

CAPREC TALENT

NEWSLETTER | OCTOBER 2025

WHAT IS THE CAPREC TALENT?

In a fast-moving market, the CapRec Talent is our way of connecting you with the very best candidates available right now. Each month we hand-select a group of professionals across a range of disciplines and present them to you in a clear, easy-to-read format. Every candidate featured has already been **interviewed** by at least one of our specialist consultants, **reference checked** for accuracy and reliability, and **assessed** for suitability against current market opportunities.

ABOUT CAPITAL RECRUIT

We are a Canberra-based, SME and female-owned recruitment business specialising in corporate recruitment across the Australian Public Service, private sector and not-for-profit sector.

What sets us apart is our specialist focus. Each of our consultants recruits exclusively within their area of expertise – whether that's Marketing and Communications, Accounting and Finance, Human Resources, Corporate Support or Executive appointments – meaning you'll always work with someone who understands your market, your challenges, and your talent pool.

Our approach is transparent, relationship-driven, and outcomes-focused. We're here to provide not only outstanding candidates but also market insights, workforce planning support, and long-term retention strategies

JUMP AHEAD TO TALENT

Click below to jump straight to your preferred page:

- Accounting and Finance
- Corporate Support
- Human Resources
- Marketing and Communications
- Procurement and Contract Management
- Policy, Project and Program

CONSULTANT CONTACT DETAILS

Please connect with a consultant to view profiles or discuss opportunities.

- Accounting, Finance & Procurement - Max Welch 0487 884 769
- Corporate Support - Janelle Cousins 0488 032 072, Jess Kaur 0482 783 050
- Human Resources & Marketing and Comms - Tanisha Hine 0428 763 184
- Program, Project, Policy, Grants - Janelle Cousins 0488 032 072

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- [Meet our Founder, Sarah Rajic](#)
- [All of our current jobs](#)
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ACCOUNTING AND FINANCE

AVAILABLE TALENT | OCTOBER 2025

BEHIND THE NUMBERS: MONTHLY MARKET UPDATE

The Canberra recruitment market has been stronger than other metro areas. So much so that we are seeing more candidates from interstate getting in touch and expanding their own job search net.

We expect demand to remain steady through to Christmas. We have a number of candidates with clearances and federal government experience interstate at the moment, particularly in Melbourne. They present a good opportunity for you to make use of satellite offices, or engage someone in a remote working capacity.



MAX

APS6 Financial Accountant/FBP – ID 26032982

- **Clearance:** Baseline
- **Engagement:** Non-ongoing/Labour hire
- **Location:** Canberra, ACT

Technical accountant with leadership skills. Worked in central and bespoke agencies. Coming off a successful contract and ready to start immediately.

APS6 Finance Officer – Cairns/Remote – ID 75201106

- **Clearance:** NV1
- **Engagement:** s26 perm
- **Location:** Cairns, QLD or fully remote

Relocating to Cairns, open to remote or Cairns based work. ICT FBP experience. FBP/finance officer experience. Strong communicator. S26 only.

APS6/EL1 Finance Business Partner – ID 71098949

- **Clearance:** Baseline
- **Engagement:** s26 temp/perm
- **Location:** Canberra, ACT

Smart, strategic, looking to grow. Will be EL1 soon. Takes initiative and keen to impress. Temp EL1 s26 preferred.

EL1 Program Finance Officer – ID 24850313

- **Clearance:** Baseline
- **Engagement:** s26 perm
- **Location:** Canberra, ACT

Excellent communicator, broad experience across fin ops, tax, coordination, FBP. Also worked in programs, comms. Versatile, capable.

APS6/EL1 External Budgets/FBP – ID 57093563

- **Clearance:** NV1
- **Engagement:** s26
- **Location:** Canberra, ACT

Lots of experience across external budget. Looking for a/g EL1 in this space or s26 transfer at level (APS6) as an FBP. Started career in fin reporting.

