



# APS 6 - Governance Officer

**Job Reference Number:** JCG/01672/24

**Salary:** \$88,175 - \$100,724 (plus Super)

**Position Location:** Russell - ACT

**Employment Status:** Ongoing - Actual vacancy - Full time (37.5 hours per week)

**Security Level:** Negative Vetting 1

**Group:** Joint Capabilities Group

**Division:** Chief of Joint Capabilities

**Contact Officer:** Sarah Druce  
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**Closing Date:** 11:30pm (AEDT), Monday 11 March 2024  
Extensions may be granted in exceptional circumstances only.



## Your Role

Headquarters Joint Capabilities Group (JCG) is seeking a highly motivated Governance Officer with experience in planning, performance, risk and compliance.

The Governance Officer will be responsible for developing and implementing policies and procedures, consistent with Defence governance requirements. They will be responsible for providing detailed technical, professional and policy advice and will need to exercise both initiative and judgement in the interpretation of policy and in the application of procedures.

The Governance Officer will have considerable level of stakeholder engagement and will liaise with a range of stakeholders in relation to moderate and complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve JCG and Defence outcomes.

## Our Ideal Candidate

Our ideal candidate is someone who has demonstrated experience in governance, particularly planning, performance, enterprise risk, and compliance.

You will be accountable under broad direction to perform and achieve complex governance work within an integrated workforce. You must have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

You must be able to build and maintain productive relationships with internal and external stakeholders and provide advice and assistance on moderate and complex governance matters in accordance with relevant policy and procedures.

The successful candidate will be highly organised, have the ability to work independently and manage competing priorities while remaining flexible in a dynamic environment. The successful candidates will display strong personal drive and integrity.

## Our Organisation

Defence's primary mission is to protect Australia and its national interests, promote security and stability in the world, and support the Australian community as directed by the Government.

Defence Australian Public Service (APS) employees are engaged in an array of occupations, across Australia and around the world, enabling our three services: Navy, Army and Air Force, to fulfil key defensive roles as well as providing a range of peacetime services.

In Defence, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology.

Defence is committed to recruiting the right people, in the right jobs, at the right time - whether it is creating, acquiring or delivering Defence capability. Our greatest asset is our people.

A more diverse workforce supported by an inclusive culture enhances Defence's capability and effectiveness, as it draws on different ideas to innovate and adapt to a rapidly evolving strategic environment and the changing nature of warfare.

Our [Values and Behaviours](#) reflect the traditions and identities of the Australian Defence Force (ADF) and the APS. The values underpin Defence's corporate culture and contribute to achieving organisational goals.

Defence accommodates requests for reasonable adjustment for people with disability to assist in the application process and if successful, the inherent requirements of the position. Please inform the contact person listed on the front of this Information Pack should you require adjustments to be put in place. The [RecruitAbility](#) process applies to this role.

Defence is committed to Indigenous Reconciliation, Aboriginal and Torres Strait Islander communities and the whole-of-Government *Closing the Gap* strategy.

Defence provides relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For more information, please [download the APS Relocation Assistance Handbook](#).

## Our Group

Joint Capabilities Group (JCG) is a diverse group and is the lead accountability for the Space and Cyber Domains, and delivering other key enabling effects such as integrated logistics. JCG is instrumental in ensuring ADF warfighting effectiveness and supporting the delivery of Government directed outcomes. The work in JCG is fast paced, exciting and directly supports Defence's mission to defend Australia and its National Interests.

JCG consists of the Joint Logistics Command, Defence Space Command, Defence SIGINT and Cyber Command, Joint Capabilities Division, Cyber Warfare Division, the Australian Civil-Military Centre, Military Strategic Effects Branch, and the Information, Communications and Technology Operations Division.

## Our Team

Headquarters JCG provides high level support to the Group Head, the Chief of Joint Capabilities (CJC), by directing and coordinating Group operations across a range of functions. Headquarters JCG works closely with the Commands, Divisions and Elements within JCG and with other Groups and Services to contribute to JCG and Defence outcomes.

The position will work as an integral part of the Business and Governance team within Headquarters JCG. The Business and Governance team manages the following functions - risk and governance, business and resource management, contracting and procurement, security, information and records management, web management and ICT management.

The broader Headquarters team currently comprises of the Office of Chief of Joint Capabilities, the Office of Deputy Chief Joint Capabilities, Ministerial and Parliamentary team, Workforce and Culture team, Media and Communications team, Work Health and Safety team, and Legal team.

## Our Work Environment

As the range and nature of work in Defence is so diverse, so are the different work environments that our employees are located in.

The workplace environment requirements for this role include:

- Computer Use

## Office Arrangement

Defence is committed to assisting its employees with flexible office arrangements. This position offers a Flexible Office Arrangement.

## Desirable Qualifications, Experience or Training

- Demonstrated experience in governance, risk and compliance in a corporate or enterprise environment.

## How To Apply

Apply for this role by submitting your application through our [online recruitment system \(eRecruit\)](#) located at Defence APS Careers. If you have any questions regarding this role, email the contact officer.

For more information please refer to the [Applicant User Guide](#). Further advice on addressing selection criteria can be found in '[Cracking the Code](#)' publication located on the Australian Public Service Commission website.

Vacancies will be extended **in exceptional circumstances only**. Applicants requesting an extension must contact the Contact Officer **24 hours prior** to the vacancy closing date.

## Assessment Criteria

In your application you should provide a copy of your current Resume/CV and address the following:

**An explanation of how your skills, knowledge and experience will be relevant to this role (limit your total response to 600 words).**

**PLEASE NOTE:** Defence APS Careers is for job seekers only. We do not accept unsolicited resumes or applications from recruitment agencies and/or search firms and will not pay fees to any such organisations unless arranged with the provider prior to advertising the vacancy.

## Eligibility

Employment with the Department of Defence is subject to conditions prescribed within the Public Service Act 1999.

**Citizenship** – To be eligible for employment with Defence, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

**Health Assessment** – As a condition of engagement, a mandatory pre-employment health assessment may be required where there are physical or medical requirements for the role. Your contact officer can provide further guidance on whether this is required for your role.

**Security Clearance** – The Australian community requires the highest level of integrity from Defence employees. The preferred applicant will be required to successfully undergo the [security clearance](#) vetting process at a specified clearance level.

Further information can be provided in the [Australian Government Security Clearance Applicant Guide Book](#). Please ensure that you read this information thoroughly and confirm that you meet the minimum requirements to be eligible to hold a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. The security clearance level required for this position can be found on the front page of this Information Pack.

More information on the security clearance vetting process is available on the [AGSVA website](#).

**Thank you for your interest  
Department of Defence**