

Candidate pack

Section 26 Transfer Register

APS 3-6 & EL 1-2

\$68,817- \$164,602 plus 15.4% superannuation as of 13 March 2025

Full time/part time, ongoing/non-ongoing

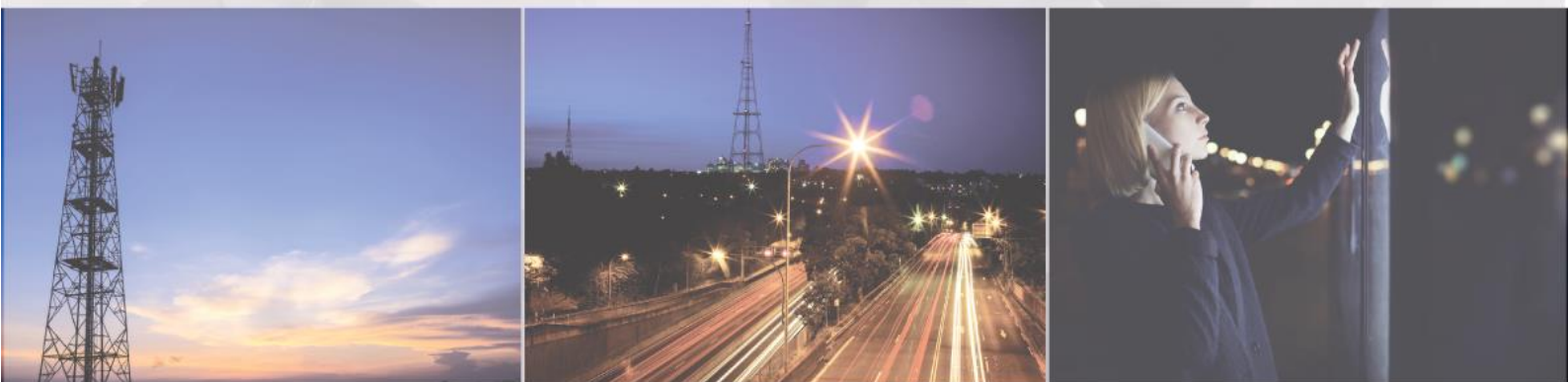
Location: Canberra, Sydney, Melbourne

Division: Multiple

Reference: S26-2025

Contact for information: HR Assist,
hrassist@acma.gov.au

Applications close: Tuesday, 30 June 2026 at 11.59pm AEST/AEDT



About the ACMA

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

We have a wide and varied remit that includes:

- management of the radiofrequency spectrum
- monitoring industry compliance with broadcasting content rules
- helping to protect telco consumers
- reducing scams, spam and other unsolicited communications, and
- minimising gambling harms.

We undertake this work through a range of education, investigation and enforcement activities.

We also facilitate industry innovation and performance, supporting competition and technological advancement that benefits business, the economy and the Australian community.

Any given day at the ACMA is likely to involve connection and collaboration with people in your own team and other teams, keeping on top of interesting and fast-moving topics, thinking creatively about how to solve problems and improve the way we do things, and demonstrating initiative and a 'can-do' approach. We are never too busy to offer and provide support to each other.

To find out more about the ACMA visit www.acma.gov.au

To find out more about working at the ACMA visit [Careers | ACMA](#)

Who we are

Communications Infrastructure Division

The Communications Infrastructure Division manages the planning and availability of radiofrequency spectrum. It manages the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, in addition to monitoring the compliance of services with technical standards and licence conditions.

Licensing and Infrastructure Safeguards Branch

The Licensing and Infrastructure Safeguards Branch is responsible for the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, monitoring and compliance activities for services and devices with technical standards and licence conditions. The Branch also oversees various telecommunications infrastructure matters, including technical regulation, carrier licensing, submarine cable and carrier infrastructure deployment arrangements.



Spectrum Planning and Engineering Branch

The Spectrum Planning and Engineering Branch coordinates and undertakes planning of Australia's radiofrequency spectrum within legislative responsibilities and government policy objectives. The Branch is highly regarded for its professional and engineering expertise and is recognised worldwide by its spectrum management peers. Key areas of focus for the Branch include planning for broadcasting services, satellite communications, wireless broadband services (including 4G and 5G technologies) and other fixed, mobile and radiodetermination services that support a range of consumer, commercial, transport and government applications.

Spectrum Allocations Licensing and Policy Branch

Spectrum is a critical resource to ensure that Australia remains connected. The Spectrum Allocations Licensing and Policy Branch plays a lead role in setting and driving the ACMA's spectrum agenda. We work with government, industry and the public on a wide range of technology and policy issues, and design and deliver regulation that promotes the long-term public interest flowing from the use of wireless technologies. Our key priorities include preparing for the expiry of a range of spectrum licences that are currently used for mobile telecommunications, maintaining a range of regulations that enable, and support spectrum use across Australia, preparing for potential upcoming auctions and allocations of spectrum, and providing policy advice on broadcasting issues including the future of television.

Content Division

The Content Division manages policy, compliance and enforcement matters relating to TV and radio broadcast content, media diversity, ownership and control, interactive gambling, gambling advertising and mis- and disinformation.

