



Temporary Employment Register

Job reference: 25-06

DETAILS	
Job reference	25-06
Position title	Temporary Employment Register
Classification	APS4 – SES 2
Location	Canberra
Salary range	\$79,897 – \$192,974 per annum + 15.4% employer super contribution SES level remuneration as agreed
Security clearance	<i>The successful candidate must be able to obtain and maintain a Baseline security clearance or hold a current security clearance of an appropriate level.</i>
Contact officer	Corporate team, PWSSCorporate@pwss.gov.au
Vacancy closing	Monday, 31 August 2026 at 11:59PM AEST

The Parliamentary Workplace Support Service (PWSS) seeks to attract, develop and retain diverse, enthusiastic and high-performing employees. To help us in achieving this, we maintain a temporary employment register of interested applicants that we can use to fill a variety of employment opportunities across various classifications and business areas. The positions may be full time, part time or casual depending on individual team needs.

To help us better match you with a role that suits your employment preferences, interests and skills, we want to know more about you and the work that you are interested in, and we will collect this information through your application.

If there is a suitable opportunity that matches your skills and experience, you may be contacted regarding your application. Submitting an application does not guarantee employment with the PWSS.

The register may be utilised to access candidates to fill roles at short notice such as learning and development, workplace health and safety, counselling and support, human resources, project delivery, policy development, corporate functions and administrative support including Executive Assistants and more!

Eligibility information

- Ongoing engagement or promotion under the *Public Service Act 1999* is not possible through this register. Non-ongoing opportunities may be offered with an initial engagement of up to 12 months with the option to extend up to a total period of 18 months.
- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- PWSS employees must be independent, impartial, and apolitical, and must be seen as such. A private interest disclosure form must be completed prior to an offer being made to disclose any material personal interests that may or may appear to influence a candidate's ability to discharge their responsibilities as a PWSS employee.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold, the required security clearance level for the role as indicated. All PWSS staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Criminal History check and may be required to obtain and maintain a Working with Vulnerable People registration.

About the Parliamentary Workplace Support Service

The Parliamentary Workplace Support Service (PWSS) is an independent, trusted HR and support service. We partner with Parliamentarians and their employees to achieve cultural change within Commonwealth Parliamentary Workplaces (CPWs). With us, you will undertake meaningful and rewarding work.

The PWSS provides a wide range of human resource services for Parliamentarians and their staff including work health and safety services, recruitment support and advice on general employment matters, development and delivery of bespoke training, coaching and education. In addition, PWSS provides 24-hour independent and confidential support services for all CPW participants.

Our terms and conditions of employment are governed by the Public Service (Terms and Conditions of Employment) (Parliamentary Workplace Support Service) Determination 2024 (the Determination). This Determination applies the terms and conditions of the *Department of Finance Enterprise Agreement 2024-2027* (Finance EA).

More information about the PWSS is available on our [website](#).

Our People and Culture

The PWSS is a friendly and inclusive workplace. We are outcomes focused and promote the APS Values and collaboration with our colleagues across CPWs and the APS.

We value and champion the experiences, skills and perspectives of all employees. At the PWSS we support flexible work, including job-share, and encourage applicants from diverse backgrounds, cultures, and those with caring and parenting responsibilities to apply so we better represent the community that we serve.

We aim to increase our representation of Indigenous Australians and people with disability by having accessible processes, policies and practices, as well as utilising affirmative measures and the [RecruitAbility scheme](#).

Ways of working

To achieve our purpose and vision, we recognise that our approach to our work is as important as what we do:

- **Professionalism and Integrity:** We uphold APS values by demonstrating ethical leadership, maintaining independence, and ensuring trust and confidentiality in all interactions.
- **Collaboration and Tailored Solutions:** We work together with colleagues and clients to deliver customised, purpose-driven solutions that address unique needs while fostering open communication and diverse perspectives.
- **Continuous Improvement and Wellbeing:** We are committed to continuous learning, adapting to change, and prioritising the wellbeing of all stakeholders, driving better outcomes through feedback and a culture of accountability.

What we offer

- **Competitive Remuneration:** Begin your journey with remuneration that reflects your skills and experience, setting the stage for a prosperous career.
- **Supportive Team Culture:** Join a team where collaboration is key, and support is always at hand. We are committed to creating an environment where you can thrive.
- **Inclusive Workplace:** At PWSS we celebrate diversity. Your unique background, skills, and perspectives are not just welcomed but essential to our collective success.
- **Personal Development:** Take advantage of our career development opportunities, tailored to help grow and excel in your career. These are designed to meet the professional needs of both the agency and the individual. We invest in your future because your success is our success.
- **Flexibility:** We understand the importance of work-life balance, offering flexible working arrangements to support your needs.
- **Exceptional Facilities:** Working at Australian Parliament House comes with benefits, including free undercover parking, access to an onsite gym, pool, cafes, hairdressers, Westpac Bank, post office, physiotherapist and more.

Our ideal candidate

The [APS Work Level Standards](#) (WLS) contain general statements about the broad job requirements, and operating context for each classification level. PWSS is seeking candidates who possess the job specific skills and attributes aligned to the corresponding WLS.

Additionally, the Secretaries' Charter of Leadership Behaviours sets out the behaviours Secretaries expect of themselves and SES and want to see in leaders at all levels of the APS. Regardless of classification, you will be expected to model and champion the behaviours outlined in the [Secretaries Charter of Leadership Behaviours - DRIVE](#).

How to apply

If this opportunity sounds like it is right for you, then we invite you to submit an application through the PWSS's [careers page](#) on our website.

Your application will include:

- A 750-word pitch;
- A current CV, with a maximum of three pages;
- The details of at least two referees, one of which must be your current or most recent manager; and

- Your personal details.

Applications will remain active on our register until **31 August 2026**, or until you notify us that you are no longer actively seeking employment or withdraw your application. Applications are not carried over after this time, you will be required to submit a new application for the following period.

If you are experiencing any difficulties submitting your application, please contact the Corporate Team via email to PWSSCorporate@PWSS.gov.au prior to the closing date.

RecruitAbility scheme

The RecruitAbility scheme applies to all PWSS vacancies. RecruitAbility encourages the employment of people with disability in the Australian Public Service (APS). You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must tick the 'opt in' box to participate in the scheme.

Details about the RecruitAbility scheme can be found on the [APSC website](#).

Privacy

PWSS recognises and respects your privacy. Information supplied for this selection process will be handled in accordance with the Agency's [Recruitment Collection Notice](#).

Who to contact

For more information, please contact the Corporate team at PWSSCorporate@pwss.gov.au.