cook Islands, Nauru, Kiribati and Tuvalu) adapt to, and mitigate, the impacts of climate variability and change. As part of the Australian aid funded Australia-Pacific Climate Partnership (APCP) climate information services, COSPPac has been extended for a second phase of four years ($23.3m, 2018 -22). In phase two of the program, COSPPac2 continues Australia’s investment in climate science and the provision of data and services that underpin good planning and decision making.

The aim of COSPPac2 is to support Pacific Island National Meteorological Services (NMSs) understand and use climate, ocean and sea level information to develop and disseminate useful products and services to Pacific Island governments and communities building resilience to the impact of climate change, climate variability and disasters.

COSPPac2 will be delivered through three project components and a fourth management component. The three components are Pacific Sea Level and Geodetic Monitoring (PSLGM); Climate Data for the Environment (ClIDE); Seasonal Prediction (SPP) and Communications and Coordination Unit (CCU).

The Bureau based SPP team will consists of the SPP Team Lead, ACCESS-S Oceanographer, ACCESS-S IT Support Officer and the above role. The team will produce ACCESS-S climate and ocean subseasonal and seasonal prediction products and services for the COSPPac partner countries.

The person will work with a team of scientists and communications experts and will develop, test and evaluate new subseasonal and seasonal ACCESS-S climate products. The person will also be required to transfer the products from testing to operations mode. The appointee will have an operations background in climatology, with strong computational and analysis skills. Documentation and publication of findings will also be essential.

They will have experience establishing and maintaining strong working relationships with stakeholders and peers employing a consultative and influencing approach. Our ideal candidate is a person who thrives in a team-based workplace, is dedicated to achieving outcomes through transparent and efficient processes and who understands and values the services the Bureau provides to the Pacific Region.

Eligibility
A degree or diploma of an Australian educational institution, or a comparable overseas qualification which is appropriate to the duties

Notes
The occupant will have to undertake interstate and overseas travel.

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

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:celine.becker@bom.gov.au">celine.becker@bom.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Celine Becker, 03 9669 4075</td>
</tr>
</tbody>
</table>
Job Title: HR Officer
Job Type: Ongoing, Non-ongoing (Temporary), Part-time
Location: Canberra - ACT
Salary: $62,601 - $67,766
Classifications: APS Level 3
Position No: CER 058/19

Job Description
http://www.cleanenergyregulator.gov.au/About/Work-for-us

Duties
The Human Resources function is to support the agency to achieve its objectives and purpose. It does this by providing business focussed people advice and support, with the goal of ensuring the agency will attract, retain and develop a highly skilled, motivated, and engaged workforce. We strive to continuously improve the quality of our services and ensure our workplace is one that respects and meets the needs of our staff, and supports our corporate goals.

The Facilities function manages property and facilities in accordance with government and industry guidelines to support the agency. The Security function manages protective security as directed in the Protective Security Policy Framework (PSPF) to ensure the agency physical and personnel security requirements.

The position is part-time for up to 30 hours per week.

Position Duties:

The successful candidate will work under general supervision and direction to:

• Be the first point of contact for all incoming calls, emails and walk ups to the HR Helpdesk
• Provide accurate and timely advice to employees on general enquiries and refer more complex enquiries to higher levels
• Support the HR helpdesk, recruitment team and other HR functions with administrative tasks
• Maintain spreadsheets and use and navigate HR systems, databases and files
• Undertake and support the on-boarding of new employees or contractors
• Assist with continual process improvement for HR systems and practices

Qualifications/experience:

Desirable:
• Previous HR or Payroll experience
• Knowledge of HR systems, such as Aurion
• Qualifications in HR or related discipline

Required:
• Experience using Microsoft Office Suite
• Time management and prioritisation skills
• Positive customer service driven approach
• Communication skills – written and verbal
• Strong attention to detail

Eligibility
This position is a security-assessed position. The successful applicant will be required to hold, or be able to obtain, a Baseline security clearance.

All applicants must be Australian citizens.

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

This is a non-ongoing position for a period of up to 18 months with the possibility of extension. It may become ongoing within 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: [APSC recruitability page](http://www.apsc.gov.au/priorities/disability/recruitability).

About Clean Energy Regulator
The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy.

The Clean Energy Regulator has administrative responsibilities for the:
- National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007
- Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011
- Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and
- Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011.

Our purpose is to accelerate carbon abatement for Australia.

We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard.

We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy.

The diversity of our staff is important to us. We encourage applications from Indigenous Australians, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Jen Suess, 02 6159 3169</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.cleanenergyregulator.gov.au">http://www.cleanenergyregulator.gov.au</a></td>
</tr>
</tbody>
</table>

This notice is part of the electronic Public Service Gazette PS29 - 18 Jul 2019 Published by Australian Public Service Commission.

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Environment and Energy

Clean Energy Regulator

Corporate, Human Resources Facilities and Security

Closing date: Sunday, 28 July 2019

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Learning and Development Coordinator</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>
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<tr>
<td>Salary:</td>
<td>$70,347 - $74,219</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 4</td>
</tr>
<tr>
<td>Position No:</td>
<td>CER 062-19</td>
</tr>
</tbody>
</table>


Duties
The Human Resources function is to support the agency to achieve its objectives and purpose. It does this by providing business focussed people advice and support, with the goal of ensuring the agency will attract, retain and develop a highly skilled, motivated, and engaged workforce. We strive to continuously improve the quality of our services and ensure our workplace is one that respects and meets the needs of our staff, and supports our corporate goals.

The Facilities function manages property and facilities in accordance with government and industry guidelines to support the agency. The Security function manages protective security as directed in the Protective Security Policy Framework (PSPF) to ensure the agency physical and personnel security requirements.

Duties:

- Manage the administrative learning and development activities such as participant enrolments, communications, room bookings, printing of training resources, room set-up, attendance records
- Manage the procurement administrative tasks for HR including raising of purchase orders, coordinating payments, receipting of goods and assisting in the monthly accruals
- Provide administrative support to the broader learning and development team
- Contribute to the development and evaluation of learning and development activities
- Compile learning and development reports
- Curate and maintain elearning content
- Build strong working relationships based on credible and open communication

Qualifications/Experience:

- Experience in a learning and development environment
- Attention to detail
- Effective time management and coordination skills to manage multiple project tasks with changing priorities
- Proficient use of Microsoft Office applications including Word, Excel, Outlook and PowerPoint
- Excellent written and oral communication skills
- Well-developed interpersonal, liaison and representational skills and the ability to establish and maintain relationships

Eligibility

This position is a security-assessed position. The successful applicant will be required to hold, or be able to obtain, a Baseline security clearance.

All applicants must be Australian citizens.

Notes

Non-ongoing opportunity will be offered for a specified term

This is a non-ongoing position for a period of up to 12 months with the possibility to become ongoing within that 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>.

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- Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011.

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The diversity of our staff is important to us. We encourage applications from Indigenous Australians, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Kristen Risby, 02 6159 3427</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.cleanenergyregulator.gov.au">http://www.cleanenergyregulator.gov.au</a></td>
</tr>
</tbody>
</table>
Environment and Energy

Great Barrier Reef Marine Park Authority

Reef Protection, Policy and Planning

Vacancy N.N. 10755218

Closing date: Wednesday, 31 July 2019

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Manager - TUMRA Southern</th>
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</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Townsville - QLD</td>
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<td>Salary:</td>
<td>$80,635 - $91,746</td>
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<td>Classifications:</td>
<td>APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>474</td>
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<tr>
<td>Agency Website:</td>
<td><a href="http://www.gbrmpa.gov.au/">http://www.gbrmpa.gov.au/</a></td>
</tr>
</tbody>
</table>

Job Description  
http://www.gbrmpa.gov.au/corp_site/about_us/employment

Duties
The position is within the Policy and Planning Section which is responsible for Marine Park planning, Sea Country planning, and Marine Park policy and regulation (e.g. tourism management, and heritage protection).

We are seeking a highly experienced project manager to liaise extensively with Aboriginal and Torres Strait Islander peoples who identify as Traditional Owners of the Great Barrier Reef Marine Park, Indigenous Communities and their representative bodies to facilitate their involvement in Marine Park management.

The position will focus on working closely with Traditional Owners in the Traditional Use of Marine Resource Agreement (TUMRA) program, including the project management of related contracts and budgets. The position will be responsible for developing and maintaining relationships between the Authority and the Traditional Owners on broader sea country management and planning issues. The position also assists with raising cultural awareness issues affecting Aboriginal and Torres Strait Islander people within the natural resource management environment.

Eligibility
Applicants must:
1. Be Australian citizens to be eligible for engagement.
2. Be able to obtain and maintain a BASELINE security clearance; failure to do so will result in termination of employment.
3. Have a current unrestricted Queensland Drivers Licence (preferably 4-wheel drive experience).
4. This position is an identified position and is one in which part or all of the duties involve extensive engagement with Aboriginal and Torres Strait Islander people, Indigenous communities or their representatives. Aboriginal and Torres Strait Islander people are encouraged to apply. Non-Indigenous applicants applying for this Identified position must supply a written reference from an Aboriginal or Torres Strait Islander person, group or organisation to support your application for this position.

Desirable
1. Project Management qualifications or equivalent experience.
2. Experience and understanding of Marine Park management, including traditional natural resource use and practices.
3. Experience in contract management and working within legislative frameworks.

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.

To Apply

Position Contact:  
John Tapim, 07 4750 0719

Agency Recruitment Site:  
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Finance

Australian Electoral Commission

Elections Branch, Election Design & Planning

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Assistant Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location</td>
<td>Canberra - ACT</td>
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<tr>
<td>Salary</td>
<td>$100,225 - $112,943</td>
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<tr>
<td>Classifications</td>
<td>Executive Level 1</td>
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<td>Position No</td>
<td>1920-029 10327</td>
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</table>

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

Duties

The Assistant Director, Election Policy and Procedures manages the day to day matters relating to the election policy and procedure frameworks within the Election Design and Planning section of the Elections Branch, including participating in section planning and aligning longer term plans with agency goals and objectives.

The role is responsible for undertaking very complex and/or sensitive work, under broad direction, utilising expertise across a range of activities relating to the provision of appropriate policies and frameworks to facilitate the delivery of compliant and robust electoral events.

Eligibility

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

Notes

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

About Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy.

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

The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future.

The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace.

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

To Apply

<table>
<thead>
<tr>
<th>Position Contact</th>
<th>Kellie Browning, (02) 6271 4670</th>
</tr>
</thead>
</table>
Finance

Australian Electoral Commission

Network and election Operations
Western Australia, Western Australia State Office

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Engagement Officer, Indigenous Electoral Participation Program</th>
</tr>
</thead>
<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>$72,501 - $79,455</td>
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<td>Classifications:</td>
<td>APS Level 5</td>
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<tr>
<td>Position No:</td>
<td>1920-031 12090</td>
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</tbody>
</table>

Job Description  

https://recruitment.aurion.com/aec-jobs/

Duties
The Engagement Officer supports the day to day project and program management of the Indigenous Electoral Participation Program (IEPP), including participating in strategic planning and decision making within the work area. The role will manage strategic relationships and formal partnerships with government and community based organisations in the provision of culturally appropriate electoral services and deliver successful program outcomes.

The role is responsible for undertaking work that is moderately complex to complex in nature, under limited direction, utilising expertise within the above areas.

Eligibility
1. AEC employees must be Australian citizens
2. Any person who is, and seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.
3. Applicants are required to consent to undergo and character check prior to commencement.

Notes
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: https://recruitment.aurion.com/aec-jobs/

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To Apply

Position Contact: Lauren Watson, (08) 6363 8026
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Finance

Department of Finance

Business Enabling Services

Advice and Support

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Administrative Officer</th>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time, Part-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Brisbane - QLD</td>
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<tr>
<td>Salary:</td>
<td>$60,089 - $69,315</td>
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<td>Classifications:</td>
<td>APS Level 3</td>
</tr>
<tr>
<td>Position No:</td>
<td>037-19</td>
</tr>
</tbody>
</table>

Job Description  

Duties

The Advice and Support Branch (ASB) provides the main communication link between Ministerial and Parliamentary Services Division (M&PS), within the federal Department of Finance, and its clients being current and former Senators and Members and their staff. ASB provides advice and support services on a range of matters pertaining to clients’ work expenses in accordance with federal legislation. These include but are not limited to human resources services, property and facilities management, and administration of the M&PS website. ASB has a presence in the Commonwealth Parliamentary Offices (CPO) in each State capital.

The role assists M&PS’ Queensland State Manager to provide a range of client service and administrative functions for the provision and support of work expenses and other requests, for current and former Parliamentarians and Members of Parliament (Staff) Act 1984 employees.

Please note this position is located in M&PS’ Commonwealth Parliament Offices (CPO) in Brisbane City. There is no relocation, travel, accommodation or other related expenses payable. If interstate applicants apply, should they be successful, it will be at their own cost to relocate to, and work from, this location.

Notes

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

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

About Department of 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/](https://financejobs.nga.net.au/cp/)  (02) 6215 1717

**Position Contact:**  Kayelene Evans,  (07) 3001 8900

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**Finance**

**Department of Finance**

**Governance & Resource Management**

**Job Title:**  First Assistant Secretary Governance

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

**Location:**  Forrest - ACT

**Classifications:**  Senior Executive Service Band 2

**Position No:**  038-19

Job Description

Duties

ABOUT THE ROLE / PERSON:
The role requires you to provide strong leadership to division staff and effective management of the Division’s Executive team by managing the resources of the division, and enhancing organisational capability through leadership of people.

The role requires you to have a strong understanding of Commonwealth agency operations, and highly developed understanding of contemporary and emerging cross-jurisdiction. This role is a prime influencer and an authoritative source of information and advice.

As the First Assistant Secretary (SES Band 2), you will support the Deputy Secretary providing high-level policy advice to the Ministers and the Secretary, and manage a broad range of functions and services, which are the responsibility of the division.

You will represent the department in a wide range of public forums and in high-level discussions and negotiations with key stakeholders and work closely with the department’s executive. You will interact at a senior level across government, and be relied upon for both strategic advice and as an authoritative source on technical matters.

You will play a key role in strategic planning, developing and implementing departmental initiatives and strengthening corporate governance thereby enhancing the department’s capability to respond to the needs of its stakeholders. You will also actively promote and engage with the ongoing transformation of the department whilst driving and implementing reform in a rapidly changing public sector 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, and the ability to solve complex issues.

To be a contender for this important and challenging role you will need to be forward thinking, self-motivated, resilient and adept at building relationships in a complex and fast-paced environment.

QUALIFICATIONS / EXPERIENCES:

Key requirements include:

• Strong people management skills and experience in leading a team of senior managers.
• Demonstrated capacity for developing and implementing strategic planning.
• Demonstrated capacity for high-level stakeholder management and liaison.
• Capacity to drive innovation and transformation.
• Strong written and oral communication and interpersonal skills.

Notes
Successful applicants will be required to obtain and maintain a Negative Vetting 1 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 12 months, with the possibility of extension.

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To Apply

Selection Documentation: https://financejobs.nga.net.au/cp/, 02 6215 1717
Position Contact: Cassie Alexander, 02 6215 3274

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Finance

Future Fund Management Agency

Closing date: Monday, 29 July 2019

Vacancy N.N. 10755152

Job Title: Senior Analyst, Quantitative
Job Type: Ongoing, Full-time
Location: Melbourne - VIC
Salary: $105,000 - $110,000
Classifications: APS Level 5
Agency Website: http://www.futurefund.gov.au/


Duties
The primary role of the Senior Quantitative Analyst is to develop and implement quantitative solutions and to perform and help coordinate quantitative analysis that support the work of the Portfolio Strategy (PS) Team, with a focus on contributing to the delivery of portfolio analysis and recommendations. This role represents an opportunity to help manage investment portfolios on behalf of the Commonwealth Government and for the benefit of future generations of Australians.

The successful candidate will be a key member of the quantitative group within PS, liaising regularly with members of other teams in the Agency and building relationships with our external partners. The role will involve developing and consolidating knowledge of quantitative techniques across all asset classes, including an understanding of how the risk and return profiles of individual investments aggregate at the total portfolio level.

Key Tasks and Responsibilities:

Portfolio analytics
• Maintain and help curate a suite of quantitative models and datasets.
• Prepare and help review PS investment risk and return forecasts and provide quantitative support to PS in general.
• Perform and help coordinate regular and ad-hoc analysis of actual or potential exposures, including stochastic modelling, stress testing and scenario analysis.
• Contribute meaningfully to understanding of investment risk through various lenses with a focus on the total portfolio and identifying common factors.

Quantitative research and development
• Help review and enhance existing modelling infrastructure, with a focus on automating and better integrating underlying models where possible, and lead implementation of agreed changes.
• Help identify the need for and contribute to the research, development and implementation of new models, valuation signals and quantitative portfolio construction methods.
• Utilise investment expertise and programming skills to build and deploy new models, design and analyse valuation signals, apply quantitative portfolio construction methods, make processes more efficient and robust in general and provide tools for others in the team.
• Maintain and curate user manuals and conceptual documentation for quantitative models, tools and techniques.

Prepare recommendations
• Recommend improvements to modelling infrastructure, portfolio analytics, valuation signals and quantitative portfolio construction methods.
• Contribute meaningfully to draft PS recommendations to be considered at Investment Committee and Board level.

Broad interaction
• Actively participate in PS team discussions and contribute to the development of PS investment views.
• Engage frequently with other Investment Team members to better understand the portfolio and communicate PS views on the investment environment and portfolio construction.
• Collaborate with other internal teams, such as Investment Solutions, to enhance our data management and analytics capabilities.
• Build and help manage relationships with external partners, service providers and peers to enhance our collective knowledge of portfolio construction and quantitative techniques.
Eligibility

Qualifications

• Undergraduate degree, ideally with a strong quantitative element (need not be finance related).
• Honours or postgraduate degree in a quantitative or finance related discipline advantageous but not essential.

Experience

• At least 3 years experience at an investment management firm, investment bank, institutional fund, investment consultant or other role with a finance, investment and/or quantitative focus.
• Demonstrated ability to work in a team, tackle complex problems with a quantitative element and contribute to timely deliverables.
• Advanced user of Excel or demonstrated ability to learn quickly.
• Experience with programming language(s) (eg Python, MATLAB, R, VBA).
• Demonstrated ability to build complex models and automate processes.

Attributes

• Intellectually curious, evidence-based, interested in the way the world works generally and portfolio management in particular.
• Strive for process improvement and more elegant solutions to complex problems.
• High levels of personal organisation and focus on delivering outcomes in a timely fashion.
• Ability to explain relatively complex quantitative concepts to other team members in an understandable way.

To Apply


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Finance

Future Fund Management Agency  Vacancy N.N. 10755154

Closing date: Monday, 22 July 2019

Job Title: Executive Assistant, Private Markets
JobType: Ongoing, Full-time
Location: Melbourne - VIC
Salary: $80,000 - $90,000
Classifications: APS Level 4
Agency Website: http://www.futurefund.gov.au/


Duties

The Future Fund Management Agency’s strategic plan emphasises our purpose, to invest for the benefit of future generations of Australians. This is our single purpose; everything we do is aligned with that goal, and we avoid being distracted into any activity that might take us in a different direction.

Our three strategic pillars are the foundation of our business model which we build on to achieve our purpose:
• One team, one purpose
• Leveraging the best in the world
• Nimble and flexible

We are passionate about our values, which define how we go about doing what we do:
• We focus on what matters. Everything we do is focused on achieving our purpose, we don’t get sidetracked by distractions
Eligibility

The primary focus of this role is to provide executive assistance to members of the Private Markets teams. The Executive Assistant, Private Markets will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. The ability to interact with staff at all levels, in a fast paced environment, often work under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.

The Executive Assistant, Private Markets will work flexibly with other executive assistants to help provide back up and support to other teams across the Investment department.

Key responsibilities include:

Email, diary & phone management
- Actioning, filtering, prioritising and filing emails as required, including identifying emails requiring action and establishing follow up processes for these items;
- Planning, scheduling and coordinating meetings, and responding to meeting requests, ensuring the most efficient use of time;
- Answering phones, ensuring appropriate responses are provided or clear and comprehensive messages are taken and delivered. Action matters where appropriate;
- Maintain an up-to-date manager/service provider contact list; and
- Other administrative duties to ensure the ongoing efficient operation of the team as required.

Project support, systems and processes & coordination
- Contribute to the management of projects including document production and coordination for team members;
- Follow through on projects and issues to ensure outcomes and deadlines are achieved and of any potential shortfalls are identified including the maintenance team’s work list, team meeting minutes and meeting register;
- Coordinate, prepare and distribute internal committee meeting materials;
- Document production including typing and formatting, ensuring consistency within the organisational branding framework (including large, complex documents);
- Develop a knowledge and appreciation of the team’s key relationships and coordinate communication with them as required;
- Reconcile monthly credit card payments for each team member;
- Reconcile invoices from external service providers with current contracts;
- Monitor, and follow up on, the delivery of the performance reports from each of our current investment managers; and
- Complete all other administrative duties to ensure the ongoing efficient operation for the team.

Travel arrangements
- Arranging domestic and international travel and accommodation via the online booking system or through our travel provider, having regard to most suitable cost effective travel arrangements and internal travel policies; and
- Ensuring appropriate documentation is organised for travellers, such as itineraries, e-tickets, maps, currency, contact information, meeting agendas and visas.

Filing & database management
- Maintaining and keeping up to date, contact databases via outlook;
- Implementing the agreed electronic filing system and identifying opportunities to improve efficiency of filing system;
- Ensuring the senior team members mailboxes are checked and reporting is electronically filed in a timely manner;
- Scanning or filing documents, presentations and reports as necessary;
- Maintaining ‘Essential Information’ files for managers;
- Maintain the appropriate audit files for each of our current investment managers and complete preparation of audit materials;
- Maintain Objective filing for all Directions and changes to the Investment Management Agreements for each Investment Managers; and
- Other administrative duties to ensure the ongoing efficient operation of the team as required.

Relationship management
- Developing a deep knowledge and appreciation of the team’s key relationships, both internally and externally, and managing these relationships to ensure effective communication is maintained and that each relationship is of value to all parties;
- Managing relationships with external research providers to ensure adequate access to research for all employees as required and supporting team members involved in negotiations on subscription renewals;
- Building and maintaining relationships with travel service providers and acting as liaison between external providers, Business Services team and the executive assistant team where appropriate; and
- Acting as liaison between Investment teams across the agency to ensure communication flow between teams and the success of shared deliverables.

Executive Support Team responsibilities
- Be a proactive member of the wider Executive Support Team, carrying out duties such as:
  - undertaking reception relief as necessary; and
  - offer opinions and ideas on how to improve administrative processes.

Eligibility
Experience
- Experience working as an executive assistant, preferably in the investment or financial services industry.
- Demonstrated ability to work as a member of a team in a busy office environment and adapt to daily challenges while effectively completing tasks within set timeframes.
- Experience booking and coordinating complex travel and accommodation arrangements – domestic and international, along with visa preparation.
- Willingness to actively engage with the Investment sub-teams to understand their work programs and priorities.
- Sound interpersonal and communication skills including the ability to liaise with and build professional relationships with management and staff at all levels and external parties.
- Good judgement, initiative and strong problem solving skills.
- Advanced knowledge of Outlook, Word, PowerPoint and proficient knowledge of Excel.

Attributes
- High attention to detail, methodical and accurate
- Team Player
- Ability to communicate clearly and build relationships
- Good judgement and problem solving abilities
- Good time and output management abilities
- Demonstrates initiative
- Genuine commitment to quality in deliverables
- Ability to adapt to a busy and constantly evolving environment
- A preparedness to undertake tasks as demanded by stakeholder needs and team workloads
- A continuous improvement and best practice attitude
- Has a mature and calm demeanour, which is maintained when under pressure
- Ability to follow issues through to completion
- Results focused - in particular in regards to business unit and organisation wide objectives

To Apply

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Health

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

Corporate Human Resources

Job Title: Human Resources Administrative Officer
Job Type: Non-ongoing (Temporary), Full-time
Location: Sydney - NSW
Salary: $74,511 - $80,580
Classifications: APS Level 5
Position No: 20024627
Agency Website: http://www.safetyandquality.gov.au/

Job Description https://www.safetyandquality.gov.au/careers

Duties
Under the direction of the Human Resources (HR) Manager, the HR Administrative Officer will be expected to work with some supervision, within a team context and with internal and external stakeholders. Duties and responsibilities include:
1. Undertaking HR administration tasks
2. Monitoring the HR mailbox
3. Supporting recruitment activities
4. Ensuring all duties are performed professionally, with attention to detail, and in accordance with the Australian Privacy Principles
5. Undertaking other duties as required or directed.

Eligibility
 Excellent organisation and time management skills.
 Excellent attention to detail.
 Excellent interpersonal skills.
 A ‘can-do’ and positive attitude.
 Good verbal and written communication skills.
 An ability to maintain confidentiality.
 Qualifications in HR, or a knowledge and understanding of the HR function, preferred but not essential.
 Experience in HR, government or administration preferred but not essential.

Notes
The position has been created to support the Commission’s high performing HR team while some of its members are on periods of leave.

Non-ongoing opportunity will be offered for a specified term

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Alex Sonsie, 02 9126 3623, <a href="mailto:ACSQHCHR@safetyandquality.gov.au">ACSQHCHR@safetyandquality.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Alex Sonsie, 02 9126 3623</td>
</tr>
</tbody>
</table>

Health
Australian Digital Health Agency

| Job Title:               | Cyber Security Compliance Lead                               |
|                         |                                                               |
| JobType:                | Ongoing, Full-time                                          |
| Location:               | Woden - ACT                                                 |
| Salary:                 | $102,512 - $116,916                                         |
| Classifications:        | Executive Level 1                                           |
| Agency Website:         | https://www.digitalhealth.gov.au/                          |

Job Description

Duties
Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy for Australia, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016.

The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation, and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them.

The Cyber Security Compliance Lead is responsible for developing and implementing a security compliance framework, in collaboration with the cyber security management team, to streamline the collation, monitoring and reporting of security compliance data for management purposes.

The successful candidate will play an important role in managing the process of assessing and reporting on compliance with the Agency’s security policies, and Australian Government security requirements outlined in the Protective Security Policy Framework (PSPF) and the Information Security Manual (ISM), using a risk-based approach. This will include ensuring Australian Government compliance requirements are regularly reviewed, and changes to these requirements are incorporated into the Agency’s compliance framework.

This role involves fostering collaborative relationships with other Agency teams, and internal and external stakeholders, to ensure consistent coordination of cyber security compliance activities. A key requirement will include developing a close working relationship with the Cyber Security Operations and Security Engineering Teams to ensure the security compliance and risk management lifecycle is appropriately managed; and working closely with the Agency’s Risk Management Team to ensure emerging cyber security risks are captured, and existing risks are appropriately managed, in line with the Agency’s Risk Management Framework.

The Cyber Security Compliance Lead will work as a member of a dynamic team of professionals to collaboratively achieve the Agency’s strategic goals, and will develop a sufficient understanding of all roles within the team to provide assistance to other functions as required. Further, they will provide support to the Cyber Security Centre’s broader communication and engagement activities, through preparation of a range of written communication materials, such as responses to enquiries, reports, policy documents and presentations.

**Skills & Experience Required**

- Demonstrated experience in a cyber security governance, risk or compliance role.
- Well-developed problem-solving skills, with an ability to undertake objective, systematic analysis and draw accurate conclusions based on evidence.
- Ability to build effective working relationships with senior staff, and a demonstrated ability to maintain complex stakeholder relationships, both internally and externally.
- Excellent communication skills, including the ability to tailor information to suit a variety of technical and non-technical audiences, and a range of formats and delivery channels.
- Highly developed writing skills and experience with preparing a range of materials, such as reports, presentations, briefing papers and responses to enquiries.
- A demonstrated understanding of cyber security, including current and emerging technical threats; and an ability to further that knowledge through collaboration and research to gather relevant information from a variety of sources.
- Well-developed organisational skills, including the ability to prioritise workloads, direct team members, and work autonomously in a busy and changing environment.
- A strong commitment to achieving high quality outcomes in line with organisational goals, policies, timeframes and budgets.

**Eligibility**

The successful candidate will be required to undergo a criminal history check and will be required to obtain relevant security clearances of which Australian Citizenship is a condition of eligibility.

**Notes**

To apply, please submit your application via Seek, including a one page statement explaining how your skills and experience align to the requirements of this role.

For further information please contact us via email at careers@digitalhealth.gov.au

**Closing date:** Tuesday 30 July 2019

**To Apply**

[Agency Recruitment Site:](https://www.digitalhealth.gov.au/)

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Job Title: Cyber Security Policy and Engagement Lead  
Job Type: Ongoing, Full-time  
Location: Woden - ACT  
Salary: $102,512 - $116,916  
Classifications: Executive Level 1  
Agency Website: https://www.digitalhealth.gov.au/

Job Description  

Duties
Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy for Australia, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016.

The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation, and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them.

The Cyber Security Policy and Engagement Lead is responsible for developing and maintaining a complete cyber security documentation suite for the Agency, to align with requirements outlined in Australian Government security standards, such as the Protective Security Policy Framework (PSPF) and the Information Security Manual (ISM).

The successful candidate will play an important role in providing leadership and guidance to teams within the IT and Cyber Security Branch to ensure operational procedures are documented and maintained for each area of the Branch. The role will also include developing and implementing the cyber security engagement strategy, in consultation with the Director, Security and Compliance Outreach and the Chief Information Security Officer.

This role involves fostering collaborative relationships with other Agency teams, internal and external stakeholders, to ensure consistent cyber security messages are delivered both within the Agency and externally. A key requirement will include providing stakeholders with high level business leadership and strategic advice in relation to cyber security policies, procedures, and the evolving threat landscape; and conducting research, to increase knowledge of the evolving cyber security environment, and support the development of security policy and engagement materials.

The Cyber Security Policy and Engagement Lead will work as a member of a dynamic team of professionals to collaboratively achieve the Agency’s strategic goals, and will develop a sufficient understanding of all roles within the team to provide assistance to other functions as required. Further, they will provide support to the Cyber Security Centre’s broader communication and engagement activities, through preparation of a range of written communication materials, such as policy documents, reports and presentations; and responses to ministerial correspondence, media and stakeholder enquiries.

Skills & Experience Required

• Demonstrated experience in the development of cyber security policies and procedures.
• Excellent communication skills, including the ability to tailor information to suit a variety of technical and non-technical audiences, and a range of formats and delivery channels.
• Highly developed writing skills and experience with preparing a range of materials, such as policy and procedure documents, reports, presentations and responses to enquiries.
• A solid understanding of Australian Government security standards including the Protective Security Policy Framework (PSPF) and the Information Security Manual (ISM).
• A demonstrated understanding of cyber security, including current and emerging technical threats; and an ability to further that knowledge through collaboration and research to gather relevant information from a variety of sources.
• Well-developed organisational skills, including the ability to prioritise workloads, direct team members, and work autonomously in a busy and changing environment.
• Ability to build effective working relationships with senior staff, and a demonstrated ability to maintain complex stakeholder relationships, both internally and externally.
• Well-developed problem solving skills, with an ability to undertake objective, systematic analysis and draw accurate conclusions based on evidence.
• A strong commitment to achieving high quality outcomes in line with organisational goals, policies, timeframes and budgets.

Eligibility
The successful candidate will be required to undergo a criminal history check and will be required to obtain relevant security clearances of which Australian Citizenship is a condition of eligibility.

Notes
To apply, please submit your application via Seek, including a one page statement explaining how your skills and experience align to the requirements of this role.

For further information please contact us via email at careers@digitalhealth.gov.au

Closing date: Tuesday 30 July 2019

---

**To Apply**


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**Health**  
**Vacancy N.N. 10754835**

**Department of Health**  
**Closing date: Sunday, 28 July 2019**

**Population Health and Sport Division**

**Executive Branch, Executive Section**

| Job Title: | Executive Assistant |
| JobType: | Ongoing, Full-time |
| Location: | Woden - ACT |
| Salary: | $74,518 - $80,588 |
| Classifications: | APS Level 5 |
| Position No: | 19-PHSDIV-4021 |

**Job Description**  

**Duties**

The APS 5 Executive Assistant reports directly to the First Assistant Secretary (FAS). The Executive Assistant is responsible for the delivery of timely, efficient and effective high level administration and executive support. The position manages front-of-office functions in a complex and high volume environment, including managing diaries, workflow, appointments and correspondence, organising events, coordinating travel and collating documentation.

The successful candidate will have current experience as an Executive Assistant providing high level support. You will require strong communication and organisational skills to manage competing priorities for the successful delivery of divisional objectives. The position requires sound judgement, a high degree of initiative and discretion in dealing with confidential and sensitive business matters. The role requires the ability to work collaboratively with others and build productive relationships to achieve results in a busy, fast paced environment.