APS5/6/EL1 Finance Officers – Melbourne - ID Multiple

- **Clearance:** Baseline and NV1
- **Engagement:** labour hire or non-ongoing
- **Location:** Melbourne, VIC

We have a pool of candidates with fed. gov. experience and clearances in Melbourne. Reach out if you have a need in that location.

APS4 AP/Finance Officer – ID 70114104

- **Clearance:** Baseline
- **Engagement:** Non-ongoing/Labour hire
- **Location:** Canberra, ACT

Fed. gov. and commercial experience. Open to PT/FT work, TechOne experience, strong refs, good attention to detail.

APS6/EL1 TechOne Systems Accountant – ID 72081348

- **Clearance:** Baseline
- **Engagement:** Permanent/fixed term/labour hire
- **Location:** Canberra, ACT
- CiAnywhere implementation support. XLOne reporting development and dashboard development in TechOne. Proactive and also a CPA.



CORPORATE SUPPORT

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CORPORATE SUPPORT SPOTLIGHT: MONTHLY MARKET UPDATE

There's a noticeable upswing in the availability of highly skilled and specialised professionals across the market. We're connecting with individuals who bring a wealth of experience from academic institutions, leading consulting firms, and the Australian Public Service. These candidates offer fresh perspectives, advanced capabilities, and strategic insight that can add real value from day one.

We're also seeing strong momentum in the corporate support space. Exceptional Executive Assistants and administrative professionals are currently available — many with prior experience in government and the private sector, along with active security clearances.



JANELLE



JESS

APS5 Records Management/Admin - ID 75474050

- **Clearance:** NV2
- **Engagement:** Labour hire or non ongoing
- **Location:** Canberra

Highly enthusiastic professional with over 7 years of experience in administration, records management and office management.

APS6 Executive Assistant - ID 69509342

- **Clearance:** Baseline
- **Engagement:** Labour hire or non ongoing
- **Location:** Canberra

Experienced and mature Executive Assistant with over 15 years experience in the APS supporting multiple senior executives.

APS4 Executive Assistant - ID 74253295

- **Clearance:** None
- **Engagement:** Labour hire or non ongoing
- **Location:** Canberra

Enthusiastic Executive Assistant who brings a unique blend of strategic thinking, organisational expertise and effective communication skills.

APS6/EL1 Executive Assistant - ID 74386411

- **Clearance:** Baseline
- **Engagement:** Labour hire or non ongoing
- **Location:** Canberra

Mature and professional Executive Assistant with extensive experience supporting senior executives across both government and private sectors.

EL1/EL2 Executive Officer - ID 60619320

- **Clearance:** NV1
- **Engagement:** Non-ongoing
- **Location:** Canberra

Change and Project Management, Business Process Improvement, Business Analysis, Executive Support, Governance, Operations, ICT, Procurement and Contract Management.

APS6 Executive Officer- ID 74666252

- **Clearance:** NV2
- **Engagement:** Permanent S26
- **Location:** Canberra

Extensive experience supporting senior executive decision-making and driving coordination across government.

EL1 Property / Facilities Manager - ID 64208569

- **Clearance:** Baseline
- **Engagement:** Labour hire or non-ongoing
- **Location:** Canberra

High level professional Property, Facilities and Project Manager. More than 15 years Public Service and Private sector experience

EL2 Property / Capital Works- ID 39685744

- **Clearance:** NV2
- **Engagement:** Permanent S26
- **Location:** Canberra

Skilled leader with a wealth of experience within infrastructure, capital works, facilities, property and stakeholder management.



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HUMAN RESOURCES

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HR HIGHLIGHTS: MONTHLY MARKET UPDATE

The HR market continues to be dynamic, with a range of highly experienced candidates looking for a move. Employers have external factors impacting on their ability to recruit (or recruit quickly) so this may be the perfect time to find your next HR expert, while the candidate market is buoyant, if you have approvals to fill a vacancy.

