

s. 22(1)(a)(ii)

From: s. 22(1)(a)(ii) <[REDACTED]@ABF.GOV.AU>
Sent: Thursday, 10 October 2024 11:38 AM
To: Jillian Segal; s. 22(1)(a)(ii)
Cc: s. 47F(1); Malcolm MCALLISTER; s. 22(1)(a)(ii); s. 47F(1); s. 22(1)(a)(ii) Envoy Support; ASECA
Subject: Final interview details - EL1 Law, EL1 Media, APS6 Coordinator [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Good morning Jillian, s. 22(1)(a)(ii)

Please see below confirmed arrangements for the remaining ASECA office interviews.

Wednesday 16 October - Melbourne

s. 22(1)(a)(ii)

Timeslot	Candidate	Candidate phone	Candidate email address	Position
s. 22(1)(a)(ii)				EL1 Media
				APS6
				EL1 Media
				APS6

Monday 21 October - Sydney

s. 22(1)(a)(ii)

Timeslot	Candidate	Candidate phone	Candidate email address	Position
s. 22(1)(a)(ii)				EL1 Media
				EL1 Law
				EL1 Law
				EL1 Law

Regards

s. 22(1)(a)(ii)

Envoy Support Branch
 Citizenship and Multicultural Affairs Division
 Department of Home Affairs
 M: s. 22(1)(a)(ii) | E: s. 22(1)(a)(ii)@homeaffairs.gov.au

OFFICIAL: Sensitive

From: S. 47F(1)
To: [Malcolm MCALLISTER](#)
Cc: [ASECA](#)
Subject: ASECA | selection report
Date: Wednesday, 2 October 2024 12:25:40 PM
Attachments: [ASECA.selectionreport.Oct24.pdf](#)

Hi Malcolm

Please find attached Jillian's signed recruitment selection report page 4.

Best wishes

S. 47F(1)

Assistant to Jillian Segal AO
Working Monday to Thursday

S. 22(1)(a)(ii)

S. 22(1)(a)(ii)

Selection Panel Details

Chair	Panel Member	Independent Panel Member
Name: Malcolm McAllister	Name: Jillian Segal	Name: s. 22(1)(a)(ii)
Substantive Classification: SESB1	Classification: Special Envoy	Classification: External
Branch: Envoy Support	Branch: N/A	Branch: N/A
Signature:	s. 22(1)(a)(ii)	Signature:
Date:	s. 22(1)(a) e: 1/10/2029	Date:

Scribe Details (if applicable)		
Name: N/A	Company: N/A	Contact Details: N/A

Comparative Assessment Report

Selection Criteria
SC1: Strategic Thinking
SC2: Achieves Results
SC3: Productive Working Relationship
SC4: Personal Drive & Integrity
SC5: Communicates with Influence, and
SC6: Demonstrates Professional or Technical Proficiency

Candidate Name	SC1	SC2	SC3	SC4	SC5	SC6	Total Score	Overall Rating <i>Refer to Attachment A</i>
s. 47F(1)	s. 47E(c)							



Salary

\$ 131272 to \$ 170827

Opportunity Type

Full-Time;Part-Time

Opportunity Status

Non-Ongoing

Opportunity Employment Type

Specified Term

APS Classification

Executive Level 2

Closing Date

19/08/2024

Job Category

Communication,
Media Marketing,
Other Management,
Policy,
Procurement, Contract
Management,
Project Management,
Research

Office Arrangement

Flexible

Apply now

Apply now

Department of Home Affairs

Director, Office of the Special Envoy to Combat Antisemitism

Various locations - ACT ACT, Various locations - NSW
NSW, Various locations - NT NT, Various locations - QLD
QLD, Various locations - SA SA, Various locations - TAS
TAS, various locations in VIC VIC, Various locations in WA WA

About our team

Office of the Special Envoy to Combat Antisemitism

The Office of Australia's inaugural Special Envoy to Combat Antisemitism will provide coordinated policy, strategic communications, research and other direct support to the Special Envoy, Ms Jillian Segal AO. The Special Envoy will engage with stakeholders, including communities, state and territory governments, academics and other experts, to understand, identify, and address the drivers of contemporary Antisemitic behaviour in Australia and raise awareness about the positive contribution of Jewish Australians to Australian society.

The Office is responsible for all stakeholder engagement, strategic planning to support the delivery of the Envoys objectives and National Strategy. This includes managing complex stakeholder and community engagement and developing coordinated, whole of society strategic policy, including across State and Territory, Commonwealth and Local Government remits.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

The ideal candidate will have expertise and experience in, policy, governance, strategic communications, media and engagement management, and will be able to ensure strategic alignment between Special Envoy and community engagement efforts. The candidate's leadership and decision-making abilities will enhance the Office's capacity to navigate complex landscapes, streamline processes and effectively communicate with various stakeholders at all levels.

Candidates will ideally be based in Sydney but applications from around Australia will be considered.

The key duties of the position include:

Duties and responsibilities

This is a senior role, and our ideal candidate will have expertise in leadership, policy and strategic communications to lead on engagement with stakeholders and the development of policy solutions.

- You will lead the Office to provide direct reporting and briefings to the Special Envoy to Combat Antisemitism.
- You will support and represent the Special Envoy in stakeholder engagement and other relevant meetings and activities as required.
- You will have strong organisational skills and the ability to manage multiple priorities to deliver high-quality advice and outcomes.
- You will manage the day-to-day operations and staff of the Office, including converting insights from engagement of the Special Envoy into practical solutions.
- You will be adept at bringing diverse stakeholders together to achieve outcomes in line with the Special Envoy's National Strategy.
- You will also manage the office's budget, procurement and secretariat support.
- You will ideally demonstrate a strong understanding of antisemitism.
- You will be experienced in engaging with diverse and multicultural communities and whole of society.
- You will be comfortable working and coordinating with senior representatives across government and civil society.
- You will have excellent situational awareness of emerging issues, and critical thinking, problem solving and risk management skills.
- An ability to thrive in a very busy and demanding environment, and be able to consistently apply sound judgement.
- You must demonstrate exceptional communication skills, both written and verbal.
- You will oversee the Special Envoy's website content, other digital channels and development of speeches.