**Eligibility**

- To be eligible for employment with the Department of Health applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant’s suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
  - Satisfactory completion of an Australian Federal Police criminal history check, and where relevant a Working with Children and Vulnerable People Check.
  - Completion of a medical declaration and pre-employment medical (where required).
  - Providing evidence of qualifications (where required); and
  - Obtaining and maintaining a security clearance at the required level.
- For this role applicants 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**
Applications close 11:30 PM AEST.

Applicants should quote reference number 19-PHSDIV-4021 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

About Department of Health

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

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Kate Murray, 02 6289 8220</th>
</tr>
</thead>
</table>

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Health

Department of Health

Health Grants Network Division
WA Branch, Aged Care and Health Representation Section

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Executive Level 2, Director - Aged Care and Health Representation Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Perth - WA</td>
</tr>
<tr>
<td>Salary:</td>
<td>$122,306 - $144,804</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 2</td>
</tr>
<tr>
<td>Position No:</td>
<td>19-HGNDIV-4032</td>
</tr>
</tbody>
</table>


Duties

The Director of Aged Care and Health Representation leads and manages the aged care regulatory programs and the health engagement functions of the WA office.

The role is responsible for undertaking work with a high level of complexity and sensitivity and requires effective engagement and close working relationships with key internal stakeholders, other regulators and government agencies, service providers and care recipients.

Eligibility

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

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

- For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance of an appropriate level.
Notes
- Applications close Tuesday, 30 July 2019 11:30PM AEST
- Applicants should quote reference number 19-HGNDIV-4032 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.

About Department of Health
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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Ian Cretteden, (08) 8237 8269</th>
</tr>
</thead>
</table>

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Home Affairs
Vacancy N.N. 10755055

Australian Criminal Intelligence Commission (ACIC) Closing date: Friday, 26 July 2019

Capability Human Intelligence Capability, Undercover Capability

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>National Coordinator Undercover Capability</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>$99,717 - $120,219</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
</tr>
<tr>
<td>Position No:</td>
<td>50000085</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.acic.gov.au">http://www.acic.gov.au</a></td>
</tr>
</tbody>
</table>

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

Duties
The Australian Criminal Intelligence Commission (ACIC) is Australia’s national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, a Department of Home Affairs portfolio agency and a member of the Five Eyes Law Enforcement Group.

The National Coordinator Undercover Capability supports the National Registrar Covert Operations with the strategic direction and development of the ACIC Undercover Capability. The occupant of this position has national responsibilities for the coordination, administration, policy and operational practice of the ACIC’s Undercover Capability.

The occupant of this position will demonstrate strong leadership, coaching, mentoring and project management skills. They will also utilise their strong liaison and negotiation skills to manage critical relationships at all levels and provide subject matter expertise to internal and external stakeholders.

Desirable Qualifications/ Experience:
- Experience in an undercover supervisory role within a State or Federal Agency and/ or experience in a similar role within the National Intelligence Community.
- Relevant tertiary qualifications, for example a Bachelor or Advanced Diploma of Policing (Investigations) or similar discipline or be willing to participate in an RPL process to achieve accreditation.
Eligibility
Mandatory Requirements:

- Diploma of Police Intelligence Practice (or the ability to obtain within 12 months);
- Training which qualifies the candidate to be an Undercover Controller in either a law enforcement or national security agency.
- Possess a minimum of five years’ experience working in complex investigations and a minimum of three years’ experience working in an undercover capability (controller / operative).

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 a NV2 clearance. In assessing suitability for employment the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.

Notes
The ACIC is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Vic, 08 8217 6369</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.acic.gov.au">http://www.acic.gov.au</a></td>
</tr>
</tbody>
</table>

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Home Affairs
Vacancy N.N. 10755056

Australian Criminal Intelligence Commission (ACIC)
Closing date: Friday, 26 July 2019

Capability Division
Human Intelligence Capability, Intelligence and Specialist Capability Development

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Team Leader, National Capability Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Barton - ACT</td>
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<tr>
<td>Salary:</td>
<td>$99,717 - $120,219</td>
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<td>Classifications:</td>
<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>50000725</td>
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<tr>
<td>Agency Website:</td>
<td><a href="http://www.acic.gov.au">http://www.acic.gov.au</a></td>
</tr>
</tbody>
</table>

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

Duties
The Australian Criminal Intelligence Commission (ACIC) is Australia’s national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group.

The Team Leader, National Capability Development is responsible for leading a geographically dispersed team which provides training and development for specialist intelligence collection and analytical capability, delivered under the ACIC Criminal Intelligence Training and Development Continuum. The National Capability Development team has members in each major state office, each a subject matter expert in relation to specialist capability.

In addition to the delivery of training, the Team Leader, National Capability Development oversees the provision of a regional advisory function regarding the use of specialist intelligence collection and analytical capabilities throughout the agency. While a subject matter expert in their own right, they are also responsible for maintaining contemporary knowledge across a range of specialist intelligence capabilities.

The Team Leader, National Capability Development will work collaboratively with partner agencies, leveraging their professional networks to identify and deliver joint development and operational opportunities. They will use their strong liaison and negotiation skills to manage relationships at all levels, lead continuous improvement and the advancement of criminal intelligence as a profession.

Desirable Qualifications:
• Advanced Diploma of Police Intelligence Operations

Eligibility
Essential Qualifications:
• Certificate IV in Training and Assessment (or the ability to obtain within 12 months)
• Diploma of Police Intelligence Practice (or the ability to obtain within 12 months)

This is a position of trust. The occupant must satisfy and abide by the ACIC’s security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain an Negative Vetting 2 security clearance. In assessing suitability for employment the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.

Notes
The ACIC is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.

To Apply

Position Contact: Shane, (02) 6268 7426
Agency Recruitment Site: http://www.acic.gov.au

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Duties
The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group.

The ACIC is seeking to recruit an experienced and skilled lawyer to work as a Senior Lawyer within the ACIC Legal Services Branch. This team provides a range of legal services to the ACIC, including:

- Legal advice and support in the exercise of coercive powers under the Australian Crime Commission Act 2002 (Cth) and investigative powers available under other legislation. This may include appearing as Counsel Assisting the Examiner and preparing and settling applications for summonses and notices (depending on location), advising, settling and appearing on applications for warrants and other authorities;
- Legal advice and support to ACIC business areas in support of the ACIC's functions;
- Statutory interpretation, with emphasis on the Australian Crime Commission Act 2002 (Cth);
- Governance, reporting and legal policy functions associated with a range of ACIC activities (including litigation, disclosure of information and law reform); and
- Other legal advice as required, including litigation, commercial and contract law, employment law, administrative law, legal policy and law reform.

Eligibility
Essential Qualifications:
- Admitted, or eligible for admission, as a legal practitioner of the High Court of Australia or a Supreme Court of a State or Territory.

This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain 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.

Notes
There is one ongoing vacancy available and an order of merit may be established and used to fill any future ongoing or non-ongoing vacancies that arise in the next 12 months.

The ACIC is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.

Non-ongoing opportunity will be offered for a specified term

Non-ongoing opportunities may be offered for 12 months with possible extension up to 3 years.

To Apply
Position Contact: Louise, (02) 9373 2112
Agency Recruitment Site: http://www.acic.gov.au

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Home Affairs
Vacancy N.N. 10755051

Australian Criminal Intelligence Commission (ACIC) Closing date: Friday, 26 July 2019

Capability Human Intelligence Capability, Covert Operations Assurance

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Deputy Registrar Capability Assurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Surry Hills - NSW</td>
</tr>
<tr>
<td>Salary:</td>
<td>$99,717 - $120,219</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
</tr>
<tr>
<td>Position No:</td>
<td>50000283</td>
</tr>
<tr>
<td>Agency Website:</td>
<td><a href="http://www.acic.gov.au">http://www.acic.gov.au</a></td>
</tr>
</tbody>
</table>
Job Description

Duties

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group.

The Deputy Registrar Capability Assurance supports the National Registrar Covert Operations with the strategic direction and development of the ACIC responsibilities and activities around the covert operations assurance.

The Deputy Registrar Capability Assurance leads a high performing team that supports the ACIC by the management of the processes and products of operations conducted under the provisions of the Telecommunications (Interception and Access) Act 1979 (TIA Act), the Surveillance Devices Act 2004 and the Crimes Act (Cth) for controlled operations.

The occupant of this position will demonstrate strong leadership, coaching, mentoring, and project management capabilities. He/she will also utilise his/her strong liaison and negotiation skills to manage relationships at all levels and to provide subject matter expertise to internal and external stakeholders (e.g. Ombudsman / IGIS) in a manner appropriate to the circumstances.

Eligibility

This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain an Negative Vetting 2 security clearance. In assessing suitability for employment the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.

Notes

The ACIC is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Vic, 08 8217 6369</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.acic.gov.au">http://www.acic.gov.au</a></td>
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Home Affairs

Australian Criminal Intelligence Commission (ACIC)

Closing date: Friday, 26 July 2019

Capability

Human Intelligence Capability, Capability Protection

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Deputy Registrar Capability Protection</th>
</tr>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<td>Location:</td>
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<td>Position No:</td>
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<tr>
<td>Agency Website:</td>
<td><a href="http://www.acic.gov.au">http://www.acic.gov.au</a></td>
</tr>
</tbody>
</table>

Job Description

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

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The Deputy Registrar Capability Protection supports the National Registrar Covert Operations with the strategic direction and development of the ACIC responsibilities and activities around the capability protection.

The Deputy Registrar Capability Protection leads a high performing team that supports the ACIC by providing Assumed Identity (AI) support services as well as assisting in providing ongoing review and development of AI capability and relevant covert support functions.

This role assists in setting the strategic direction including performance standards, priorities, business plans, implementation strategies and risk managing AI assets. This includes managing ACIC existing AI registration, reporting and compliance functions, developing registration and management processes for covert online personas and developing backstopping models and frameworks for risk managing AI assets and collateral.

The occupant of this position will demonstrate strong leadership, coaching, mentoring, and project management capabilities. He/she will also utilise his/her strong liaison and negotiation skills to manage relationships at all levels and to provide subject matter expertise to internal and external stakeholders in a manner appropriate to the circumstances.

Eligibility
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Department Affairs
Vacancy N.N. 10755037

Department of Home Affairs
Closing date: Sunday, 28 July 2019

Major Capability
Sourcing & Vendor Management, Procurement & Panel Management

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Software Licensing Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
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<tr>
<td>Salary:</td>
<td>$76,408 - $90,400</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>JR 54516</td>
</tr>
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</table>

Job Description
https://career10.successfactors.com/career?company=DIAC

Duties
The Procurement and Panel Management Section provides centralized major capability sourcing assistance, resources and commercial management. It provides in-house procurement related enabling services to assist in delivering the Department's outcomes, minimize procurement risks and maintain the integrity of the procurement process.

The successful candidate will demonstrate competency in a range of professional skills including relevant experience in providing administrative support for Software Licensing and Asset Management across Home Affairs.

The position of Software Licensing Officer, is responsible for overseeing the distribution and management of Software Licenses within the Home Affairs portfolio, works closely with external service provider and vendors to re-harvest software, process software requests through a Service Request Catalogue, manages the work request queue through the Service Management tool and undertakes charge back reporting on a monthly basis. This position is also responsible for the ongoing management of the Asset Management tool.

The position is of a technical in nature and requires specific expertise in - Software Licensing, Software Entitlement knowledge and Software License Management.

The successful candidate will demonstrate competency in a range of professional skills including relevant experience in providing administrative support for Software Licensing and Asset Management.

The candidate will require sound understanding of licensing frameworks, functional interpretation of licensing terms and conditions and end user license agreements and have the ability to communicate in a confident and articulate manner including working collaboratively with team members and other relevant stakeholders to meet their changing needs. The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

Eligibility
To be eligible to work with the Department of Home Affairs you must:
• Be an Australian Citizen
• Fulfil the Department’s minimum requirements by satisfactorily answering all screening questions during the application process
• Obtain and maintain the required AGSVA clearance
• Obtain and maintain a current Employment Suitability Clearance
• Undergo a health assessment (if applicable).

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

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

Remuneration:
The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.
For further details, refer to the Enterprise Agreement at http://www.homeaffairs.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 Home Affairs
Working together to ensure that Australia is prosperous, secure and united

The Department of Home Affairs is a central policy agency, providing coordinated strategy and policy leadership for Australia's national and transport security, federal law enforcement, criminal justice, cyber security, border, immigration, multicultural affairs, emergency management and trade related functions. The Department of Home Affairs includes the entirety of the Department of Immigration and Border Protection. It also includes national security, emergency management and criminal justice functions from the Attorney-General’s Department; the Office of Transport Security from the Department of Infrastructure and Regional Development; multicultural affairs from the Department of Social Services; and the counter-terrorism coordination and cyber security policy functions from the Department of the Prime Minister and Cabinet.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Tarun SACHDEVA, 02 6264 3684</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply:</td>
<td><a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a></td>
</tr>
</tbody>
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**Home Affairs**

**Department of Home Affairs**

Vacancy N.N. 10755042

**Aviation & Maritime Security**


<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Transport Security Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Sydney - NSW</td>
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<tr>
<td>Salary:</td>
<td>$76,408 - $90,400</td>
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<td>Classifications:</td>
<td>APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>JR54957 PN48000477</td>
</tr>
</tbody>
</table>

**Job Description**

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

**Duties**

**Overview of Branch and Section:**

Aviation and Maritime Security (AMS) Division provides policy advice to the Australian Government on transport security matters and has responsibility for aviation, maritime and offshore oil and gas security regulation and compliance. AMS works closely with other agencies in the Home Affairs portfolio and across government (Federal, state/territory and internationally) to deliver transport security outcomes.

Transport Security Operations (TSO) Branch is responsible for the delivery of regulatory activities (approvals, compliance and enforcement) under the Australian Government’s aviation and maritime security legislation; industry engagement; and supporting the implementation of major policy initiatives.

The branch is geographically dispersed with an office in Canberra which provides operational and policy support to TSO staff located in offices in six capital cities (Brisbane, Sydney, Melbourne, Adelaide, Perth and Darwin).

**About the Role:**

Transport Security Inspectors (TSIs) undertake operational compliance activities including audits, system tests and inspections to meet the requirements of the AMS National Compliance Plan (NCP). In addition, they also undertake the on-site validation component of the regulatory approvals process to confirm that arrangements set out in regulatory submissions accurately reflect operations on the ground.

TSIs work in a team, under the direct supervision of an APS6 team leader to support the Department in regulating the security arrangement of industry participants (IPs) in the aviation, maritime, offshore oil and gas and air cargo sectors. It is expected the TSIs will operate across all transport modes that AMS regulates, and maintain a well-developed understanding of relevant legislation and policy frameworks.

TSIs undertaking compliance work are likely to spend a significant proportion of their working day in the field. Fieldwork may require regular or significant travel utilising different means of transport. It can include work outside normal working hours, as compliance activities will be conducted at times that reflect the variability of industry operations. Fieldwork can be physically demanding, and may require staff to be on their feet for long periods of time and cover large distances.

The successful candidate must also have, or the ability to obtain, a:
- Full Australian driver’s licence
- Firearms handling certificate
- Maritime Security Identification Card (MSIC) and a Aviation Security Identification Card (ASIC)
- Minimum of Baseline (Protected) level security clearance
- Employment Suitability Clearance (ESC)

**Eligibility**

**Eligibility:**

To be eligible to work with the Department of Home Affairs you must:
- Be an Australian Citizen
- Fulfil the Department’s minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Undergo a health assessment (where applicable).

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

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

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

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

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To Apply

**Position Contact:** Russell Colling, 0401 679 127

**Apply:** https://career10.successfactors.com/career?company=DIAC

**Agency Recruitment Site:** http://www.homeaffairs.gov.au/

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**Home Affairs**

**Vacancy N.N. 10755083**

**Department of Home Affairs**

Closing date: Sunday, 28 July 2019

**Major Capability**

Sourcing & Vendor Management, Procurement and Panel Management

**Job Title:** Administration Support Officer

**JobType:** Ongoing, Full-time

**Location:** Canberra - ACT

**Salary:** $70,344 - $75,770

**Classifications:** APS Level 5

**Position No:** JR 54517

**Job Description** https://career10.successfactors.com/career?company=DIAC

**Duties**
The Procurement and Panel Management Section provides centralized major capability sourcing assistance, resources and commercial management. It provides in-house procurement related enabling services to assist in delivering the Department’s outcomes, minimize procurement risks and maintain the integrity of the procurement process.

The available position is located within the Procurement & Panel Management Section and provides high quality in-house procurement and administrative support for software, hardware and panel management.

The successful candidate will be placed in one of the following roles:

Software Support Officer
The candidate will require a basic understanding of software licensing, and demonstrate sound communication skills whilst responding to day-to-day queries with internal and external stakeholders.

The Software Support Officer will need to be a self-starter who has the capability and drive to further develop the skills required for software management and the Department’s existing service management tools. The candidate will require strong interpersonal skills to communicate in a confident and articulate manner while assisting with software management queries.

Software/Hardware Support Officer
The candidate will demonstrate competency in a range of professional skills including relevant experience in procurement of software and hardware, as well as stakeholder management skills, whilst working under limited direction.

The candidate will require strong interpersonal skills and have the ability to communicate in a confident and articulate manner including working collaboratively with team members and other relevant stakeholders to meet their changing needs.

Panel Administration Support Officer
The Panel Administration Support Officer will assist the ICT Contractor Services Team in the day-to-day facilitation of ICT Contractor Procurement and Onboarding.

The candidate will require strong interpersonal skills and have the ability to communicate in a confident and articulate manner including working collaboratively with team members and other relevant stakeholders.

Eligibility
To be eligible to work with the Department of Home Affairs you must:
• Be an Australian Citizen;
• Fulfill the Department’s minimum requirements by satisfactorily answering all screening questions during the application process;
• Obtain and maintain a minimum of Baseline (Protected) level AGSVA security clearance
• Obtain and maintain an Employment Suitability Clearance (ESC)
• Undergo a health assessment (where applicable)

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

Notes
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Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

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To Apply

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<tr>
<th>Position Contact:</th>
<th>Shannon SHEPHERD, 02 6264 1354</th>
</tr>
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<tbody>
<tr>
<td>Apply:</td>
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<tr>
<td><strong>Vacancy N.N.</strong> 10755091</td>
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<tr>
<td><strong>Home Affairs</strong></td>
<td></td>
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<tr>
<td><strong>Strategy &amp; Capability</strong></td>
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<tr>
<td><strong>Strategy 3, Various</strong></td>
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</table>

<table>
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<tr>
<th><strong>Job Title:</strong></th>
<th>Strategic Futures Policy Officers/Assistant Directors</th>
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</thead>
<tbody>
<tr>
<td><strong>Job Type:</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>$70,344 - $113,186</td>
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<tr>
<td><strong>Classifications:</strong></td>
<td>APS Level 5, APS Level 6, Executive Level 1</td>
</tr>
<tr>
<td><strong>Position No:</strong></td>
<td>JR 55449</td>
</tr>
</tbody>
</table>

**Job Description**  

**Duties**
You can expect a dynamic and intellectually engaging environment that encourages problem solving and innovative bold ideas. We engage closely with key stakeholders and subject matter experts both within and outside of government to apply leading thinking to strategy and policy issues. Regular collaboration is key to the way we operate, as is being flexible and continuously seeking to improve by doing and adapting. Strategic Futures & Engagement Branch works with stakeholders to develop and facilitate a range of activities to assist in futures planning and strategy development, and testing policies against possible shifts in the environment in a “safe to fail” environment.

We are seeking people who are innovative, imaginative, action oriented and outcome focussed. This will be a rewarding role for candidates interested in strategic thinking and policy development. Our ideal candidates are flexible and resilient; and thrive in a dynamic environment where challenging conventional views to facilitate the development of strategic, innovative and evidence based policy is the norm. Experience working with Agile project methodology and/or scenario/war gaming will be highly regarded.

Role Requirements:
- Be responsive and show initiative.
- Be able to work autonomously and as part of a team.
- Be adaptable and able to work flexibly while maintaining attention to detail.
- Be resilient, have personal drive and highly developed communication skills, including strong writing skills.
- Be customer focused and able to negotiate and influence to achieve outcomes.
- Have intellectual curiosity and a willingness to learn and be challenged.
- Be creative and innovative in your approach to problems and challenges.

Specific duties/responsibilities:

APS 5
Staff at the APS 5 level will support the team with tasks including:
- Research and identification of gaps in data or sources,
- Preparation of reports;
- Development and assistance with running policy and strategy workshops
- Coordinating consultation with stakeholders across all stages of the policy experimentation or sprint process; and
- Identify possible improvements to processes seeking to deliver strategic activities and products.

APS 6
Staff at the APS 6 level will, under broad direction, contribute to scenario planning and policy experimentation or sprint activities, including:
- Preparation of briefs, submissions and reports and provide thoroughly researched evidence-based recommendations.
- Maintaining awareness of emerging risks and their implications for future policy direction and challenging conventional views about current and future policy settings.
- Development and assistance with running policy and strategy workshops
- Identifying and engaging with internal and external stakeholders during the policy experimentation process in order to facilitate strategic, innovative and evidence based outcomes; and
- Provide direction, guidance and support to APS 5 staff.

EL 1
Staff at the Executive Level 1 provide meaningful direction to the team by translating priorities into business processes, outputs and outcomes. They will manage large projects and the workflow of the team - assigning tasks, managing workloads; ensuring work is completed within agreed timeframes.

The ideal candidate will demonstrate resilience and exemplary personal integrity, sensitivity and sound judgement to respond to challenging work environments.

The role will include:
- Detailed research and analysis, developing an evidence base for future policy changes.
- Creative thinking to challenge conventional views to facilitate development of strategic, innovative and evidence based policy.
- Identify and evaluate benefits, risks and opportunities by testing policies against possible shifts in the environment.
- Development and leading the running of policy and strategy workshops
- Delivery of presentations regarding updates and outcomes of policy sprints, workshops or scenario planning exercises
- Facilitate and lead stakeholder engagement to support policy development and implementation across the portfolio and whole of Government; and
- Prepare complex briefs, submissions and reports to enhance the strategic agenda of the Department.

Eligibility
To be eligible to work with the Department of Home Affairs you must:
- Be an Australian Citizen
- Fulfill the Department’s minimum requirements by satisfactorily answering all screening questions during the application process
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To Apply

Position Contact: Hayley PETRIE, 02 5127 7026
Apply: https://career10.successfactors.com/career?company=DIAC

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Home Affairs

Department of Home Affairs

Vacancy N.N. 10755186

Refugee Citz & Multicultural Progs

Closing date: Tuesday, 30 July 2019

Various, Various

Job Title: Senior Project/Program Officers
JobType: Ongoing, Full-time
Location: Canberra - ACT
Salary: $76,408 - $90,400
Classifications: APS Level 6
Position No: 54623

Job Description https://career10.successfactors.com/career?company=DIAC

Duties
Overview of the Group:

The Refugee, Citizenship and Multicultural Programs Division is responsible for administering Australia's refugee and humanitarian, citizenship and multicultural affairs programs, for resolving of the illegal maritime arrival legacy caseload, and ensuring compliance with Australia's non-refoulement obligations under international treaties and conventions. It implements Australian Government policy in relation to refugee and humanitarian visas and Australia's international non-refoulement obligations and leads program operations and delivery functions, including temporary and permanent visa processing, non-statutory assessments, and caseload integrity.

The Immigration Program Division delivers the permanent migration and temporary visa programs to maximise the long-term economic and social benefits to Australia across the Skilled, Family and Resident Return visa programs, and through Temporary entry to support tourism, education and international relations. It also provides enabling functions for the Immigration and Citizenship Services Group.

About the role/ideal candidate:

The roles are located in Canberra, ACT.

We are looking for people who thrive in a challenging and varied environment and are looking for a change and be able to gain exposure to the diverse and interesting work of the branch. The successful candidate will be self-driven and have excellent communication, analytical skills, sound initiative and be outcomes focussed.

- Good awareness or ability to quickly acquire a good understanding of the refugee and humanitarian, citizenship, immigration, and multicultural affairs programs.
- Ability to work with a high degree of accuracy and attention to detail.
- Ability to work autonomously to prioritise and manage tasks to meet conflicting deadlines, within a fast paced, high pressure environment.
- Ability to collaborate within a team and build relationships with a variety of multiple internal and external stakeholders.
- Strong technical skills, with the ability to investigate and analyse information, and cross-reference data in multiple systems and databases.
- Strong communications skills, both oral and written, including ability to draft complex assessments, and submissions for the Ministers consideration.
- Planning and delivering project milestones in accordance with strategic direction
- Experience or qualifications in project/event management or promotion or contract management.
- Undergraduate degree in law, international policy, social or public policy is desirable but not essential.

Eligibility

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

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

Notes

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

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

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

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

About Department of Home Affairs

‘Working together to ensure that Australia is prosperous, secure and united’

The Department of Home Affairs is a central policy agency, providing coordinated strategy and policy leadership for Australia’s national and transport security, federal law enforcement, criminal justice, cyber security, border, immigration, multicultural affairs, emergency management and trade related functions. The Department of Home Affairs includes the entirety of the Department of Immigration and Border Protection. It also includes national security, emergency management and criminal justice functions from the Attorney-General’s Department; the Office of Transport Security from the Department of Infrastructure and Regional Development; multicultural affairs from the Department of Social Services; and the counter-terrorism coordination and cyber security policy functions from the Department of the Prime Minister and Cabinet.

To Apply

Position Contact:  Joanne Moores, 02 6198 7784
Job Title: Program Performance Manager

Job Type: Ongoing, Full-time

Location: Adelaide - SA

Salary: $76,408 - $90,400

Classifications: APS Level 6

Position No: 60020265 JR 54964

Job Description

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

Duties

Overview of the Branch and Section:

The Migration program is designed to achieve a range of economic and social outcomes. The program is set annually, with the total places available capped at a ceiling of 160,000 for 2019-20. The Skill stream is designed to improve the productive capacity of the economy and fill skill shortages in the labour market, including those in regional Australia. The majority of the places in the migration program are in the Skill stream (108,682 places in 2019-20, 69.5 per cent of the program).

Skilled Program Delivery SA is part of the Skilled and Family Program Branch and is responsible for delivering the General Skilled Migration (GSM) Program and the Business Innovation and Investment Program (BIIP).

The General Skilled Migration Program consists of the Skilled Independent / New Zealand Pathway (permanent) subclass 189 visa, the State/Territory Nominated (permanent) subclass 190 visa, the Skilled Regional (provisional) subclass 491 visa and the Skilled Regional (permanent) subclass 887 visa. The Business Innovation and Investment Program includes a number of streams including Business Innovation, Significant Investor, Entrepreneur and Distinguished Talent.

About the role:

Immigration is central to our national story. Effective administration of the Immigration Program is central to maintaining Australia’s sovereignty, economic prosperity, community safety and its place as one of the most peaceful, united and culturally diverse countries in the world. Administration of the Immigration Program involves dual, but equally important and complementary, objectives: to facilitate the entry and stay of those who legitimately seek to visit, study, work in roles that aren’t able to be filled locally, or which would build our national capability and increase competitiveness or to migrate; and to prevent entry or stay by those who disguise their true identity or intentions or otherwise pose a risk to the security or safety of our community, or to our national interest.

Eligibility

To be eligible to work with the Department of Home Affairs you must:
- Be an Australian Citizen;
- Obtain and maintain the required AGSVA clearance;
- Obtain and maintain a current Employment Suitability Clearance;
- Undergo a health assessment (if applicable)
- Fulfil the Department’s minimum requirements by satisfactorily answering all screening questions during the application process

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

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

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

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

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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Andrew Bayliss, 08 8248 8200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply:</td>
<td><a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a></td>
</tr>
</tbody>
</table>

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Human Services

Department of Human Services

Vacancy N.N. 10754820

Closing date: Thursday, 25 July 2019

Face to Face Services
Zone Northern Victoria

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Service Officer</th>
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</thead>
<tbody>
<tr>
<td>JobType:</td>
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<tr>
<td>Location:</td>
<td>Various locations in VIC - VIC; Deniliquin - NSW; Albury - NSW</td>
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<tr>
<td>Salary:</td>
<td>$59,498 - $66,312</td>
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<td>Classifications:</td>
<td>APS Level 3</td>
</tr>
<tr>
<td>Position No:</td>
<td>IG-2019-772</td>
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</tbody>
</table>


Duties
To Apply

received a redundancy benefit, evidence that they have served their exclusion period.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently
assessments as part of their employment with the department.

You should be aware that Department of Human Services
level, if applicable to the position.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate
level. If you choose to apply under the scheme; declare you have a disability; and meet the minimum

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

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 applicants
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: | Nvic.recruitment@humanservices.gov.au, 03 8843 6615 |
Human Services

Department of Human Services

ICT Infrastructure

Infrastructure and Applications Engineering

Vacancy N.N. 10755061

Closing date: Sunday, 28 July 2019

Job Title: National Manager
JobType: Ongoing, Non-ongoing (Temporary), Full-time
Location: Canberra - ACT
Classifications: Senior Executive Service Band 1

Job Description https://eqvassociates.com/

Duties

As a Senior Executive in the CIO Group, you will join a multi-disciplined, complex and diverse organisation that provides Australians with access to social welfare and health payments and services.

With an annual budget of over $1 billion and approximatley 4,000 staff, the CIO Group is responsible for the direct delivery of government services and payments to the Australian public, communities and business through online channels. The CIO Group has a significant in-house technology workforce with a broad skills base to service government and is well positioned to service the changing needs and expectations of the community now and into the future.

The National Manager, Infrastructure and Applications Engineering is responsible for overseeing the development and build of secure, highly available and scalable ICT infrastructure capability in the technical areas of Mainframes, Midrange, Data Networks, Data Centres, End User and Logistics, while conforming to industry best practice.

The position is also responsible for the provision of an Infrastructure as a Service multiplatform capability that meets the needs of business, staff and customers against agreed service levels.

Positive and effective leadership is critical to your success in this role. The department expects its leaders to:

- Create and share the vision.
- Create and develop high performing teams.
- Create and sustain productive relationships.
- Create and reward an inclusive culture.

In addition to your outstanding leadership capabilities, to be a contender for this role you will have a proven record of delivering high quality outcomes, achieved through:

- Extensive experience in the provision of high level, evidence-based advice.
- The ability to engender respect and trust.
- An appreciation of the challenges of working in a large, geographically dispersed and complex organisation.
- Excellent interpersonal skills, sound judgement and stakeholder engagement skills.

Professional certification in project/programme management, and tertiary qualifications in a relevant field, will be highly regarded.

A merit pool may be established to fill other roles as they become available within the following 12 month period.

Eligibility

To apply you need to be an Australian citizen.

You will need to pass our pre-employment screening process which includes a police history check, and where relevant, a working with children and vulnerable people check.

You will also need, or have the ability to acquire an Australian Government security clearance, to the appropriate level for the position. This will be arranged for you, if successful.

Notes
For selection documentation and information on how to apply, please contact EQV Associates via email on dhs-nm@eqvassociates.com

Please apply through dhs-nm@eqvassociates.com and not online directly to the Department.

If you need further information after viewing the selection documentation, please contact Blayne O’Hara from EQV Associates on 1300 565 010.

Non-ongoing opportunity will be offered for a specified term

A non-ongoing opportunity may be considered for a maximum period of up to 5 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

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Blayne O'Hara, 1300 565 010, <a href="mailto:dhs-nm@eqvassociates.com">dhs-nm@eqvassociates.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Blayne O'Hara, 1300 565 010</td>
</tr>
</tbody>
</table>

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Human Services

Department of Human Services

Vacancy N.N. 10755386

Closing date: Sunday, 4 August 2019

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Deputy Secretary roles</th>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
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<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Senior Executive Service Band 3</td>
</tr>
</tbody>
</table>

Job Description

search@watermarksearch.com.au

Duties
The Australian Government is committed to improving the efficiency, reliability and responsiveness of its services to the Australian community. Services Australia is pivotal to that commitment, supporting the economic, health and social wellbeing of Australians by delivering high-quality services and payments for the community on behalf of Government. Processing over $174 billion in payments per year, the department’s extensive coverage includes all Centrelink and Medicare payments, as well as whole of government services such as MyGov.

Services Australia is committed to service excellence by delivering high-quality payments and services to customers and government. We are creating a culture that is customer focused, collaborative and accountable. By implementing innovative and modern capabilities to drive service excellence, we are putting customers at the heart of what we design and do.

We are looking for experienced leaders to join the senior executive team in roles that enable organisation-wide change and enhance customer experience.

Reporting directly to the Secretary as a Deputy Secretary and a key member of the department’s executive, you will provide high-level advice to the Secretary and Minister, as well as contribute to the leadership and the strategic management of the department. You will make a significant contribution to the delivery of key government agendas and engage with a broad range of internal and external stakeholders to deliver systems and outcomes that enhance the customer experience.