We are working with HR professionals across most specialisations, some with APS expertise and others with highly technical expertise in the commercial, consulting and state government sectors. If you have the flexibility to look at HR expertise, not just with APS or Canberra experience, then there are some gems we can help you to uncover.



TANISHA

EL1 People Operations - ID 49373228

- **Clearance:** Baseline
- **Engagement:** s26 transfer
- **Location:** Melbourne

HR and recruitment leader experienced in payroll, systems, entry-level programs and bulk recruitment, with strong stakeholder management skills.

APS6 HR & Recruitment - ID 62885426

- **Clearance:** Baseline
- **Engagement:** Non-ongoing
- **Location:** Canberra

15+ years in recruitment, onboarding and strategic HR, with strengths in diversity and inclusion, across APS and state government.

APS4/5 Recruitment Officer - ID 56278875

- **Clearance:** Baseline
- **Engagement:** Non-ongoing or labour hire
- **Location:** Canberra

HR advisor with expertise in recruitment, learning & development, delivering process improvements and strategic HR solutions. Broader program support experience.

EL1 L&D and Capability - ID 57957873

- **Clearance:** Baseline
- **Engagement:** s26 transfer
- **Location:** Canberra

L&D and communications specialist skilled in training design and delivery, change management and stakeholder engagement, with experience across several APS departments.

EL1 & EL2 HR Business Partner - ID (several)

- **Clearance:** Baseline
- **Engagement:** s26 transfer
- **Location:** Brisbane and Canberra

HR and organisational development leader with expertise in workforce planning, change management and strategic people initiatives and goals.

EL1 Workforce Planning, Data & Visualisation - ID 52040857

- **Clearance:** Baseline
- **Engagement:** s26 transfer
- **Location:** Canberra

Workforce planning specialist with expertise in data analytics, workforce planning, diversity and inclusion, and strategic HR, supporting organisational change.

EL2 HR & Change Manager - ID 52120665

- **Clearance:** Baseline
- **Engagement:** Non-ongoing or permanent
- **Location:** Canberra

Senior HR leader with 20+ years' experience in change management, people strategy and people operations and cultural transformation across sectors.

APS6 WHS & Rehab Officer - ID 66064000

- **Clearance:** NV1
- **Engagement:** Non-ongoing
- **Location:** Canberra

Senior WHS and HR advisor with extensive experience in WHS risk management, incident investigations, rehab case management and workplace wellbeing programs.



MARKETING AND COMMUNICATIONS

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FROM THE COMMS CORNER: MONTHLY MARKET UPDATE

August and September marked the busiest months of 2025 for communications recruitment across Canberra, although it appears to be easing now. I anticipate one more surge before Christmas.

Contract roles are still coming through thick and fast, and there are plenty of strong EL1-level contractors available for both short and longer-term projects.

Application numbers remain exceptionally high – particularly for communications positions – which means not every opportunity is being publicly advertised and recruiters are working harder than ever to keep in touch with available candidates to ensure we can move quickly to fill needs, without going to the public.



TANISHA

APS5 or APS6 Events/Comms Officer - ID 75471293

- **Clearance:** Baseline
- **Engagement:** Non-ongoing or labour-hire
- **Location:** Canberra, ACT

Communications and engagement specialist with 12+ years in infrastructure, government and community relations. **Seeking a part-time position.**

EL1 Campaign Manager - ID 62935425

- **Clearance:** Baseline
- **Engagement:** Non-ongoing or labour-hire
- **Location:**

Strategic communications leader with expertise in policy, multicultural engagement and high-profile government programs.

APS6 Senior Web Content Officer - ID 68403005

- **Clearance:** Baseline
- **Engagement:** Non-ongoing or labour-hire
- **Location:** Brisbane, QLD

A customer-centric web content designer, editor, publisher and strategist with strong APS experience. Seeking flexible working arrangements.