Highly desirable:

- An understanding of, or experience in, Australia's Jewish community or the issue of Antisemitism.
- Experience in the business, professional and cultural sectors.
- Understanding of international efforts to combat antisemitism.
- Experience in media and reputational handling.

Additional information

About the Special Envoy

Antisemitism has a long history both in Australia and internationally, with a significant increase since the 7 October 2023 Hamas terrorist attacks on Israel, the ongoing conflict and the humanitarian crisis in Gaza.

The surge of reported Antisemitic incidences has occurred in both physical and online contexts. These threaten the inclusion, safety and security not only of Australia's Jewish community but also of Australia as a whole and its future as a peaceful, free, cohesive and diverse multicultural society.

The Special Envoy has been appointed for a term of three years. Secretariat, strategic communications and policy support is provided by the Department of Home Affairs.

The Special Envoy to Combat Antisemitism will assist and advise Government by:

- Providing advice to inform policy development, legislation, campaigns (in accordance with the Australian Government Guidelines on Information and Advertising Campaigns by non-corporate Commonwealth entities) and programs that will go to effectively combatting Antisemitism and social cohesion factors that drive the behaviour across online and social media, traditional media, and within education, arts, culture and industry sectors
- Promoting public awareness and understanding of the impacts of Antisemitism by highlighting diverse Jewish Australian identities, the ongoing contributions of Jewish Australians to the building and progress of Australia, and combatting stereotypes and misinformation in communication channels
- Engaging with public and private sector stakeholders across whole of society and utilising research and data to identify the drivers of Antisemitic behaviour
- Supporting efforts to address systemic and interpersonal racism (including Antisemitism), hate speech, discrimination and divisive language through public education and awareness, through engaging in media opportunities, facilitating roundtables and participating in public discussion
- Identifying ways to strengthen broad social cohesion, including fostering inter-faith dialogue, for all Australians

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC)

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide 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 further information please enquire with the contact officer listed in the advertisement. Document 3

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

Contact Officer

ASECA

Contact Phone

ASECA@homeaffairs.gov.au

Agency Employment Act

PS Act 1999

Website

[Department of Home Affairs](#)

Position Number

133960

Vacancy Number

VN-0745872

Getting to know the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion.

Released by Department of Home Affairs
under the Freedom of Information Act 1982

Document 3

The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship.

We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information
www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

Learn More



Salary

\$ 110788 to \$ 129928

Opportunity Type

Full-Time;Part-Time

Opportunity Status

Non-Ongoing

Opportunity Employment Type

Specified Term

Opportunity Employment Type Details

18 months with possibility to extend

APS Classification

Executive Level 1

Closing Date

1/09/2024

Job Category

Communication,
Media Marketing

Office Arrangement

Flexible

Apply now

Apply now

Department of Home Affairs

Assistant Director - Media and Communications - Office of the Special Envoy to Combat Antisemitism



Various locations - NSW NSW,Various locations - VIC VIC

About our team

Office of the Special Envoy to Combat Antisemitism

The Office of Australia's inaugural Special Envoy to Combat Antisemitism will provide coordinated policy, strategic communications, research and other direct support to the Special Envoy, Ms Jillian Segal AO. The Special Envoy will engage with stakeholders, including communities, state and territory governments, academics and other experts, to understand, identify, and address the drivers of contemporary Antisemitic behaviour in Australia and raise awareness about the positive contribution of Jewish Australians to Australian society.

The Office is responsible for all stakeholder engagement, strategic planning to support the delivery of the Envoys objectives and National Strategy. This includes managing complex stakeholder and community engagement, and developing coordinated, whole of society strategic policy, including across State and Territory, Commonwealth and Local Government remits.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

The ideal candidate will lead the management of communications across multiple channels, including the Special Envoy's website, social media channels, and across traditional media. The successful candidate requires strong attention to detail to develop external communication content and plans.

We are looking for candidates who enjoy working in a creative environment to deliver high-quality communication.

Please note: the Assistant Director, Media and Communications may be requested to assist with managing issues under their responsibility or expertise outside of hours, and at short notice.

The key duties of the position include:

This is a senior role, and our ideal candidate will have experience managing a communications strategy, including developing communication and media content across channels:

- You will lead the development, implementation and evaluation of timely, high-quality external communication and media advice.

- You will lead both proactive and reactive media initiatives, and managing responses to emerging issues. Document 4
- You will produce high-quality content across multiples channels including digital, social media, traditional media, and other strategic communications.
- You will manage day-to-day media engagement, including providing advice and preparing responses to media enquiries for the Special Envoy.
- You will provide media monitoring and reporting.
- You will exercise sound judgement and discretion, and to work quickly and independently in a highly sensitive environment.
- You will have a strong understanding of media processes and the Australian media landscape, with experience working directly with the media.
- You will have strong written and verbal communication skills, with experience creating compelling content.
- You will demonstrate excellent attention to detail, proof-reading and copy-editing skills.

The following is highly desirable:

- Qualifications in communications, public relations and/or journalism or extensive experience in a communication, public relations and/or journalism role
- An understanding of, or experience in, Australia's Jewish community or the issue of Antisemitism is highly desirable.

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide 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 further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other

legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

Contact Officer

ASECA

Contact Phone

ASECA@homeaffairs.gov.au

Agency Employment Act

PS Act 1999

Website

[Department of Home Affairs](#)

Position Number

134225

Vacancy Number

VN-0746641

Getting to know the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion.

The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordination. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship.