Positive and effective leadership is critical to your success in this role. The department expects its leaders to:
- Create and share the vision.
- Create and develop high performing teams.
- Create and sustain productive relationships.
- Create and reward an inclusive culture.

In addition to your outstanding leadership capabilities, to be a contender for this role you will have a proven record of delivering high quality outcomes, achieved through:
- Extensive experience in the provision of high level, evidence-based advice
- The ability to engender respect and trust
- An appreciation of the challenges of working in a large, geographically dispersed and complex organisation
- Excellent interpersonal skills, sound judgement and stakeholder engagement skills

We welcome interest from private or public sector executives who have held key leadership positions in organisations with large-scale service and customer delivery networks. You will have demonstrated outstanding capability in leading strategic transformation, driving operational efficiency and improving performance.

Tertiary qualifications in a relevant field are highly desirable. These roles may be filled on an ongoing or non-ongoing (fixed term) appointment.

An order of merit may be established to fill similar roles as they become available within a 12-month period.

While the preferred location for the role is Canberra, consideration may be given to high quality candidates who reside in other locations.

Eligibility
To apply, you need to be an Australian citizen.

You will need to pass our pre-employment screening process, which includes a pre-employment check, and where relevant, a working with children and vulnerable people check.

You will also need, or have the ability to acquire an Australian Government security clearance, to the appropriate level for the position. This will be arranged for you, if successful.

Notes
To obtain a candidate pack or submit an application, please contact Watermark Search International by email: search@watermarksearch.com.au quoting Ref No 68769. We will reply to the email address used for your application.

For a confidential conversation regarding the role, please contact Claire Crawford or Daniel Nicholls at Watermark Search International on (02) 9233 1200.

Non-ongoing opportunity will be offered for a specified term

These roles may be filled on an ongoing or non-ongoing (fixed term) appointment.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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:search@watermarksearch.com.au">search@watermarksearch.com.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Claire Crawford or Daniel Nicholls, (02) 9233 1200</td>
</tr>
</tbody>
</table>
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**Human Services**

**Department of Human Services**

**Vacancy N.N. 10753883**

**Legal Services**

**Closing date:** Monday, 5 August 2019

**Job Description**


**Duties**

The Legal Services Division provides legal advice and assistance to the Minister for Government Services, the Secretary and the department’s executive, and delivers legal services within and on behalf of the department. The division also manages privacy complaints, freedom of information and release of information requests and customer compensation matters.

The Legal Services Division is establishing a merit pool to fill Senior Government Lawyer positions as they arise across the Division.

Senior Government Lawyers are responsible for providing high quality legal services to the Deputy General Counsel and General Counsel, including assisting with the governance and strategic direction for the relevant Branch. You will be required to work collaboratively, manage, guide and second counsel advice prepared by junior lawyers, manage stakeholders (internal and external) and assist with internal reporting/briefing requirements.

**Key duties:**

- Legal advice on legislation administered by the Department.
- Preparation of advice relating to the making of administrative decisions.
- Provision of strategic advice to a client area to manage legal risk.
- Provision of legal advice relating to procurement activities and other commercial matters.
- Provision of assistance in responding to freedom of information (FOI) applications.
- Drafting and negotiations of contracts.

**Eligibility**

Applicants must be admitted to practice as a legal practitioner of the High Court or Supreme Court of an Australian State or Territory, and have or be eligible for a restricted ACT practising Certificate.

Successful candidates will be required to currently hold or be able to obtain and maintain a Baseline Security clearance.

**Notes**

A merit pool may be established and used to fill future vacancies within the next 12 months.

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

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>David Cooke, 02 6223 4266</th>
</tr>
</thead>
</table>

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### Department of Human Services

**Closing date:** Monday, 29 July 2019

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Operational Leader</th>
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</thead>
<tbody>
<tr>
<td><strong>JobType:</strong></td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Ballarat - VIC; Box Hill - VIC; Cheltenham - VIC; Oakleigh - VIC; Hobart - TAS</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>$73,959 - $79,806</td>
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<tr>
<td><strong>Classifications:</strong></td>
<td>APS Level 5</td>
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<tr>
<td><strong>Position No:</strong></td>
<td>IG-2019-757</td>
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</table>

**Job Description**


**Duties**
The Debt Management Branch (the branch) is part of the Information, Debt and Appeals Division, in the Information and Integrity Group within the Department of Human Services (DHS). The branch is responsible for debt identification, debt recovery, and compensation recovery for welfare payments, and debt recovery for Medicare payments.

Operational Leaders support teams by providing subject matter expertise to:

- Problem solve;
- Support staff and Team leaders;
- Develop learning plans;
- Monitor and ensure customer service expectations are being met.

Operational Leaders may manage more complex customer enquiries via telephone, email and written correspondence, resolve more sensitive or difficult problems relating to customer services and support a focus on quality by undertaking the role of Quality on Line (QOL) checker or Subject Matter Expert (SME).

Operational Leaders provide technical advice in specific areas of policy, while supporting teams to achieve business objectives by monitoring employee performance, setting performance goals, identify underperformance and provide feedback to Team Leaders, while supporting staff through learning plans assisting and coaching less experienced employees, providing mentoring and coaching.

Key duties:

- Analyse customer data and information to ensure correct decisions have been made regarding customer needs and entitlements.
- Assess and examine documents from customers, third parties and other sources to inform legislatively based decision making.
- Examine evidence and information obtained from customers and third parties to ensure the correctness of payments, debt raising calculations, and debt recovery arrangements.
- Perform quality assurance functions and approve the work of the team.
- Assess payment qualification and eligibility criteria to establish and/or maintain customer payments, within Getting it Right and timeliness requirements.
- Undertake various roles within the team including QOL checker, SME, Call listener, VTS officer and technical trainer.

Notes
A merit pool may be established and used to fill future vacancies within the next 12 months.

Non-ongoing opportunity will be offered for a specified term
Up to 12 months with the possibility of 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: 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.

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

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

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Chantelle Atkins,  03 9622 1715</th>
</tr>
</thead>
</table>

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Human Services

Department of Human Services

Closing date: Monday, 29 July 2019

Vacancy N.N. 10755144

Legal Services
Litigation and Information Release, Information Release

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Information Release Officer</th>
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</thead>
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<tr>
<td>JobType:</td>
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<tr>
<td>Location:</td>
<td>Canberra - ACT</td>
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<tr>
<td>Salary:</td>
<td>$81,870 - $94,670</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>IG-2019-771</td>
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Duties
The Department collects, stores, and uses a variety of customer and corporate information. Information can be released under Freedom of Information, Privacy and/or Public Interest Disclosure Legislation and guidelines.

Senior Information Officers manage the Department’s processes for the release of information and provide advice to business areas in line with relevant Legislation and guidelines.

Working under the limited direction of senior staff, they exercise both initiative and judgement, with decision making substantially dependent on judgement, skills and knowledge.

Key duties:
- Support and mentor staff, including coaching and training to build knowledge and capability.
- Manage workloads for self and others, including setting work direction.
- Analyse, integrate and evaluate information to make decisions and provide recommendations for review by senior staff.
- Prepare complex correspondence and contribute to briefing papers and Ministerial responses for review by senior staff. As well as, prepare draft written material including reports and corporate documentation for review.
- Resolved escalated issues, refer stakeholders to relevant business areas and/or escalate complex issues to senior staff.
- Maintain and file records in accordance with information management processes and security requirements.

Eligibility
The successful candidate will be required to currently hold or be able to obtain and maintain a Baseline Security clearance.

Notes
A merit pool may be established and used to fill future vacancies within the next 12 months.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: <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 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: | Emily Butler, 02 6213 1476 |

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Human Services

Vacancy N.N. 10755147

Department of Human Services

Closing date: Monday, 29 July 2019

Payroll and HR Operations, HR Operations

| Job Title: | Senior Business System Analyst |
| JobType: | Ongoing, Full-time |
| Location: | Canberra - ACT; Melbourne - VIC; Brisbane - QLD; Burnie - TAS; Wollongong - NSW; Albury - NSW |
| Salary: | $81,870 - $94,670 |
| Classifications: | APS Level 6 |
| Position No: | IG-2019-776 |


Duties
The Corporate Enabling Group includes 8 divisions.

Each division manages multiple functions that allow the department to manage its day to day business. These functions range from delivering and maintaining department internal and external strategic communications, Ministerial services including Cabinet meeting support, policy advice, internal governance, legal services, programme and project management support, strategic relationships and bilateral business capability.

As an APS6 Senior Business System Analyst you will be responsible individually and as a member in a virtual team environment for:

- Maintaining detailed knowledge of HR system processes, including Learning Management Systems/Talent Hub to support and manage stakeholder expectations for system changes;
- Managing complex testing services to maintain the integrity of the Essentials HR system whilst working collaboratively with business, section staff and ICT;
- Investigating and resolving issues/queries.
- Contributing to section discussions and meetings to assist the Section attaining its goals.
- Managing and supporting a team.

Key duties:

1. Liaise and communicate with Business and manage stakeholder expectations for system enhancements, defects resolution and, system testing that relates to enhancements/upgrades/support packs/issue resolution/projects within specified timeframes.

2. Coordinate system testing work in relation to HR System business requirements and coordinate the User Acceptance Testing process for system changes.

3. Provide HR System/Learning Management System Helpdesk service for more complex issues raised via Subject Matter Expert Teams.

4. Coordinate the testing tasks including:

- Working with business to document test scripts, ensure that test data/scripts are up to date, supporting the Testing Framework and working with business and SAP Operations Functional and Production Support Teams within the required time frames, including tracking and updating test requirements in HP ALM (Testing software).
- Monitor and manage time and effort to ensure test cases are running to project schedule and escalate any issues.
- Provide specialist advice in the use of HP ALM and the ESSentials HR Modules.
- Facilitate the scope for testing.
- Provide reports on progress and collect statistics on test cases.
- Coordinate testing release schedules.

5. Constantly monitor the HR System Operations and Learning Management System mailboxes and action requests in relation to system enhancements, learning management system enquiries and testing within agreed timeframes.

6. Manage and support a team including:

- Managing performance, attendance, health and wellbeing.
- Proactively contribute to section discussions/meetings and encourage participation from fellow section staff.
- Developing staff capability through coaching, mentoring and training.

Eligibility

The successful candidate will be required to currently hold or be able to obtain and maintain a Baseline Security clearance.

Notes

A merit pool may be established and used to fill future vacancies within the next 12 months.

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

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

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

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Penny de Bomford, (03) 6434 4946</th>
</tr>
</thead>
</table>

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Industry

Department of Industry, Innovation and Science

Closing date: Sunday, 4 August 2019

Australian Building Codes Board
NCC Management and Product Certification

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Officer, NCC Management and Product Certification</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>$73,419 - $77,461</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
</tr>
<tr>
<td>Position No:</td>
<td>504350</td>
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</table>

Job Description [Link]

Duties

The Australian Building Codes Board (ABC) is a Council of Australian Government (COAG) standards writing body that is responsible for the development of the National Construction Code (NCC), comprising the Building Code of Australia (BCA) and the Plumbing Code of Australia (PCA). The ABC is a joint initiative of all three levels of government in Australia. This position is part of the ABC’s NCC Management and Product Certification team.

This is an excellent opportunity to work at the forefront of nationally focussed building regulatory reform in close collaboration with the regulatory community and the building industry.

The main duties of the position are to assist in the development and implementation of amendments to the BCA. This involves authoring amendments to the BCA, developing BCA provisions and supporting material, undertaking research, preparing technical papers and liaising with government and industry stakeholders.

The Project Officer will take responsibility for managing work projects to achieve results and undertake a range of procedural, operational, governance and administrative activities.

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

Eligibility
Knowledge of and experience in dealing with regulatory agencies and industry groups involved in building regulatory reform will also be highly regarded.

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

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

Notes
This recruitment process is being used to fill a current ongoing APS Level 5 position. A merit pool may be established to fill future ongoing and non-ongoing APS Level 5 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: <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 Industry, Innovation and Science
The Department consolidates the Australian Government’s efforts to drive economic growth, productivity and competitiveness by bringing together industry, 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: Graham Moss, 02 6276 1869

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Industry

Department of Industry, Innovation and Science
Closing date: Sunday, 28 July 2019

Job Title: Business Planning and Reporting Officer
JobType: Non-ongoing (Temporary), Full-time
Location: Parkes - ACT
Salary: $83,660 - $90,725
Classifications: APS Level 6
Position No: 504379


Duties
As the National Centre for Science and Technology Engagement, Questacon's vision is for a better future for all Australians through engagement with science, technology and innovation. The Strategic Engagement and Advancement (SEA) team supports Questacon in achieving this vision through providing internal guidance and support to strategically progress and grow Questacon. The SEA team uses strategic positioning, partnership development, executive support, governance and international engagement to ensure a strategic approach is used to position Questacon for success.

The Business Planning and Reporting Officer reports directly to the Senior Manager, Strategic Engagement and Advancement and is responsible for:

- Business Plan implementation (assisting in the development of branch and section plans)
- Quarterly reporting
- Delivery of the Annual Review
- Secretariat to the Program Implementation Committee
- Internal communications
- Support in the development of our Capability Plan
- Divisional coordination.

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

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

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

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

Non-ongoing opportunity will be offered for a specified term for up to 12 months, with the possibility of 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: [http://www.apsc.gov.au/priorities/disability/recruitability](http://www.apsc.gov.au/priorities/disability/recruitability).

About Department of Industry, Innovation and Science
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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Lauren Ambrose, 02 6270 2812</th>
</tr>
</thead>
</table>

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### Industry Department of Industry, Innovation and Science

**Vacancy N.N. 10755182**

**AusIndustry - Support for Business**

**National Outreach and External Grants Administration, Queensland State Office**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Officer</th>
</tr>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Brisbane - QLD</td>
</tr>
<tr>
<td>Salary:</td>
<td>$83,660 - $90,725</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
</tr>
<tr>
<td>Position No:</td>
<td>504371</td>
</tr>
</tbody>
</table>
Duties
The Queensland State Office of AusIndustry forms part of the Department of Industry, Innovation and Science and acts as a first point of contact for customers interested in support through AusIndustry programs and services along with providing business intelligence for the department and maintaining a network of key stakeholders. The Office also supports Senior Executives and Ministers’ with Ministerial reporting, logistical support and intelligence regarding activities taking place within the State.

The Queensland State Office also delivers government programs on behalf of the department and other government entities. The delivery of these programs is undertaken as part of the Business Grants Hub and the roles will be located within this team.

Project Officers assist in the development, delivery and management of public-facing government programs, in cooperation with multiple groups of internal and external stakeholders.

Specific duties may include:

- Program delivery, including assessing eligibility and/or merit of applications for program support, in accordance with relevant legislation and guidelines, and justifying recommendations with appropriate evidence
- Writing all forms of written reports and briefs regarding businesses and industry development
- Engaging with different teams across the wider department and external partners as well
- Negotiating and managing contracts with businesses and other organisations.

Successful applicants will:

- Manage and supervise staff
- Communicate and manage a variety of stakeholders including; business, industry groups, government departments, Minister's offices, and non-government organisations.
- Work within multiple programs undertaking quality assurance, grants compliance and assessment work.
- Maintain, develop and effectively use grants management, data management, reporting and customer relationship management tools.

Please refer to our Career’s pages for further information about the department and these roles.

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

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

Notes
A current driver's licence is preferable but not essential.

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

Non-ongoing opportunity will be offered for a specified term for a period of up to 18 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 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 Industry, Innovation and Science
The Department consolidates the Australian Government’s efforts to drive economic growth, productivity and competitiveness by bringing together industry, resources, science. Our Department is progressive, people-focused, and committed to the development, health and wellbeing of its employees. We encourage and value a diverse workforce. People with diverse backgrounds, Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Jennifer Dillon, 07 3227 4710</th>
</tr>
</thead>
</table>
Industry

Department of Industry, Innovation and Science

AusIndustry - Support for Business

National Outreach and External Grants Administration, Queensland State Office

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Customer Service Officer</th>
</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>Brisbane - QLD</td>
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<tr>
<td>Salary:</td>
<td>$66,756 - $72,059</td>
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<td>Classifications:</td>
<td>APS Level 4</td>
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<td>Position No:</td>
<td>504370</td>
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</table>

Job Description


Duties

The Queensland State Office of AusIndustry forms part of the Department of Industry, Innovation and Science and acts as a
first point of contact for customers interested in support through AusIndustry programs and services along with providing
business intelligence for the department and maintaining a network of key stakeholders. The Office also supports Senior
Executives and Ministers’ with Ministerial reporting, logistical support and intelligence regarding activities taking place within the
State.

The Queensland State Office also delivers government programs on behalf of the department and other government entities.
The delivery of these programs is undertaken as part of the Business Grants Hub and the roles will be located within this team.

Successful applicants will:

• Assist with contract management.
• Have strong IT skills and the ability to quickly learn proprietary information management systems which are used for grants
  contract management.
• Have the ability to work within guidelines, follow procedures, and pay attention to detail, exercise good judgement and make
  sound decisions.
• Proven ability to work in high volume environment.
• Display strong communication skills with an ability to communicate with variety of stakeholders including businesses, industry
  groups, government departments and non-government organisations.

Please refer to our Career’s pages for further information about the department and these roles.

Eligibility

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

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

Notes

Non-ongoing opportunity will be offered for a specified term

for a period of up to 18 months.

About Department of Industry, Innovation and Science

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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: Breege McCann, 07 3227 4714

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Job Title: Assistant Manager  
Job Type: Ongoing, Non-ongoing (Temporary), Full-time  
Location: Sydney - NSW  
Salary: $103,592 - $110,014  
Classifications: Executive Level 1  
Position No: 504397

**Job Description**  

**Duties**

The New South Wales State Office of AusIndustry forms part of the Department of Industry, Innovation and Science, and primarily delivers government programs on behalf of the department and other government entities.

The delivery of these programs is undertaken as part of the Business Grants Hub - a whole-of-government initiative that is streamlining Commonwealth grants administration - with the New South Wales State Office, currently delivering a series of programs on behalf of the Department of Environment and Energy and the Department of Infrastructure, Transport, Cities and Regional Development.

Project Officers assist in the development, delivery and management of public-facing government programs, in cooperation with multiple groups of internal and external stakeholders.

Specific duties may include:

- program delivery, including assessing eligibility and/or merit of applications for program support, in accordance with relevant legislation and guidelines, and justifying recommendations with appropriate evidence
- negotiating and managing contracts with organisations across multiple programs
- managing and processing reports and associated grant payments
- engaging with different teams across the wider department and external partners.

Please refer to our Current Vacancies for further information about the department and these roles.

**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 several non-ongoing Executive Level 1 positions. A merit pool may be established to fill future ongoing and non-ongoing Executive Level 1 vacancies should they become available within 12 months from the date advertised.

Non-ongoing opportunity will be offered for a specified term until 30 June 2020.

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

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

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**To Apply**

Position Contact: Rachel Slee, 02 4014 5933  
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Industry

Department of Industry, Innovation and Science

Vacancy N.N. 10755346

Closing date: Wednesday, 31 July 2019

AusIndustry - Support for Business
National Outreach and External Grants Admin, NSW/ACT State Office & Program Delivery

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
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</tr>
<tr>
<td>Location:</td>
<td>Sydney - NSW</td>
</tr>
<tr>
<td>Salary:</td>
<td>$73,419 - $90,725</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 5, APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>504366</td>
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</table>

Job Description  

Duties
The New South Wales State Office of AusIndustry forms part of the Department of Industry, Innovation and Science and primarily delivers government programs on behalf of the department and other government entities.

The delivery of these programs is undertaken as part of the Business Grants Hub - a whole-of-government initiative, that is streamlining Commonwealth grants administration - with the New South Wales State Office, currently delivering a series of programs on behalf of the Department of Environment and Energy and the Department of Infrastructure, Transport, Cities and Regional Development.

Project Officers assist in the development, delivery and management of public-facing government programs, in cooperation with multiple groups of internal and external stakeholders.

Specific duties may include:

• program delivery, including assessing eligibility and/or merit of applications for program support, in accordance with relevant legislation and guidelines, and justifying recommendations with appropriate evidence
• negotiating and managing contracts with organisations across multiple programs
• managing and processing reports and associated grant payments
• engaging with different teams across the wider department and external partners.

Please refer to our Current Vacancies for further information about the department and these roles.

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 several non-ongoing APS Level 5 and APS Level 6 positions. A merit pool may be established to fill future ongoing and non-ongoing APS Level 5 and APS Level 6 vacancies should they become available within 12 months from the date advertised.

Non-ongoing opportunity will be offered for a specified term until 30 June 2020.

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

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Rachel Sleee, 02 4014 5933</th>
</tr>
</thead>
</table>

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Industry

Geoscience Australia

Enabling Services

ICT Security

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Managers, ICT Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Symonston - ACT</td>
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<tr>
<td>Salary:</td>
<td>$101,717 - $114,985</td>
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<td>Classifications:</td>
<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>Several Positions</td>
</tr>
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</table>

Job Description https://recruitment.aurion.com/ga-jobs/

Duties
Managers, ICT Security as part of Enabling Services contribute to the strategic management of Geoscience Australia through their leadership of people and services. Managers are responsible for setting the direction of their work areas, prioritising and planning and managing resources.

Current ICT Security vacancies include:

- Manager, ICT Security Operations
- Manager, ICT Security Governance
- Manager, ICT Security Technical Specialist

Manager, ICT Security Operations:
You will have the responsibility of being a leader, mentoring, and planning work for other operational team members. You will support the Manager, ICT Security and work collaboratively to foster a supportive and innovative team culture.

Manager, ICT Security Governance:
Geoscience Australia is a leader in the adoption of cloud services, and offers plenty of opportunities to expand your knowledge on cloud security, an area where development is constant. This position is suited to someone that wants to join a team of professionals in an organisation where you can make a difference and have a voice. You will help Geoscience Australia with continuous improvement of cyber security through innovation, and maintain its security posture at a level appropriate for a science based government organisation.

Manager, ICT Security Technical Specialist:
You will take appropriate actions for issues identified which will include disseminating information and working with other areas of the organisation to help address business challenges. The Manager, ICT Security Technical Specialist will also be involved in providing assistance and support to other functions within the organisation, such as architecture and development. You will help Geoscience Australia achieve its goal of improving its security posture and then maintaining it at a level appropriate for a science based government organisation.

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 Negative Vetting Level One 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
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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**

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To find out more, visit our website at [www.ga.gov.au](http://www.ga.gov.au)

### To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Executive Assistant, Chief Operating Officer, 02 6249 9763</th>
</tr>
</thead>
</table>

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### Industry

**Geoscience Australia**

*Digital Science and Information*

*Digital Science Platforms, Enterprise GIS*

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Cloud Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Symonston - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$84,503 - $97,816</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
</tr>
<tr>
<td>Position No:</td>
<td>16890</td>
</tr>
</tbody>
</table>

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

**Duties**

The Cloud Administrator plays an important role as the point of technical leadership in the development, implementation and migration to cloud infrastructure. As the cloud administrator you will have the chance to drive the development of cloud systems, automation and cloud security best practices in the Enterprise Geospatial Information Systems team.

The Cloud Administrator is responsible for ensuring the cloud systems used by the Enterprise Geospatial Information Systems team are built and maintained utilising the current best practice around cloud services and technologies.

In this role you will:

- Design, implementation and support of new cloud and infrastructure technologies and services for the Enterprise Geospatial Information Systems team
- Provide technical advice and make technical decisions on the design and delivery of cloud services
- Participate in a positive culture of continuous improvement, agility, security, and user engagement
- Contribute towards prioritisation of the teams goals in line with the goals of the agency
- Mentoring staff on cloud technologies and services and how they can be utilised

**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
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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Ben Turrell, 02 6249 9226</th>
</tr>
</thead>
</table>

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Industry

Geoscience Australia

Enabling Services
Products and Promotion, Web Design and Digital Innovation

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Digital Communications Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Symonston - ACT</td>
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<tr>
<td>Salary:</td>
<td>$72,860 - $80,897</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
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<tr>
<td>Position No:</td>
<td>11721</td>
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</tbody>
</table>

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

Duties
Geoscience Australia provides value to Australia across a range of areas, helping to: build resource wealth, ensure community safety, secure water resources, manage marine jurisdictions, provide fundamental geographic information and maintain geoscience knowledge and capability. Effective communication with stakeholders is vital to the success of Geoscience Australia’s work across all these areas.

Geoscience Australia promotes its activities via multiple communications channels. To support this work, Geoscience Australia is seeking a professional Digital Communications Officer to work closely with subject matter experts and other communication professionals to coordinate digital communications and projects for the organisation. This will include liaison with a range of internal and external stakeholders.

In this role you will:
- Work with subject matter experts and other communications professionals to support Geoscience Australia’s external communications channels:
  - Coordinate and publish content across multiple channels including websites, email newsletters and social media.
  - Provide administration and support for the delivery of projects to enhance the user experience of Geoscience Australia’s digital channels. Monitor and respond to internal and external client inquiries in a timely, efficient manner.
  - Analyse and report on analytics to facilitate ongoing improvements to communications and identify the most effective means of engaging with stakeholders.
- Support for internal communications using the Geoscience Australia intranet and other internal communication tools.
- Contribute to the organisation’s broader communication activities as required.

To perform this role you will work in cooperation with Geoscience Australia’s science, enabling services, ICT and communication staff.

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.

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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Alan Maskell, 02 6249 9245</th>
</tr>
</thead>
</table>

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Industry

Geoscience Australia
Office of the Chief Scientist and Digital Science and Information

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Executive Assistants</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
</tbody>
</table>

Closing date: Monday, 29 July 2019
**Location:** Symonston - ACT  
**Salary:** $72,860 - $80,897  
**Classifications:** APS Level 5  
**Position No:** 18068 and 18140

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

**Duties**
The Executive Assistants to the Chief Scientific Information Officer and Chief Scientist play a key role in maintaining well-organised yet friendly and open offices. If you are successful in one of these recruitments, you will assist in helping to conduct business in a timely, efficient, personable and professional manner. You will be responsible for building and maintaining effective internal and external relationships with employees, clients and other stakeholders. This includes progressing matters and exercising judgement about the course of action required. This is a position of trust that handles sensitive matters requiring a high standard of professionalism and integrity. This position requires enthusiasm, flexibility and excellent organisation in order to work to deadlines.

**What you will do**
In either of these roles you will:

- Manage the flow of correspondence (both electronic and hard-copy) in and out of the office of the Chief Scientist / CSIO
- Manage the diary of the Chief Scientist / CSIO and ensure that conflicting requirements are resolved quickly and respectfully
- Arrange domestic and international travel for the Chief Scientist / CSIO and other employees as required
- Maintain internal phone lists, contact lists and organisational charts
- Arrange meetings, events, venue hire and catering arrangements as required
- Provide secretariat support services, including minute taking
- Coordinate Question Time Briefs, Questions On Notice, Senate Estimates briefs and other documentation
- Monitor and coordinate division/branch participation in organisation wide initiatives such as the APS Census and PDP completion
- Undertake quality assurance and proofreading activities
- Coordinate the on boarding of new starters
- Coordinate recruitment processes, including providing assistance to arrange travel and/or book interviews for candidates
- Arrange the provision of supplies and consumables (eg stationary)
- Undertake project work to support the broader work of the division/branch as required

**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 Negative Vetting Level One 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.

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**To Apply**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Tanya Whiteway, 02 6249 9249</th>
</tr>
</thead>
</table>
Job Title: Senior Examiner of Patents  
Job Type: Ongoing, Non-ongoing (Temporary), Full-time  
Location: Woden - ACT  
Salary: $101,475 - $114,210  
Classifications: Executive Level 1  
Position No: Several

### Duties
As a Senior Examiner of Patents you will contribute to the management and leadership of an examination section. A typical examination section will comprise 20-30 staff including a Supervising Examiner, several Senior Examiners and 15-25 Examiners. Each Senior Examiner will directly manage a small team of staff, including the provision of support and training to examiners undertaking the competency-based training program for patent examination. You will also support senior management to execute and drive initiatives & projects, provide high level professional and technical advice and provide representation of the section and the Patents Chemical, PBR and Electrical Group (PCPEG) in various fora.

### Eligibility
A degree in a relevant area of science (Molecular Biology, Chemistry or Pharmacology), or a diploma together with appropriate industry experience.

Hold Acceptance Delegation (Examiner of Patents).

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

This process will be used to fill Non-Ongoing opportunities for a period of 12 months with possibility of extension, with a possibility of the positions becoming Ongoing.

### About IP Australia
Hearing and speech impaired applicants may utilise the National Relay Service on 133677 (TTY) or 1300 555 727 (Speak and Listen) to speak with the contact officer for the position. Applications will be acknowledged on receipt via the online recruitment system. Applicants not shortlisted for the next stage of the recruitment process will also be notified via email through the online recruitment system. Shortlisted applicants will be contacted regarding the next phase in the selection process directly. To those applicants who are not shortlisted, we extend our thanks for considering IP Australia as a potential employer. The selection process may be based solely on application and referee reports. Interviews may not be conducted.

Only direct applications from individuals will be accepted.

Applicants should note that all job documentation can now be obtained by visiting our home page www.ipaustralia.gov.au/about-us/careers/

All applications should be lodged on-line through IP Australia's website:


IP Australia supports the principles and practices of workplace equity and diversity. Selection for all vacancies is made on the basis of merit.

### To Apply
Position Contact: George Hearder, 02 6283 2553
Job Title: Assistant Financial Business Partner
Job Type: Ongoing, Full-time
Location: Woden - ACT
Salary: $80,846 - $91,838
Classifications: APS Level 6
Position No: 7174


Duties
The Assistant Financial Business Partner supports the Financial Business Partner (Executive Level 1) with providing streamlined and tailored financial strategic and operational advice in supporting the Innovation and Technology Group (ITG), including the financial and resourcing management aspects of IP Australia’s suite of projects.

This role is situated in a multi-disciplinary team that is fast paced and operates in a dynamic environment that provides a range of financial, resource and performance management services at the strategic and operational level to a range of stakeholders across the organisation.

The Assistant Financial Business Partner role broadly requires the following:

• Support the Financial Business Partner as gatekeepers for all financial related aspects of ITG’s and IP Australia’s projects.

• In partnership with the Financial Business Partner provide the CFO and key ITG stakeholders, including Project Managers with timely, accurate and relevant financial, budget and forecasting advice.

• Support the development and management of ITG’s and IP Australia’s Capital Investment Plan budget allocations in accordance with IP Australia’s budget cycle and agreed undertakings as endorsed by the Business Investment Committee.

• Contribute to and conduct financial analysis to drive improved business outcomes, accountability and to identify financial risks and business opportunities as they arise within ITG and IP Australia’s projects.

• Support the development of financial business processes and strategies, ensuring alignment to IP Australia’s financial objectives.

• Assist with the development of costings for IP Australia’s Project initiatives, including consideration of long-term financial planning in project budget development.

• Monitor ITG’s and the suite of organisational Projects on a monthly basis and investigate and report major variances.

• Develop and maintain professional working relationships with stakeholders that promotes the collaborative exchange of financial and business information.

• Participate in organisational initiatives and projects as required.

The successful candidate should have a strong understanding or experience in financial management or in project finance administration.

Eligibility
Tertiary qualifications in accounting is mandatory. Full membership as a Certified Practising Accountant (CPA) or as a Chartered Accountant (CA) or working towards or ability to achieve is highly regarded.

An Assistant Financial Business Partner is expected to have experience delivering professional, customer-focused services in financial management or a related discipline.

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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

| Position Contact:             | Wayne O’Brien, (02) 6283 2062 |

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Industry

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)  Closing date: Tuesday, 30 July 2019

Regulatory Support
Perth, Enforcement

| Job Title:                     | Principal (Lead) Investigator |
| JobType:                      | Non-ongoing (Temporary), Full-time |
| Location:                     | Perth - WA |
| Salary:                       | $138,386 - $138,386 |
| Classifications:              | Executive Level 1 |
| Position No:                  | 13346 |


Duties
Make a difference.

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

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

Working with NOPSEMA provides an opportunity to make a real difference to people working in Australia’s offshore oil and gas industry and the environment.

We are looking for an experienced Investigator to join our Enforcement Team at our Perth Office on a Non-ongoing (fixed-term) basis for an initial period of up to eighteen (18) months. In the role of Principal (Lead) Investigator you will provide specialist investigation skills, advice and guidance to NOPSEMA with a focus on non-compliance with occupational health and safety (OHS) and environment management (EM) legislation.

In this role you will investigate accidents, dangerous occurrences, reportable environmental incidents, well integrity and, where required, OHS/EM complaints. You will be required to compile briefs of evidence including submission of the briefs to the Commonwealth Director of Public Prosecutions or other Prosecuting Agencies as specified by NOPSEMA.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

Working with NOPSEMA:
- NOPSEMA offers attractive flexible working conditions including competitive remuneration package, generous superannuation and annual leave of five weeks.