Junior Comms or Research Officer - ID 75357374

- **Clearance:** None
- **Engagement:** Non-ongoing or labour-hire
- **Location:** Melbourne or Canberra

Graduate with experience in public affairs, research and community engagement, with strong skills in policy analysis and stakeholder communication.

Communications and Partnerships - ID 70911237

- **Clearance:** None
- **Engagement:** Non-ongoing or labour-hire
- **Location:** Canberra, ACT or Sydney, NSW

Marketing and communications specialist with experience across global agencies and government, skilled in strategy, content and stakeholder engagement.

Marketing Manager- ID 75502178

- **Clearance:** NV1
- **Engagement:** Non-ongoing or labour-hire
- **Location:**

Strategic marketing and communications leader with 20+ years' experience in Defence, FMCG and not-for-profit sectors.

APS5 Communications Officer - ID 64317261

- **Clearance:** No clearance
- **Engagement:** Non-ongoing or labour-hire
- **Location:** Canberra, ACT

Emerging communications officer with APS experience; skilled in writing and editing, stakeholder engagement, and digital analytics. Holds a Masters of Communication.

EL1 Annual Report Coordinator - ID 21992091

- **Clearance:** Baseline
- **Engagement:** Non-ongoing
- **Location:** Canberra, ACT

Highly skilled communications manager with excellent written capabilities, recently completing annual report projects across several Departments.



POLICY, PROJECT AND PROGRAM

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YOUR MONTHLY PPP ROUND-UP: MONTHLY MARKET UPDATE

We have a strong pool of experienced and security-cleared Program, Project, and Policy specialists available for labour hire, non-ongoing and S26 opportunities across the APS.

Our candidates bring extensive experience in Commonwealth and State government settings, with a solid understanding of public sector policy, governance, and program delivery. Many hold active Baseline, NV1, or NV2 clearances, allowing them to quickly integrate into sensitive or high-priority roles.



JANELLE

EL1 Project and Policy - ID 58948855

- **Clearance:** Baseline
- **Engagement:** Labour hire or non-ongoing
- **Location:** Canberra

Versatile skill set across assessment, project and policy development, secretariat support, stakeholder engagement, and process Improvement.

APS5/6 Grant Assessors - ID various

- **Clearance:** Baseline
- **Engagement:** Labour hire or non-ongoing
- **Location:** Canberra and QLD

A variety of APS5/6 Grants Assessment Officers available for their next opportunity. Highly experienced candidates in grants, program and policy support.

EL1 Policy, Governance and Reg - ID 69805927

- **Clearance:** NV2
- **Engagement:** Labour hire or non-ongoing
- **Location:** Canberra

Strategic policy professional with a strong background in policy development, governance, and legislative analysis.

APS6 Project Support/Coordination- ID 60398373

- **Clearance:** Baseline
- **Engagement:** Labour hire or non-ongoing
- **Location:** Canberra

A diversely skilled candidate exhibiting solid experience in assessment and projects, secretariat, procurement and administrative support.

EL1/EL2 Policy and Program - ID 63147627

- **Clearance:** Baseline
- **Engagement:** labour hire or non-ongoing
- **Location:** Canberra

Specialising in risk management, policy design, financial reform, project management, governance, business planning and stakeholder engagement

APS6/EL1 Project Manager - ID 45639522

- **Clearance:** NV1
- **Engagement:** Labour hire or non-ongoing
- **Location:** Canberra

Results orientated professional with extensive experience in delivering policy and program focused communications. Seeking non comms positions.

EL2 Policy and Capability- ID 75600385

- **Clearance:** EL2
- **Engagement:** Labour hire or S26
- **Location:** Canberra

Highly skilled policy leader successfully delivering outcomes in support of Australia's national security, resilience and emergency management posture.

EL1/EL2 Project/Capital Works - ID 74017285

- **Clearance:** NV1
- **Engagement:** Labour hire or non-ongoing
- **Location:** Canberra

Senior APS contractor with program and project management and capital works delivery, procurement and contract management.



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