We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

[Learn More](#)

[Document 4](#)

Released by Department of Home Affairs
under the *Freedom of Information Act 1982*



Salary

\$ 117669 to \$ 140872

Opportunity Type

Full-Time;Part-Time

Opportunity Status

Non-Ongoing

Opportunity Employment Type

Specified Term

APS Classification

Executive Level 1

Closing Date

19/08/2024

Job Category

Communication,
Legal,
Policy,
Project Management,
Research

Office Arrangement

Flexible

Apply now

Apply now

Department of Home Affairs

Assistant Director Legal, Office of the Special Envoy to Combat Antisemitism

Various locations - ACT ACT, Various locations - NSW
NSW, Various locations - NT NT, Various locations - QLD
QLD, Various locations - SA SA, Various locations - TAS
TAS, various locations in VIC VIC, Various locations in WA WA

About our team

Office of the Special Envoy to Combat Antisemitism

The Office of Australia's inaugural Special Envoy to Combat Antisemitism will provide coordinated policy, strategic communications, research and other direct support to the Special Envoy, Ms Jillian Segal AO. The Special Envoy will engage with stakeholders, including communities, state and territory governments, academics and other experts, to understand, identify, and address the drivers of contemporary Antisemitic behaviour in Australia and raise awareness about the positive contribution of Jewish Australians to Australian society.

The Office is responsible for all stakeholder engagement, strategic planning to support the delivery of the Envoys objectives and National Strategy. This includes managing complex stakeholder and community engagement and developing coordinated, whole of society strategic policy, including across State and Territory, Commonwealth and Local Government remits.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

The ideal candidate will have significant experience in a legal role, with experience in drafting, reform processes and policy development. As well as knowledge of the laws relating to race, hate and discrimination. Tertiary legal qualification is highly desirable. The ideal candidate will have highly sophisticated communication skills, with the ability to provide direct advice on complex and evolving issues to senior leadership.

Candidates will ideally be based in Sydney but applications from around Australia will be considered.

The key duties of the position include:

Duties and responsibilities

This is a senior role, and our ideal candidate will have experience in development of strategic policy, drafting of documents, including a strategic plan and relevant legislation and will be able to facilitate engagement with a wide variety of stakeholders and the development of legislative and policy solutions.

- You will identify and research policy issues, analyse policy options, and devise potential solutions to Antisemitism in an Australian context.
- You will provide legal advice and support as relevant to the position. The advice will be on high profile, complex and sensitive issues and focuses on delivering accurate legal analysis, options and recommendations. It also requires strategic management and assessment of legal risks.
- You will maintain detailed knowledge of specific legislation, instruments and agreements, case law, directions, principles and issues of relevance.
- You will support the strategic policy, strategic plan development and communications functions of the Envoy by providing reporting and briefing.
- You will make decisions in accordance with the strategic priorities of the Special Envoy to Combat Antisemitism.
- You will ensure applicable governance processes are applied and communications are appropriate, accurate and timely.
- You will have a comprehensive understanding of, or ability to quickly obtain understanding of, relevant legislation and other legislation of general application.
- You will have strong legal advice writing and research skills.
- You will have the ability to actively manage and navigate complex legal issues.

Highly desirable

- An understanding of, or experience in, Australia's Jewish community or the issue of Antisemitism is highly desirable.
- Tertiary legal qualification is highly desirable.

Additional information

About the Special Envoy

Antisemitism has a long history both in Australia and internationally, with a significant increase since the 7 October 2023 Hamas terrorist attacks on Israel, the ongoing conflict and the humanitarian crisis in Gaza.

The surge of reported Antisemitic incidences has occurred in both physical and online contexts. These threaten the inclusion, safety and security not only of Australia's Jewish community but also of Australia as a whole and its future as a peaceful, free, cohesive and diverse multicultural society.

The Special Envoy has been appointed for a term of three years. Secretariat, strategic communications and policy support is provided by the Department of Home Affairs.

The Special Envoy to Combat Antisemitism will assist and advise Government by:

- Providing advice to inform policy development, legislation, campaigns (in accordance with the Australian Government Guidelines on Information and Advertising Campaigns by non-corporate Commonwealth entities) and programs that will go to effectively combatting Antisemitism and social cohesion factors that drive the behaviour across online and social media, traditional media, and within education, arts, culture and industry sectors
- Promoting public awareness and understanding of the impacts of Antisemitism by highlighting diverse Jewish Australian identities, the ongoing contributions of Jewish Australians to the building and progress of Australia, and combatting stereotypes and misinformation in communication channels
- Engaging with public and private sector stakeholders across whole of society and utilising research and data to identify the drivers of Antisemitic behaviour
- Supporting efforts to address systemic and interpersonal racism (including Antisemitism), hate speech, discrimination and divisive language through public education and awareness, through engaging in media opportunities, facilitating roundtables and participating in public discussion
- Identifying ways to strengthen broad social cohesion, including fostering inter-faith dialogue, for all Australians

Eligibility

To be eligible for the position you must be an Australian Citizen

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide 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 further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

Contact Officer

ASECA

Contact Phone

aseca@homeaffairs.gov.au

Agency Employment Act

PS Act 1999

Website

Position Number

133961

Vacancy Number

VN-0745889

Getting to know the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion.

The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship.

We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information
www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

[Learn More](#)



Salary

\$ 90199 to \$ 103770

Opportunity Type

Full-Time;Casual

Opportunity Status

Non-Ongoing

Opportunity Employment Type

Specified Term

APS Classification

APS Level 6

Closing Date

19/08/2024

Job Category

Administration,
Communication,
Media Marketing,
Policy

Office Arrangement

Flexible

Apply now

Apply now

Department of Home Affairs

Coordinator, Office of the Special Envoy to Combat Antisemitism

Various locations - ACT ACT, Various locations - NSW
NSW, Various locations - NT NT, Various locations - QLD
QLD, Various locations - SA SA, Various locations - TAS
TAS, various locations in VIC VIC, Various locations in WA WA

About our team

Office of the Special Envoy to Combat Antisemitism

The Office of Australia's inaugural Special Envoy to Combat Antisemitism will provide coordinated policy, strategic communications, research and other direct support to the Special Envoy, Ms Jillian Segal AO. The Special Envoy will engage with stakeholders, including communities, state and territory governments, academics and other experts, to understand, identify, and address the drivers of contemporary Antisemitic behaviour in Australia and raise awareness about the positive contribution of Jewish Australians to Australian society.

