



## Australian Government

### AUSTRAC

#### Salary

\$ 97594 to \$ 164247

#### Opportunity Type

Full-Time;Part-Time

#### Opportunity Status

Ongoing;Non-Ongoing

#### Opportunity Employment Type

Specified Term

#### APS Classification

APS Level 6;Executive Level 1;Executive Level 2

#### Position Reference

Several Positions

#### Closing Date

22/09/2024

#### Job Category

Programme Management,  
Project Management

#### Office Arrangement

Flexible;Hybrid

Australian Transaction Reports and Analysis Centre (AUSTRAC)

### New Roles: Portfolio, Program & Project Management

📍 Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW

AUSTRAC is seeking skilled professionals for roles related to Portfolio, Program, and Project Management and Delivery to join our growing team. We're looking for individuals who are collaborative, thoughtful, and eager to take on meaningful work that directly contributes to safeguarding Australia from financially enabled crime.

Whether you're managing programs, leading projects, or supporting our delivery teams, your role will be crucial in helping AUSTRAC achieve its mission and transform its operations. This recruitment process will not only fill current vacancies but also build a merit pool for future roles over the next 18 months. If you're ready to bring your expertise and make a difference, we'd love to hear from you.

**We encourage you to apply for any of the available opportunities that match your interests and qualifications to increase your chances of being selected.**

We're currently looking for qualified and experienced professionals across a range of disciplines, including:

- **Program and Project Management:** Includes Program Managers, Project Managers, Scrum Masters, Project Reporting Officers, and Project Support Officers, all focused on effective project delivery and support.
- **Design and User Experience:** Strategic Design Officers, Service Designers, and User Experience Designers work to create user-focused, accessible services.
- **Change and Process Management:** Change Managers, Business Analysts and Project Management Office Specialists lead organisational change and enhance project management processes.
- **Product Management:** Product Managers and Product Owners drive product vision, strategy, and feature prioritisation.
- **Technical Product Management:** Technical Product Owners align technical and business aspects of product development, guiding technological changes.

### The key duties of the position include:

These roles cover a variety of key responsibilities, including:

- **Program and Project Management:** Overseeing the planning, execution, and successful delivery of projects and programs, ensuring they align with AUSTRAC's strategic goals.
- **Scrum and Agile Support:** Facilitating Agile teams by removing obstacles, keeping teams focused, and ensuring effective communication between product management and development.
- **Project Documentation and Reporting:** Developing necessary documentation and reports to support project management and ensure projects stay on track.
- **Business Analyst:** Identify and analyse business needs, gather and document requirements, and translate them into technical solutions. Facilitate communication between stakeholders, ICT teams, and management. Support project planning, risk management, and testing to ensure that solutions meet business objectives and deliver value.
- **Design and User Experience:** Creating user-focused designs that enhance the usability of products and services, ensuring they meet web standards and align with organisational objectives.
- **Change Management:** Leading and implementing changes across AUSTRAC, ensuring smooth transitions and supporting teams through the process.
- **Product:** Defining product vision and strategy, prioritising features, and ensuring products meet business goals and customer needs.
- **Technical Product:** Bridging the gap between technical and business teams, guiding technological changes, and ensuring alignment with the overall product development roadmap.

**For more information about the capabilities we're looking for, please take a look at the Candidate Pack attached to the AUSTRAC job posting.**

## **Eligibility**

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing security clearance, with the ability to obtain and maintain [Baseline / Negative Vetting 1](#) security clearance.
- Able to work a minimum of two days a week from an AUSTRAC office location.

## **Notes**

## **Application Process**

As part of the application process, you will be asked to submit a brief 5 slide presentation to showcase your delivery experience based on a previous piece of work. Shortlisted candidates will present this to the recruitment panel at interview.

## Notes

AUSTRAC is conducting bulk recruitment for Portfolio, Program, and Project Management and Delivery roles across a range of teams and classification levels. This recruitment process will be used to fill current vacancies and build a merit pool for future roles in the next 18 months.

The merit pools established from this merit-based process will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement therefore successful applicants will be required to attend the office a minimum of two days a week.

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

<https://www.apsc.gov.au/recruitability>

For enquiries, please contact  
[PPPM\\_role\\_enquiries@AUSTRAC.gov.au](mailto:PPPM_role_enquiries@AUSTRAC.gov.au)

**Closing date:** Applications close at 11:30PM on Sunday 22 September, 2024.

**Please note, we can only accept applications via the AUSTRAC Careers page.**

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**Contact Officer**

PPPM Recruitment Inbox

**Contact Phone**

PPPM\_role\_enquiries@AUSTRAC.gov.au

**Agency Employment Act**

PS Act 1999

**Website**

[Australian Transaction Reports and Analysis Centre \(AUSTRAC\)](#)

**Position Number**

Several

**Vacancy Number**

VN-0747665

**Getting to know the Australian Transaction Reports and Analysis Centre (AUSTRAC)**

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to:

- prevent criminal abuse of the financial sector
- help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes
- build and maintain trust and integrity in Australia's financial system.

Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

[Learn More](#)