Please note the closing date for this position. Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.

**Eligibility**

- You must pass a pre-employment medical and maintain medical fitness.
- You must obtain and maintain a Maritime Security Identification Card (MSIC) clearance.
- You may be required to pass and maintain a security clearance to a level appropriate for the position.
- You must be able to pass and maintain Basic Offshore Safety Induction and Emergency Training (BOSIET).
- NOPSEMA staff are prohibited from trading in oil and gas sector shares.
- This position is open to Australian citizens only.
- Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including health, character and declaration of conflict of interest.

**Notes**

- Non-ongoing opportunity will be offered for a specified term
- Position offered for an initial period of up to 18 months

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

Following a number of independent reviews, the Commonwealth, States and Northern Territory agreed to establish a offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) as a statutory body regulating petroleum safety in coastal waters. NOPSEMA’s prime focus is to improve safety outcomes across the offshore petroleum industry and deliver world class safety and environmental management regulation. NOPSEMA is responsible to the relevant Commonwealth, State and Northern Territory Ministers. Its staff, excluding the CEO, is employed under the Public Service Act 1999. NOPSEMA’s mission is to deliver world class health and safety regulation for the Australian offshore petroleum industry. Our role is to: work with the industry, workforce and other authorities to ensure all health and safety risks in the offshore petroleum industry are properly controlled; to administer offshore petroleum health and safety legislation; and to promote a legislative framework which encourages continuous improvement in the management of health and safety in the offshore petroleum industry.

**To Apply**

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Human Resources Adviser, 08 6188 8853, <a href="mailto:careers@nopsema.gov.au">careers@nopsema.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Human Resources Adviser, 08 6188 8853</td>
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### Infrastructure, Regional Development and Cities

**Department of Infrastructure, Transport, Cities and Regional Development**

Infrastructure Investment Division

Various

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Multiple APS 6 Technical/Specialist Positions</th>
</tr>
</thead>
<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>$81,015 - $90,804</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>28813</td>
</tr>
</tbody>
</table>

**Job Description**

https://performancemanager10na.successfactors.com/sfcareer/jobreqcareer?jobId=28813&company=DoIT&username=

**Duties**
Would you like to be an integral member of a professional and supportive team that will maximise the utilisation of your strong technical and analytical skills? Do you enjoy analysing complex data to support evidenced-based decisions for the Australian Government? Would you like to better understand the challenges across the transport infrastructure sector and select infrastructure projects? Would you enjoy undertaking assurance and compliance reviews and administering various funding and financing options to contribute to improved transport infrastructure decision-making and delivery, in partnership with state governments and local government authorities?

WHO ARE WE LOOKING FOR?

The Infrastructure Investment Division (IID) is looking for adaptable people who offer a strong analytical skill set, work well with change, enjoy a challenge and are committed to ongoing professional development to help us achieve our goals and influence government decision making.

The Australian Government is investing $100 billion over 10 years from 2019-20 in transport infrastructure across Australia through its rolling infrastructure plan, which is substantially managed though IID. You will investigate issues, gather evidence, think critically about different stakeholder perspectives, and analyse and interpret data from a variety of sources to make decisions and recommendations for the Department and to the Australian Government.

WHAT DO YOU NEED TO BE SUCCESSFUL IN THIS ROLE?

In order to be successful for these roles you will need to demonstrate you can:

- Analyse and interpret information from a variety of sources to make evidence-based decisions in line with Departmental policy.
- Adapt to change, demonstrate resilience and the ability to deal with ambiguity.
- Manage self by showing drive, motivation and a commitment to learning.
- Build productive relationships with a broad range of internal and external stakeholders, including collaborating across state government and industry.
- Communicate clearly and with influence, including preparing high quality analysis, advice and communications materials.
- Demonstrate high levels of emotional intelligence.
- A relevant tertiary qualification in Mathematics, Engineering, Finance, Statistics or Economics (or similar) would be desirable.

The ability to develop expertise and subject-matter knowledge quickly will be highly valued.

A merit pool will be established to fill vacancies as they arise over a 12-month period.

THE OPPORTUNITIES WE HAVE AVAILABLE

This recruitment process is seeking to fill several existing roles across IID and emerging opportunities in the next 12 months.

You will have the opportunity to analyse construction market issues and trend data, conduct analysis of different data sets to deliver a balanced view for the Department and improve cost models which are used by state and territory proponents seeking Commonwealth funding.

There will also be opportunities to undertake assurance and compliance reviews and administer various funding and financing options to contribute to improved transport infrastructure decision-making and delivery, in partnership with state governments and local government authorities.

You will have opportunities to assist the Department to meet its obligations, and further Australian interests in developing a sustainable construction industry.

Find out more about IID at https://investment.infrastructure.gov.au/

WHAT ELSE CAN WE OFFER?

We are a diverse and collaborative department, committed to gender equality and can offer:

- Exposure to high profile and exciting projects
- Networking opportunities across the department and wider APS
- Capability development opportunities focused on your individual career goals
- Mentoring and access to the department’s Professional Coaching Scheme
- A collegiate environment focused on working together to achieve innovative and contemporary solutions to our workforce issues
- Flexible working arrangements where appropriate, including part time hours, home based work and job sharing
- Support for women’s progression into senior leadership

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

- Citizenship: To be eligible for employment with the Department of Infrastructure, Regional Development and Cities, applicants must be Australian citizens. Only in exceptional circumstances will the department consider waiving this requirement.
- Health Assessment: The preferred applicant may be required to undergo a medical examination conducted by the department’s preferred medical provider.
- Security Clearance: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Vetting. You may be required to increase your security clearance to Negative Vetting if circumstances arise. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

HOW TO APPLY

Applications for this opportunity close at 11:59pm, 1 August 2019 AEST.

In applying for the positions, you are not required to address individual selection criteria. Rather, you should provide a statement of no more than two (2) pages outlining:

- What motivated you to apply for the Department of Infrastructure, Transport, Cities and Regional Development? What do you enjoy about the work our department does?
- What skills/experience can you bring to the success of this role?

You should also provide a CV, to a maximum of four (4) pages. Cover letters are not required. The capabilities and behaviours required to be successful for this role are identified in the ‘Who are we looking for’ section. Your application should be received through the Department’s online recruitment system, located on our website: www.infrastructure.gov.au. Applications via Indeed will not be accepted.

If you experience any issues with the system please contact the Recruitment Team on 02 6274 6161 or via email to recruitment@infrastructure.gov.au to discuss an alternative way to submit your application.

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

About Department of Infrastructure, Transport, Cities and Regional Development

The Department of Infrastructure, Regional Development and Cities 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: Brett McLoughlin, (02) 6274 7866
Agency Recruitment Site: http://www.infrastructure.gov.au

This notice is part of the electronic Public Service Gazette PS29 - 18 Jul 2019 Published by Australian Public Service Commission.

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Infrastructure, Regional Development and Cities

Vacancy N.N. 10755067

Closing date: Sunday, 28 July 2019

Department of Infrastructure, Transport, Cities and Regional Development

Portfolio, Coordination & Research
Bureau of Infrastructure, Transport & Regional Economics, Urban Research

Job Title: Urban Researcher
The Portfolio Coordination & Research Division strives to strengthen the Department’s research, evidence and analytical capacity in order to inform, influence and shape policy thinking and decision making, and undertakes Coordination functions across the Portfolio.

The Division includes the Bureau of Infrastructure, Transport and Regional Economics (BITRE), which provides important economic and statistical analysis and applied research on infrastructure, transport, urban and regional development issues to underpin the Department’s delivery of the Government’s key priorities.

THE OPPORTUNITY WE HAVE AVAILABLE

The research staff in BITRE are members of small teams responsible for research projects undertaken to inform policy development in the portfolio and improve public understanding. The Cities Research team is responsible for providing analytical support to policy areas of the Department on cities issues, managing the National Cities Performance Framework, and completing the longer-term cities research projects that form part of BITRE’s research programme. The team’s current research programme includes investigations of recent patterns of job growth in Australian cities and regions, spatial patterns of settlement and self-containment in South East Queensland, and profiling transport sector workers and their skills.

WHAT WILL YOU DO?

The occupant of the advertised position in BITRE’s Cities Research team will be responsible for:
- Contributing to the annual update of the National Cities Performance Framework Dashboard, including data collection, analysis and quality assurance.
- Developing and maintaining statistical systems in R.
- Responding to a range of data analysis requests from policy areas within the Department.
- Contributing to the design and delivery of research projects, including taking responsibility for less complex projects, collecting information, undertaking data analysis at varying levels of complexity, and writing reports and papers for publication.

WHO ARE WE LOOKING FOR?

To be successful in this role, you will have:
- Demonstrated research skills and expertise in spatial socio-economic analysis, with a good understanding of quantitative research methods;
- The ability to provide evidence-based analysis and advice to inform and shape policy thinking;
- The ability to formulate and engage with statistical coding;
- Demonstrated self-motivation and problem solving skills in pursuing projects through to completion;
- The ability to communicate with influence, particularly in research reports and when liaising with stakeholders.

Professional knowledge and expertise is required, including experience or tertiary qualifications in economics and/or other disciplines relevant to socio-economic research and analysis (e.g. statistics, sociology, demography, economic geography, psychology). Advanced Excel skills are required, and experience with relevant statistical software (e.g. R, SAS) and mapping software would be highly regarded.

SELECTION CRITERIA

- Demonstrated research skills and expertise in spatial socio-economic analysis, with a good understanding of quantitative research methods.
- The ability to provide evidence-based analysis and advice to inform and shape policy thinking.
- The ability to work effectively as part of a team to produce statistics and improve methods.
- Demonstrated self-motivation and problem solving skills in pursuing projects through to completion.
- The ability to communicate with influence, particularly in research reports and when liaising with stakeholders.
Employment with the Department of Infrastructure, Transport, Cities and Regional Development is subject to conditions prescribed within the Public Service Act 1999 including:

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

- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department’s preferred medical provider.

- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Vetting Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

**Notes**

**HOW TO APPLY**

Applications for this opportunity close at 11.59pm AEST, Sunday 28 July 2019.

In applying for this position, you are required to address selection criteria based on the capabilities and behaviours identified in the ‘Who are we looking for’ section. Please note that the department no longer uses the Integrated Leadership System (ILS) as the basis of their selection criteria. Responses referencing the ILS will not be considered.

Your application should be received through the department’s online recruitment system. Applications via Indeed will not be accepted.

Your application should be received through the department’s online recruitment system. However, if you experience any issues with the system please contact the Recruitment Team on 02 6274 6161 or via email to recruitment@infrastructure.gov.au to discuss an alternative way to submit your application.

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

**About Department of Infrastructure, Transport, Cities and Regional Development**

The Department of Infrastructure, Regional Development and Cities 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:** Leanne Johnson, 02 6274 7355


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### Jobs and Small Business

Vacancy N.N. 10755031

**Comcare**

Closing date: Monday, 29 July 2019

Regulatory Operations Group, Regional Operations QLD

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>WHS Inspector/ Senior WHS Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Brisbane - QLD</td>
</tr>
<tr>
<td>Salary:</td>
<td>$76,102 - $94,118</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 5, APS Level 6</td>
</tr>
</tbody>
</table>

**Job Description**


**Duties**
The WHS Inspector undertakes a range of Work Health and Safety (WHS) regulatory activities in accordance with relevant legislation, policy and procedures, under routine direction and supervision.

The work includes: WHS related prevention programs, campaigns, health and safety audits, stakeholder engagement, presentations, inspections and investigations across a wide range of industries and risk factors (physical and psychosocial).

The role delivers timely, high quality services in a nationally consistent, regional service delivery environment. The role requires working as a member of a team, assisting to mentor less experienced inspectors, and working collaboratively with a wide range of stakeholders including employers, workers, complainants, Health and Safety Representatives, employer associations, unions, and federal and state government agencies.

The Senior WHS Inspector undertakes a range of WHS regulatory activities in accordance with relevant legislation, policy and procedures under minimal direction and supervision.

The work includes: WHS related prevention programs, campaigns, health and safety audits, stakeholder engagement, presentations, inspections and investigations across a wide range of industries and risk factors (physical and psychosocial).

The role delivers and assists to drive the provision of timely, high quality services in a nationally consistent, regional service delivery environment. The role requires working as a member of a team, mentoring less experienced inspectors, and working collaboratively with a wide range of stakeholders including employers, workers, complainants, Health and Safety Representatives, employer associations, unions, and federal and state government agencies.

The successful applicant will be required to:
- Achieve and maintain appointment as an Inspector under the WHS Act
- Obtain and maintain a Negative Vetting Level 1 security clearance
- Hold and maintain a motor vehicle driver licence for at least a motor car and
- Participate in an after-hours on-call roster including weekends and nights (after expiry of an assessment period and where operational necessities dictate).

Eligibility

Essential:
- The successful applicant will be required to obtain a Diploma of Government (Workplace Inspection) within 18 months of engagement.

Notes

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

About Comcare

Comcare is a leading organisation in workers compensation, insurance, national work health and safety regulation, and scheme management. Comcare works to support participation and productivity through healthy and safe workplaces. We also aim to minimise the impact of harm in workplaces covered by Comcare.


To Apply

**Position Contact:** Kellie Heran, (07) 3303 0005
**Agency Recruitment Site:** http://www.comcare.gov.au/

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### Jobs and Small Business

**Vacancy N.N. 10755161**

**Comcare**

Corporate Management Group, Finance and Assurance

**Closing date:** Monday, 29 July 2019
### Assured, Risk and Fraud Team Support

The Assurance, Risk and Fraud team support Comcare by providing:

- Frameworks for assurance, risk management and fraud control
- Secretariat services for the Audit and Risk Committee
- Support for undertaking assurance, risk management and fraud control activities, including guidance materials and training
- Undertakes fraud response activities.

The Senior Fraud Control Officer will work under the Public Performance and Accountability Act and Commonwealth Fraud Control Framework and is responsible for the delivery of Comcare’s Fraud Control framework. The officer also contributes to the implementation of governance, risk management and assurance frameworks.

The Senior Fraud Response Officer will work under legislation and guidelines, including the Criminal Code Act 1995 (Cth), Commonwealth Fraud Control Guidelines, Privacy Commissioner’s Guidelines for Covert Surveillance and the Australian Government Investigation Standards; and undertakes fraud response activities, including surveillance relating to significant non-compliance and fraud.

### Eligibility

Certificate IV in Government Investigations or Fraud Control, or the ability to obtain within six (6) months.

### Notes

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

### About Comcare

Comcare is a leading organisation in workers compensation, insurance, national work health and safety regulation, and scheme management. Comcare works to support participation and productivity through healthy and safe workplaces. We also aim to minimise the impact of harm in workplaces covered by Comcare.


### To Apply

- **Position Contact:** Liz Butt, 02 6275 0077

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**Comcare**

Closing date: Monday, 29 July 2019

Legal, Statutory Oversight

- **Job Title:** Officer, Statutory Oversight
- **Job Type:** Ongoing, Full-time, Part-time
- **Location:** Canberra - ACT
- **Salary:** $67,486 - $81,641
- **Classifications:** APS Level 4, APS Level 5
- **Position No:** Several Positions
Job Description

Duties
The Statutory Oversight Team sits within the Legal Group and is responsible for providing expert advice on the application of statutory processes to business areas within Comcare. The team manages Comcare’s risk and ad-hoc niche areas of work by liaising across all of Comcare’s functions and business areas to ensure Comcare is legally compliant and achieves its stated objectives.

The Team is responsible for managing Comcare’s risk by ensuring Comcare’s compliance under various statutory processes and requests for information under the Safety, Rehabilitation and Compensation Act 1988. Statutory Oversight also comprises of Comcare’s Feedback and In-house Facilitation functions which manage Comcare’s complaints and compliments as well as conducting settlement mediations in relation to claims.

Statutory Oversight is responsible for ensuring that Comcare’s activities are consistent with our obligations under the Privacy Act.

Officers are responsible for managing a case load of various requests including:
• Assessing and managing complaints.
• Processing routine and occasionally complex FOI requests.
• Undertaking routine and occasionally complex privacy matters.
• Undertaking quality assurance across a range of matters for the team
• Processing requests for claim information under the SRC Act
• Undertaking administrative decision making or risk management tasks related to ad-hoc Comcare matters
• Ad-hoc matters and administration tasks assist the team, Assistant Director and Director.

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 is a leading organisation in workers compensation, insurance, national work health and safety regulation, and scheme management. Comcare works to support participation and productivity through healthy and safe workplaces. We also aim to minimise the impact of harm in workplaces covered by Comcare.


To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Liz Bell, 02 6276 0982</th>
</tr>
</thead>
</table>

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Jobs and Small Business

Department of Employment, Skills, Small and Family Business
Skills and Training
USI Registrar, USI Engagement, Policy & Integrity

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director, USI Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Adelaide - SA</td>
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<td>Salary:</td>
<td>$125,611 - $150,780</td>
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<tr>
<td>Classifications:</td>
<td>Executive Level 2</td>
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<td>Position No:</td>
<td>19/0586</td>
</tr>
</tbody>
</table>
Job Description

Duties

The USI Office, as part of the Department of Employment, Skills, Small and Family Business, supports the Student Identifiers Registrar in administering the initiative.

The USI Office is a dynamic service delivery environment that comprises of a call centre, stakeholder outreach, compliance and the development of supporting USI systems and website.

The Department is seeking to fill positions in:

Director Customer Support Team – this team manages approximately 200,000 direct client contacts by phone, email and system request each year providing support to training organisations and training participants from diverse backgrounds. Experience leading, a call centre or in direct program administration will be valuable in this team.

Director Digital and Data Delivery Team – this team works closely with the Department’s ICT developers and a range of external stakeholders to maintain and continuously enhance the USI Registry System, the USI Website and supporting applications and contracts. Experience leading program area input to development and/or reporting in relation to major ICT systems and/or in program financial management will be valuable in this team.

The following selection criteria will be used throughout the selection process to determine applicant’s suitability for the advertised position. The successful candidate will have:

1. Demonstrated ability to lead and manage a large diverse team with a broad range of outputs.

2. Strong written communication skills and ability to apply these in a variety of contexts.

3. Broad understanding of the Australian VET sector and Government reform agenda in VET and ability to apply this to development of policy and procedure.

4. Experience in development of policy/legislation and/or in managing Commonwealth/State relations is highly desirable.

5. Proven achievement in the development and successful implementation of strategic initiatives, including the capability to plan, manage change, strategically improve performance and manage multiple projects.

6. Ability to represent the USI Office in negotiation with senior government and sector stakeholders is highly regarded.

For further information, please refer to the Job Description.

Eligibility

The successful applicant will require the ability to obtain and/or maintain a clearance at Baseline level.

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

Notes

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

The Australian Government Department of Jobs and Small Business is responsible for national policies and programs that help Australians find and keep employment and work in safe, fair and productive workplaces. Our vision is More Jobs. Great Workplaces. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature age people.

We collaborate with our stakeholders including employers, unions, employees, employment services providers, job seekers, the Australian public and other Commonwealth agencies. As policy advisers, we take into account broader economic, social and technological changes that will transform the way Australians work.

To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Glen Watson,  08 8402 9237</th>
</tr>
</thead>
</table>

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Job Title: Hostel Worker  
JobType: Ongoing, Non-ongoing (Temporary), Full-time, Part-time, Casual  
Location: South Hedland - WA  
Salary: $41,031 - $45,856  
Classifications: APS Level 1  
Position No: Several Positions  
Agency Website: http://www.ahl.gov.au/employment

Job Description

Duties
At AHL we strive to influence and shape opportunities for Indigenous Australians through the delivery of accommodation and support across our national network of hostels. AHL’s core philosophy is to provide a home away from home, by promoting fit for purpose hospitality and guest services. Our hostel facilities provide safe, comfortable, culturally appropriate and affordable accommodation, enabling access to education, employment, health care and other essential services.

AHL offers great employment conditions including generous superannuation, allowances, salary sacrifice options and an opportunity for training and career advancement. AHL’s Salary Packaging Program includes a benefit up to $15,900 per FBT year for mortgage or rent payments, or for your general living expenses. Salary packaging allows staff to reduce tax, providing more net pay.

AHL is seeking to engage highly motivated team members who can fill various positions in our hostels located in South Hedland. We are seeking to create a merit list for filling future vacancies and to establish a pool of on-call casual employees who are available to work at short notice.

As a Hostel Worker, you will have primary responsibility for undertaking the duties of one of the following roles, whilst having flexibility to perform other duties when required:

- Hostel Worker – Cook
- Hostel Worker – Housekeeper
- Hostel Worker – Kitchenhand
- Hostel Worker – Night Attendant.

You will work under the general direction of the Hostel Manager or Assistant Hostel Manager and will be responsible for working in collaboration with other hostel workers on a daily basis, ensuring a high standard of service is delivered to our residents.

Eligibility
- Hold Australian citizenship
- Satisfactory National Criminal History Check
- Satisfactory Medical Assessment
- Satisfactorily complete a Probation period.

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

A Non-ongoing opportunity may be offered for up to 18 months with the possibility of extension. An ongoing opportunity may be offered within the first twelve months of employment.

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.

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

Position Contact: Hannah Simpson, 02 6212 2084  
Prime Minister and Cabinet

Aboriginal Hostels Limited

Frontline Services

Vacancy N.N. 10755434

Closing date: Wednesday, 31 July 2019

Job Title: Assistant Hostel Manager
Job Type: Ongoing, Non-ongoing (Temporary), Full-time, Part-time
Location: Nhulunbuy - NT
Salary: $56,932 - $57,018
Classifications: APS Level 3
Agency Website: http://www.ahl.gov.au/employment

Job Description: http://www.ahl.gov.au/employment

Duties
AHL offers great employment conditions including generous superannuation, allowances, and salary sacrifice (packaging) options. AHL’s Salary Packaging Program includes a benefit up to $15,900 per FBT year for mortgage or rent payments, or for living expenses. Salary packaging allows staff to reduce tax, providing more take home pay.

AHL is seeking to engage a highly motivated and experienced candidate who can fill the role of Assistant Hostel Manager in our hostel located in Nhulunbuy NT. The vacancy is available for immediate filling, and we are also seeking to create a merit list for filling future vacancies and to establish a pool of on-call casual employees who are available to work at short notice.

As part of the Hostel Management Team, you will have primary responsibility for the day to day operations of the hostel. You will work under the general direction of the Business Manager/Assistant Business Manager, and will provide supervision to hostel workers on a daily basis, ensuring a high standard of service is delivered to our residents.

Eligibility
Qualifications/Experience:
- Current CPR training and First Aid Certificate or willingness to obtain
- Current Drivers Licence.

Desirable:
- Certificate III in Community Services or equivalent
- Previous management experience in a residential environment.

Conditions of Engagement:
- Hold Australian Citizenship.
- Obtain a Working with Children’s Check.
- Satisfactory National Criminal History Check.
- Satisfactory Medical Assessment.
- Satisfactorily complete a Probation period.

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

A Non-ongoing opportunity may be offered for up to 18 months with the possibility of extension. An Ongoing opportunity may be offered within the first 12 months of employment.

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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: Laura Richmond, 02 6212 2042
Prime Minister and Cabinet

Vacancy N.N. 10755488

Australian Public Service Commission

Closing date: Wednesday, 31 July 2019

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>APS 6 - Senior Data Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Parkes - ACT</td>
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<tr>
<td>Salary:</td>
<td>$83,564 - $90,721</td>
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<td>Classifications:</td>
<td>APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>19_44</td>
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</tbody>
</table>

**Job Description**

[http://apsc.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=D7728DB5%2D737E%2D4121%2D97D2%](http://apsc.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=D7728DB5%2D737E%2D4121%2D97D2%)

**Duties**

Are you interested in being part of the team that provides accurate and timely workforce data that enables future-fit workforce strategies and practices? As a member of our Workforce Metrics Team, that is just what you will do. We are looking for a proactive person who wants to make a difference and enjoys working with people and data.

The Australian Public Service Commission

The Australian Public Service Commission (APSC) is a small agency within the portfolio of the Department of Prime Minister and Cabinet. We seek to make a practical difference to the current and future effectiveness of the Australian Public Service (APS). Our focus is on good governance, building leadership for the future, lifting workforce capability, providing a voice for, and upholding the integrity of the APS.

The Workforce Metrics Team

The Workforce Metrics Team forms part of the Strategic Policy and Research Group within the APSC. The team plays a pivotal role in ensuring the APSC is a credible and trusted partner to the whole APS by sourcing, managing, analysing and communicating APS-wide workforce and remuneration data. This enables the APSC to undertake legislated reporting accountabilities, informs workforce planning and human resources best practice, and informs many other elements of the work of the APSC.

The role – key accountabilities

The Senior Data Analyst is accountable for:

- Undertaking timely extraction and analysis of workforce data in order to produce reports, contribute to Commission publications such as the State of the Service Report and answer specific queries about workforce metrics.
- Assisting users to interpret data through the provision of concise and accurate communication of trends and insights in written and visual formats, for inclusion in reports and information provided publicly on the internet.
- Engaging with APS agencies and APSC staff to formulate solutions to data and information requirements.
- Ensuring quality data management by the team including the development and ongoing maintenance of data management expertise.
- Conducting regular quality assurance of work processes and outputs, including ensuring your personal work requires little or no revision before finalisation.
- Under limited direction, contributing to project management of the teams accountable outcomes including biannual public release of workforce data in report and visual formats. This includes understanding and working within the strategic framework, planning, prioritisation, risk identification and management.
- Interpreting employment policies and apply these in the teams practices and procedures.
Providing advice in relation to data collection, management and dissemination and assisting with the development of data strategies.

Seeking out contemporary ways to manage and provide access to data and enable insights from data, as well as understanding and applying best practice.

Supervise and develop a small team performing data input, management and analysis roles.

The role – required capabilities

- Ability to achieve results – Establishes clear plans and timeframes for project implementation. Responds in a positive and flexible manner to change and uncertainty. Actively contributes your own expertise to achieve outcomes for the team and identifies opportunities for improvement.

- Support to the strategic direction – Maintains awareness of the organisation and identifies broader factors, trends and influences that may impact on the team's work. Thinks laterally, identifies, implements and promotes improved work practices. Gathers and investigates information from diverse sources and explores new ideas and different viewpoints. Uses experience to analyse what information is important and how it should be used. Undertakes objective, systematic analysis and draws accurate conclusions based on data and other evidence.

- Influential communications – Confidently presents information in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Utilises collaboration and ongoing engagement to anticipate and identify relevant stakeholders' expectations and concerns. Discusses issues credibly and thoughtfully and presents persuasive counter-arguments. Encourages the support of relevant stakeholders.

- Work effectively within the team – Builds and sustains positive collaborative relationships with team members, stakeholders and clients. Consults and shares information and ensures others are kept informed of issues. Demonstrates inclusive behaviours and commitment to the APS Values and Code of Conduct.

- Professional expertise - High level of data management, numerical, statistical and analytical skills and the ability to apply these skills in the context of workforce and remuneration data. This may include using tools such as Tableau or Power BI. Experience in managing relational databases and using SAS, SQL and Excel would be highly beneficial.

Culture

The Commission is a friendly and inclusive workplace. We are outcomes focused and promote the APS Values and collaboration with our colleagues across the APS.

We are an equal opportunity employer, our workplace culture values and champions the experiences, skills and perspectives of all employees. At the Commission we support flexible work, including job-share, and encourage applicants from diverse backgrounds, cultures, and those with caring and parenting responsibilities to apply so we better represent the community that we serve.

We aim to increase our representation of Indigenous Australians and employees with disability by having accessible processes, policies and practices, as well as utilising affirmative measures and the RecruitAbility scheme.

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.

How to apply

To apply, you will need to complete an online application through the Commission’s e-recruit system. This includes submitting:

- a one page pitch, which identifies why you believe you are the right person for this job; and
- your current CV, with a maximum of three pages, which includes your personal details and the details of at least two referees, one of which must be your current or most recent supervisor / manager.

If you are successful at reaching the interview stage, you may be asked to complete a written / analytical assessment as part of the interview process. You will be provided adequate time and resources to undertake this assessment.

Position Information

RecruitAbility

The RecruitAbility scheme applies to all Commission vacancies.

How do I opt into the RecruitAbility scheme?

You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must tick the ‘opt in’ box in order to participate in the scheme.

Details about the RecruitAbility scheme can be found on the Australian Public Service Commission’s website.

Privacy

Information supplied for this selection process will be used for selection purposes only and can be used for a period of 12 months from advertising. Files will be stored through the online recruitment system and accessed by the human resource team, hiring managers and selection panel members. For reporting purposes application information may be kept for a period of
longer than 12 months after the completion of the selection process.

Applications

If you are having difficulty in using the online application process, or need to discuss reasonable adjustments required in order to participate in an interview or other forms of assessment, please advise people@aps.gov.au prior to the closing date.

Eligibility

- Citizenship: to be eligible for employment with the Commission, you must be an Australian Citizen or, in limited circumstances, in the process of obtaining it
- Security Clearance: all roles at the Commission require a minimum of a baseline security clearance and successful applicants must have the ability to obtain and maintain this level of clearance.
- Police check: successful applicants are required to undergo a mandatory Australian Federal Police check.

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.

About Australian Public Service Commission

The Australian Public Service Commission is a central agency within the Australian Public Service (APS) with a critical leadership role in contributing to the future capability and sustainability of the APS. We promote good practice in managing people, provide leadership and management development, foster ethical behaviour and workplaces that value diversity and we have an important evaluation role in working with agencies to ensure that the APS is performing effectively and consistently with the APS Values. The Commission is an Equal Opportunity Employer and values diversity and inclusion.

The Australian Public Service Commission uses streamlined selection processes and a mix of assessment methods, which may or may not involve an interview. Further information is available from the website, http://www.aps.gov.au/about-the-aps/recruitment.

To Apply

Position Contact: Narelle Powers, 0436 916 481
Agency Recruitment Site: http://www.aps.gov.au

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Prime Minister and Cabinet

Vacancy N.N. 10755049

Department of the Prime Minister and Cabinet

Closing date: Friday, 26 July 2019

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Chief People Officer</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>Classifications:</td>
<td>Senior Executive Service Band 1</td>
</tr>
<tr>
<td>Position No:</td>
<td>2019/195</td>
</tr>
</tbody>
</table>

Duties

The Opportunity

PM&C is seeking a dynamic, motivated and experienced individual to join its Senior Executive team as the Chief People Officer (CPO). The CPO leads a People Branch that plays a key role in building and sustaining the Department’s workplace culture of inclusivity, integrity and professionalism. The CPO provides strategic and operational support on a range of people services across the Department including capability and development, inclusion and diversity, recruitment, change management, employment conditions and workforce analytics.

The CPO plays a key role in ensuring that the workforce has the capability and capacity to support the department by being strategic, influential and provide high quality advice and direction. The individual will also require the ability to quickly grasp complex issues specific to people related matters and brings a unique and exciting opportunity to work with the newly established National Indigenous Australians Agency to develop and implement corporate services, including shared services.

The CPO will also have a crucial role in supporting PM&C in becoming a knowledge organisation, technologically adept, flexible and collaborative, and inclusive and diverse – the four pillars of our transformation agenda. The transformation agenda provides a frame of reference for the work that we do and sets our commitment to transformation, ensuring PM&C is a modern, collaborative and responsive organisation that drives excellence across the APS and delivers quality outcomes for the Government and Australian public.

Our Ideal Candidate

You will excel in a complex and fast-paced environment, have a strong focus on results and be adept at managing sensitive issues under pressure. Qualifications or extensive experience in Human Resources (HR) are preferable.

Diverse experience across the private, public and/or community sectors would also be advantageous.

Your ability to engage with a broad range of stakeholders will see you build positive relationships that enable the People Branch to promote a high performance culture.

The occupant of this position is considered an Officer under the Work Health and Safety Act 2011 and is required to exercise due diligence in complying with their obligations under this Act.

What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions.
- Exciting and fulfilling work at the heart of government with career development and networking opportunities difficult to find elsewhere.
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- We work flexibly in our Canberra-based offices in spaces that have been designed to accommodate a range of working styles. This type of working supports increased communication and collaboration, and encourages agility and innovation. PM&C staff have the flexibility to make use of activity-based working principles, allowing them to choose where and how they work in an open space, while using integrated technological solutions.

Eligibility

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

The occupant must be able to obtain and maintain a NV1 level security clearance, or hold a current security clearance of an appropriate level.