The Office is responsible for all stakeholder engagement, strategic planning to support the delivery of the Envoys objectives and National Strategy. This includes managing complex stakeholder and community engagement and developing coordinated, whole of society strategic policy, including across State and Territory, Commonwealth and Local Government remits.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

The ideal candidate will have experience in a fast-paced office, including experience engaging with diverse community stakeholders with the ability to coordinate and provide rapid responses to evolving demands of the office, with strong administrative and organisational skills. The ideal candidate will also have strong communications and secretariat skills.

Candidates will ideally be based in Sydney but applications from around Australia will be considered.

The key duties of the position include:

Duties and responsibilities

Previous communications and policy experience to facilitate engagement with a wide variety of stakeholders. [Document 6](#)

- You will manage the administrative and secretariat components of the Special Envoy's office.
- You will support the communications and administrative functions of the team as required.
- You will, at the direction of the Director manage the digital channels of the Office, including the website and social media channels.
- You will assist with research and policy issues as required.
- You will help manage correspondence directed to the Special Envoy to Combat Antisemitism.
- You will help organise logistics of meetings, including coordinating extensive travel arrangements.
- You will support the Director in the day-to-day operations of the Office.
- You will provide immediate support to the Director, in developing status updates and briefings for the Special Envoy, and prepare for and respond to stakeholders, as required.
- You will provide budget and secretariat support.
- You will be experienced in engaging with diverse and multicultural communities.
- You will have exceptional organisational skills, have an ability to thrive in a very busy and demanding environment.
- You must demonstrate exceptional communication skills, both written and verbal.
- Candidates will be resilient and demonstrate the highest levels of professionalism.

Highly desirable:

- An understanding of, or experience in, Australia's Jewish community or strong understanding of the issue of Antisemitism.

Additional information

About the Special Envoy

Antisemitism has a long history both in Australia and internationally, with a significant increase since the 7 October 2023 Hamas terrorist attacks on Israel, the ongoing conflict and the humanitarian crisis in Gaza.

The surge of reported Antisemitic incidences has occurred in both physical and online contexts. These threaten the inclusion, safety and security not only of Australia's Jewish community but also of Australia as a whole and its future as a peaceful, free, cohesive and diverse multicultural society.

The Special Envoy has been appointed for a term of three years.

The Special Envoy to Combat Antisemitism will assist and advise Government by:

- Providing advice to inform policy development, legislation, campaigns (in accordance with the Australian Government Guidelines on Information and Advertising Campaigns by non-corporate Commonwealth entities) and programs that will go to effectively combatting Antisemitism and social cohesion factors that drive the behaviour across online and social media, traditional media, and within education, arts, culture and industry sectors
- Promoting public awareness and understanding of the impacts of Antisemitism by highlighting diverse Jewish Australian identities, the ongoing contributions of Jewish Australians to the building and progress of Australia, and combatting stereotypes and misinformation in communication channels
- Engaging with public and private sector stakeholders across whole of society and utilising research and data to identify the drivers of Antisemitic behaviour
- Supporting efforts to address systemic and interpersonal racism (including Antisemitism), hate speech, discrimination and divisive language through public education and awareness, through engaging in media opportunities, facilitating roundtables and participating in public discussion
- Identifying ways to strengthen broad social cohesion, including fostering inter-faith dialogue, for all Australians

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide 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 further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

Contact Officer

ASECA

Contact Phone

aseca@homeaffairs.gov.au

Agency Employment Act

PS Act 1999

Website[Department of Home Affairs](#)**Position Number**

133963

Vacancy Number

VN-0745891

Getting to know the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion.

The Department implements a strategically coordinated approach to the cyber

security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship.

We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information

www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

Learn More

s. 22(1)(a)(ii)

From: s. 47F(1) @HOMEAFFAIRS.GOV.AU>
Sent: Monday, 29 July 2024 12:59 PM
To: s. 22(1)(a)(ii)
Cc: Social Cohesion Taskforce
Subject: RE: Document pack - ASECA job descriptions [SEC=OFFICIAL:Sensitive]
Attachments: EOI common text - Office of the Special Envoy to Combat Antisemitism.docx; GAZ - EL2 Director.docx; GAZ - EL1 Assistant Director.docx; GAZ - EL1 Senior Legal Officer.docx; GAZ - APS 6 Coordinator.docx

~~OFFICIAL: Sensitive~~

Hi s. 22(1)(a)(ii)

Please see attached. Note that I changed the 'Legal Officer' to 'Senior Legal Officer' to reflect the EL1 equivalent title in the [2024 Determination](#).

Thanks,

s. 47F(1)

Department of Home Affairs
 E: ASECA@homeaffairs.gov.au

~~OFFICIAL: Sensitive~~

From: s. 22(1)(a)(ii) @homeaffairs.gov.au>
Sent: Monday, 29 July 2024 11:43 AM
To: s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU>; s. 47F(1) @HOMEAFFAIRS.GOV.AU>
Cc: Social Cohesion Taskforce <s. 22(1)(a)(ii) @homeaffairs.gov.au>
Subject: RE: Document pack - ASECA job descriptions [SEC=OFFICIAL:Sensitive]

~~OFFICIAL: Sensitive~~

Thanks very much s. 22(1)(a)

s. 22(1)(a)(ii) could you please now take the lead on this and emulate the EL2 structure and wording in the attached.

s. 22(1)(a)(ii)

Chief of Staff | Social Cohesion Taskforce
 National Security & Resilience Group
 Department of Home Affairs
 P: s. 22(1)(a)(ii) | M: s. 22(1)(a)(ii) |

 Released by Department of Home Affairs
 under the Freedom of Information Act 1982

E: s. 22(1)(a)(ii)@HomeAffairs.gov.au

~~OFFICIAL: Sensitive~~

From: s. 22(1)(a)(ii)@HOMEAFFAIRS.GOV.AU>

Sent: Monday, 29 July 2024 11:38 AM

To: s. 47F(1) HOMEAFFAIRS.GOV.AU>; s. 22(1)(a)(ii)
s. 22(1)(a)(ii)@homeaffairs.gov.au>