Content Safeguards Branch

The Content Safeguards Branch undertakes a range of compliance activities relating to TV and radio content and diversity. We do this by assessing and investigating complaints under relevant industry codes of practice, standards and the Broadcasting Services Act 1992, and administering and maintaining regulatory arrangements for Australian content, media diversity and control, and news media. We also contribute to the development and review of regulations and safeguards to ensure they remain contemporary and fit for purpose in the evolving media market.

Gambling and Mis/Disinformation Branch

Working under the Interactive Gambling Act 2001 and the Broadcasting Services Act 1992, the Gambling and Mis/Disinformation Branch contributes to developing, implementing and administering safeguards to minimise the harm to Australians when using digital platforms and gambling services, as well as accessing live sport. We do this by minimising harms that



may arise from online gambling activity, exposure to gambling advertising and the impacts of mis and disinformation. This includes administering BetStop – the National Self-Exclusion Register, taking a range of compliance and enforcement activities and conducting proactive consumer education activities.

Consumer Division

The Consumer Division manages policy, compliance and enforcement matters relating to telecommunications issues and consumer safeguards, telephone numbering, unsolicited communications, including enforcing Australia's spam and telemarketing laws and scam reduction activities.

Telecommunications Safeguards and Numbers Branch

The Telecommunications Safeguards and Numbers Branch is responsible for providing regulatory safeguards, education and advice to promote confidence in telecommunications services in Australia.

Unsolicited Communications and Scams Branch

The Unsolicited Communications and Scams Branch is responsible for unsolicited communications policy and futures, including regulatory reform, contract management and cost recovery for the Do Not Call Register; scam reduction policy and projects, including developing the SMS Sender ID Registry to help protect SMS from impersonation by scammers; high volume complaints triage and intelligence for unsolicited communications and scams laws; and investigations and enforcement of unsolicited communications and scams laws.

Legal Services Division

The Legal Services Division provides independent legal advice and assistance in relation to all facets of the ACMA's work including, but not limited to, compliance and enforcement, legislative and administrative instruments, litigation, contractual matters, human resources policies, internal governance, regulatory decisions, Freedom of Information requests and administrative law challenges.

Corporate and Research Division

The Corporate and Research Division partners with business areas across the ACMA, to provide enterprise wide enabling services and strategic advice so that the ACMA can achieve its purpose. The Division facilitates this through the delivery of key corporate functions including financial management, property services, security, procurement advice, performance reporting, research and data, digital and technology services, human resources, communications, and governance services.



Corporate Support for the eSafety Commissioner

The eSafety Commissioner (eSafety) is Australia's independent regulator for online safety. While functionally separate to the ACMA, the ACMA provides a range of corporate support services for eSafety under a Service Level Agreement.

Finance, Reporting and Operations Branch

The Finance, Reporting and Operations Branch is responsible for ensuring the financial sustainability and security of the ACMA through financial, procurement, facilities, travel and physical security services. The Branch proactively engages with business areas to provide advice, and financial and business performance reporting to drive strategic decision making and support the broader organisation. The Branch also provides assurance over the various revenue streams collected on behalf of the Commonwealth and leads the development of a range of budget and financial governance arrangements.

Digital and Technology Services Branch

The Digital and Technology Services Branch provides leadership in the design, development and operation of digital and technology services for the ACMA and its stakeholders. The Branch works in a partnership model with all ACMA divisions to ensure their unique technology requirements are fit for purpose. The Branch provides a full-service model that incorporates all Digital and Technology functions. This includes ICT security, first contact customer service, information management and digital literacy, maintaining ICT system availability and operations, project management and governance services. The Branch provides architectural approval and authority to operate over the systems used by the ACMA.

Research, Data and Governance Branch

The Research, Data and Governance Branch is at the forefront of shaping and delivering impactful consumer and market research that drives regulatory decisions and supports the ACMA's compliance and enforcement priorities. We champion the ACMA's data strategy and governance framework, ensuring agency decision-making is supported by high-quality data, sharp analytics, and solid evidence-based insights. The Branch also provides essential governance services, robust risk and fraud management frameworks, seamless parliamentary coordination, efficient internal audit contract management, and targeted international advice and services. The Branch supports the Audit and Risk Committee with secretariat services and oversees the ACMA's strategic planning and performance reporting.

Human Resources and Communications Branch

The Human Resources and Communications Branch supports the ACMA to meet its purpose by delivering services that enhance the ACMA's capacity to make the best use of its people, build a positive workplace culture, and to effectively communicate to stakeholders



about its purpose, activities, and achievements. Services delivered by the Branch include recruitment, work health and safety, learning and development, payroll, human resource strategic and policy advice, internal and external communications and media and editorial services.

Our ideal candidate

We are looking for flexible, adaptable, professional staff to contribute to the department's work across a broad agenda. We are interested in individuals with expertise across all areas of the department's work, both policy and corporate management.

In the online application form, you will be able to express interest in roles from APS Level 3 to Executive Level 2, the skillsets most closely aligned with your experience and whether you are seeking a permanent or temporary transfer. Positions may be full-time or part-time depending on business needs and requirements.