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: <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>Position Contact:</th>
<th>Paul Wood, 02 6271 5089</th>
</tr>
</thead>
</table>

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Prime Minister and Cabinet
Department of the Prime Minister and Cabinet

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Secretary, Finance, Property and Security Branch</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>Classifications:</td>
<td>Senior Executive Service Band 1</td>
</tr>
<tr>
<td>Position No:</td>
<td>2019/197</td>
</tr>
</tbody>
</table>

Job Description  http://www.dpmc.gov.au/pmc/careers

Duties
The Opportunity

PM&C is seeking a talented and highly motivated Assistant Secretary to lead the Finance, Property and Security (FPS) Branch. As the Assistant Secretary you will deliver insights that link financial results to business strategies, formulate budget management strategies and build strong relationships with stakeholders.

The role is fast paced, varied and presents an exciting opportunity to help ensure the Department is financially sustainable and its operations are underpinned by sound corporate policies and procedures. You will have the ability to contribute to and influence corporate strategy and policy by providing professional and timely advice on a range of corporate matters within a complex and fast-paced environment. You will also be responsible for PM&C’s property and security functions and will have an opportunity to work with the newly established National Indigenous Australians Agency in the delivery of some shared services.

As the Assistant Secretary of FPS, you will have a key role in supporting PM&C in becoming a knowledge organisation; technologically adept; flexible and collaborative; and inclusive and diverse – the four pillars of our transformation agenda. The transformation agenda provides a frame of reference for the work that we do, ensuring PM&C is a modern, collaborative and responsive organisation.

Our Ideal Candidate

Our ideal candidate will need to have demonstrated ability to lead multi-disciplinary teams within a large organisation and have demonstrated commitment to leadership that inspires, empowers and drives positive change.

The successful applicant will have a strong understanding of government and its processes and be able demonstrate excellent judgement and understanding of the broader operating landscape. Previous experience in corporate services across the private, public and/or community sectors is essential for this role.

We are looking for someone who:

• Will lead the development of high-quality policy advice across a range of corporate functions including finance, property and security
• Possesses a high-level capacity for conceptual and analytic work and demonstrates sound judgment and risk management
• Demonstrates strong communication and negotiation skills
• Has experience in developing and delivering high-level security products and provides broad-ranging and specialised security advice to stakeholders at all levels, internal and external to PM&C
• Has the demonstrated ability to establish and implement frameworks, policies and practices that meet all compliance and business needs to support the FPS Branch.

Accounting qualifications to the standard required for membership in CPA Australia or the Australian Institute of Chartered Accountants is essential.

What We Offer

• A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions.
• Exciting and fulfilling work at the heart of government with career development and networking opportunities difficult to find elsewhere.
• The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
• We work flexibly in our Canberra-based offices in spaces that have been designed to accommodate a range of working styles. This type of working supports increased communication and collaboration, and encourages agility and innovation. PM&C staff have the flexibility to make use of activity-based working principles, allowing them to choose where and how they work in an open space, while using integrated technological solutions.

Eligibility

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

The occupant must be able to obtain and maintain a NV2 level security clearance, or hold a current security clearance of an appropriate level.

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.

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Prime Minister and Cabinet

National Indigenous Australians Agency

Closing date: Tuesday, 30 June 2020

Various

Various, Various

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>2019/20 NIAA Temporary Employment Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Non-ongoing (Temporary), Full-time, Part-time, Casual</td>
</tr>
<tr>
<td>Location:</td>
<td>Barton - ACT; Sydney - NSW; Melbourne - VIC; Brisbane - QLD; Adelaide - SA; Perth - WA</td>
</tr>
<tr>
<td>Salary:</td>
<td>$56,384 - $148,907</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 2, APS Level 3, APS Level 4, APS Level 5, APS Level 6, Executive Level 1, Executive Level 2</td>
</tr>
<tr>
<td>Position No:</td>
<td>2019/20/TER/NIAA</td>
</tr>
</tbody>
</table>

Job Description https://dpmc.nga.net.au/be/index.cfm?event=wfe.listTasks&resetbc=1

Duties
What We Do

The National Indigenous Australians Agency (NIAA) advises the Minister for Indigenous Australians on whole-of-government priorities for Aboriginal and Torres Strait Islander peoples. This includes leading and coordinating the Australian Government’s policy development, program design and implementation and service delivery for Aboriginal and Torres Strait Islander peoples, and building and maintaining effective relationships with Aboriginal and Torres Strait Islander peoples, state and territory governments and other stakeholders.

Who We Are

The NIAA is committed to improving the lives of all Aboriginal and Torres Strait Islander peoples. The NIAA works to influence policy across the entire Australian Government. We liaise closely with State and Territory governments, peak bodies and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples.

Our team includes people across Australia who work closely with communities to make sure policies, programs and services address these unique needs. 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.

2019/20 NIAA Temporary Employment Register

The temporary employment register is open for candidates to register an expression of interest (EOI) for employment with the Department in the National Office and in the Regional Network. The register allows us to access suitable candidates for non-ongoing and casual vacancies at short notice. Our online application form will ask you to express an interest in roles from the APS 2 to Executive Level 2 classifications, as well as select what work areas you have experience in. Positions may be full-time, part-time or casual depending on business needs and requirements.

Your application will remain active until 30 June 2020.

Please Note — this is an unclassified web based recruitment system. Applications must not contain any classified or sensitive information. This includes in your one page pitch, curriculum vitae or application information. Your strict adherence to this direction is appreciated.

Eligibility

To be eligible for these positions you must be an Australian Citizen.

The occupant must be able to obtain and maintain a baseline level security clearance, or hold a current security clearance of an appropriate level.

Notes

Non-ongoing opportunity will be offered for a specified term

Non-Ongoing employment opportunities will be offered for a specified term of up to 18 months.

Intermittent/Irregular employment opportunities will be offered for a period of up to 18 months.

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.

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

About National Indigenous Australians Agency

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To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>PM&amp;C HR Help, (02) 6271 6000</th>
</tr>
</thead>
</table>
Prime Minister and Cabinet

National Indigenous Australians Agency

Closing date: Tuesday, 30 June 2020

Vacancy N.N. 10755162

Various
Various, Various

Job Title: 2019/20 NIAA Temporary Employment Register
Job Type: Non-ongoing (Temporary), Full-time, Part-time, Casual
Location: Hobart - TAS; Darwin - NT
Salary: $56,384 - $148,907
Classifications: APS Level 2, APS Level 3, APS Level 4, APS Level 5, APS Level 6, Executive Level 1, Executive Level 2
Position No: 2019/20/TER/NIAA | Several Positions

Job Description https://dpmc.nga.net.au/?AudienceTypeCode=NIAA

Duties

What We Do

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Eligibility

To be eligible for these positions you must be an Australian Citizen.

The occupant must be able to obtain and maintain a baseline level security clearance, or hold a current security clearance of an appropriate level.

Notes
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To Apply

Position Contact: PM&C HR Help, (02) 6271 6000


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Social Services

Department of Social Services

Community Grants Hub
South Australia Office

Vacancy N.N. 10755018

Closing date: Friday, 19 July 2019

Job Title: Departmental Officer
JobType: Ongoing, Full-time
Location: Adelaide - SA
Salary: $69,388 - $74,582
Classifications: APS Level 4
Position No: 252_07/19

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

Duties

The Community Grants Hub (the Hub) administers community-based grants on behalf of Australian Government departments, agencies and organisations. With around 850 staff and contractors across Australia, the Hub plays a critical role in designing, selecting, establishing and managing grants across the Australian Government.

The Hub are looking for an APS Level 4 Funding Arrangement Manager (FAM) to manage a caseload of Funding Arrangements with responsibilities including:

- undertake tasks of moderate complexity and work under general direction
- be accountable for organising workflow and making decisions within defined parameters relating to the area of responsibility
- understand legislation, procedures and the way in which guidelines are interpreted and applied
- liaise with grantees, resolve queries and undertake analysis activities relating to the management of funding arrangements.

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

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

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

Notes
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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/recruitabilitypage.html.

About Department of Social Services
The Department of Social Services has its national office in Canberra and employs around 2,500 staff in locations around Australia.

The Department delivers policies and programs that touch on the lives of almost every Australian. We also manage a significant proportion of the Australian Government Budget and we have responsibility for major Government initiatives like the National Disability Insurance Scheme and the Family Support Program.

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

Selection documents are 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>Sara Andriani, (08) 8208 0317</th>
</tr>
</thead>
</table>

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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies
The Community Grants Hub (the Hub) administers community-based grants on behalf of Australian Government departments, agencies and organisations. With over 1,000 staff and contractors across Australia, the Hub plays a critical role in designing, selecting, establishing and managing grants across the Australian Government.

The role of state and territory offices is to:

- ensure grant, contracts and services are implemented on time, to budget and in accordance with policy frameworks to help achieve expected outcomes for service recipients
- provide local intelligence and evidence-based information to client agency policy areas
- professionally manage grants, administered procurement and regulation, including risk and the associated grant recipient 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.

APS 5 Service Assurance Officers Investigators within the feedback stream of the Service Assurance Centre of Expertise undertake a range of activities including:

- investigating feedback and complaints about the delivery of funded services and, where required, making recommendations for remedial action
- review of tip-off allegations referred on behalf of Client Agencies to the Community Grants Hub of suspected or actual instances of incorrect or fraudulent business practices or activities that may be a breach of the Grant Agreement.

Desired Experience / Qualifications:

Certificate IV in Government investigations or other relevant qualifications and/or relevant experience in an investigations role / complex complaints role.

Eligibility

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

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

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

Notes

Non-ongoing opportunity will be offered for a specified term

Non-ongoing 12 months, with possibility of 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: http://www.apsc.gov.au/priorities/disability/recruitability or http://www.apsc.gov.au/priorities/disability/recruitability/page.

About Department of Social Services

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The Department delivers policies and programs that touch on the lives of almost every Australian. We also manage a significant proportion of the Australian Government Budget and we have responsibility for major Government initiatives like the National Disability Insurance Scheme and the Family Support Program.

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

Selection documents are 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>Teresa Velez, (03) 9623 8272</th>
</tr>
</thead>
</table>
Applicants 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. 10755166

Department of Social Services
Closing date: Tuesday, 31 December 2019

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Department of Social Services - Temporary Employment Register - July 2019 to December 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Non-ongoing (Temporary). Full-time, Part-time, Casual</td>
</tr>
<tr>
<td>Location:</td>
<td>Darwin - NT; Adelaide - SA; Hobart - TAS; Perth - WA</td>
</tr>
<tr>
<td>Salary:</td>
<td>$45,344 - $144,520</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 1, APS Level 2, APS Level 3, APS Level 4, APS Level 5, APS Level 6, Executive Level 1, Executive Level 2</td>
</tr>
</tbody>
</table>

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

Duties
The Department of Social Services (DSS) offers a challenging and meaningful career working at the centre of the Australian Government's social policy agenda.

We are a people-based organisation that encourages flexible working conditions and opportunities for experience and development in a career where you can make a difference to your community.

This register is open to candidates who would like to express an interest in temporary employment with the department. This register will be utilised to fill roles that may become available across a number of areas.

During the application process you should clearly outline the area you are interested in working, these should align with your skills, knowledge, qualification/s and experience. This includes providing relevant information relating to any education or vocational training to support your application.

This register will be utilised to access skilled candidates to fill roles at short notice nationally across the department in the following work areas:

- Administration
- Compliance & Risk
- Corporate Support
- Fraud & Investigation
- Leadership /Management
- Procurement and Contracting
- Policy and Research
- Programme Management
- Project Management

The diversity of our staff is very important to us and we actively encourage applications from people with disabilities, LGBTIQ people, women and people with diverse linguistic and cultural backgrounds.

We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and encourage applications from Aboriginals and Torres Strait Islander people for vacancies in the Department.

The temporary employment register is open for candidates to register a general expression of interest for employment with the Department of Social Services (DSS) by submitting a resume and statement of claims.

You should indicate in your statement of claims the areas you have expertise and experience in, the areas you are interested in, and any education qualifications.

The temporary employment register will enable the department to access appropriately skilled and experienced individuals at short notice for short term employment opportunities.

Your registration on the DSS temporary employment will remain active until 31 December 2019.

Eligibility
Temporary employment opportunities will be offered for period of up to 18 months.

This is a register of interest only.

There is no guarantee that an offer of employment will be made whilst your application remains on the register.

You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

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


Non-ongoing opportunity will be offered for a specified term

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

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).

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

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<tr>
<th>Position Contact:</th>
<th>Recruitment Team, 1800 799 140 (2)</th>
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Job Title: Department of Social Services - Temporary Employment Register - July 2019 - December 2019

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

Location: Greenway - ACT; Woden - ACT; Sydney - NSW; Melbourne - VIC; Brisbane - QLD

Salary: $45,344 - $144,520

Classifications: APS Level 1, APS Level 2, APS Level 3, APS Level 4, APS Level 5, APS Level 6, Executive Level 1, Executive Level 2

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

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Social Services

National Disability Insurance Agency
Markets, Providers & Sector Development
Provider Payments

Closing date: Sunday, 28 July 2019
Vacancy N.N. 10755022

Job Title: EL1 Assistant Director- Payments
JobType: Ongoing, Non-ongoing (Temporary), Full-time
Location: Robina - QLD; Chermside - QLD
Salary: $102,148 - $111,800
Classifications: Executive Level 1
Position No: 0690_07/19_EXT


Duties
The National Disability Insurance Agency (NDIA) Payments branch manages payments queries received from participants and providers that do not process automatically, ie require manual intervention. This position will play a lead coordination role in the leadership of a number of teams of payments staff. The successful applicant may be the senior on-site payments officer on a day to day basis. They will work at a state and national level to provide leadership in conjunction with the Director and the broader Payments leadership team.

The purpose of this position is to provide operational drive and leadership to deliver key projects within the team as well as the broader objectives of Payments branch and NDIA. This position will contribute to the design, development and implementation of approaches which enhance the governance processes around the payment experience in the NDIS.

The successful candidate will be able to demonstrate an extensive background in management and/or financial payments/accounting expertise. They will be directly accountable for results delivered by their teams in accordance with the requirements of the work area, team plans and branch business outcomes. They will be accustomed to working in agile and fast paced environments where priorities quickly evolve, and will be expected to drive these priorities.

The Assistant Director, Payments, will have a comprehensive understanding of the requirements of the position, as well as the legislative, corporate and financial frameworks that underpin its activities. They are accountable for case managing work and ensuring responses are provided for very complex claim related queries received from providers and participants. They will drive branch and team outcomes and business improvement strategies.

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

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

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

Notes
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
### Social Services

**National Disability Insurance Agency**

Service Delivery & Performance  
Victoria / Tasmania, Service Delivery

<table>
<thead>
<tr>
<th>Job Title</th>
<th>APS 4 Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location</td>
<td>Colac - VIC</td>
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<tr>
<td>Salary</td>
<td>$65,034 - $72,184</td>
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<td>Classifications</td>
<td>APS Level 4</td>
</tr>
<tr>
<td>Position No</td>
<td>0695_07/19</td>
</tr>
</tbody>
</table>

**Vacancy N.N. 10755040**  
Closing date: Wednesday, 24 July 2019

**Job Description**  

**Duties**

As an APS 4 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 their 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 the plan;
- Completing administrative adjustments to reflect a change in circumstances for participants and where plan remediation is required.
- Contacting participants / providers for information as required / relevant to the planning process / plan implementation.
- Contributing to the management of workflow into and out of the Agency in collaboration with ECEI / LAC partners.
- Complete general plan reviews.
- 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.

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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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:Kellie.Bennetts@ndis.gov.au">Kellie.Bennetts@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Kellie Bennetts, 0436 611 779</td>
</tr>
<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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</table>

Social Services

National Disability Insurance Agency

Closing date: Wednesday, 24 July 2019

Service Delivery & Performance
Victoria / Tasmania, Service Delivery

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>APS 6 Planner Supervisor</th>
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</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
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<tr>
<td>Location:</td>
<td>Colac - VIC</td>
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<tr>
<td>Salary:</td>
<td>$81,984 - $90,638</td>
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<td>Classifications:</td>
<td>APS Level 6</td>
</tr>
<tr>
<td>Position No:</td>
<td>0697_07/19</td>
</tr>
</tbody>
</table>

Job Description


Duties
Responsibilities include:
- Provide supervision and leadership as a team leader to achieve outcomes for Scheme participants in line with operational requirements.
- Manage the operations of the team including setting work priorities and managing resources and workflow.
- Lead, manage and support staff including managing performance, attendance and health and wellbeing.
- Develop staff capability through coaching, training and work with the leadership group to identify staff learning and development needs.
- Monitor and manage work output and quality against established performance standards through quality analysis and reporting.
- Prepare and/or coordinate the staff roster and allocate work based on resources and priorities.
- Analyse and report on the achievement of business outcomes, key performance indicators and quality assurance to assist management to manage overall performance.
- Promote a supportive and positive working environment.
- Promote workplace practices consistent with agency policy and in accordance with Australian Public Service values and leadership behaviours.
- Escalate issues that adversely impact on policy, performance and/or service, including disaster/emergency situations.
- Ensure 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. 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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<td>Agency Recruitment Site:</td>
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Social Services
National Disability Insurance Agency
Participants and Planning Experience
Strategic Support, Service Delivery

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>APS 5 Local Area Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
</tbody>
</table>

Closing date: Sunday, 28 July 2019
Job Description  

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.

These roles require remote servicing work. This involves frequent travel to remote Indigenous communities over long distances in a 4WD vehicle and/or in small aircraft, including single engine aircraft at times. Servicing is often conducted outside of a ‘normal’ office environment and requires walking within communities. At times you will be exposed to extreme temperatures. This work requires substantial manual handling tasks e.g. lift/carry of equipment, changing a 4WD tyre. Accommodation standards in remote communities are generally of a more basic standard than usually found in major cities and towns (e.g. shared accommodation, communal facilities: swags, dongas).

Eligibility
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<tbody>
<tr>
<td><strong>Position Contact:</strong></td>
<td>Michelle Kunta, 0484264637</td>
</tr>
<tr>
<td><strong>Agency Recruitment Site:</strong></td>
<td><a href="http://www.ndis.gov.au">http://www.ndis.gov.au</a></td>
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</table>
Job Title: EL 1 Assistant Director - Service Delivery
Job Type: Non-ongoing (Temporary), Full-time
Location: Karratha - WA
Salary: $102,148 - $111,800
Classifications: Executive Level 1
Position No: 0714_07/19_EXT


Duties
- The role of Assistant Director of Service Delivery will lead numerous teams of Planners, which may include business support staff, to ensure positive scheme outcomes for participants, families and carers. The planning function will support participants to identify what reasonable and necessary supports are required to realise goals and aspirations and enable a good life.
- The Assistant Director needs to be a leader, handle complex and sensitive conversations where many issues need to be balanced, to have deep knowledge and experience of disability impacts on daily living and where early intervention may reduce impacts and/or improve outcomes for the individual and/or Scheme. This includes being able to exercise higher level delegations in respect to access, reasonable and necessary supports taking into account factors including scheme sustainability. As part of performing their position, they may be required to travel within their region.
- The role will be also be initially responsible in assisting with the establishment of the new sites/region.

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>.

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
- Selection Documentation: BARBIE.LUNDGREN@NDIS.GOV.AU
- Position Contact: Barb Lundgren, 0477377041
- Agency Recruitment Site: http://www.ndis.gov.au
Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:
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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Social Services
Vacancy N.N. 10755131

National Disability Insurance Agency
Closing date: Sunday, 28 July 2019

Compensation and Reviewable Decisions
Compensation

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>APS 5 Business Support Specialist, Compensation Recoveries</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Geelong - VIC</td>
</tr>
<tr>
<td>Salary:</td>
<td>$73,413 - $79,031</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
</tr>
<tr>
<td>Position No:</td>
<td>0713_07/19_EXT</td>
</tr>
</tbody>
</table>

Job Description

Duties
The work of the Compensation Recoveries (CR) Branch is to provide expert, national support to reduce risk to the financial sustainability of the National Disability Insurance Scheme (NDIS) by avoiding duplicate funding of supports. This occurs when a participant suffers personal injury in an accident and receives compensation that covers care and support services that could also be covered by the NDIS.

The CR Branch has established a CR Business Support team, a central enabling team focussed on providing timely and accurate support across all workforce and workload management initiatives for the Branch, thus freeing up the capacity of other CR staff to focus on making high quality decisions to deliver on participant outcomes.

As a Business Support Specialist, you will undertake a range of activities to support these workforce and workload management initiatives. This includes areas such as workforce planning, recruitment, procurement, learning & development, quality control & assurance, continuous improvement, workload triage and workflow, data analytics and performance & reporting.

You will work closely with the APS 6 Senior Business Support Specialists and other Agency stakeholders under limited direction to ensure tasks are completed accurately and efficiently. You will require the ability to develop a working knowledge of the NDIS Act and related Rules and also the ability to understand and manage technically complex issues. You will be required to provide advice and support in relation to business support activities.

You will demonstrate flexibility 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 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. 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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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:Cathy.McNamara@ndis.gov.au">Cathy.McNamara@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Cathy McNamara, 0459 894 126</td>
</tr>
<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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</tbody>
</table>

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Social Services

Vacancy N.N. 10755139

National Disability Insurance Agency

Service Delivery & Performance

Western Australia, Service Delivery

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>EL 1 Assistant Director - Service Delivery</th>
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</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time</td>
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<tr>
<td>Location:</td>
<td>Success - WA; Warwick - WA</td>
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<tr>
<td>Salary:</td>
<td>$102,148 - $111,800</td>
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<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
</tr>
<tr>
<td>Position No:</td>
<td>0716_07/19_EXT</td>
</tr>
</tbody>
</table>


Duties

The role of Assistant Director of Service Delivery will lead numerous teams of Planners, which may include business support staff, to ensure positive scheme outcomes for participants, families and carers. The planning function will support participants to identify what reasonable and necessary supports are required to realise goals and aspirations and enable a good life.

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

The role will be also be initially responsible in assisting with the establishment of the new sites/region.

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

Eligibility

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

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

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

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

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To Apply

Selection Documentation: BARBIE.LUNDGREN@NDIS.GOV.AU
Position Contact: Barb Lundgren, 0477377041
Agency Recruitment Site: http://www.ndis.gov.au

Social Services

National Disability Insurance Agency

Service Delivery & Performance
New South Wales/ACT, Service Delivery

Job Title: APS 5 Office Manager
JobType: Non-ongoing (Temporary), Full-time
Location: Charlestown - NSW
Salary: $73,413 - $79,031
Classifications: APS Level 5
Position No: 0705_07/19_EXT


Duties
The Office Manager of an NDIA Large Regional Hub will take an active role in ensuring the smooth operation of the main office and associated office sites.

You will:
• Be involved in day-to-day tasks that will support staff to deliver exemplary customer service.
• Be responsible for ensuring delivery of all office support functions meet the objectives in the NDIA Service Charter and Regional Business Plan.
• Ensure your team will provide highly engaged front of house activities meeting the broad range of needs of NDIA participants.

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

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To Apply

Selection Documentation: NICOLE.MANTLE@NDIS.GOV.AU
Position Contact: Nicole Mantle, 02 4014 6651
Agency Recruitment Site: http://www.ndis.gov.au

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Social Services
National Disability Insurance Agency
Vacancy N.N. 10755223
Closing date: Thursday, 25 July 2019
Participants and Planning Experience
Quality

Job Title: EL 1 Assistant Director Quality Assurance
JobType: Ongoing, Full-time
Location: Parramatta - NSW; Newcastle - NSW; Penrith - NSW; Surrey Hills - VIC; Wollongong - NSW
Salary: $102,148 - $111,800
Classifications: Executive Level 1
Position No: 0731_07/19


Duties
The EL1 Assistant Director Quality Assurance is accountable under broad direction to undertake very complex work that ensures outcomes are achieved across one or more of the core functions of the quality branch. These core functions include quality reporting, quality audit program, state liaison and technical advisory. The position will work with the Director Quality Assurance, the Quality Branch Manager and the wider Participant and Planning Experience Group (PPEG) leadership team to enable the National Disability Insurance Agency (NDIA) to deliver better participant outcomes, build a sustainable National Disability Insurance Scheme (NDIS) and maintain a high performing NDIA.

The position is an important team leadership position within the NDIA with delegated authority and responsibility to resolve issues and risks. It will provide the leadership, control, planning, resource management, performance management and decision making for the team to inform and influence practice across the NDIA.

Eligibility
Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.
Notes
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: http://www.apsc.gov.au/priorities/disability/recruitability.

About National Disability Insurance Agency
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To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Michelle Baldacchino, 02 4726 4518, <a href="mailto:Michelle.Baldacchino@ndis.gov.au">Michelle.Baldacchino@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Michelle Baldacchino, 02 4726 4518</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.ndis.gov.au">http://www.ndis.gov.au</a></td>
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Social Services

National Disability Insurance Agency

Participants and Planning Experience

Quality

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>APS 6 Senior Quality Assurance Officer – Affirmative Measures, Aboriginal Torres Strait Islander</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Geelong - VIC; Adelaide - SA; Midland - WA</td>
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<tr>
<td>Salary:</td>
<td>$81,984 - $90,638</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>0738_07/19</td>
</tr>
</tbody>
</table>

Job Description


Duties
The APS6 Senior Quality Assurance Officer is accountable under limited direction to undertake complex work that ensures outcomes are achieved across one or more of the core functions of the quality branch. These core functions include quality reporting, quality audit program, state liaison and technical advisory. Legislation, policies, procedures, standards, methodologies and precedents guide the position. The position will perform various activities across the Participant and Planning Experience Group (PPEG) to support the quality branch to enable the National Disability Insurance Agency (NDIA) to deliver better participant outcomes, build a sustainable National Disability Insurance Scheme (NDIS) and maintain a high performing NDIA.

The position has reasonable autonomy and accountability to exercise both initiative and judgment to interpret legislation and policy, analyse information and appraise decision making in relation to the application of practices and procedures to support enhancements in participant plan quality through continuous improvement

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.

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. 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
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/recruitabilitypage.

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To Apply

<table>
<thead>
<tr>
<th>Selection Documentation: J Judy Manfrin, 08 9235 7234, <a href="mailto:Judy.Mafrin@ndis.gov.au">Judy.Mafrin@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact: Judy Manfrin, 08 9235 7234</td>
</tr>
<tr>
<td>Agency Recruitment Site: <a href="http://www.ndis.gov.au">http://www.ndis.gov.au</a></td>
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Social Services

National Disability Insurance Agency

Participants and Planning Experience
Quality

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<tr>
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<tr>
<td>JobType: Ongoing, Non-ongoing (Temporary), Full-time</td>
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<tr>
<td>Location: Geelong - VIC; Wollongong - NSW; Robina - QLD; Adelaide - SA; Midland - WA</td>
</tr>
<tr>
<td>Salary: $73,413 - $79,031</td>
</tr>
<tr>
<td>Classifications: APS Level 5</td>
</tr>
<tr>
<td>Position No: 0742_07/19</td>
</tr>
</tbody>
</table>


Duties
The APS 5 Quality Assurance Officer is accountable under limited supervision to undertake moderately complex to complex activities, tasks and projects across one or more of the core functions of the quality branch. These core functions include quality reporting, quality audit program, state liaison and technical advisory. Legislation, policies, procedures, standards, methodologies and precedents guide the position as it supports the quality branch to deliver better participant outcomes, build a sustainable National Disability Insurance Scheme (NDIS) and maintain a high performing National Disability Insurance Agency (NDIA).

The APS 5 Quality Assurance Officer will undertake specialist and technical audit, research and analysis activities and tasks to identify continuous improvement opportunities and contribute to the implementation of the National Quality Assurance Program. It will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA’s objectives to ‘build a world-leading National Disability Insurance Scheme’.

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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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 Non-ongoing or for a specified term of up to 12 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

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th>Greg McDonnell, 03 5246 1438, <a href="mailto:Greg.McDonnell@ndis.gov.au">Greg.McDonnell@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Greg McDonnell, 03 5246 1438</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.ndis.gov.au">http://www.ndis.gov.au</a></td>
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Social Services
National Disability Insurance Agency
Closing date: Sunday, 28 July 2019

Strategic, Advice, Research & Inclusion
Information, Linkages & Capacity Building
Job Title: EL 2 Director - Information, Linkages & Capacity Building
Job Type: Ongoing, Non-ongoing (Temporary), Full-time
Location: Geelong - VIC; Melbourne - VIC
Salary: $120,397 - $136,691
Classifications: Executive Level 2
Position No: 0735_07/19


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 an important contribution to achieving this goal.

The ILC program aims to build the capacity of people 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.

In December 2018 the NDIA released the ILC Investment Strategy. The Strategy commits to investing over $398 million over 2019-20 to 2021-22 to implement ILC through four complementary programs:
- The National Information Program
- The Individual Capacity Building Program
- The Economic and Community Participation Program
- The Mainstream Capacity Building Program

The ILC Branch within NDIA National Office, is responsible for commissioning and managing all four ILC programs to ensure they achieve demonstrable outcomes for people with disability across Australia.

Working with the Branch Manager, the Director ILC will be responsible for:
- Supporting the Branch Manager in modelling the NDIA values
- Leading one or more teams to create a high-performing and rewarding working environment
- Leading the management of the ILC programs and the creation and sustaining of effective relationships with external delivery partners
- Leading the design and delivery of commissioning for each program including maintaining a strong relationship with the Department of Social Services and the State and Territory Governments
- Leading the development of strategy for long-term implementation of ILC
- Leading the development and implementation of the ILC monitoring and evaluation framework
- Leading performance management and strategic partnership development across the component of ILC delivered by the NDIA’s Partners in the Community.

The position is required to work with senior executive level internal stakeholders (NDIA managers and key Commonwealth agencies) and external stakeholders (sector representatives) to drive effective implementation of ILC.

You will bring to this significant task your relevant government policy and program experience, communication and analytical skills, exceptional stakeholder management and project management skills. You will have the capability to provide leadership in a fast-paced working environment.

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

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:ndia@hoban.com.au">ndia@hoban.com.au</a></th>
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<tbody>
<tr>
<td>Position Contact:</td>
<td>Hoban Recruitment, 1300 286 318</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.ndis.gov.au">http://www.ndis.gov.au</a></td>
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Social Services

National Disability Insurance Agency

Corporate Services & CFO Executive Office

Property

Job Title: APS 6 Senior Branch Coordinator - Property
JobType: Non-ongoing (Temporary), Full-time
Location: Geelong - VIC
Salary: $81,984 - $90,638
Classifications: APS Level 6
Position No: 0694_07/19_EXT


Duties
The Senior Branch Coordinator - Property is responsible for a range of functions within the property team. There is a considerable range of legislation, standards and codes that the NDIA must comply with in the construction of its office fit-outs and ongoing management of its office portfolio.

The Senior Branch Coordinator - Property will work closely with the Director, Property Support and the Director, Property Program to establish and manage an effective Administration Team to support the day to day needs of the Property Department.

The Senior Branch Coordinator - Property will manage various projects and will require experience in scope development, contract administration, stakeholder management, excellent communication and interpersonal skills, a strong client focus and the ability to resolve problems while managing competing work priorities.

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: http://www.apsc.gov.au/priorities/disability/recruitability

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

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

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

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:ryan.wickson@ndis.gov.au">ryan.wickson@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Ryan Wickson, 0472 800 758</td>
</tr>
<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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</tbody>
</table>

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Social Services

National Disability Insurance Agency

Service Delivery & Performance
Victoria / Tasmania, Service Delivery

Closing date: Wednesday, 24 July 2019

Job Title: APS 5 Planner
Job Type: Ongoing, Non-ongoing (Temporary), Full-time
Location: Colac - VIC
Salary: $73,413 - $79,031
Classifications: APS Level 5
Position No: 0696_07/19


Duties
As an APS 5 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 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.
- Have accountability for tasks and decisions and supports less experienced employees in achieving their goals.
- 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. Depend 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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<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:Kellie.bennetts@ndis.gov.au">Kellie.bennetts@ndis.gov.au</a></th>
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<tr>
<td>Position Contact:</td>
<td>Kellie Bennetts, 0436 611 779</td>
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<tr>
<td>Agency Recruitment Site:</td>
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Social Services
Vacancy N.N. 10755104

National Disability Insurance Agency
Closing date: Sunday, 28 July 2019

Advisory Services
Technical Advisory

<table>
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<tr>
<th>Job Title:</th>
<th>APS 3 Business Support Officer</th>
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</tr>
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<td>Position No:</td>
<td>0666_06/19_EXT</td>
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</table>

Job Description

Duties
The Agency has established a National Technical Advisory Team with the primary focus of:

- Driving consistency in the application of the NDIA Reasonable and Necessary, Access and Planning decision making framework, tools and operational guidelines;
- Providing technical advice and support to NDIA staff and partners in relation to unusual or complex service delivery and access matters;
- Providing timely technical advice across the service delivery network;
- Providing timely technical advice on AAT matters;
- Facilitating the achievement of participant and Scheme outcomes;
- Contributing to tactical research that informs best practice service delivery;
- Supporting the application of insurance principles within the disability sector.