Cc: Social Cohesion Taskforce <s. 22(1)(a)(ii)@homeaffairs.gov.au>

Subject: Document pack - ASECA job descriptions [SEC=OFFICIAL:Sensitive]

~~OFFICIAL: Sensitive~~

For revision as needed, thanks s. 47F(1)

s. 22(1)(a)(ii)

Social Cohesion Taskforce

National Security and Resilience Group

Department of Home Affairs

M: s. 22(1)(a)(ii) | E: s. 22(1)(a)(ii)@homeaffairs.gov.au | ASN: s. 22(1)(a)(ii)@asnet.gov.au

~~OFFICIAL: Sensitive~~

Released by Department of Home Affairs
under the *Freedom of Information Act 1982*

~~OFFICIAL~~**Office of the Special Envoy to Combat Antisemitism opportunities**

[Short version for Jewish and other private job advertising – linking to Gazette]

The Office of the Special Envoy to Combat Antisemitism and the Department of Home Affairs is seeking to fill a number of non-ongoing positions at the APS6-EL2 levels to work in the recently established Office of Australia's Special Envoy to Combat Antisemitism, Ms Jillian Segal AO and the Branch supporting the Special Envoy. The positions are available to staff based in Sydney and Canberra with flexible working arrangements considered.

The Prime Minister announced Ms Segal's appointment as Special Envoy to Combat Antisemitism on 9 July, 2024, in recognition of the significant increase in Antisemitism in Australia. The Office will support the Special Envoy's engagement with stakeholders, including communities, academics and other experts, to better understand and identify the drivers and solutions to address antisemitic behaviour in Australia.

Available roles:**Office of the Special Envoy to Combat Antisemitism**

- Director/ Chief of Staff (EL2)
- Assistant Director (EL1)
- Stakeholder Engagement coordinator (APS6)

Envoy supporting function:

- Assistant Director/ Senior Legal Policy Officer (EL1)

A minimum baseline security clearance is required. The Office of the Special Envoy can support applications for NV1 in the case of staff who currently hold a Baseline clearance.

Interested staff should contact ASECA@homeaffairs.gov.au, providing a copy of their CV and a short (no more than 200 words) summary of their skills and areas of expertise as they relate to the desired role.

For further information please contact ASECA@homeaffairs.gov.au.

To apply now visit [insert link]

~~OFFICIAL~~**APS Gazette – apsjobs.gov.au**

GAZ – EL2 – ACT/NSW – Director, Office of the Special Envoy to Combat Antisemitism

Requisition Number: XXXXXXXXXXXX

Position Number/s: XXXXXXXXXXXX

Classification: Executive Level 2

Location: ACT; NSW

Flexible work

Flexible arrangements considered

Applications close on 14 August 2024

About our team**Office of the Special Envoy to Combat Antisemitism**

The Office of Australia's inaugural Special Envoy to Combat Antisemitism will provide coordinated strategic communications, policy, research and other direct support to the Special Envoy, Ms Jillian Segal AO. The Special Envoy will engage with stakeholders, including communities, state and territory governments, academics and other experts, to understand, identify, and address the drivers of contemporary Antisemitic behaviour in Australia and raise awareness about the positive contribution of Jewish Australians to Australian society.

The Office is responsible for all stakeholder engagement, strategic planning to support the delivery of the Envoys objectives and National Strategy. This includes managing complex stakeholder and community engagement, coordinating extensive travel and developing coordinated, Whole of Government strategic policy, including across State and Territory, Commonwealth and Local Government remits.

Our ideal candidate

The ideal candidate will have expertise and experience in strategic communications, policy, governance and engagement management, and will be able to ensure strategic alignment between Special Envoy and community engagement efforts. The candidate's leadership and decision-making abilities will enhance the Office's capacity to navigate complex landscapes, streamline processes and effectively communicate with various stakeholders at all levels.

An understanding of, or experience in, Australia's Jewish community or the issue of Antisemitism is highly desirable.

Duties and responsibilities

This is a senior role, and our ideal candidate will have expertise in leadership, policy and strategic communications to lead on engagement with stakeholders and the development of policy solutions.

OFFICIAL

- You will lead the Office to provide direct reporting and briefings to the Special Envoy to Combat Antisemitism.
- You will support and represent the Special Envoy in undertaking efforts to combat antisemitism and other stakeholder engagement.
- You will actively identify and develop solutions to antisemitism in an Australian context.
- You will have strong organisational skills and the ability to manage multiple priorities to deliver high-quality advice and outcomes.
- You will manage the day-to-day operations and staff of the Office, including converting insights from engagement of the Special Envoy into practical solutions.
- You will be adept at bringing diverse stakeholders together to achieve outcomes in line with the Special Envoy's National Strategy. You will also manage the office's budget and secretariat support.
- You will ideally demonstrate a strong awareness of ways to monitor and combat antisemitism.
- You will be experienced in engaging with diverse and multicultural communities and whole of society.
- You will be comfortable working and coordinating with Senior representatives across government and civil society.
- You will have excellent situational awareness of emerging issues, and critical thinking, problem solving and risk management skills.
- You will require exceptional organisational skills, have an ability to thrive in a very busy and demanding environment, and be able to consistently apply sound judgement.
- You must demonstrate exceptional communication skills, both written and verbal.

About the Special Envoy

Antisemitism has a long history both in Australia and internationally, with a significant increase since the 7 October 2023 Hamas terrorist attacks on Israel, the ongoing conflict and the humanitarian crisis in Gaza.

The surge of reported Antisemitic incidences has occurred in both physical and online contexts. These threaten the inclusion, safety and security not only of Australia's Jewish community but also of Australia as a whole and its future as a peaceful, free, cohesive and diverse multicultural society.

The Special Envoy has been appointed for a term of three years. Secretariat, strategic communications and policy support is provided by the Department of Home Affairs.