Your application will remain valid until 30 June 2026. Applications are not carried over after this time.

The ACMA offers employment opportunities across a wide range of functions:

- Accounting and Finance
- Administration
- Communications and Media
- Compliance, Regulation and Investigation
- Education
- Engineering and Technical
- Executive Assistant
- Governance and Performance
- Information and Communications Technology
- Information Management
- Legal
- Organisation Leadership
- Policy, Research and Evaluation
- Project Management



What can you expect from us?

ACMA offers a dynamic and interesting working environment where you will be working with great people who are dedicated to providing effective communication and media services to the community.

We are a values-driven culture where you can be purposeful, curious and questioning, and collaborative, allowing you to keep being you. Through our commitment to these values, we maintain a fulfilling and supportive environment that promotes the wellbeing of our people.

We invest in our people and want to support you to do your best work every day, so you will have access to learning and development programs, flexible working arrangements, competitive employment conditions and a safe and open office environment.

Other benefits include:

- competitive salaries increasing yearly, refer to the [ACMA Enterprise Agreement](#), plus superannuation contributions of 15.4%. Potential salary matching for the right applicants
- generous leave provisions including 4 weeks annual leave each year (pro rata for part-time employees) with the option to purchase additional leave, paid office shutdown period between Christmas and New Year's Eve, 20 days personal leave each year (pro rata for part-time employees), up to 18 weeks paid parental leave and cultural leave
- access to salary packaging.

Eligibility

To be eligible for employment with the ACMA via the Section 26 transfer register, applicants must be an ongoing APS employee and where an offer for Temporary Section 26 is made, your home agency will be required to agree to release you.

The successful applicant must be able to obtain and maintain (or currently hold) security clearance of the appropriate level to the position. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Successful applicants are required to satisfy an employment screening process which includes demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

Suitable candidates may be placed in a merit pool and the pool may be used to fill similar roles in various locations. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.



RecruitAbility

All of our roles are advertised under the RecruitAbility scheme which is aimed at attracting and developing applicants with disability and also facilitating cultural changes in selection panels and agency recruitment.

Job applicants can be advanced to the next stage of the selection process where they:

- opt into the scheme
- declare they have a disability, and
- meet the minimum requirements of the advertised vacancy.

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission \(apsc.gov.au\)](https://apsc.gov.au/recruitability).

Integrity

The Australian Public Service (APS) has a unique and privileged role in serving the Australian community. APS employees support the development and delivery of policies, services, regulation, and initiatives that affect the lives of all Australians. APS employees are trusted to act in the best interest of the Australian community. The integrity of the APS - its employees, systems, and practices - is fundamental to maintaining this trust.

The ACMA expects all staff to promote, model and uphold the APS and ACMA Values, and be committed to public service integrity. Integrity at the ACMA is based on a foundation of robust, transparent, honest, and ethical behaviour and decision-making.

In our role as a regulator and independent Commonwealth statutory authority, it is critical that we employ and model a pro-integrity culture in every aspect of everything we do, both internally and externally.

How to apply

If you think your skills and abilities match the requirements of the job and this sounds like the opportunity you are looking for, we want to hear from you.

Our [online careers portal](#) will guide you through the application and submission process.

Your application will need to include:

- your resume of no more than two to four pages, and include:
 - your full name, contact email and mobile number
 - details of any relevant education and qualifications
 - work experience starting with your most recent employment, including responsibilities and achievements. Indicate dates and explain any gaps in time
 - other relevant experience.



- the contact details of two referees, including your current supervisor.

Privacy statement

The Australian Communication and Media Authority (ACMA) and the Office of the Australian eSafety Commissioner (eSafety) comply with the *Privacy Act 1988* (the Act).

The ACMA and eSafety comply with the Act in the collection, handling, use and disclosure of personal information. The personal information we receive in the application process is collected to assist us to determine your suitability for selection for an advertised vacancy and will not be disclosed for other purposes unless we have your informed consent or we are otherwise permitted or required to disclose that information by law. Recruitment details, including resumes, can only be accessed by the candidate or by ACMA or eSafety staff or contractors in relation to the relevant recruitment and selection activity. For example, only the recruitment officers, professional scribe, selection committee members and designated administrative staff who are conducting the selection process can access your recruitment details. Selection committee members can only access data relating to the recruitment action they are currently processing. At times the ACMA or eSafety may engage a professional recruitment agency or other APS employees external to the agency to assist in the recruitment process. These members can only access the information as part of the recruitment process.

In some cases, an Order of Merit or Merit Pool may be created and used to fill similar roles at the ACMA or eSafety or other Australian Public Service (APS) agencies within 18 months from when the original vacancy was advertised. If placed on an Order of Merit or Merit Pool, and with your consent, your personal information may be shared within the ACMA or eSafety or another APS Agency looking to fill a similar vacancy.

Click here to view the ACMA's Privacy Policy: [Privacy policy | ACMA](#)

Click here to view the eSafety Commissioner's Privacy Policy: [Privacy | eSafety Commissioner](#)