The Business Support Officer will work as part of an administrative team to provide general administrative assistance to support the team. The Business Support Officer will provide high quality professional and friendly management of telephone enquiries, IT related administrative tasks and diary management.

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

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

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To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:mary.forster@ndis.gov.au">mary.forster@ndis.gov.au</a></th>
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<tbody>
<tr>
<td>Position Contact:</td>
<td>Mary Forster, 03 52744400</td>
</tr>
<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. 10755106

National Disability Insurance Agency
Service Delivery & Performance
Western Australia, Service Delivery

<table>
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<tr>
<th>Job Title:</th>
<th>EL 1 Assistant Director - Service Delivery</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>
<td>$102,148 - $111,800</td>
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<td>Classifications:</td>
<td>Executive Level 1</td>
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<td>Position No:</td>
<td>0711_07/19_EXT</td>
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</tbody>
</table>

Duties
The role of Assistant Director of Service Delivery will lead numerous teams of Planners, which may include business support staff, to ensure positive scheme outcomes for participants, families and carers. The planning function will support participants to identify what reasonable and necessary supports are required to realise goals and aspirations and enable a good life.

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

The role will be also be initially responsible in assisting with the establishment of the new sites/region.

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

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

Notes
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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To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:BARBIE.LUNDGREN@NDIS.GOV.AU">BARBIE.LUNDGREN@NDIS.GOV.AU</a></th>
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<tbody>
<tr>
<td>Position Contact:</td>
<td>Barb Lundgren, 0477377041</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.ndis.gov.au">http://www.ndis.gov.au</a></td>
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Social Services
National Disability Insurance Agency
Markets, Providers & Sector Development
Market Settings

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>EL 1 Assistant Director – Branch Performance</th>
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<tr>
<td>JobType:</td>
<td>Non-ongoing (Temporary), Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Geelong - VIC</td>
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<tr>
<td>Salary:</td>
<td>$102,148 - $111,800</td>
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<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
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</table>
The National Disability Insurance Agency (NDIA) is the independent Commonwealth entity responsible for implementing the National Disability Insurance Scheme (NDIS), which supports a better life for Australians with significant and permanent disability and their families and carers.

The NDIA’s purpose is to increase the ability of individuals with significant and permanent disability to be more independent, and to engage more socially and economically, at the same time as delivering a financially sustainable NDIS that inspires community and stakeholder confidence.

The Markets, Provider and Sector Development Group (MPSD) within the NDIA is responsible for the NDIA’s market stewardship work to support the establishment and growth of effective and dynamic NDIS markets. The Markets Setting Branch (MSB) sits within MPSD and contributes to the development of a mature marketplace through the design and review of policy and practice approaches that enable providers to grow and innovate in the planning and delivery of supports. Market settings are responsive and based on robust evidence, comprehensive data and deep consultation.

To facilitate this, the MSB in consultation with disability sector stakeholders:
• Supports and encourages a competitive and contestable marketplace that is flexible and responds to the choices and preferences of its consumers.
• Assists providers in understanding the opportunities and responsibilities of operating in the NDIS marketplace, including new providers and those transitioning from previous state systems.
• Plays an active role in developing the sustainable supply of supports, monitoring the market, and intervening where appropriate to ensure stability for participants.
• Continually reviews market settings to ensure they are appropriate, responsive and incentivise innovative service delivery that meets participant’s needs.
• Designs and implements a number of projects to drive the development of new or specialist market segments as well as innovation within the disability sector.

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

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Notes
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To Apply

Selection Documentation: Bernadette.Levett@ndis.gov.au
Position Contact: Bernadette Levett, 0407924126
Agency Recruitment Site: http://www.ndis.gov.au
Social Services

National Disability Insurance Agency
Corporate Services & CFO Executive Office
Property

Job Title: EL2 - Director Property
JobType: Ongoing, Non-ongoing (Temporary), Full-time
Location: Geelong - VIC
Salary: $120,397 - $136,691
Classifications: Executive Level 2
Position No: 0676_07/19_EXT


Duties
The NDIA Property Team is responsible for delivery of the Strategic Property Plan (SPP) which presents the property strategy for a nation-wide portfolio of office accommodation and participant engagement/public interfaces for the National Disability Insurance Scheme (NDIS) for 2015 to 2020 to meet the National Disability Insurance Agency’s (NDIA’s) strategic goals and operational business requirements.

There is a considerable range of legislation, standards and codes that the NDIA must comply within regarding the construction of its office fit-outs and ongoing management of its office portfolio.

The Director will lead a team in the delivery and implementing of a framework which supports the ongoing management of the property portfolio, in a timely manner and in accordance to the SPP. The SPP framework sets out, in a structured way, how best property can be delivered and managed, meeting NDIA’s strategic objectives and priorities.

The Director will oversee the operational and risk management of properties and contracts, liaise with Leasing and Facilities Service Providers, Procurement and Commonwealth Agencies to ensure NDIA properties/accommodation are fit for purpose, safe and compliant enabling the Agency to achieve its strategic goals and operational objectives

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: kevin.dunstan@ndis.gov.au
Position Contact: Kevin Dunstan, 0475 949 159
Agency Recruitment Site:  http://www.ndis.gov.au

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Social Services
Vacancy N.N. 10755115

National Disability Insurance Agency
Closing date: Sunday, 28 July 2019

Service Delivery & Performance
Western Australia, Service Delivery

<table>
<thead>
<tr>
<th>Job Title:</th>
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<tbody>
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<tr>
<td>Position No:</td>
<td>0712_07/19_EXT</td>
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Duties
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The role will be also be initially responsible in assisting with the establishment of the new sites/region.

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Social Services
National Disability Insurance Agency

Job Title: EL 1 Assistant Director - Service Delivery
JobType: Non-ongoing (Temporary), Full-time
Location: Kalgoorlie - WA
Salary: $102,148 - $111,800
Classifications: Executive Level 1
Position No: 0715_07/19_EXT


Duties
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<tbody>
<tr>
<td>Position Contact:</td>
<td>Barb Lundgren, 0477377041</td>
</tr>
<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. 10755138

#### National Disability Insurance Agency

**Closing date: Sunday, 28 July 2019**

**Service Delivery & Performance**

**Western Australia, Service Delivery**

<table>
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<td>JobType:</td>
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<tr>
<td>Location:</td>
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<tr>
<td>Salary:</td>
<td>$102,148 - $111,800</td>
</tr>
<tr>
<td>Classifications:</td>
<td>Executive Level 1</td>
</tr>
<tr>
<td>Position No:</td>
<td>0716_07/19_EXT</td>
</tr>
</tbody>
</table>

**Job Description**


### Duties

The role of Assistant Director of Service Delivery will lead numerous teams of Planners, which may include business support staff, to ensure positive scheme outcomes for participants, families and carers. The planning function will support participants to identify what reasonable and necessary supports are required to realise goals and aspirations and enable a good life.

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

The role will be also be initially responsible in assisting with the establishment of the new sites/region.

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

### Eligibility

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

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

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

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

About National Disability Insurance Agency

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

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

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

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:BARBIE.LUNDGREN@NDIS.GOV.AU">BARBIE.LUNDGREN@NDIS.GOV.AU</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Barb Lundgren, 0477377041</td>
</tr>
<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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</table>

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Social Services

National Disability Insurance Agency

Service Delivery & Performance
Victoria/Tasmania, Service Delivery

Vacancy N.N. 10755173
Closing date: Wednesday, 7 August 2019

Job Title: APS 4 Planner
Job Type: Ongoing, Non-ongoing (Temporary), Full-time
Location: Bairnsdale - VIC
Salary: $65,034 - $72,184
Classifications: APS Level 4
Position No: 0723_07/19_EXT


Duties

As an APS 4 Planner, you will:

- Gather information from participants and planning partners to make informed decisions within defined parameters within the NDIS Act 2013.
- Work with participants and planning partners to determine current and future supports that will support participants to achieve their goals and aspirations and enable better outcomes.
- Support participants to access the NDIS by facilitating the completion of their First Plan and reviewing their subsequent plans as per Agency guidelines and processes.
- Respond to general enquiries from participants; providers and the community regarding the scheme, their plan and plan implementation; and
- Contribute to the achievement of key performance indicators for the Agency including planning targets.

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

The National Disability Insurance Agency welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander people and people with diverse culture and linguistic backgrounds.
Eligibility
Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment. Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

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

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

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

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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:Nhu.Nguyen@ndis.gov.au">Nhu.Nguyen@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Nhu Nguyen, 0436628504</td>
</tr>
<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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</table>

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Social Services

National Disability Insurance Agency

Closing date: Thursday, 25 July 2019

Chief Information Officer
Channel Management

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>EL2 Director Business Metrics</th>
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</thead>
<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>$120,397 - $136,691</td>
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<td>Classifications:</td>
<td>Executive Level 2</td>
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<tr>
<td>Position No:</td>
<td>0684_07/19</td>
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</tbody>
</table>

Job Description

Duties
• Providing high level leadership and support to teams delivering services in the National Contact Centre environment.
• Monitoring and tracking performance, identifying areas for improvement ensuring a customer focused approach to continuous service development and improvement.
• Analyse Contact Centre performance against Key Performance Indicators and liaising with stakeholders as required.
• Manipulating, presenting and analysing data and the development and delivery of reports.
• Managing competing priorities and allocate tasks.
• Undertaking research and preparing associated reports and correspondence.
• Providing ongoing coaching and feedback to teams to ensure quality outcomes.

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

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

About National Disability Insurance Agency
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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:ben.dalton@ndis.gov.au">ben.dalton@ndis.gov.au</a></th>
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</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Ben Dalton, 0412239172</td>
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</tbody>
</table>

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Social Services

National Disability Insurance Agency

Closing date: Thursday, 25 July 2019

Participants and Planning Experience
Quality

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>EL 2 Director Quality Assurance</th>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Geelong - VIC; Chermside - QLD; Robina - QLD; Townsville - QLD</td>
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<tr>
<td>Salary:</td>
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<td>0730_07/19</td>
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</tbody>
</table>

The EL2 Director Quality Assurance is accountable under broad direction to undertake work with a high level of complexity or sensitivity that delivers significant outcomes across the quality branch functions. It will work with the Quality Branch Manager, and the wider Participant and Planning Experience Group leadership team to enable the National Disability Insurance Agency (NDIA) to deliver better participant outcomes, build a sustainable NDIS and maintain a high performing NDIA.

The position is an important team leadership position within the NDIA with delegated authority and responsibility to resolve issues and risks. It will provide the leadership, control, planning, resource management, performance management and decision making for the team ensuring the provision of timely, quality and innovative services consistent with performance expectations.

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

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

Notes
RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: <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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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>James Large, 0436 638 901, <a href="mailto:James.Large@ndis.gov.au">James.Large@ndis.gov.au</a></th>
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<tr>
<td>Position Contact:</td>
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<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.ndis.gov.au">http://www.ndis.gov.au</a></td>
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Social Services

National Disability Insurance Agency

Participants and Planning Experience
Quality

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>EL 1 Assistant Director Quality Assurance – Affirmative Measures, Disability</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>Newcastle - NSW; Parramatta - NSW; Penrith - NSW; Surrey Hills - VIC; Wollongong - NSW</td>
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<tr>
<td>Salary:</td>
<td>$102,148 - $111,800</td>
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<td>Classifications:</td>
<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>0732_07/19_EXT</td>
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Duties
The EL1 Assistant Director Quality Assurance is accountable under broad direction to undertake very complex work that ensures outcomes are achieved across one or more of the core functions of the quality branch. These core functions include quality reporting, quality audit program, state liaison and technical advisory. The position will work with the Director Quality Assurance, the Quality Branch Manager and the wider Participant and Planning Experience Group (PPEG) leadership team to enable the National Disability Insurance Agency (NDIA) to deliver better participant outcomes, build a sustainable National Disability Insurance Scheme (NDIS) and maintain a high performing NDIA.

The position is an important team leadership position within the NDIA with delegated authority and responsibility to resolve issues and risks. It will provide the leadership, control, planning, resource management, performance management and decision making for the team to inform and influence practice across the NDIA.

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.

These vacancies are to be filled under an affirmative measure to improve employment opportunities for people with disability in the Australian Public Service. They are open only to people with disability.

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

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

Notes
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.

About National Disability Insurance Agency
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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>Michelle Baldacchino, 02 4726 4518, <a href="mailto:Michelle.Baldacchino@ndis.gov.au">Michelle.Baldacchino@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Michelle Baldacchino, 02 4726 4518</td>
</tr>
<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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</table>

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Social Services

National Disability Insurance Agency

Participants & Planning Experience

Quality

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>EL1 Assistant Director Quality Assurance – Affirmative Measures, Aboriginal &amp; Torres Strait Islander</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Newcastle - NSW; Parramatta - NSW; Penrith - NSW; Surry Hills - NSW; Wollongong - NSW</td>
</tr>
<tr>
<td>Salary:</td>
<td>$102,148 - $111,800</td>
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<td>Executive Level 1</td>
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<tr>
<td>Position No:</td>
<td>0733_07/19_EXT</td>
</tr>
</tbody>
</table>

Duties
The EL1 Assistant Director Quality Assurance is accountable under broad direction to undertake very complex work that ensures outcomes are achieved across one or more of the core functions of the quality branch. These core functions include quality reporting, quality audit program, state liaison and technical advisory. The position will work with the Director Quality Assurance, the Quality Branch Manager and the wider Participant and Planning Experience Group (PPEG) leadership team to enable the National Disability Insurance Agency (NDIA) to deliver better participant outcomes, build a sustainable National Disability Insurance Scheme (NDIS) and maintain a high performing NDIA.

The position is an important team leadership position within the NDIA with delegated authority and responsibility to resolve issues and risks. It will provide the leadership, control, planning, resource management, performance management and decision making for the team to inform and influence practice across the NDIA.

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
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>.

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<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:Michelle.Baldacchino@ndis.gov.au">Michelle.Baldacchino@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Michelle Baldacchino, 0247264518</td>
</tr>
<tr>
<td>Agency Recruitment Site:</td>
<td><a href="http://www.ndis.gov.au">http://www.ndis.gov.au</a></td>
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Social Services

National Disability Insurance Agency

Participants & Planning Experience
Quality

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>APS 6 Senior Quality Assurance 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>
<tr>
<td>Salary:</td>
<td>$81,984 - $90,638</td>
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<td>Classifications:</td>
<td>APS Level 6</td>
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<tr>
<td>Position No:</td>
<td>0734_07/19_EXT</td>
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The APS6 Senior Quality Assurance Officer is accountable under limited direction to undertake complex work that ensures outcomes are achieved across one or more of the core functions of the quality branch. These core functions include quality reporting, quality audit program, state liaison and technical advisory. Legislation, policies, procedures, standards, methodologies and precedents guide the position. The position will perform various activities across the Participant and Planning Experience Group (PPEG) to support the quality branch to enable the National Disability Insurance Agency (NDIA) to deliver better participant outcomes, build a sustainable National Disability Insurance Scheme (NDIS) and maintain a high performing NDIS.

The position has reasonable autonomy and accountability to exercise both initiative and judgment to interpret legislation and policy, analyse information and appraise decision making in relation to the application of practices and procedures to support enhancements in participant plan quality through continuous improvement.

**Eligibility**

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

**Notes**

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

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**To Apply**

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:greg.mcdonnell@ndis.gov.au">greg.mcdonnell@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Greg McDonnell, 03 5246 1438</td>
</tr>
<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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</table>

**Social Services**

**National Disability Insurance Agency**

**Participants & Planning Experience**

**Quality**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>APS 6 Senior Quality Assurance Officer – Affirmative Measures, Disability</th>
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<tbody>
<tr>
<td>Job Type:</td>
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<tr>
<td>Location:</td>
<td>Midland - WA; Adelaide - SA; Geelong - VIC</td>
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<tr>
<td>Salary:</td>
<td>$81,984 - $90,638</td>
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<td>Classifications:</td>
<td>APS Level 6</td>
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<td>Position No:</td>
<td>0737_07/19_EXT</td>
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</table>

**Job Description**


**Duties**
The APS Senior Quality Assurance Officer is accountable under limited direction to undertake complex work that ensures outcomes are achieved across one or more of the core functions of the quality branch. These core functions include quality reporting, quality audit program, state liaison and technical advisory. Legislation, policies, procedures, standards, methodologies and precedents guide the position. The position will perform various activities across the Participant and Planning Experience Group (PPEG) to support the quality branch to enable the National Disability Insurance Agency (NDIA) to deliver better participant outcomes, build a sustainable National Disability Insurance Scheme (NDIS) and maintain a high performing NDIS.

The position has reasonable autonomy and accountability to exercise both initiative and judgment to interpret legislation and policy, analyse information and appraise decision making in relation to the application of practices and procedures to support enhancements in participant plan quality through continuous improvement.

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. 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.

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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) target="APSC recruitability page".

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<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:judy.manfrin@ndis.gov.au">judy.manfrin@ndis.gov.au</a></th>
</tr>
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<tbody>
<tr>
<td>Position Contact:</td>
<td>Judy Manfrin, 08 9235 7234</td>
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</tbody>
</table>

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Social Services

National Disability Insurance Agency

<table>
<thead>
<tr>
<th>Closing date: Tuesday, 30 July 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title: EL 2 Board Secretary</td>
</tr>
<tr>
<td>JobType: Ongoing, Full-time</td>
</tr>
<tr>
<td>Location: Canberra - ACT; Geelong - VIC; Sydney - NSW</td>
</tr>
<tr>
<td>Salary: $120,397 - $136,691</td>
</tr>
<tr>
<td>Classifications: Executive Level 2</td>
</tr>
</tbody>
</table>
Job Description

Duties
The Board Secretary is an APS EL2 classified position. It is accountable under broad direction to perform a range of complex,
very complex and highly complex secretariat functions for the Chairman of the National Disability Insurance Agency (NDIA)
Board (Board), the Board and the committees of the Board, Executive Leadership Team (ELT) and other high-level governance
forums.

The Board Secretary will be responsible for:

• working with the Chairman and the Board to receive, understand, request clarity, provide advice and support that implement
  their directions
• managing the NDIA’s secretariat functions including providing the administration, corporate, secretarial and executive support
  to Board, ELT and other high-level governance forums
• identifying, influencing and guiding the adherence to the legislative requirements and operating strategies, policies, priorities
  and procedures that ensures the effective and compliant operation of the Board, ELT other high-level governance forums
• coordination and accountability for the monitoring, assessment, progress reporting and follow up to ensure the completion of
  actions and projects agreed to, or directed by the Chairman, NDIA’s Board, ELT and other high-level governance forums
• ensuring all the activities and tasks required by the Board, IAC, ELT and committees to make informed decisions is available
  in the format, quality, quantity and timeframes
• managing and ensuring the appropriate registers of interest are maintained and up to date, and
• Oversighting the management of Board operations so that Directors can effectively discharge their responsibilities.

The Board Secretary is a team leadership position within the NDIA management structure and has a significant degree of
independence to exercise their judgement and make decisions within the secretariat functions. It will have delegated authority
and responsibility to provide the leadership, control, planning, resource management, performance management and decisions
for all members of the team working within their assigned work area.

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

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

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

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:Lucas.Ryan@ndis.gov.au">Lucas.Ryan@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Lucas Ryan, 0421 217 971</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>
Job Title: APS 5 Quality Assurance Officer

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

Location: Wollongong - NSW; Robina - QLD; Adelaide - SA; Midland - WA; Geelong - VIC

Salary: $73,413 - $79,031

Classifications: APS Level 5

Position No: 0739_07/19


**Duties**

The APS 5 Quality Assurance Officer is accountable under limited supervision to undertake moderately complex to complex activities, tasks and projects across one or more of the core functions of the quality branch. These core functions include quality reporting, quality audit program, state liaison and technical advisory. Legislation, policies, procedures, standards, methodologies and precedents guide the position as it supports the quality branch to deliver better participant outcomes, build a sustainable National Disability Insurance Scheme (NDIS) and maintain a high performing National Disability Insurance Agency (NDIA).

The APS 5 Quality Assurance Officer will undertake specialist and technical audit, research and analysis activities and tasks to identify continuous improvement opportunities and contribute to the implementation of the National Quality Assurance Program. It will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA’s objectives to ‘build a world-leading National Disability Insurance Scheme’.

**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 Non-ongoing or for a specified term of up to 12 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: [APSC recruitability page](http://www.apsc.gov.au/priorities/disability/recruitability).

**About National Disability Insurance Agency**

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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>Greg McDonnell, 03 5246 1438, <a href="mailto:Greg.McDonnell@ndis.gov.au">Greg.McDonnell@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Greg McDonnell, 03 5246 1438</td>
</tr>
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Social Services

National Disability Insurance Agency

Closing date: Thursday, 25 July 2019

Vacancy N.N. 10755266

Participants and Planning Experience

Quality

Job Title: APS 5 Quality Assurance Officer – Affirmative Measures, Disability

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

Location: Geelong - VIC; Adelaide - SA; Wollongong - NSW; Robina - QLD; Midland - WA

Salary: $73,413 - $79,031

Classifications: APS Level 5

Position No: 0741_07/19


Duties

The APS 5 Quality Assurance Officer is accountable under limited supervision to undertake moderately complex to complex activities, tasks and projects across one or more of the core functions of the quality branch. These core functions include quality reporting, quality audit program, state liaison and technical advisory. Legislation, policies, procedures, standards, methodologies and precedents guide the position as it supports the quality branch to deliver better participant outcomes, build a sustainable National Disability Insurance Scheme (NDIS) and maintain a high performing National Disability Insurance Agency (NDIA).

The APS 5 Quality Assurance Officer will undertake specialist and technical audit, research and analysis activities and tasks to identify continuous improvement opportunities and contribute to the implementation of the National Quality Assurance Program. It will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA’s objectives to ‘build a world-leading National Disability Insurance Scheme’.

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.

These vacancies are to be filled under an affirmative measure to improve employment opportunities for people with disability in the Australian Public Service. They are open only to people with disability.

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

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

Notes

Non-ongoing opportunity will be offered for a specified term

This position will be offered Non-ongoing or for a specified term of up to 12 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.

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.

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 NDIS 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

Selection Documentation: Greg McDonnel, 03 5246 1438, Greg.McDonnell@ndis.gov.au

Position Contact: Greg McDonnel, 03 5246 1438

Agency Recruitment Site: http://www.ndis.gov.au
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Social Services  
National Disability Insurance Agency  
Participants and Planning Experience  
Northern Territory

**Job Title:** EL1 Assistant Director Service Delivery and Performance  
**Job Type:** Ongoing, Full-time, Part-time  
**Location:** Alice Springs - NT  
**Salary:** $102,148 - $111,800  
**Classifications:** Executive Level 1  
**Position No:** 0702_07/19_EXT

**Job Description**  

**Duties**
The role of Assistant Director of Service Delivery will lead numerous teams of Planners, which may include business support staff, to ensure positive scheme outcomes for participants, families and carers. The planning function will support participants to identify what reasonable and necessary supports are required to realise goals and aspirations and enable a good life. The Assistant Director needs to be a leader, handle complex and sensitive conversations where many issues need to be balanced, to have deep knowledge and experience of disability impacts on daily living and where early intervention may reduce impacts and/or improve outcomes for the individual and/or Scheme. This includes being able to exercise higher level delegations in respect to access, reasonable and necessary supports taking into account factors including scheme sustainability.

The role will require an understanding of remote servicing work. This role may require travel to remote Indigenous communities over long distances in a 4WD vehicle and/or in small aircraft, including single engine aircraft at times. Servicing is often conducted outside of a ‘normal’ office environment and requires walking within communities. At times you will be exposed to extreme temperatures. This work requires substantial manual handling tasks e.g. lift/carry of equipment, changing a 4WD tyre. Accommodation standards in remote communities are generally of a more basic standard than usually found in major cities and towns (e.g. shared accommodation, communal facilities: swags, dongas).

**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**
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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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 National Disability Insurance Agency

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**To Apply**

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:Chantelle.Ayres@ndis.gov.au">Chantelle.Ayres@ndis.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Chantelle Ayres, 08 8948 7560</td>
</tr>
</tbody>
</table>
Social Services

National Disability Insurance Agency

Vacancy N.N. 10755288

Chief Information Officer
Channel Management

Job Title: EL2 Director Continuous Improvement
Job Type: Ongoing, Full-time
Location: Geelong - VIC
Salary: $120,397 - $136,691
Classifications: Executive Level 2
Position No: 0740_07/19

Job Description

Duties
• Providing high level leadership and support to teams delivering services in the National Contact Centre environment.
• Monitoring and tracking performance, identifying areas for improvement ensuring a customer focused approach to continuous service development and improvement.
• Analyse Contact Centre performance against Key Performance Indicators and initiate procedural and technical changes as required.
• Manipulating, presenting and analysing data to contribute to the development of reports.
• Providing thorough information and effective support to internal and external stakeholders.
• Managing competing priorities and allocate tasks.
• Undertaking research and preparing associated reports and correspondence.
• Providing ongoing coaching and feedback to teams to ensure quality outcomes.

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
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About National Disability Insurance Agency
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To Apply

Selection Documentation: ben.dalton@ndis.gov.au
Position Contact: Ben Dalton, 0412239172
Agency Recruitment Site: http://www.ndis.gov.au
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Social Services

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Vacancy N.N. 10755293

Complaints Commissioner, Reportable Incidents (Victoria)

Closing date: Tuesday, 30 July 2019

Job Title: Assistant Director, Reportable Incidents - Victoria
Job Type: Ongoing, Full-time
Location: Box Hill - VIC
Salary: $101,958 - $115,734
Classifications: Executive Level 1


Duties
Registered providers are required to maintain an incident management system and submit reportable incidents to the Commission. Reportable Incidents include death, serious injury, abuse and neglect, sexual/physical assault or misconduct and the unauthorised use of restrictive practices.

The Commission has oversight of reportable incident notifications about serious incidents which have occurred (or are alleged to have occurred) in connection with the provision of NDIS supports and services to a person with a disability. The Reportable Incidents team monitors the response of registered providers to adequately manage any immediate risk to a participant’s safety and wellbeing, undertake assessment and investigation of the incident and follow up appropriately. The team provides advice, information and training about reportable incidents management to NDIS providers.

The Reportable Incidents team works closely with other teams at the Commission to take appropriate compliance action, including investigation, and identify systemic issues.

The successful candidate will:

- Support the implementation, operation and monitoring of the reportable incidents handling function, consistent with the National Disability Insurance Scheme Act 2013 and Rules;

- Manage and resolve a caseload of incidents reported to the Commission by providers, including engaging with providers on complex incidents (including deaths of people with disability) and escalating incidents for investigation or other action where necessary;

- Contribute to education and training for providers in identifying incidents, preventing and effectively responding to abuse and neglect of people with disability, through the provision of information about the Commission’s reportable incidents handling function;

- Develop productive working relationships with a large and diverse range of external stakeholders, including state and territory counterparts, service providers, and regulatory and law enforcement bodies to facilitate the work of the reportable incidents handling function, and the Commission more broadly;

- Provide expert advice to State Director, and other senior colleagues in the Commission, about trends, issues, individuals of concern and inadequate investigations by service providers, through the assessment and analysis of information gathered during the reportable incidents handling process;

- Supervision, coaching, mentoring and guidance to others and contribute to a learning culture where expertise can be appropriately shared;

- Behave in accordance with the values promoted by the Commission.

Our ideal candidate will have a positive attitude to the potential for people with disability to lead ordinary lives.

Our ideal candidate will also have:

- Ability to develop influential working relationships with a wide range of stakeholders both internal and external to the Commission;

- Sound understanding of best practice and management of reportable incidents to achieve positive outcomes;

- Sound analytical skills to evaluate reportable incidents and related issues and contribute to solutions, advice and capacity building;

- Excellent written communication skills to contribute to high quality briefings and correspondence;

- Highly developed organisation skills, with the ability to work in a high volume environment and the capacity to manage competing demands and to meet deadlines;

- Ability to identify and communicate opportunities for continuous improvement to achieve quality outcomes;

- The ability, and the confidence, to make sound judgements and decisions based on thorough research, problem-solving, innovation and evidence based practice, to achieve the objective of the reportable incidents function, and the NDIS Commission more broadly;

- Resilience and taking responsibility for individual health and welfare;

- An understanding of the NDIS Quality and Safeguarding Framework and the NDIS Act;

- Lived experience of disability or demonstrated understanding of disability services in a state or territory government context;

- Investigation skills in the context of responding to serious incidents and supporting vulnerable groups of people.

Eligibility

Qualification requirements:

Nursing, Allied Health, Social Services or other relevant tertiary qualifications are desirable.

Notes
What we Offer:

- In addition to the salary, a generous 15.4% employer superannuation contribution is paid for members of the PSSap and 15.4% is also payable to other chosen accumulation funds;

- The opportunity to join a high profile government body at its inception and make a difference;

- Opportunities for promotion and development with an organisation which is on a path of rapid growth;

- The salary range specified above is exclusive of the employer superannuation contribution;

- Flexible working arrangements, salary sacrifice and a range of leave benefits.

Aboriginal and Torres Strait Islander people are encouraged to apply.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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](http://www.apsc.gov.au/priorities/disability/recruitability).

About National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) is a new, independent government agency established on 1 July 2018 in New South Wales and South Australia to improve the quality and safety of NDIS supports and services.

We are passionate about our purpose: to work with people with disability, providers and the community to deliver nationally consistent, responsive and effective regulation for NDIS supports and services. The NDIS Commission brings together various quality and safeguards functions into a single agency for the first time, and will have a suite of education and regulatory powers that apply across Australia.

With its head office in Penrith NSW, the NDIS Commission is progressively rolling out into every State and Territory by July 2020. The NDIS Commission commenced operations in Queensland, Northern Territory, Victoria, Tasmania and the Australian Capital Territory from 1 July 2019.

To Apply

**Position Contact:** Megan Slattery, (03) 9473 5214

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**Statutory Authorities**

**Australian Maritime Safety Authority**

Vacancy N.N. 10755311

Response

AMSA Asset Capability

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Asset Capability Information Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Braddon - ACT</td>
</tr>
<tr>
<td>Salary:</td>
<td>$74,559 - $86,436</td>
</tr>
<tr>
<td>Agency Classification:</td>
<td>AMSA level 4</td>
</tr>
<tr>
<td>Position No:</td>
<td>640_07/19 RESP</td>
</tr>
</tbody>
</table>

**Job Description**


**Duties**
ABOUT THE ROLE
The Asset Capability Information Coordinator will be responsible for information and records management, intranet and website content management and will provide governance, reporting and general administrative support across the Asset Capability section and Response division as required.

This role will deliver information management and recordkeeping services aligned to divisional and corporate requirements. This includes project and contract documentation, technical reports, digital images, engineering drawings, equipment manuals, asset data and safety, heritage and environmental plans and registers. You will assist with the maintenance and review of the Asset Capability quality management system, ensuring the hazardous materials and staff training registers are maintained in support of work health and safety requirements.

This role will see you prepare weekly, monthly, quarterly and annual performance reports as well as periodic reports for update of the Aids to Navigation (AtoN) asset management system. This will require you to extract, analyse and manipulate data to prepare other reports, as required. This role will also see you liaise with regional teams on a regular basis to ensure effective and timely communication and information sharing.

Reporting into the Principal Advisor AtoN Asset Management, you will be part of a strong customer focused and results driven team of professionals.

Eligibility
ABOUT THE PERSON
To be successful in this role, you will have high level business administration experience to assist with daily administrative and business support tasks. You will have a sound understanding of project and contract management principles and will have knowledge of work health and safety systems and quality management principles to ensure registers are maintained in support of the relevant requirements.

To carry out the responsibilities of this role, you will need to have strong working knowledge of intranet and website content management system as well as experience in data manipulation and analysis of performance reporting. You will need to be proficient in the Microsoft Office suite and have knowledge of the functionality of electronic records management systems.

You will have a flexible approach to your work, with the ability to work as part of a team and individually, as required. You will have strong interpersonal skills and the ability to build relationships with team members and other stakeholders. You should have a demonstrated ability and drive to achieve desired outcomes in a timely manner.

For a full list of prerequisites and required capabilities for this role, please refer to the position description.

At AMSA, we acknowledge the value diversity can bring to assist us in delivering against our mission to contribute towards ‘Safe and clean seas, saving lives’. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. For further information, please refer to AMSA Diversity Plan 2019-2022.

Notes
ABOUT AMSA
The Australian Maritime Safety Authority (AMSA) is Australia’s national agency responsible for maritime safety, protection of the marine environment, and maritime aviation search and rescue. We are a statutory authority established under the Australian Maritime Safety Authority Act 1990 (AMSA Act).

At AMSA we ensure safe vessel operations, combat marine pollution and rescue people in distress. We work closely with other Australian and international government agencies and related industries, providing valuable advice and expertise to ensure we, and others deliver on our mission.

