

Temporary Employment Register (Non-ongoing)

Apply Now

Company: Administrative Appeals Tribunal

Location: Adelaide

Category: business-and-financial-operations

Applications Close 30/06/2024 11:45 PM

Occupation: Accounting/Economics/Finance, Administration/Support Service, Customer Service/Call Centre, Human Resources, Information Management/Library, Information Technology/Communications, Legal, Management, Policy/Planning/Research, Procurement/Contract Management, Business Support, Finance, Legal & Policy, Legal Services, Immigration Assessment Authority (IAA), Caseload Strategy, Registry, Strategy, Communication and Governance, Enterprise Technology Group

Location Canberra Metropolitan, Sydney Metropolitan, Brisbane Metropolitan, Adelaide Metropolitan, Hobart Metropolitan, Melbourne Metropolitan, Perth Metropolitan

Work Type Non-ongoing - Full Time, Non-ongoing - Part Time, Casual

About the AAT's Temporary Employment Register

The Administrative Appeals Tribunal (AAT) conducts independent merit reviews of administrative decisions made under Commonwealth and Norfolk Island laws. We review decisions made by Australian Government ministers, departments and agencies and, in limited circumstances, decisions made by state government and non-government bodies. The AAT aims to make our review process accessible, fair, just, economical, informal and quick. For more information about the AAT, visit our website, www.aat.gov.au.

The Australian Government has introduced legislation that would abolish the Administrative Appeals Tribunal and establish a new federal administrative review body to be named the Administrative Review Tribunal (ART).

Throughout the year, the AAT may require people to fill short-term or project based work on a

full-time, part-time or intermittent/irregular (casual) basis in the following areas:

Accounting and Finance

Administration and customer service

Communications and Marketing (including stakeholder engagement)

Data and Research

Human Resources

ICT and Digital Solutions

Information and Knowledge Management

Intelligence

Legal and Parliamentary

Monitoring and Audit

Policy

Portfolio, Program and Project Management

Service Delivery

Senior Executive

Position vacancies for the above job categories will arise at varying periods of time based on the relevant workload demand and need of the work areas. We anticipate that most opportunities will be at the APS2, APS3 and APS4 levels working in Customer Service/Administration. This work involves client contact, customer service, processing review applications, and assisting with hearing arrangements.

Positions supporting the AAT's transition to the Administrative Review Tribunal (ART) may also be available at various APS levels. These positions may include project management, legal, policy, administration and stakeholder engagement roles. If you are interested in these types of positions, you are encouraged to register your interest as soon as possible.

Non-ongoing opportunities will be offered for a specified term. Opportunities will be offered for

varying periods up to 18 months with a possibility of extension.

Please Note: If you are only interested in an Associate role you can submit your application to the Associate Employment Register.

How to apply:

To lodge your application, select the 'apply' button below. A current resume should be attached to your application. Please attach your Resume/CV and a statement of capability (maximum 400 words) against the area that you have expressed interest in working for and your current resume.

The Temporary Employment Register will close **11:45 pm (AEST) on Sunday 30 June**

2024 If you wish to remain on our register after this date you will need to reapply.

Please contact AAT Recruitment Services on (02) 9276 5443 or recruitment@aat.gov.au for assistance with accessing our website or with lodging your application.

Eligibility:

To be eligible for non-ongoing (temporary) employment with the AAT you:

- must be an Australian Citizen

- must be able to satisfy a National Australian Federal Police Records check

- must satisfy any relevant mandatory qualification requirements or security assessment where applicable to the position

- must undertake a health assessment

Working for the AAT:

Play your part in the important work of providing a mechanism for the review of Government decisions affecting people's lives.

The AAT is a Commonwealth Government agency that performs a key function in the Australian system of administrative law. We offer career opportunities to talented people with diverse skills and backgrounds. We are committed to a positive culture that is supportive, inclusive and rewards effort. Like the cases we are asked to review, our work is varied, complex and meaningful. It has a clear impact on the people and communities around us. As a small and dynamic agency within the Australian Public Service (APS), our staff have opportunities to progress their careers through acting opportunities and secondments. We empower our people to build their capabilities through continuous learning. We provide a

range of flexible work options and holistic health and wellbeing support. Our competitive employment package includes generous leave provisions and a 15.4% employer contribution to superannuation. For more information about these and other conditions of employment refer to the AAT Enterprise Agreement.

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