The Special Envoy to Combat Antisemitism will assist and advise Government by:

~~OFFICIAL~~

- Providing advice to inform policy development, legislation, campaigns (in accordance with the Australian Government Guidelines on Information and Advertising Campaigns by non-corporate Commonwealth entities) and programs that will go to effectively combatting Antisemitism and social cohesion factors that drive the behaviour across online and social media, traditional media, and within education, arts, culture and industry sectors
- Promoting public awareness and understanding of the impacts of Antisemitism by highlighting diverse Jewish Australian identities, the ongoing contributions of Jewish Australians to the building and progress of Australia, and combatting stereotypes and misinformation in communication channels
- Engaging with public and private sector stakeholders across whole of society and utilising research and data to identify the drivers of Antisemitic behaviour
- Supporting efforts to address systemic and interpersonal racism (including Antisemitism), hate speech, discrimination and divisive language through public education and awareness, through engaging in media opportunities, facilitating roundtables and participating in public discussion
- Identifying ways to strengthen broad social cohesion, including fostering inter-faith dialogue, for all Australians

How to apply

Submit your application and CV through the Home Affairs' recruitment system (ourPeople) before the closing date on 12/08/2024 at 11:59pm (midnight) AEST – Late applications will not be accepted.

As part of your application you will be required to prepare and submit a one-page applicant response document in relation to the advertised role, outlining:

- How your skills, knowledge, and experience will be relevant to this role
- Why you are interested in the role and what you can offer us
- Any specific examples or achievements that demonstrate your ability to perform the role

Salary: \$131,272.00 - \$170,827.00 plus 15.4% super (part time pro rata)

Contact: s. 22(1)(a)(ii) aseca@homeaffairs.gov.au

Period of Vacancy: Non-ongoing

Number of Vacancies: 1

Eligibility

This opportunity is available to all eligible members of the community and current Australian Public Service employees.

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

~~OFFICIAL~~**APS Gazette – apsjobs.gov.au**

GAZ - EL1 - ACT/NSW – Assistant Director, Office of the Special Envoy to Combat Antisemitism

Requisition Number: XXXXXXXXXXXX

Position Number/s: XXXXXXXXXXXX

Classification: Executive Level 1

Location: ACT; NSW

Flexible work

Flexible arrangements considered

Applications close on 14 August 2024

About our team**Office of the Special Envoy to Combat Antisemitism**

The Office of Australia's inaugural Special Envoy to Combat Antisemitism will provide coordinated strategic communications, policy, research and other direct support to the Special Envoy, Ms Jillian Segal AO. The Special Envoy will engage with stakeholders, including communities, state and territory governments, academics and other experts, to understand, identify, and address the drivers of contemporary Antisemitic behaviour in Australia and raise awareness about the positive contribution of Jewish Australians to Australian society.

The Office is responsible for all stakeholder engagement, strategic planning to support the delivery of the Envoys objectives and National Strategy. This includes managing complex stakeholder and community engagement, coordinating extensive travel and developing coordinated, Whole of Government strategic policy, including across State and Territory, Commonwealth and Local Government remits.

Our ideal candidate

The Special Envoy to Combat Antisemitism, Ms Jillian Segal AO, requires an Executive Officer to provide administrative services, strategic and operational support.

The ideal candidate will have significant experience in a policy role, with the ability to provide direct advice on complex and evolving issues to senior leadership. The ideal candidate will also have highly sophisticated communications and secretariat skills, operating on behalf of the Special Envoy to facilitate engagement with counterparts across Government at all levels.

An understanding of, or experience in, Australia's Jewish community or the issue of Antisemitism is highly desirable.

Duties and responsibilities

This is a senior role, and our ideal candidates will have expertise in providing administrative services, communications and policy support to facilitate engagement with a wide variety of stakeholders and the development of policy solutions.

OFFICIAL

- You will provide direct administrative services, strategic and operational support to the Special Envoy to Combat Antisemitism.
- You will identify and research policy issues, analyse policy options, and devise potential solutions to antisemitism in an Australian context, in the particular context of the currently ongoing conflict in Gaza.
- You will support the strategic policy and communications functions of the team by providing reporting and briefing.
- You will make decisions in accordance with the strategic priorities of the Special Envoy to Combat Antisemitism.
- You will ensure applicable governance processes are applied and communications are appropriate, accurate and timely.
- You will respond to requests from, and liaise with, key internal and external stakeholders.
- You will use your expertise to solve complex and time sensitive problems.
- You will be comfortable working and coordinating with senior representatives across government and civil society.
- You will have exceptional organisational skills, have an ability to thrive in a very busy and demanding environment, and be able to consistently apply sound judgement.
- You must demonstrate exceptional communication skills, both written and verbal.

About the Special Envoy

Antisemitism has a long history both in Australia and internationally, with a significant increase since the 7 October 2023 Hamas terrorist attacks on Israel, the ongoing conflict and the humanitarian crisis in Gaza.

The surge of reported Antisemitic incidences has occurred in both physical and online contexts. These threaten the inclusion, safety and security not only of Australia's Jewish community but also of Australia as a whole and its future as a peaceful, free, cohesive and diverse multicultural society.

The Special Envoy has been appointed for a term of three years. Secretariat, strategic communications and policy support is provided by the Department of Home Affairs.

The Special Envoy to Combat Antisemitism will assist and advise Government by:

- Providing advice to inform policy development, legislation, campaigns (in accordance with the Australian Government Guidelines on Information and Advertising Campaigns by non-corporate Commonwealth entities) and programs that will go to effectively combatting Antisemitism and social cohesion factors that drive the behaviour across online and social media, traditional media, and within education, arts, culture and industry sectors

OFFICIAL

- Promoting public awareness and understanding of the impacts of Antisemitism by highlighting diverse Jewish Australian identities, the ongoing contributions of Jewish Australians to the building and progress of Australia, and combatting stereotypes and misinformation in communication channels
- Engaging with public and private sector stakeholders across whole of society and utilising research and data to identify the drivers of Antisemitic behaviour
- Supporting efforts to address systemic and interpersonal racism (including Antisemitism), hate speech, discrimination and divisive language through public education and awareness, through engaging in media opportunities, facilitating roundtables and participating in public discussion
- Identifying ways to strengthen broad social cohesion, including fostering inter-faith dialogue, for all Australians

How to apply

Submit your application and CV through the Home Affairs' recruitment system (ourPeople) before the closing date on 12/08/2024 at 11:59pm (midnight) AEST – Late applications will not be accepted.