It is an exciting time at AMSA, as we have recently assumed the full service delivery for the National System for Domestic Commercial Vessels. As we chart new territory, it creates opportunities to engage further and have an even bigger impact on the Australian Maritime industry.

AMSA employs around 400 people across Australia. We offer unique and challenging career opportunities for our employees, who come from a range of diverse backgrounds. Our employees represent our values, and operate in a PROFESSIONAL and COLLABORATIVE way; are DEDICATED to our mission and are ACCOUNTABLE for decisions and actions.

Working at AMSA will give you an opportunity to make a real difference and actively contribute towards AMSA’s vision for Safe and clean seas, saving lives.

To learn more about our organisation, our AMSA Values and our people, please visit our website.

WHAT WE OFFER
‡ Exciting and challenging work which directly contributes to AMSA’s mission, strategy and the impact we make to the community
‡ A collaborative work environment where you can contribute to AMSA’s strong reputation as maritime regulator, through working with dedicated colleagues who provide regulatory oversight to one of the safest maritime regions in the world
‡ The opportunity to work with supportive, passionate and collaborative colleagues and leaders who encourage and support each other to achieve positive outcomes and success
‡ An inclusive workplace with attractive remuneration package, including generous employer superannuation contributions
‡ Employee rewards, recognition and benefits that support workplace achievement and work life balance

Note: Information about our terms and conditions of employment are contained in the AMSA Enterprise Agreement 2016-2019.

HOW TO APPLY
All applications should be completed on our website via the Careers at AMSA page by 11.30pm Sunday 28 July 2019. As part of your application you will need to provide;
‡ your resume
‡ a cover letter (maximum 800 words) outlining how your skills and experience meet the prerequisites and required capabilities of the role – please see link to the position description for full details

If you would like more information about this role, please contact David Jeffkins, Principal Advisor AtoN Asset Management on (02) 6279 5677.

To Apply

Selection Documentation: AMSA Recruitment, AMSArecruitment@amsa.gov.au
Position Contact: David Jeffkins, 02 6279 5677
Apply: Apply online at www.amsa.gov.au

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Job Description

Duties
ASD maintains and operates a large number of diverse and complex systems which all rely heavily on an extensive network of structured data cabling dispersed through multiple buildings within the Canberra region. The cabling systems are mainly comprised of fibre optic cabling with a limited amount of copper infrastructure scattered throughout. The mission of the Network Infrastructure Team is to manage the infrastructure associated with systems at different security classifications in accordance with security manuals, internal policies and industry standards.

As part of a team of subject matter experts on structured cabling and infrastructure, you will be required to remain abreast of current industry best practices in order to advise and inform customers and projects on the most appropriate approach to their cabling requirements. Within the Infrastructure Team, you will:
- Liaise with customers to ascertain their cabling requirements
- Patch fibre and copper cable paths to ensure systems will operate within the specifications of the connection medium,
- Plan and implement upgrades to the current infrastructure to ensure it meets future requirements, and
- Many other activities associated with the maintenance and upkeep of all Data Cabling Systems within the organization.

The successful applicant will have a comprehensive understanding of modern structured cabling system with an emphasis on legacy and modern fibre optic mediums. A well-grounded understanding of network topology and the functionality of modern network devices is desirable. Applicants will be given the opportunity to advance their skills in infrastructure support and networking technology through on-the-job training, the attendance of relevant industry courses and conferences and a strong mentoring program. ASD will help you build strong foundations for a diverse and rewarding career.

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.apsc.gov.au/priorities/disability/recruitability

To Apply
Agency Contact: 02 6265 0477
We are seeking a hardworking and experienced Information Technology Director to lead the ACNCs IT team.

As an Information Technology Director you will lead the management and development of ACNCs cloud hosted business and enterprise systems. You will have an understanding of the public sector plus experience working in a data driven organisation understanding the value of data and information as an asset. As Director you will also have responsibility for managing IT support, service functions, IT projects and Information Management.

Your expertise will enable you to engage effectively with business to develop systems that improve efficiency, automate workflows, and deliver these on time with the available resources.

You will manage external vendors, suppliers and the government procurement process. You will lead, coordinate and deliver the IT strategy within the available resources.

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 for up to 18 months. Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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 Australian Charities and Not-for-profits Commission (ACNC)

About the ACNC

We determine whether an organisation meets the legal definition of charity and we work to ensure charities understand and meet their obligations by providing guidance and support.

Located in Melbourne CBD, we are proud to have a diverse workforce that understands our vision and purpose and is made up of people who are committed to achieving our Corporate Priorities.

We work hard to attract and retain talented staff. We promote a people centred culture that models our values and understands our vision and purpose.

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

Find out more information about us on our website https://www.acnc.gov.au/about.

To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:Rachel.Smith@acnc.gov.au">Rachel.Smith@acnc.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Rachel Smith, (03) 8632 4776</td>
</tr>
</tbody>
</table>

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Job Description  https://accc.bigredsky.com/page.php?pageID=106

Duties
The Assistant Director role will work collaboratively to contribute to the delivery of the CPSB’s objectives by:

1. driving the development of high-quality internal and external documents such as staff papers, executive and ministerial briefings, correspondence and question time briefs
2. developing evidence-based recommendations for regulatory intervention
3. overseeing the analysis of data and information obtained for investigative purposes to support the work of the CPSB
4. managing and progressing projects utilising the ACCC’s project methodology
5. creating productive working relationships with manufacturers, suppliers and other interested external stakeholders
6. supervising and developing staff by providing direction, feedback and identifying development needs and opportunities, and enabling the achievement of expected performance outcomes
7. providing effective and timely support to the Director and General Manager in a demanding and fast-paced environment.

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

Non-ongoing opportunities may be offered for up to 18 months.

To Apply

Position Contact: Paula Pearshall, (02) 6243 1254
The Assistant Director role will work collaboratively to contribute to the delivery of the CPSB's objectives by:

1. driving the development of high-quality internal and external documents such as staff papers, executive and ministerial briefings, correspondence and question time briefs
2. developing evidence-based recommendations for regulatory intervention
3. overseeing the analysis of data and information obtained for investigative purposes to support the work of the CPSB
4. managing and progressing projects utilising the ACCC's project methodology
5. creating productive working relationships with manufacturers, suppliers and other interested external stakeholders
6. supervising and developing staff by providing direction, feedback and identifying development needs and opportunities, and enabling the achievement of expected performance outcomes
7. providing effective and timely support to the Director and General Manager in a demanding and fast-paced environment.

Notes
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<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Paula Pearsall, (02) 6243 1254</th>
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Treasury

Vacancy N.N. 10755017

ATO Finance, Enterprise Strategy & Corporate Operations

Closing date: Wednesday, 31 July 2019

Job Title: Workplace Services Officer
Job Type: Ongoing, Non-ongoing (Temporary), Full-time, Part-time
Location: Albury - NSW; Brisbane - QLD; Chermside - QLD; Melbourne - VIC; Canberra - ACT; Upper Mount Gravatt - QLD
Salary: $61,825 - $66,701
Classifications: APS Level 3

Job Description

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

Duties

We are seeking experienced and motivated staff members to join our Workplace Services team.

Workplace Services manage the ATOs building operations and services. We perform a range of complex workplace services including facilities management activities to support clients in undertaking all aspects of ATO business.

As a Workplace Services Officer in ATO Finance, you will manage timeframes, provide assistance and advice to site and regional managers and liaise with clients in relation to complex, difficult or sensitive facilities management matters.

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

**About Australian Taxation Office**

We’re building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing.

Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve.

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

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**To Apply**

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:Kelly.Kamarul@ato.gov.au">Kelly.Kamarul@ato.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Kelly Kamarul, (02) 6216 2719</td>
</tr>
</tbody>
</table>

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**Australian Taxation Office**

Enterprise Solutions and Technology, Various teams

**Job Title:** IT Systems Administrator  
**JobType:** Ongoing, Non-ongoing (Temporary), Full-time, Part-time  
**Location:** Canberra - ACT; Docklands - VIC; Brisbane - QLD  
**Salary:** $82,898 - $95,181  
**Classifications:** APS Level 6  
**Position No:** Several Positions

**Job Description**  

**Duties**

We are seeking IT Systems Administrators to join one of our teams in the Enterprise Solutions and Technology business area.

As an IT Systems Administrator, you'll work in a dynamic and complex technological environment. You will investigate and resolve operational and technological issues with contemporary solutions. You'll analyse operating policies, review and adapt to new tools, technologies and methodologies.

You will guide and manage a team. You will provide technical advice, support and collaborate with diverse business partners. You will also seek new and innovative ways to deliver high quality technical outcomes.

Please note this role may require on-call and after-hours work.
Notes
Non-ongoing opportunity will be offered for a specified term

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To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:Phuoc.Giang@ato.gov.au">Phuoc.Giang@ato.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Phuoc Giang, (03) 8601 9157</td>
</tr>
</tbody>
</table>

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Treasury
Vacancy N.N. 10755244

Australian Taxation Office
Closing date: Thursday, 1 August 2019
ATO Finance, ATO Finance

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Finance 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>Albury - NSW; Brisbane - QLD; Melbourne - VIC; Moonee Ponds - VIC; Canberra - ACT; Perth - WA</td>
</tr>
<tr>
<td>Salary:</td>
<td>$82,898 - $95,181</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 6</td>
</tr>
</tbody>
</table>

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

Duties
We are seeking committed and motivated staff to join our ATO Finance team.

As a Finance Officer in our ATO Finance Team, you will undertake complex financial and accounting activities. This will include providing specialist insight, advice and decision support to a range of stakeholders to improve resource management matters.

You will analyse trends and data to identify insights, issues, risks and opportunities. You will also develop solutions in consultation with stakeholders to influence business outcomes.

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

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To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:James.Gaven@ato.gov.au">James.Gaven@ato.gov.au</a></th>
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<tbody>
<tr>
<td>Position Contact:</td>
<td>James Gaven, (03) 9285 1468</td>
</tr>
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</table>

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Treasury

Vacancy N.N. 10755252

Australian Taxation Office

ATO Finance, Various Teams

Closing date: Thursday, 1 August 2019

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Finance 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>Albury - NSW; Canberra - ACT; Melbourne - VIC; Perth - WA</td>
</tr>
<tr>
<td>Salary:</td>
<td>$76,778 - $81,394</td>
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<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
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</table>

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

Duties

We are seeking experienced and motivated staff to join our teams in ATO Finance.

As a Finance Officer you will undertake a range of moderately complex to complex financial related activities including providing finance advice to a range of business partners on resource management matters.

You will manage timeframes, provide assistance and insights and liaise with a range of clients and partners on finance related enquiries.

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

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To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:Julie.Reay@ato.gov.au">Julie.Reay@ato.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Julie Reay, (02) 4923 1633</td>
</tr>
</tbody>
</table>

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Australian Taxation Office

Strategy and Support, Outbound Capability

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Business Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</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>$76,778 - $81,394</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 5</td>
</tr>
</tbody>
</table>

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

Duties

We are seeking highly motivated Business Analysts to join our Outbound Capability team.

As a Business Analyst in our Strategy and Support business area, you'll apply policies and procedures to design and deliver simple outbound communications for the ATO and provide support and assistance to help develop more complex outbound communications. You'll provide recommendations to business on the most appropriate design, content and channel for outbound communications.

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

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**To Apply**

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:Henry.Baxter@ato.gov.au">Henry.Baxter@ato.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Henry Baxter, 08 8208 3167</td>
</tr>
</tbody>
</table>

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**Treasury**

**Australian Taxation Office**

Vacancy N.N. 10755296

Enterprise Solutions and Technology, Application Architecture and Design

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>IT Solution Designer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Ongoing, Non-ongoing (Temporary), Full-time, Part-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Adelaide - SA; Brisbane - QLD; Canberra - ACT; Melbourne - VIC</td>
</tr>
<tr>
<td>Salary:</td>
<td>$127,787 - $144,837</td>
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<tr>
<td>Classifications:</td>
<td>Executive Level 2</td>
</tr>
</tbody>
</table>

**Job Description**


**Duties**
We are seeking high performing leaders that possess the skillset of an IT Solution Designer to join our Application Architecture and Design team.

As an IT Solution Designer in our Enterprise Solutions and Technology business area, you will be accountable to perform an important leadership role in the ATO and will lead, manage and apply high-level judgement and strategic analysis in the assessment, review and endorsement of change.

You will coordinate and deliver complex IT projects or work activities that have strategic and operational significance to the ATO. This includes planning and leading a range of initiatives, projects and ensure reporting and governance requirements are met.

You will manage and lead a team of designers and architects that will be responsible for driving out IT Solutions to address complex business outcomes, government priorities, legislative and policy change, and will have accountability for knowledge transfer, mentoring and development of others.

You will build and sustain partnerships with business and delivery partners to effectively resolve design issues and deliver IT solutions that achieve business outcomes and improve client and staff experiences.

You will develop, enhance and maintain our design capability and enterprise systems, including promoting awareness and education of the value of these capabilities with our partners and providing assurance against architecture principles and ATO application strategies.

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

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To Apply

<table>
<thead>
<tr>
<th>Selection Documentation:</th>
<th><a href="mailto:Mark.StHill@ato.gov.au">Mark.StHill@ato.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Contact:</td>
<td>Mark St Hill, (08) 8218 9428</td>
</tr>
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Job Title: Finance Officer
JobType: Ongoing, Non-ongoing (Temporary), Full-time, Part-time
Location: Albury - NSW; Melbourne - VIC; Canberra - ACT
Salary: $61,825 - $66,701
Classifications: APS Level 3

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

Duties
We are seeking experienced and motivated people to join our Finance Service Delivery team.

As a Finance Officer in ATO Finance, you will undertake a range of financial activities under general direction, largely governed by established guidelines and procedures.

Working in our processing teams, you will manage timeframes, provide assistance and liaise with a range of clients and partners on a variety of tasks that may include:
- enquiries relating to departmental accounts, corporate credit cards, international or domestic travel and policy advice
- banking and corporate accounting system reconciliations
- cash management activities
- generation and management of reports

Notes
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To Apply

Selection Documentation: Brian.Assey@ato.gov.au
Position Contact: Brian Assey, (03) 8601 9165

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Treasury
Vacancy N.N. 10755078
Australian Taxation Office
Closing date: Monday, 29 July 2019
Strategy and Support, Knowledge and Content Management

**Job Title:** Procedures Officer

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

**Location:** Moonee Ponds - VIC; Upper Mount Gravatt - QLD

**Salary:** $76,778 - $81,394

**Classifications:** APS Level 5

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**Job Description**

We are seeking a Procedures Officer to join our Knowledge and Content Management team.

As a Procedures Officer in our Strategy and Support area you will work with various business areas to develop and implement innovative improvements and features for procedures and scripts referenced by Service Delivery staff. You’ll also provide advice regarding the content and use of material along with supporting and developing staff in content design.

**Notes**

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**To Apply**

**Selection Documentation:**  John Latorre, (03) 9945 5839, john.latorre@ato.gov.au


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**Treasury**

Vacancy N.N. 10755167

**Australian Taxation Office**

Closing date: Tuesday, 30 July 2019

Strategy and Support, Training and Development

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**Job Title:** Administration Officer

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

**Location:** Melbourne - VIC
Salary: $68,871 - $74,748
Classifications: APS Level 4

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

Duties
We are seeking Administration Officers to join our Training and Development team.

As an Administration Officer in our Strategy and Support business area, you’ll use HTML coding and Visual Basic to assist in redesigning and improving training experiences for Service Delivery staff. You’ll be working with multiple business partners to coordinate training nationally within Service Delivery. You’ll analyse information and summarise your findings to influence business approaches.

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 for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About Australian Taxation Office
We’re building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing.

Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve.

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

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


To Apply

Selection Documentation: Fiona Von Alpen, (03) 8632 4317, Fiona.Vonalpen@ato.gov.au
**Duties**
As the Assistant Commissioner, Infrastructure Services, you'll provide expertise in relation to the delivery of a broad range of critical production IT Infrastructure services via an augmented internal and externally outsourced delivery model.

You'll support the Enterprise Solutions and Technology (EST) Executive in achieving the EST Technology Strategy, aligned to the ATO's 2024 vision, while ensuring mission critical 24 x 7 IT Infrastructure services support the availability of the digital ecosystem to the Australian tax community and internal business functions.

You will lead a collaborative organisation that provides both clear career opportunities to ATO staff, whilst holding external partners to uplifted levels of accountability managing a hybrid infrastructure stack.

These mission critical services consist of leading edge Public Cloud and SaaS offerings combined with a significant on premise footprint of traditional mid-range and mainframe compute, storage and network; alongside EUTS (End User Technology Services) including over 35,000 desktops.

Working collaboratively with stakeholders and suppliers, you will anticipate requirements and ensure infrastructure platforms and delivery processes remain fit for purpose into the future through transformation and continuous service improvement. While leaning on your experience of implementing orchestration to mature and support a Hybrid cloud service offering and migration that provides an enhanced service experience across the ATO.

You will be responsible for leading the branch through a significant period of change for both the Infrastructure Services Branch, as well as the wider EST, as the operating models are moved to contemporary approaches, and partner service provider contracts are refreshed and updated.

You’ll work with:
> peers within the ATO to identify business needs and how best to address them through the provision of IT Services
> service provider partners to deliver IT Services in a multi-vendor environment, ensuring the delivery of IT Services not only efficiently meet the needs of the ATO today, but are also constantly evolving and transforming to meet the needs of the community into the future.

Our ideal candidate
> will be a strong, influential leader with extensive management experience and a substantial record of achievement in delivering innovative IT services in a complex, evolving and challenging multi-vendor environment
> possesses a strategic understanding of the role, purpose and administration of the ATO as well as excellent insight into environmental factors affecting the organisation
> will drive transformation across the IT landscape in a manner that demonstrates diligence and commitment to achieving outcomes
> has excellent stakeholder relationship skills, including the ability to provide insightful, persuasive and trusted advice to a diverse range of senior stakeholders
> leads by example, embodying the culture to which we aspire.

This role may be offered as full time or part time on an ongoing or non-ongoing basis in Canberra, Melbourne (CBD), or Brisbane (CBD).

We offer a competitive total remuneration package (including allowances and superannuation) in the range of $230,246 to $266,374 per annum, depending on experience.

We offer rewarding careers for professionals with access to learning and development and a collaborative and supportive culture. The ATO is committed to creating a fair, accessible, flexible and inclusive work environment that accommodates the needs of employees and encourages them to contribute to their maximum potential.

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

This process may be used to fill the position on an ongoing or non-ongoing basis. Non-ongoing opportunities may be filled for a period of up to five years.

**To Apply**

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Blayne O'Hara, 1300 565 010</th>
</tr>
</thead>
</table>

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Australian Taxation Office
Enterprise Solutions and Technology, Application Architecture and Design

Job Title: IT Solution Designer
JobType: Ongoing, Non-ongoing (Temporary), Full-time, Part-time
Location: Adelaide - SA; Brisbane - QLD; Canberra - ACT; Melbourne - VIC
Salary: $82,898 - $95,181
Classifications: APS Level 6

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

Duties
We are seeking a driven and experienced IT Solution Designer to join our Application Architecture & Design team.

As an IT Solution Designer in our Enterprise Solutions and Technology business area, you will contribute to a single complex end-to-end design engagement for IT projects that have strategic and operational significance to the ATO.

You will build and sustain relationships with business and delivery partners to effectively resolve design issues and deliver IT solutions that achieve business outcomes and improve client and staff experiences.

You will plan, coordinate and lead design activities within set timeframes, and contribute to reporting to ensure governance requirements are met.

You will manage staff and build an effective team, with accountability for knowledge transfer, mentoring and improving capability through timely and constructive feedback.

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 for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About Australian Taxation Office
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Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve.

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

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


To Apply

Selection Documentation: Susanna.Ellis@ato.gov.au
Position Contact: Susanna Ellis, (02) 6216 4113
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**Treasury**

**Vacancy N.N. 10755286**

**Australian Taxation Office**

Enterprise Solutions and Technology, Application Architecture and Design

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<thead>
<tr>
<th>Job Title</th>
<th>IT Solution Designer</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>Adelaide - SA; Brisbane - QLD; Canberra - ACT; Melbourne - VIC</td>
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<tr>
<td>Salary</td>
<td>$106,183 - $115,762</td>
</tr>
<tr>
<td>Classifications</td>
<td>Executive Level 1</td>
</tr>
</tbody>
</table>

**Duties**

We are seeking high performing leaders that possess the skillset of an IT Solution Designer to join our Application Architecture and Design team.

As an IT Solution Designer in our Enterprise Solutions and Technology business area, you'll lead, coordinate and deliver a single complex (or in some instances lead multiple less complex) end-to-end design engagements for an IT project that has strategic and operational significance to the ATO.

You will build and sustain relationships with business and delivery partners to effectively resolve design issues and deliver IT solutions that achieve business outcomes and improve client and staff experiences.

You will plan, coordinate and lead a range of design activities within set timeframes, and contribute to reporting to ensure governance requirements are met.

You will manage staff and build an effective team, with accountability for knowledge transfer, mentoring and improving capability through timely and constructive feedback.

**Notes**

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**To Apply**

| Selection Documentation | Justine.Covey@ato.gov.au |

**Closing date:** Wednesday, 31 July 2019
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**Treasury**

**Vacancy N.N. 10755292**

**Australian Taxation Office**

ATO Finance, Various Teams

Closing date: Thursday, 1 August 2019

**Job Title:** Business Analyst

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

**Location:** Albury - NSW; Brisbane - QLD; Melbourne - VIC; Canberra - ACT

**Salary:** $82,898 - $95,181

**Classifications:** APS Level 6

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

**Duties**

We are seeking attentive and skilled Business Analysts to join our ATO Finance team.

As a Business Analyst you’ll perform a wide range of activities on a daily basis including providing complex insights, analysis in relation to complex problems and may assist in strategic planning, program and project management and policy development.

You’ll research and capture data and information from a variety of sources to consider and identify risks, trends and opportunities and you will develop and implement strategies to address them.

You’ll share your research and findings and liaise with a range of stakeholders on complex and sensitive issues to negotiate solutions. You may be required to coach or lead a small team.

**Notes**

Non-ongoing opportunity will be offered for a specified term

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**About Australian Taxation Office**

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**To Apply**
Treasury

Department of the Treasury

Centre for Population

Closing date: Sunday, 28 July 2019

Job Title: Principal Adviser (Demography)
Job Type: Ongoing, Non-ongoing (Temporary), Full-time, Part-time
Location: Canberra - ACT; Sydney - NSW; Melbourne - VIC
Salary: $205,410 - $238,732
Classifications: Senior Executive Service Band 1
Position No: 27-2019
Agency Website: http://www.treasury.gov.au/


Duties
Treasury is seeking to fill the role of Principal Adviser (Demography) for the Centre for Population.

The Principal Adviser (Demography) would help to establish and manage the Centre’s research program. In addition, the Principal Adviser (Demography) would integrate the work of the Centre with other parts of the Treasury and the wider public service, as well as develop and maintain external stakeholder relationships.

The successful applicant will be responsible for:

• developing and maintaining the Centre for Population’s demographic model or models as appropriate, to inform policy analysis and planning;
• developing insights on population and migration that contribute to, and take account of, Treasury’s other economic and budget modelling;
• delivering the population forecasts and projections used in Treasury’s economic and budget models;
• building demographic modelling and analytical capability in the Centre — identifying available approaches, matching them to policy needs and prioritising implementation appropriately;
• informing the strategic direction for the Centre, and helping to identify priorities for the Centre’s analysis and publications;
• building and maintaining professional relationships with demographers and planners in sub national governments, in other Commonwealth agencies, in the private sector and in academia;
• reviewing the availability of existing data and the fitness for purpose of existing modelling approaches, and working across governments to address any gaps or discrepancies as appropriate;
• preparing and finalising advice and speeches for ministers and for senior officials; and
• representing Treasury and the Centre for Population in public forums.

If this sounds like you, please click on the ‘Apply Online’ button at the bottom of this advertisement.

Eligibility
Employees of the Treasury are required to be Australian citizens and are required to obtain a security clearance prior to commencement and maintain this clearance for the duration of their employment.

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

These vacancies may be offered on an ongoing or non-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" target="APSC recruitability page">http://www.apsc.gov.au/priorities/disability/recruitability</a>.
To Apply

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Ian Beckett, 02 6263 3212</th>
</tr>
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Veterans' Affairs

Department of Veterans' Affairs

Vacancy N.N. 10755070

Closing date: Thursday, 25 July 2019

Chief Health Officer
Open Arms Branch, OARMS Clinical Practices Section

Job Title: Assistant Director, Clinical Practice and Improvement

Job Type: Ongoing, Full-time

Location: Canberra City - ACT; Sydney - NSW; Melbourne - VIC; Brisbane - QLD; Townsville - QLD; Hobart - TAS

Salary: $108,263 - $118,886

Classifications: Executive Level 1

Position No: Reference No. DVAO1118

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

Job Description https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Duties

An opportunity exists at Open Arms – Veterans & Families Counselling for Assistant Director, Clinical Practice Improvement.

This role works closely with the National Director, Planning and Operations, the Regional Clinical Practice Managers and Senior Administrative Team Leaders to coordinate and maintain the clinical practice and support functions of the organisation.

The successful applicant must have a comprehensive understanding and extensive experience in working within a mental health clinical practice and Commonwealth Government framework. In addition the successful applicant will have extensive knowledge and understanding of the clinical support functions and processes that support the clinical service delivery within the organisation. The applicant will be passionate about providing quality mental health services to the veteran and defence communities.

Duties include:

- Lead an established network of Regional Clinical Practice Managers and Senior Team Leaders and use a Community of Practice framework to professionally build and improve on the clinical practice resources and functions of the organisation.

- Use a quality improvement framework to enhance and improve on clinical practice outcomes across the organisation. Ensure compliance is monitored and maintained at both national and regional levels.

- Implement service improvements and projects to enhance client service delivery and streamline associated clinical support functions across the organisation.

- Lead a small team, including setting expectations, supporting development, managing performance and contributing to the management of the section and the branch;

- Establish and maintain effective internal and external networks within the Organisation, Department and with stakeholders, Government departments and others.

Eligibility

Applicants must be an Australian citizen to apply.

Demonstrated experience (5+years) in a clinical practice manager role and working within a Commonwealth Government framework.

Qualifications in a Business Administration or Practice Management field

Notes
An order of merit will be established that may be used to fill similar positions within the next 12 months.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds, and encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

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

<table>
<thead>
<tr>
<th>Position Contact:</th>
<th>Stephanie Hodson, 02 6289 6740</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply:</td>
<td>All applicants are to apply on-line at <a href="https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home">dvajobs.nga.net.au</a> if you encounter any difficulties applying on-line contact PSB Recruitment on 1300 555 246.</td>
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**Veterans’ Affairs**

**Department of Veterans’ Affairs**

Vacancy N.N. 10755227

Closing date: Tuesday, 30 July 2019

Various

Various, Various

<table>
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<tr>
<th>Job Title:</th>
<th>Executive Assistant</th>
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<tbody>
<tr>
<td>JobType:</td>
<td>Ongoing, Full-time</td>
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<tr>
<td>Location:</td>
<td>Canberra City - ACT</td>
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<tr>
<td>Salary:</td>
<td>$70,236 - $74,912</td>
</tr>
<tr>
<td>Classifications:</td>
<td>APS Level 4</td>
</tr>
<tr>
<td>Position No:</td>
<td>DVAO1123</td>
</tr>
</tbody>
</table>

**Job Description**


**Duties**

The Department of Veterans’ Affairs (DVA) exists to meet the Nation’s commitment to care for our veteran and defence service community—the men and women who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced self-sufficiency, quality of life, financial wellbeing and community recognition for those we support.

The Executive Assistant positions to be filled are located in the Department of Veterans’ Affairs Canberra office, reporting to an SES Band 1 Officer. The successful applicant will work under general direction and be responsible for the delivery of timely, efficient and effective high level administration and executive support.

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

To be successful in this role you will possess strong written and oral communication skills and the ability to build productive working relationships. You will be organised, adaptable to change and possess the ability to prioritise, multi-task and display a high level of accuracy and attention to detail. You will work collaboratively with others, and demonstrate an ability to achieve results and perform additional duties or functions as directed from time to time.

**Eligibility**

Applicants must be an Australian citizen to apply.

Ability to obtain and maintain a minimum of a baseline security clearance.
Notes
A merit pool will be established that may be used to fill similar positions within the next 12 months.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfill their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds, and encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

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

Selection Documentation: PSB Recruitment, 1300 555 246, PSGRecruitment@dva.gov.au

Position Contact: Liz Walters, 02 6276 4552

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

Vacancy N.N. 10755068

Department of Veterans' Affairs

Closing date: Thursday, 1 August 2019

Chief Health Officer
Open Arms Branch, OARMS Service Evaluation and Reporting Section

Job Title: National Director, Clinical Service Improvement
JobType: Ongoing, Full-time
Location: Canberra City - ACT
Salary: $130,565 - $146,958
Classifications: Executive Level 2
Position No: Reference No. DVAO1119
Agency Website: http://www.dva.gov.au/

Job Description https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Duties
An opportunity exists at Open Arms – Veterans & Families Counselling for an Executive Level 2, National Director, Clinical Service Improvement.

The National Director performs the role of a professional manager. This is an opportunity for you to showcase your extensive experience in leadership, research, contract management, project and communications skills while performing with limited direct professional guidance.

Duties include:
• Lead the development, monitoring, review and reporting related to the Open Arms Research Agenda.
• Lead the development, monitoring, review and reporting related to the Open Arms Clinical Efficiency Evaluation Framework.
• Lead the management of research projects, program pilots, and client engagement projects to benefit clients and inform service delivery improvements.
• Lead the management of clinical contracts and support systems, including ADF, 24 hour support contract and clinical systems plus associated liaison, reporting and vendor management.
• Lead clinical and quality reporting processes, including the monitoring of efficiencies and leadership of identified service improvement initiatives.

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.

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Veterans' Affairs

Department of Veterans' Affairs

Closing date: Thursday, 25 July 2019

Chief Health Officer
Open Arms Branch, OARMS Clinical Practices Section

<table>
<thead>
<tr>
<th>Job Title:</th>
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<tr>
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<tr>
<td>Location:</td>
<td>Adelaide - SA; Perth - WA; Winnellie - NT</td>
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<tr>
<td>Salary:</td>
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<tr>
<td>Position No:</td>
<td>Reference No. DVAO1118</td>
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Job Description
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Duties
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This role works closely with the National Director, Planning and Operations, the Regional Clinical Practice Managers and Senior Administrative Team Leaders to coordinate and maintain the clinical practice and support functions of the organisation.

The successful applicant must have a comprehensive understanding and extensive experience in working within a mental health clinical practice and Commonwealth Government framework. In addition the successful applicant will have extensive knowledge and understanding of the clinical support functions and processes that support the clinical service delivery within the organisation. The applicant will be passionate about providing quality mental health services to the veteran and defence communities.

Duties include:

• Lead an established network of Regional Clinical Practice Managers and Senior Team Leaders and use a Community of Practice framework to professionally build and improve on the clinical practice resources and functions of the organisation.

• Use a quality improvement framework to enhance and improve on clinical practice outcomes across the organisation. Ensure compliance is monitored and maintained at both national and regional levels.

• Implement service improvements and projects to enhance client service delivery and streamline associated clinical support functions across the organisation.

• Lead a small team, including setting expectations, supporting development, managing performance and contributing to the management of the section and the branch;

• Establish and maintain effective internal and external networks within the Organisation, Department and with stakeholders, Government departments and others.

Eligibility
Applicants must be an Australian citizen to apply.

Demonstrated experience (5+years) in a clinical practice manager role and working within a Commonwealth Government framework.

Qualifications in a Business Administration or Practice Management field

Notes
An order of merit will be established that may be used to fill similar positions within the next 12 months.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds, and encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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>Stephanie Hodson, 02 6289 6740</th>
</tr>
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<tbody>
<tr>
<td>Apply:</td>
<td>All applicants are to apply on-line at <a href="https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home">https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home</a> If you encounter any difficulties applying on-line contact PSB Recruitment on 1300 555 246.</td>
</tr>
</tbody>
</table>

This notice is part of the electronic Public Service Gazette PS29 - 18 Jul 2019 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

Veterans' Affairs

Department of Veterans' Affairs

Closing date: Thursday, 1 August 2019
Job Title: Assistant Director
JobType: Ongoing, Full-time
Location: Canberra - ACT; Brisbane - QLD
Salary: $108,263 - $118,886
Classifications: Executive Level 1
Position No: DVA01124
Agency Website: http://www.dva.gov.au/

Job Description https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Duties
The Department of Veterans’ Affairs (DVA) exists to meet the Nation’s commitment to care for our veteran and defence service community – the men and women who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced self-sufficiency, quality of life, financial wellbeing and community recognition for those we support

Our team is responsible for managing the relationship and delivery of services by our principle Shared Services provider, Services Australia. The services cover a range of business program delivery, corporate back office and ICT activities.