As part of your application you will be required to prepare and submit a one-page applicant response document in relation to the advertised role, outlining:

- How your skills, knowledge, and experience will be relevant to this role
- Why you are interested in the role and what you can offer us
- Any specific examples or achievements that demonstrate your ability to perform the role

Salary: \$110,788.00 and \$129,928.00 plus 15.4% super (part time pro-rata)

Contact: s. 22(1)(a)(ii) aseca@homeaffairs.gov.au

Period of Vacancy: Non-ongoing

Number of Vacancies: 1

Eligibility

This opportunity is available to all eligible members of the community and current Australian Public Service employees.

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

~~OFFICIAL~~**APS Gazette – apsjobs.gov.au**

GAZ – EL1 - ACT/NSW – Senior Legal Officer, Office of the Special Envoy to Combat Antisemitism

Requisition Number: XXXXXXXXXXXX

Position Number/s: XXXXXXXXXXXX

Classification: Executive Level 1

Location: ACT; NSW

Flexible work

Flexible arrangements considered

Applications close on 14 August 2024

About our team**Office of the Special Envoy to Combat Antisemitism**

The Office of Australia's inaugural Special Envoy to Combat Antisemitism will provide coordinated strategic communications, policy, research and other direct support to the Special Envoy, Ms Jillian Segal AO. The Special Envoy will engage with stakeholders, including communities, state and territory governments, academics and other experts, to understand, identify, and address the drivers of contemporary Antisemitic behaviour in Australia and raise awareness about the positive contribution of Jewish Australians to Australian society.

The Office is responsible for all stakeholder engagement, strategic planning to support the delivery of the Envoys objectives and National Strategy. This includes managing complex stakeholder and community engagement, coordinating extensive travel and developing coordinated, Whole of Government strategic policy, including across State and Territory, Commonwealth and Local Government remits.

Our ideal candidate

The ideal candidate will have significant experience in a Legal officer role, with experience in legislative drafting, reform processes and policy development. Tertiary legal qualification is highly desirable. The ideal candidate will have highly sophisticated communication skills, with the ability to provide direct advice on complex and evolving issues to senior leadership.

An understanding of, or experience in, Australia's Jewish community or the issue of Antisemitism is highly desirable.

Duties and responsibilities

This is a senior role, and our ideal candidates will have expertise in legislative drafting and policy to facilitate engagement with a wide variety of stakeholders and the development of legislative and policy solutions.

OFFICIAL

- You will identify and research policy issues, analyse policy options, and devise potential solutions to Antisemitism in an Australian context.
- You will provide legal advice, support and training as relevant to the position. The advice will be on high profile, complex and sensitive issues and focuses on delivering accurate legal analysis, options and recommendations. It also requires strategic management and assessment of legal risks.
- You will maintain detailed knowledge of specific legislation, instruments and agreements, case law, directions, principles and issues of relevance to the Department.
- You will support the strategic policy and communications functions of the team by providing reporting and briefing.
- You will make decisions in accordance with the strategic priorities of the Special Envoy to Combat Antisemitism.
- You will ensure applicable governance processes are applied and communications are appropriate, accurate and timely.
- You will respond to requests from, and liaise with, key internal and external stakeholders.
- You will have a comprehensive understanding of, or ability to quickly obtain understanding of, relevant legislation and other legislation of general application.
- You will have strong legal advice writing and research skills.
- You will have the ability to actively manage and navigate complex legal issues.

About the Special Envoy

Antisemitism has a long history both in Australia and internationally, with a significant increase since the 7 October 2023 Hamas terrorist attacks on Israel, the ongoing conflict and the humanitarian crisis in Gaza.

The surge of reported Antisemitic incidences has occurred in both physical and online contexts. These threaten the inclusion, safety and security not only of Australia's Jewish community but also of Australia as a whole and its future as a peaceful, free, cohesive and diverse multicultural society.

The Special Envoy has been appointed for a term of three years. Secretariat, strategic communications and policy support is provided by the Department of Home Affairs.

The Special Envoy to Combat Antisemitism will assist and advise Government by:

- Providing advice to inform policy development, legislation, campaigns (in accordance with the Australian Government Guidelines on Information and Advertising Campaigns by non-corporate Commonwealth entities) and programs that will go to effectively combatting Antisemitism and social cohesion factors that drive the behaviour across online and social media, traditional media, and within education, arts, culture and industry sectors

~~OFFICIAL~~

- Promoting public awareness and understanding of the impacts of Antisemitism by highlighting diverse Jewish Australian identities, the ongoing contributions of Jewish Australians to the building and progress of Australia, and combatting stereotypes and misinformation in communication channels
- Engaging with public and private sector stakeholders across whole of society and utilising research and data to identify the drivers of Antisemitic behaviour
- Supporting efforts to address systemic and interpersonal racism (including Antisemitism), hate speech, discrimination and divisive language through public education and awareness, through engaging in media opportunities, facilitating roundtables and participating in public discussion
- Identifying ways to strengthen broad social cohesion, including fostering inter-faith dialogue, for all Australians

How to apply

Submit your application and CV through the Home Affairs' recruitment system (ourPeople) before the closing date on 12/08/2024 at 11:59pm (midnight) AEST – Late applications will not be accepted.

As part of your application you will be required to prepare and submit a one-page applicant response document in relation to the advertised role, outlining:

- How your skills, knowledge, and experience will be relevant to this role
- Why you are interested in the role and what you can offer us
- Any specific examples or achievements that demonstrate your ability to perform the role

Salary: \$117,669.00 - \$140,872.00 plus 15.4% super (part time pro rata)

Contact: S. 22(1)(a)(ii) aseca@homeaffairs.gov.au

Period of Vacancy: Non-ongoing

Number of Vacancies: 1

Eligibility

This opportunity is available to all eligible members of the community and current Australian Public Service employees.

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

OFFICIAL**GAZ - APS6 - ACT/NSW – Coordinator, Office of the Special Envoy to Combat Antisemitism****Requisition Number:** XXXXXXXXXXXX**Position Number/s:** XXXXXXXXXXXX**Classification:** APS Level 6**Location:** ACT; NSW**Flexible work**

Flexible arrangements considered

*Applications close on 14 August 2024***About our team****Office of the Special Envoy to Combat Antisemitism**

The Office of Australia's inaugural Special Envoy to Combat Antisemitism will provide coordinated strategic communications, policy, research and other direct support to the Special Envoy, Ms Jillian Segal AO. The Special Envoy will engage with stakeholders, including communities, state and territory governments, academics and other experts, to understand, identify, and address the drivers of contemporary Antisemitic behaviour in Australia and raise awareness about the positive contribution of Jewish Australians to Australian society.

The Office is responsible for all stakeholder engagement, strategic planning to support the delivery of the Envoys objectives and National Strategy. This includes managing complex stakeholder and community engagement, coordinating extensive travel and developing coordinated, Whole of Government strategic policy, including across State and Territory, Commonwealth and Local Government remits.

Our ideal candidate

The ideal candidate will have significant experience in a policy role, with the ability to provide rapid and accurate advice on complex and evolving issues. The ideal candidate will also have strong communications and secretariat skills.

An understanding of, or experience in, Australia's Jewish community or the issue of Antisemitism is highly desirable.

Duties and responsibilities

This is a senior role, and our ideal candidates will have previous communications and policy experience to facilitate engagement with a wide variety of stakeholders and the development of policy solutions.

- You will assist to identify and research policy issues, analyse policy options, and devise potential solutions to antisemitism in an Australian context.
- You will support the strategic policy and communications functions of the team by providing reporting and briefing.
- You will manage correspondence directed to the Special Envoy to Combat Antisemitism.

OFFICIAL

- You will organise logistics of meetings, including coordinating extensive travel arrangements.
- You will ensure timely and accurate reporting.
- You will support the day-to-day operations and staff of the Office, including converting insights from engagement of the Special Envoy into practical solutions.
- You will provide immediate support to the Assistant Director in developing status updates and briefings for the Special Envoy, and prepare for and respond to stakeholders, as required.
- You will provide budget and secretariat support.
- You will demonstrate a strong awareness of ways to monitor and combat antisemitism.
- You will be experienced in engaging with diverse and multicultural communities.
- You will use your expertise to solve complex and time sensitive problems.
- You will be comfortable working and coordinating with senior representatives across government and civil society.
- You will have excellent situational awareness of emerging issues, and strategic thinking, problem solving and risk management skills.
- You will have exceptional organisational skills, have an ability to thrive in a very busy and demanding environment, and be able to consistently apply sound judgement.
- You must demonstrate exceptional communication skills, both written and verbal.
- Candidates will be resilient, prepared to engage with ideas and find practical solutions to issues of concern and demonstrate the highest levels of professionalism.

About the Special Envoy

Antisemitism has a long history both in Australia and internationally, with a significant increase since the 7 October 2023 Hamas terrorist attacks on Israel, the ongoing conflict and the humanitarian crisis in Gaza.

The surge of reported Antisemitic incidences has occurred in both physical and online contexts. These threaten the inclusion, safety and security not only of Australia's Jewish community but also of Australia as a whole and its future as a peaceful, free, cohesive and diverse multicultural society.

The Special Envoy has been appointed for a term of three years. Secretariat, strategic communications and policy support is provided by the Department of Home Affairs.

The Special Envoy to Combat Antisemitism will assist and advise Government by:

OFFICIAL

- Providing advice to inform policy development, legislation, campaigns (in accordance with the Australian Government Guidelines on Information and Advertising Campaigns by non-corporate Commonwealth entities) and programs that will go to effectively combatting Antisemitism and social cohesion factors that drive the behaviour across online and social media, traditional media, and within education, arts, culture and industry sectors
- Promoting public awareness and understanding of the impacts of Antisemitism by highlighting diverse Jewish Australian identities, the ongoing contributions of Jewish Australians to the building and progress of Australia, and combatting stereotypes and misinformation in communication channels
- Engaging with public and private sector stakeholders across whole of society and utilising research and data to identify the drivers of Antisemitic behaviour
- Supporting efforts to address systemic and interpersonal racism (including Antisemitism), hate speech, discrimination and divisive language through public education and awareness, through engaging in media opportunities, facilitating roundtables and participating in public discussion
- Identifying ways to strengthen broad social cohesion, including fostering inter-faith dialogue, for all Australians

How to apply

Submit your application and CV through the Home Affairs' recruitment system (ourPeople) before the closing date on 12/08/2024 at 11:59pm (midnight) AEST – Late applications will not be accepted.

As part of your application you will be required to prepare and submit a one-page applicant response document in relation to the advertised role, outlining:

- How your skills, knowledge, and experience will be relevant to this role
- Why you are interested in the role and what you can offer us
- Any specific examples or achievements that demonstrate your ability to perform the role

Salary: \$90,199.00 and \$103,770.00 plus 15.4% super (part time pro-rata)

Contact: s. 22(1)(a)(ii) aseca@homeaffairs.gov.au

Period of Vacancy: Non-ongoing

Number of Vacancies: 1

Eligibility

This opportunity is available to all eligible members of the community and current Australian Public Service employees.

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).



Freedom of Information Request – FA 25/08/01770

Job Title, APS Level, Remuneration, Location and Number of Staff in Australia's Special Envoy to Combat Antisemitism's (ASECA) Offices				
Job Title	APS Level	Remuneration	Location	Number
Director	EL2	\$131,272 - \$170,827	Melbourne	1
Assistant Director Media and Communications	EL1	\$110,788 – \$129,928	Melbourne	1
Assistant Director Media and Communications	EL1	\$110,788 – \$129,928	Sydney	1
Assistant Director Legal	EL1	\$117,669- \$140,872	Sydney	2*See note 2
Coordinator	APS6	\$90,199 - \$103,770	Melbourne	1

Notes:

1. Source: Department of Home Affairs (internal documents)
2. One full time and one part time staff member.

Caveats:

- This information is provided for the specific purpose of this request.