We currently have opportunities for Assistant Directors in a small professional team managing one or more elements of the relationship and service delivery.

Do you have experience in contract management/service management? Do you enjoy working with partners to deliver high quality services to your organisation? If so, then this may be the role for you.

Eligibility
Applicants must be an Australian citizen to apply.

Notes
A merit pool will be established that may be used to fill similar positions within the next 12 months.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds, and encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy 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: Stephanie Drew, 02 6289 4872
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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. 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
Engagements
Assignment/Movement to Notified Employment
### Promotions

**Agriculture and Water Resources**

**Australian Pesticides and Veterinary Medicines Authority**

**Natalie Bignell**

855-93051

**Promotion Details**

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**Agriculture and Water Resources**

**Australian Pesticides and Veterinary Medicines Authority**

**Leah Macdonald**

855-93035

**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.
Agriculture and Water Resources

Department of Agriculture

Promotion N.N. 10755093

Nicholas Anderson
772-36441

Promotion Details

From

Agency: Department of Agriculture
Classification: APS Level 4

To

Position Details: Team Leader, Various
Location: Various locations in QLD - QLD
Classification: APS Level 5
Position: No. 2019/309
Advertised: 10746709: PS12-Mon, Monday, 18 March 2019

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture and Water Resources

Department of Agriculture

Promotion N.N. 10755094

Kieren McMillan
816-18557

Promotion Details

From

Agency: Department of Agriculture
Classification: APS Level 4

To

Position Details: Team Leader, Various
Location: Various locations in VIC - VIC
Classification: APS Level 5
Position: No. 2019/309
Advertised: 10746709: PS12-Mon, Monday, 18 March 2019

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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### Agriculture and Water Resources

#### Department of Agriculture

**Aleksandar Petrovski**  
774-64559

**Promotion Details**

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### Agriculture and Water Resources

#### Department of Agriculture

**Robyn-Lyne Peterie**  
853-94343

**Promotion Details**

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**Agriculture and Water Resources**

**Department of Agriculture**

**Promotion N.N. 10755097**

**Anthony Riedel**

816-18370

**Promotion Details**

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**Agriculture and Water Resources**

**Department of Agriculture**

**Promotion N.N. 10755098**

**Mark Whiting**

844-17793

**Promotion Details**

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Agriculture and Water Resources

Department of Agriculture

Leesa Barraud
772-35756

Promotion Details

From

| Agency: | Department of Agriculture |
| Classification: | APS Level 4 |

To

| Position Details: | Team Leader, Various |
| Location: | Various locations in QLD - QLD |
| Classification: | APS Level 5 |
| Position: | No. 2019/309 |
| Advertised: | 10746709: PS12-Mon, Monday, 18 March 2019 |

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Agriculture and Water Resources

Department of Agriculture

Nicola Wise
816-18282

Promotion Details

From

| Agency: | Department of Agriculture |
| Classification: | APS Level 4 |

To

| Position Details: | Team Leader, Various |
| Location: | Various locations in QLD - QLD |
| Classification: | APS Level 5 |
| Position: | No. 2019/309 |
| Advertised: | 10746709: PS12-Mon, Monday, 18 March 2019 |

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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### Agriculture and Water Resources

#### Department of Agriculture

Holly Buckle  
823-51532

#### 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](http://www.meritprotectioncommission.gov.au)

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### Attorney-General

#### Attorney-General’s Department

Tara Aherne  
857-56201

#### 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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**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. This notice is part of the electronic Public Service Gazette PS29 - 18 Jul 2019 Published by Australian Public Service Commission.

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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. This notice is part of the electronic Public Service Gazette PS29 - 18 Jul 2019 Published by Australian Public Service Commission.
**Attorney-General**

**Comcare**

Kaylene Knox  
856-72243

**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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**Attorney-General**

**National Archives of Australia**

Lynda Khan  
827-76864

**Promotion Details**

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Communications and the Arts

Australian Communications and Media Authority

Sean McQueen
854-11043

Promotion Details

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Notes

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Communications and the Arts

Department of Communications and the Arts

Maria Macri
821-58177

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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### Defence

#### Department of Defence

**Sandra Finney**

704-36678

**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

**Karina Almasi**

821-62133

**Promotion Details**

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Defence

Department of Defence

Liam Wilson
836-77454

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

Toby Richer
795-88985

Promotion Details

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Suitable from the merit pool. 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

Caitlin Patterson

833-22215

Promotion Details

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Notes

Merit List movement DPG/02854/19<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

Eleanor Lamey

847-44989

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**

Vicki Dennis  
792-14377

#### 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**

Rhett Palmer  
779-85055

#### Promotion Details

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### Promotion Details

**From**
- **Agency:** Department of Defence
- **Classification:** APS Level 5

**To**
- **Position Details:** Strategic & International Policy Officer, International Policy Executive
- **Location:** Russell - ACT
- **Classification:** APS Level 6
- **Position:** No. SPI/00825/19
- **Advertised:** 10746669: PS12-Tue, Tuesday, 19 March 2019

Note that certain promotion decisions for ongoing APS employees may be reviewable. 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). This notice is part of the electronic Public Service Gazette PS29 - 18 Jul 2019 Published by Australian Public Service Commission.

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### Promotion Details

**From**
- **Agency:** Department of Defence
- **Classification:** APS Level 3

**To**
- **Position Details:** Affirmative Measure – Indigenous Bulk Recruitment Round
- **Location:** Amberley - QLD
- **Classification:** APS Level 5
- **Position:** No. DPG/04414/18
- **Advertised:** 10741244: PS51-Thu, Thursday, 20 December 2018

Note that certain promotion decisions for ongoing APS employees may be reviewable. 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). This notice is part of the electronic Public Service Gazette PS29 - 18 Jul 2019 Published by Australian Public Service Commission.
### Defence

#### Department of Defence

Clare Cronan  
841-38014

#### 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

Ruobing Yan  
845-09428

#### Promotion Details

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#### Notes

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### Defence

**Department of Defence**

Desislava Gancheva  
847-84323

#### Promotion Details

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### Defence

**Department of Defence**

Stephanie Gray  
855-70773

#### Promotion Details

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### Defence

#### Department of Defence

Jill Goulder  
852-86123

#### Promotion Details

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#### Notes

Merit pool from Department of Finance

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### Defence

#### Department of Defence

Alana O’Dwyer  
861-58940

#### Promotion Details

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### Defence

#### Department of Defence

Karen Urbani  
754-27498

#### 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

Tim Bowden  
798-14276

#### 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

**Promotion N.N. 10755256**

**Department of Defence**

**Promotion Details**

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### Defence

**Promotion N.N. 10755320**

**Department of Defence**

**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

Claire Warner  
780-02575

**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](http://www.meritprotectioncommission.gov.au)

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### Defence

#### Department of Defence

Luke Johnson  
856-81393

**Promotion Details**

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### Defence

**Department of Defence**

**Kathryn Mc Morrow**  
848-61579

**Promotion Details**

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### Defence

**Department of Defence**

**Sophie Coakley**  
852-72354

**Promotion Details**

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## Defence

### Department of Defence

Rachael Young  
852-72303

### 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](http://www.meritprotectioncommission.gov.au) and the MPC website.

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## Defence

### Department of Defence

Sarah Daly  
830-68843

### 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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## 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

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

Defence

Department of Defence

Promotion Details

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Notes

Use of merit pool for a similiar position DFG/02521/19
Environment and Energy

Clean Energy Regulator
Lindsay Bowland
850-55990

Promotion Details

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Environment and Energy

Department of the Environment and Energy
Steven Pesic
821-53659

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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## Environment and Energy

**Department of the Environment and Energy**

**Michele Johnstone**

854-17242

### Promotion Details

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### Notes

This employment opportunity was filled by an order of merit.

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## Environment and Energy

**Department of the Environment and Energy**

**Tao Gosper**

848-14609

### 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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## Environment and Energy

**Great Barrier Reef Marine Park Authority**

Michelle Kennedy  
717-92949

### 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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## Environment and Energy

**Great Barrier Reef Marine Park Authority**

Rohana Rogan-Darvill  
838-20206

### 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
Department of Finance
Sarah Anderson
787-14740

Promotion Details

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Foreign Affairs and Trade
Austrade
David O’Connor
771-74236

Promotion Details

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Notes
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Foreign Affairs and Trade
Promotion N.N. 10755431

Austrade
Phuong Duong
854-56401

Promotion Details

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Foreign Affairs and Trade
Promotion N.N. 10755073

Australian Centre for International Agricultural Research (ACIAR)
David Skinner
841-06653

Promotion Details

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Notes

This notice is part of the electronic Public Service Gazette PS29 - 18 Jul 2019 Published by Australian Public Service Commission.
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

Australian Centre for International Agricultural Research (ACIAR)

Jarrod Hardie

796-21247

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

Australian Institute of Health and Welfare

Brett Henderson

796-67587

Promotion Details

From

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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.

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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)

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**Health**

**Department of Health**

Laura Bell
851-20449

**Promotion Details**

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**Health**

**National Health Funding Body**

Monique Park-Smith
846-71417

**Promotion Details**

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### Home Affairs

**Department of Home Affairs**

Carolyn MacDonald  
765-65737

**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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### Home Affairs

**Department of Home Affairs**

Zachary Bruton  
847-64058

**Promotion Details**

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Home Affairs

Department of Home Affairs

Yue Xuan (Tom) Wang
847-64023

Promotion Details

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Home Affairs

Department of Home Affairs

Andrea Duncan
787-38101

Promotion Details

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### Home Affairs

#### Department of Home Affairs

**Jannice Rider**  
833-94809

**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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### Home Affairs

#### Department of Home Affairs

**Zoran Vrteski**  
834-02207

**Promotion Details**

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### Home Affairs

**Department of Home Affairs**

**Kate Fisher**  
778-13173

**Promotion Details**

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| **Location:** | Perth - WA  
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| **Position:** | No. 60049118  
| **Advertised:** | 10735596: PS40-Thu, Thursday, 4 October 2018 |

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### Home Affairs

**Department of Home Affairs**

**Shivnesh Sagar**  
852-47968

**Promotion Details**

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| **Position:** | No. 60051634 /JR53441  
| **Advertised:** | 10743615: PS06-Fri, Friday, 1 February 2019 |

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### Home Affairs

**Department of Home Affairs**

Rajiv Prasad  
836-85227

**Promotion Details**

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### Home Affairs

**Department of Home Affairs**

Michael Dobbie  
783-40160

**Promotion Details**

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### Home Affairs

**Department of Home Affairs**

Ramona D'Souza  
821-34925

**Promotion Details**

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### Home Affairs

**Department of Home Affairs**

Benjamin Differding  
832-83877

**Promotion Details**

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### Promotion Details

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#### Notes

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### Promotion Details

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# Home Affairs

## Department of Home Affairs

**Darryl Brown**  
838-44718

### 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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# Home Affairs

## Department of Home Affairs

**Luke English**  
745-30004

### 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.

Note that certain promotion decisions for ongoing APS employees may be reviewable. 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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Home Affairs

Department of Home Affairs
Brooke Rohweder
852-88997

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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Home Affairs

Department of Home Affairs
Wayne Sharp
786-95826

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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### Human Services

**Promotion N.N. 10755074**

#### Department of Human Services

Ana Montalvo  
749-03712

**Promotion Details**

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**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.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes 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

**Promotion N.N. 10755119**

#### Department of Human Services

Leanne Rowe  
793-24277

**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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Human Services

Department of Human Services
Amanda Subritzky
846-73340

Promotion Details

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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.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes 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
Marie Kim
783-35636

Promotion Details

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Notes

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### Human Services

**Department of Human Services**

Belinda Harbridge  
843-70905

#### 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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### Human Services

**Department of Human Services**

Gillian Walker  
778-92991

#### Promotion Details

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### Human Services

**Department of Human Services**

Donna Smith  
781-24521

#### 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](http://www.meritprotectioncommission.gov.au).

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### Human Services

**Department of Human Services**

Karin Hertwig  
511-38683

#### 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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Human Services
Department of Human Services
Samuel Bahnert
841-14151

Promotion Details

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Notes
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Human Services
Department of Human Services
Sarah Old
816-29459

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
### Human Services

**Department of Human Services**

**Emma Blackert**  
816-28958

**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**

**Kristie Witt**  
823-99202

**Promotion Details**

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**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.
### Human Services

#### Department of Human Services

**Bianca Hicks**  
823-91016

**Promotion Details**

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### Human Services

#### Department of Human Services

**Alisha Frost**  
854-02606

**Promotion Details**

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**Human Services**

**Department of Human Services**

Alexander Fahey  
845-42738

**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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**Human Services**

**Department of Human Services**

Janelle Duncan  
824-28317

**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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### Human Services

#### Promotion N.N. 10755403

**Department of Human Services**

Paul Draper  
852-47140

**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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### Human Services

#### Promotion N.N. 10755411

**Department of Human Services**

Dwain Davie  
780-32248

**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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### Human Services

#### Department of Human Services

**Tegan Daly**  
850-65742

**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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### Human Services

#### Department of Human Services

**Tania Salter**  
796-43171

**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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### Human Services

**Department of Human Services**

Rosey Stone  
847-44321

**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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### Human Services

**Department of Human Services**

Lisa Ashton  
850-65785

**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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Human Services

**Department of Human Services**

Amanda Bolt  
813-43426

**Promotion Details**

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**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”

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

Human Services

**Department of Human Services**

Kylie Welbourne  
748-68689

**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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Human Services
Promotion N.N. 10755308

Department of Human Services
Helen McEvoy
844-15624

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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Human Services
Promotion N.N. 10755314

Department of Human Services
Hayley Armitage
795-46689

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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## Human Services

### Department of Human Services

**Suzannah Kapeller**  
792-52015

#### 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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## Human Services

### Department of Human Services

**Luke McGuinness**  
831-02730

#### 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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Human Services
Department of Human Services
Luke Steel
821-39507

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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Human Services
Department of Human Services
Sarah Bowyer
852-53663

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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Human Services

Department of Human Services
Cristie Romero-Ferre
742-41683

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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Human Services

Department of Human Services
Claudija Zaknich
843-92784

Promotion Details

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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.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au
Human Services

Department of Human Services

Michelle Enchong
548-02754

Promotion Details

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To

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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.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

Human Services

Department of Human Services

Ruhl Shah
859-12227

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
Human Services

**Promotion Details**

**From**

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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.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au.

Human Services

**Promotion Details**

**From**

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**To**

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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.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au.
### Human Services

**Department of Human Services**

Grant Middleton
796-47279

**Promotion Details**

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**Notes**

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### Industry

**Department of Industry, Innovation and Science**

Anita Cloherty
771-05951

**Promotion Details**

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**Notes**

503096
Note that certain promotion decisions for ongoing APS employees may be reviewable. 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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### Industry

#### Department of Industry, Innovation and Science

Md Enamul Islam  
831-48536

**Promotion Details**

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**Notes**

502882<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.

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### Industry

#### Department of Industry, Innovation and Science

Colin Cooper  
787-33802

**Promotion Details**

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**Notes**
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### Industry

**Department of Industry, Innovation and Science**

**Natasha Stark**  
828-50569

**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.

### Industry

**Department of Industry, Innovation and Science**

**Ben Kowalick**  
824-79173

**Promotion Details**

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Industry

Department of Industry, Innovation and Science

Promotion N.N. 10755340

Tammy Sattler
853-04344

Promotion Details

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Notes

No. 502975

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Industry

Department of Industry, Innovation and Science

Promotion N.N. 10755417

Michelle Liu
850-97779

Promotion Details

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Notes

No. 503049

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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<td>Rachel Przeslawski</td>
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Industry

IP Australia

Glen Porritt
831-35559

Promotion Details

From

Agency: Australian Communications and Media Authority
Classification: APS Level 6

To

Position Details: Integrated Forms Developer, Business Engagement & Systems
Location: Woden - ACT
Classification: Executive Level 1
Position: No. 7155

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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Infrastructure, Regional Development and Cities

Department of Infrastructure, Transport, Cities and Regional Development

Curtis Mitchell
845-26594

Promotion Details

From

Agency: Department of Infrastructure, Transport, Cities and Regional Development
Classification: APS Level 6

To

Position Details: Assistant Director, ARTC & Oversight

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

This notice is part of the electronic Public Service Gazette PS29 - 18 Jul 2019 Published by Australian Public Service Commission.
| Location: | Canberra City - ACT |
| Position: | No. 28483 |
| Advertised: | 10746692: PS12-Mon, Monday, 18 March 2019 |

**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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### Infrastructure, Regional Development and Cities

**National Capital Authority**

**Michelle Jeffrey**

797-21037

**Promotion Details**

**From**

| Agency: | National Capital Authority |
| Position Title: | Officer, Lake and Dam |
| Classification: | APS Level 5 |

**To**

| Position Details: | Manager, Open Space, Estate Management |
| Location: | Barton - ACT |
| Classification: | Executive Level 1 |
| Position: | No. 438 |
| Advertised: | 10751441: PS22-Wed, Wednesday, 29 May 2019 |

**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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### Jobs and Small Business

**Comcare**

**Laura Hannon**

821-57879

**Promotion Details**

**From**

| Agency: | Comcare |
**Parliamentary Service**

**Department of Parliamentary Services**

Joe D’Rozario
853-95389

**Promotion Details**

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**Prime Minister and Cabinet**

**Australian Public Service Commission**

Tas Ahmed
827-85656

**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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Prime Minister and Cabinet

Australian Public Service Commission
Thomas Walcott
847-97327

Promotion Details

From
Agency: Australian Public Service Commission
Classification: APS Level 5

To
Position Details: Senior Policy Officer - Workplace Relations (multiple vacancies) - Affirmative Measures, Indigenous
Location: Parkes - ACT
Classification: APS Level 6
Position: No. 19_25
Advertised: 10753067: PS25-Fri, Friday, 14 June 2019

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes 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
Simon O’Connor
839-29615

Promotion Details

From
Agency: Department of Foreign Affairs and Trade
Classification: APS Level 6

To
Position Details: Advisers, International Division, Various
Location: Barton - ACT
Classification: Executive Level 1
Position: No. 2019/122
Advertised: 10749164: PS17-Fri, Friday, 19 April 2019
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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Prime Minister and Cabinet
Promotion N.N. 10755361

Department of the Prime Minister and Cabinet
Jacob Madden
833-85726

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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Prime Minister and Cabinet
Promotion N.N. 10755064

Department of the Prime Minister and Cabinet
Viaella Aldridge
823-72923

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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#### Prime Minister and Cabinet

**Department of the Prime Minister and Cabinet**

**David Pullen**

782-69472

**Promotion Details**

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| Position Details: | Assistant Secretary, Domestic Policy Group |
| Location: | Canberra - ACT |
| Classification: | Senior Executive Service Band 1 |
| Position: | No. 2018/193 |
| Advertised: | 10735836: PS41-Fri, Friday, 5 October 2018 |

**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**

**Murray Colless**

845-18930

**Promotion Details**

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| Position Details: | Advisers, International Division, North Asia & Europe |
| Location: | Barton - ACT |
| Classification: | Executive Level 1 |
| Position: | No. 2019/122 |
| Advertised: | 10749164: PS17-Fri, Friday, 19 April 2019 |
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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Prime Minister and Cabinet

National Indigenous Australians Agency
Robyn Hunt
793-60024

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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Prime Minister and Cabinet

National Indigenous Australians Agency
Brendan Wade
793-06028

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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Prime Minister and Cabinet

National Indigenous Australians Agency

Michael Kartinyeri
760-15612

Promotion Details

From

Agency: National Indigenous Australians Agency
Classification: APS Level 6

To

Position Details: Adviser, Top End West Engagement (Katherine, NT), Top West Engagement
Location: Katherine - NT
Classification: Executive Level 1
Position: No. 2019/133
Advertised: 10749264: PS17-Mon, Monday, 22 April 2019

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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Prime Minister and Cabinet

National Indigenous Australians Agency

Lai-Yee Chow
834-36378

Promotion Details

From

Agency: Department of Finance
Classification: APS Level 6

To

Position Details: Advisers, Programme Office, Grant Activity Reviews
Location: Woden - ACT
Classification: Executive Level 1
The text contains information about promotions within the Australian Public Service. It details specific positions, agencies, classifications, and contact information. The notes section mentions that certain promotions may be reviewable, and provides a reference to the MPC website for more information. The notices are part of the electronic Public Service Gazette and are published by the Australian Public Service Commission.
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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Prime Minister and Cabinet

National Indigenous Australians Agency
Janita Whish-Wilson
858-87551

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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Prime Minister and Cabinet

Torres Strait Regional Authority
Tibau Lui
793-29078

Promotion Details

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Advertised: 10737687: PS45-Mon, Monday, 5 November 2018

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
Promotion N.N. 10755318

Australian Institute of Family Studies
Jessie Whinfield
793-69547

Promotion Details

From
Agency: Department of Home Affairs
Position Title: Finance Officer
Classification: APS Level 3

To
Position Details: IMT Specialist, Technical Support and Administration
Location: Melbourne - VIC
Classification: APS Level 4
Position: No. 1078
Advertised: 10731221: PS31-Thu, Thursday, 2 August 2018

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Social Services
Promotion N.N. 10754806

Department of Social Services
Emma PATON
794-14029

Promotion Details

From
Agency: Department of Social Services
Classification: Executive Level 1

To
Position Details: Director
Location: Greenway - ACT
Classification: Executive Level 2
Position: No. 50045339

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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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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Social Services

Department of Social Services

Johsua BALLINGER
851-01467

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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Social Services

Department of Social Services

Alexandra McKENZIE
836-20976

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.

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Social Services
Promotion N.N. 10755282

Department of Social Services
Simone Doodt
821-43848

Promotion Details

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Social Services
Promotion N.N. 10755370

Department of Social Services
Cameron Louis-Gleeson
851-00915

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.

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes 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

Kerstin Weber
823-76879

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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Social Services

Department of Social Services

Michelle COLBURN
729-28342

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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### Social Services

#### Department of Social Services

**Jennifer MACKAY**

**789-92265**

**Promotion Details**

**From**

- **Agency:** Department of Social Services
- **Classification:** Executive Level 1

**To**

- **Position Details:** Director
- **Location:** Greenway - ACT
- **Classification:** Executive Level 2
- **Position:** No. 42100164
- **Advertised:** 10749810: PS19-Fri, Friday, 3 May 2019

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### Social Services

#### Department of Social Services

**Esther BOSMAN**

**788-49944**

**Promotion Details**

**From**

- **Agency:** Department of Social Services
- **Classification:** APS Level 6

**To**

- **Position Details:** Assistant Director
- **Location:** Greenway - ACT
- **Classification:** Executive Level 1
- **Position:** No. 50019541
- **Advertised:** 10749470: PS18-Mon, Monday, 29 April 2019
### 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)

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#### Social Services

**Department of Social Services**

Kerstin Weber

823-76879

**Promotion Details**

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#### Social Services

**Department of Social Services**

Roslyn Conley

813-35127

**Promotion Details**

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#### Social Services

**Department of Social Services**

Lisa Greig  
823-72675

**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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#### Social Services

**Department of Social Services**

Ashleigh Tammen  
851-04377

**Promotion Details**

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Social Services
Promotion N.N. 10755128

Department of Social Services
Sophie Temby
795-98841

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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Social Services
Promotion N.N. 10755130

Department of Social Services
Helen RICKARDS
828-50788

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
Social Services

Department of Social Services

Sage SAMANA
788-39033

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

Social Services

Department of Social Services

Rebecca WHITE
813-29544

Promotion Details

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### Social Services

#### Department of Social Services

**Helen FERGUSON**  
850-99176

#### 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](http://www.meritprotectioncommission.gov.au)

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### Social Services

#### Department of Social Services

**Vanvisa Phommaxaysy**  
817-29564

#### 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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# Social Services

## National Disability Insurance Agency

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**Notes**

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## National Disability Insurance Agency

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**Notes**

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### National Disability Insurance Agency

#### Matthew Kirkman
793-10094

**Promotion Details**

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**Notes**

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### National Disability Insurance Agency

#### Heidi Fahlbusch
856-36867

**Promotion Details**

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Social Services
National Disability Insurance Agency
Tracy Hunt
776-39929

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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Social Services
National Disability Insurance Agency
Andre Remmers
850-77823

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Social Services

National Disability Insurance Agency

Belinda D’Arcy
836-24977

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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Social Services

National Disability Insurance Agency

Ngoc Kim
859-02491

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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Social Services

National Disability Insurance Agency
Nicole Rigelsford
768-25957

Promotion Details

From
Agency: Department of Human Services
Classification: APS Level 4

To
Position Details: APS 5 Compensation Specialist
Location: Parramatta - NSW
Classification: APS Level 5
Position: No. 0405_04/19_EXT
Advertised: 10751101: PS21-Thu, Thursday, 23 May 2019

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Australian Bureau of Statistics
Samantha England
845-31721

Promotion Details

From
Agency: Australian Bureau of Statistics
Classification: APS Level 4

To
Position Details: Executive Assistants
Location: Belconnen - ACT
Classification: APS Level 5
Position: No. 19/EA5
Advertised: 10746151: PS10-Thu, Thursday, 7 March 2019

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Australian Bureau of Statistics

Bronwyn Ritter
855-81800

Promotion Details

From

Agency: Department of Human Services
Classification: APS Level 3

To

Position Details: Payroll Processor, Pay and Entitlement Section
Location: Adelaide - SA
Classification: APS Level 4
Position: No. 19/Pay4
Advertised: 10749773: PS18-Thru, Thursday, 2 May 2019

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Australian Bureau of Statistics

Grace Orange
853-84559

Promotion Details

From

Agency: Australian Bureau of Statistics
Classification: APS Level 4

To

Position Details: Census & Dissemination Officers, Various
Location: Melbourne - VIC
Classification: APS Level 5
Position: No. 18/CENDIS_APS5
Advertised: 10738126: PS45-Thru, Thursday, 8 November 2018

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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### Treasury

**Australian Competition and Consumer Commission**

Claire Burns  
843-80150

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### Treasury

**Australian Competition and Consumer Commission**

Claire Biesot  
854-38051

#### 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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Treasury

Australian Competition and Consumer Commission

Iolani Brady
768-64905

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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Treasury

Australian Competition and Consumer Commission

Peter Tisdall
854-38481

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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## Treasury

### Australian Competition and Consumer Commission

**Caterina Popa**  
788-30194

**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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## Treasury

### Australian Taxation Office

**Cecilia Qing Ye**  
838-07837

**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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## Treasury

### Australian Taxation Office

**Promotion N.N. 10755157**

**Promotion Details**

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Anna Miliauskas
854-28523

Promotion Details
From
Agency: Australian Taxation Office
Classification: APS Level 4

To
Position Details: Digital experience officer (creative), Various teams
Location: Canberra - ACT
Classification: APS Level 5
Advertised: 10747503: PS14-Fri, Friday, 29 March 2019

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Australian Taxation Office
Jodie Austin
856-75567

Promotion Details
From
Agency: Australian Taxation Office
Classification: APS Level 4

To
Position Details: TPB Investigation officer, Investigations and Enforcement
Location: Moonee Ponds - VIC
Classification: APS Level 5
Advertised: 10747524: PS14-Mon, Monday, 1 April 2019

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Australian Taxation Office
Angela Tsui
847-40208

Promotion Details
From
Agency: Australian Taxation Office

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes 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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**Australian Taxation Office**

**Clara Rapagna**

840-79050

**Promotion Details**

**From**

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**To**

| **Position Details:** | Digital experience officer (creative), Various teams |
| **Location:** | Canberra - ACT |
| **Classification:** | APS Level 5 |
| **Advertised:** | 10747503: PS14-Fri, Friday, 29 March 2019 |

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**Australian Taxation Office**

**Michelle McDonald**

527-98819

**Promotion Details**

**From**

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**To**

| **Position Details:** | Category director, Strategic Procurement and Contracts |
| **Location:** | Brisbane - QLD |
| **Classification:** | Executive Level 2 |
Advertised: 10735848: PS41-Tue, Tuesday, 9 October 2018

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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Treasury

Australian Taxation Office
Sasha Ramahi
850-93022

Promotion Details

From
Agency: Australian Taxation Office
Classification: APS Level 5

To
Position Details: Economist, Economist Practice
Location: Melbourne - VIC
Classification: APS Level 6
Advertised: 10731941: PS33-Mon, Monday, 13 August 2018

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury

Australian Taxation Office
Samantha Ellis
857-57116

Promotion Details

From
Agency: Australian Taxation Office
Classification: APS Level 3

To
Position Details: Law interpretation officer, Individual Objections
Location: Gosford - NSW
Classification: APS Level 4
Advertised: 10739540: PS48-Thu, Thursday, 29 November 2018

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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**Treasury**

**Australian Taxation Office**

Cassandra Latu  
856-78020

**Promotion Details**

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**Treasury**  

**Australian Taxation Office**

Bilal Muzzaffar  
854-28005

**Promotion Details**

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**Treasury**

**Australian Taxation Office**

Jasminder Rai  
850-85612

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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**Treasury**

**Australian Taxation Office**

Joanne Hicks  
852-13821

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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## Treasury

### Australian Taxation Office

**Michelle King-Martin**

775-84411

### 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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## Treasury

### Australian Taxation Office

**Luisa Salvatore**

794-95244

### 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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Treasury
Australian Taxation Office
William Cummins
763-27245

Promotion Details

From
Agency: Australian Taxation Office
Classification: APS Level 5

To
Position Details: Digital experience officer (technical), Various teams
Location: Canberra - ACT
Classification: APS Level 6
Advertised: 10748068: PS15-Fri, Friday, 5 April 2019

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury
Australian Taxation Office
Brett Franklin
857-57642

Promotion Details

From
Agency: Australian Taxation Office
Classification: APS Level 3

To
Position Details: Law interpretation officer, Individual Objections
Location: Gosford - NSW
Classification: APS Level 4
Advertised: 10739540: PS48-Thu, Thursday, 29 November 2018

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at Reviewing Promotion Decisions page and the MPC website www.meritprotectioncommission.gov.au

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Treasury
Australian Taxation Office
Paul Devries

Promotion N.N. 10755327
Promotion N.N. 10755415
Promotion N.N. 10755423
### Australian Public Service Gazette

**No. PS29 - 18 Jul 2019**  
Page: 344 of 349

#### 856-78119

**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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**Veterans' Affairs**

**Department of Veterans' Affairs**

Joanne Wagner  
796-91894

**Promotion Details**

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Notes

This promotion is made following a selection process that complies with Section 20(1)(1) 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.

Note that certain promotion decisions for ongoing APS employees may be reviewable. 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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**Veterans' Affairs**

**Department of Veterans' Affairs**

Nicole Smith  
828-14744

Promotion N.N. 10755354
### Promotion Details

**From**

| Agency: | Department of Veterans’ Affairs |
| Classification: | APS Level 5 |

**To**

| Position Details: | Various Job Titles, Various Sections |
| Location: | Brisbane - QLD |
| Classification: | APS Level 6 |
| Position: | No. Reference No. DVA01011 |
| Advertised: | 10730039: PS29-Thu, Thursday, 19 July 2018 |

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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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**Veterans’ Affairs**

Promotion N.N. 10755443

**Department of Veterans’ Affairs**

Tracey Whitmore

780-58181

**Promotion Details**

**From**

| Agency: | Department of Veterans’ Affairs |
| Classification: | APS Level 4 |

**To**

| Position Details: | Senior Finance Officer, Business Management |
| Location: | Brisbane - QLD |
| Classification: | APS Level 6 |
| Position: | No. DVA Reference No. DVA01047 |
| Advertised: | 10737734: PS45-Thu, Thursday, 8 November 2018 |

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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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## Retirement/Termination of Employment

### Home Affairs

**Department of Home Affairs**  
Mitchell Robert Smith  
858-11346

### Retirement / Termination Details

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Corrigenda

Home Affairs

Department of Home Affairs

L Harrison
827-63860

Corrigenda Details

<table>
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<th>Location:</th>
<th>Perth - WA</th>
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<td>PS25, Thursday, 20 June 2019</td>
</tr>
<tr>
<td>Notice Number:</td>
<td>10753124</td>
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Correction

updated location

This notice is part of the electronic Public Service Gazette PS29 - 18 Jul 2019 Published by Australian Public Service Commission.
# Cancellations

## Jobs and Small Business

**Fair Work Ombudsman**

I Coleman-Heard  
858-98533

## Cancellation Details

<table>
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<tr>
<th>Location:</th>
<th>Melbourne</th>
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<td>PS27, Thursday, 4 July 2019</td>
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<tr>
<td>Notice Number:</td>
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**Note**

Promotion offer was not accepted.

This notice cancels an employment decision previously notified in the Gazette.

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Special ( 0 notice/s )